



Agenda

Oxford City Council

Court House

TUESDAY, SEPTEMBER 3, 2013

EXECUTIVE SESSION

7:00 P.M.

1. Roll Call. Richard Keebler, Mayor; Ken Bogard, Vice-Mayor; Kevin McKeehan; Bob Blackburn; Kate Rousmaniere; John Harman; Steve Snyder

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

A. Swearing-In / Police Officers & Sergeant:

(1) Matthew Blauvelt

(2) Matthew Hardin

(3) Lara Fening Moore

B. Appointments to Boards and Commissions.

C. Public Comments.

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

4. Consent Agenda.

A. Minutes of the August 20, 2013 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

B. Report regarding the July 31, 2013 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)



Report

C. Report regarding the August 7, 2013 Environmental Commission Meeting. (Mike Dreisbach, Service Director)



Report

D. Report regarding the August 13, 2013 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)



Report

E. Report regarding the August 21, 2013 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)



Report

F. Report regarding the August 28, 2013 Civil Service Commission Meeting. (Donna Heck, Human Resources Director)



Report

5. Resolutions.

1. A Resolution accepting the amounts and rates as determined by the Budget Commission of Butler County, Ohio and authorizing the necessary tax levies and certifying them to the County Auditor. (Joe Newlin, Finance Director)



Staff Report/Resolution

2. A Resolution of Council supporting the submission of a grant application for Ohio Public Works Commission Issue I Funds in the amount of \$418,700.00 to be used for the rehabilitation of High Street between Poplar Street and Campus Avenue. (Mike Dreisbach, Service Director)



Staff Report/Resolution

6. Ordinances.

A. First Reading.

1. An Ordinance Levying Upon The Lots And Lands Enumerated In The List Of Estimated Assessments (Exhibit A) The Amounts Set Forth On Such List And Setting Forth Terms For Payment Of Assessments. (Mike Dreisbach, Service Director)



Staff Report/Ordinance

2. An Ordinance Approving A Conditional Use Permit To Allow For The Expansion Of An Existing Fraternity In A R2MS (Single And Two-Family Mile Square Residential) District At 410 E. Church Street, Oxford, Ohio 45056 With Conditions. (Jung-Han Chen, Community Development Director)



Staff Report/Ordinance

B. Second Reading - None.

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

1. Remarks from City Council and City Staff.

B. Future Meetings.

WED - Sept 4 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

WED - Sept 4 Environmental Commission Meeting 7:00 p.m. Municipal Building

TUES - Sept 10 Planning Commission Meeting 7:30 p.m.

THUR - Sept 12 City Council Budget Work Session - CIP 6:00 p.m.

THUR - Sept 12 Police Advisory Board Meeting 7:00 p.m. Senior Citizens Center

MON - Sept 16 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

TUES - Sept 17 City Council Meeting 7:30 p.m.

WED - Sept 18 Board of Zoning Appeals Meeting 7:30 p.m.

WED - Sept 25 Civil Service Commission Meeting 7:00 p.m.

FRI - Sept 27 Community Improvement Corporation Meeting 12:00 p.m. LCNB

TUES - Oct 1 City Council Meeting 7:30 p.m.

WED - Oct 2 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

WED - Oct 2 Environmental Commission Meeting 7:00 p.m. Municipal Building

TUES - Oct 8 Planning Commission Meeting 7:30 p.m.

THUR - Oct 10 City Council Budget Work Session 6:30 p.m.

THUR - Oct 10 Police Advisory Board Meeting 7:00 p.m. Senior Citizens Center

TUES - Oct 15 City Council Budget Work Session 6:30 p.m.

TUES - Oct 15 City Council Meeting 7:30 p.m.

WED - Oct 16 Board of Zoning Appeals Meeting 7:30 p.m.

THUR - Oct 17 Recreation Board Meeting 4:00 p.m. Senior Citizens Center

MON - Oct 21 Housing Advisory Board 7:00 p.m. Municipal Building

WED - Oct 23 Civil Service Commission Meeting 7:00 p.m.

FRI - Oct 25 Community Improvement Corporation Meeting 12:00 p.m. LCNB

8. Adjourn.

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, August 20, 2013 at 7:00 p.m. Those members present were Ken Bogard, Bob Blackburn, John Harman, Kevin McKeehan and Steve Snyder. Kate Rousmaniere was excused.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Bob Holzworth, Police Chief; Mr. Joe Newlin, Finance Director; Mr. Jung-Han Chen, Community Development Director; Mr. Alan Kyger, Economic Development Director; Ms. Gail Brahier, Parks and Recreation Director; Mr. Steve McHugh, Law Director, and Ms. Mary Ann Eaton, Clerk of Council.

ADJOURN TO EXECUTIVE SESSION

Mr. Blackburn moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22(G)(1) and (2) for the purpose of discussing appointments to Boards and Commissions and property acquisition. Mr. Snyder seconded. The motion passed by the following roll call:

AYE: Mr. Bogard, Mr. Harman, Mr. McKeehan, Mr. Snyder, Mr. Blackburn
Mayor Keebler (6)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Snyder moved to return from Executive Session at 7:30 p.m. Mr. Blackburn seconded. The motion passed 6-0-0.

PLEDGE OF ALLEGIANCE

Mayor Keebler requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Bogard moved to approve the agenda. Mr. Harman seconded. The motion passed 6-0-0.

PUBLIC PARTICIPATION

PRESENTATION **COUNCIL ON AGING OF SOUTHWEST OHIO**

Mr. Todd Dockum, CFO & Director of Operations, Council on Aging of Southwestern Ohio (COA), advised they were visiting various municipalities, townships, Kiwanis and Rotarians in the 5 southwest Ohio counties they served to build awareness of the Elderly Services Program which assisted approximately 20,000 residents in the region.

Mr. Dockum noted he would leave the Butler County Elderly Services 2012 Annual Report with the Clerk if anyone wanted additional information. Mr. Dockum advised for Butler County the COA was funded by the Butler County Elderly Services levy and the COA was contracted by the county commissioners to administer the Elderly Services Program. Mr. Dockum noted the COA served 4,000 residents in Butler County and approximately 100 of those clients resided in Oxford. Mr. Dockum advised the services utilized the most were home delivered meals, electronic monitoring devices, homemaker help and medical transportation. Mr. Dockum noted the COA's mission was to help seniors remain as independent as possible for as long as possible and to reduce the need for someone to go into a nursing facility until it was absolutely necessary. Mr. Dockum advised the program was compassionate and it was cost effective noting it cost taxpayers \$322 per month to help those in the Elderly Services Program compared to \$4,800 per month for someone receiving care in a nursing home via Medicaid. Mr. Dockum advised with an aging population the COA believed the Elderly Services Program was one of many solutions to help reduce medical care costs and help seniors remain in their homes as long as possible. Mr. Dockum noted without the Elderly Services Program many older adults would be forced into a nursing home before it was necessary losing their independency, privacy and connection to home and community. Mr. Dockum advised Lifespan had a contract with the COA to screen potential clients and to manage the care for clients in the program. Mr. Dockum noted to be eligible for the program clients must be a resident of Butler County aged 65 or older and be unable to perform certain daily activities without assistance. Mr. Dockum advised more than 90% of the COA's funding came from the Senior Services levy which voters first approved in 1996 and most recently approved in 2010. Mr. Dockum noted the COA's typical client was an eighty year old female living alone on approximately \$20,000 per year of which \$3,000 was paid for out of pocket medical expenses. Mr. Dockum advised the COA served Butler County seniors in many ways beyond the Elderly Services Program including an in home care program for very low income seniors which served 590 Butler County residents in 2012 and an assisted living program serving 340 Butler County residents. Mr. Dockum noted in 2012 the program delivered 465,000 meals to 2,400 homebound seniors and 128,000 hours of homemaker services was provided for nearly 1,800 clients.

Mr. Snyder inquired if Lifespan worked with Oxford Seniors or other organizations to help distribute meals. Mr. Dockum advised the COA provided federal money for congregate meals and transportation services and as far as he knew there was no contract between Lifespan and Oxford Seniors. Mr. Blackburn noted Oxford Seniors referred people to Lifespan to set them up with a case worker.

Mr. Bogard noted he and his wife delivered meals once a week and it was a very important program that assisted individuals and it covered areas beyond the Talawanda School District.

Mr. Dockum advised the Council on Aging of Southwest Ohio was considered one of the best in the country and it was aligned with Miami University's Scripps Center for Gerontology. Mr. Dockum noted citizens over the age of 65 made up 17-18% of the population in southwest Ohio and the Scripps Center for Gerontology projected that to be over 35% by 2040. Mr. Dockum advised by then 50% of the state's budget would be for Medicaid unless the rising costs for medical care were addressed.

**APPOINTMENTS TO
BOARDS AND COMMISSIONS**

Mayor Keebler announced there would be no appointments made this evening.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

MINUTES

Minutes of the August 6, 2013 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

**RESOLUTION
CONTRACT WITH CANON
SOLUTIONS AMERICA**

A Resolution No. 4763 authorizing the City Manager to enter into an agreement with Canon Solutions America for a 60-month lease of a Canon ImageRunner Advance C5255 color copier. (Kim Newton, Assistant to the City Manager)

Mr. Bogard moved to approve the consent agenda. Mr. Blackburn seconded. The motion passed 6-0-0.

**RESOLUTION
CONTRACT EXTENSION**

A Resolution No. 4764 authorizing the City Manager to extend the current contract with Re/Max Alpha Commercial Group to list for sale and market the City owned real estate at 4293 Oxford Reily Road for a twelve (12) month period ending July 14, 2014. (Alan Kyger, Economic Development Director)

Mr. Kyger advised the City listed the Western Knolls site with Re/Max as it was up for renewal in July and the City had done this for the last two years. Mr. Kyger noted someone was interested in purchasing part of the acreage. Mr. Kyger advised Dan Mawer with Re/Max was in attendance this evening.

Mr. Harman inquired if the agent had received any feedback on the quality of the site or the price. Mr. Kyger advised everyone liked the location and it was being marketed as land with no set price. Mr. Kyger noted the City would find out what the market would bear.

Mr. Blackburn moved to adopt Resolution No. 4764. Mr. Harman seconded. The motion passed 6-0-0.

RESOLUTION
REVOLVING LOAN FUND

A Resolution No. 4765 approving the Oxford Community Improvement Corporation's recommendation to loan \$45,000.00 to Hush Intimate Apparel, LLC. (Alan Kyger, Economic Development Director)

Mr. Kyger advised he was representing the Community Improvement Corporation (CIC) Board as well as his office as Economic Development Director. Mr. Kyger noted the owner of Hush Intimate Apparel applied for a \$45,000 Revolving Loan through the CIC to open an intimate apparel store in Oxford at 5 N. Beech Street. Mr. Kyger advised the CIC Loan Review Committee met twice to review the request and the full CIC Board reviewed the request last week. Mr. Kyger noted this was federal money which trickled down to the state and then to the local government and certain criteria had to be met in order to approve the loan request. Mr. Kyger advised the application met all of the criteria as outlined in the Executive Summary provided to Council. Mr. Kyger noted if approved by Council the loan would be for 5 years at 2% interest. Mr. Kyger advised the applicant (Anna-Marie Martinez) was in the audience this evening if Council had any questions for her.

Mr. Snyder noted the loan request was vetted thoroughly by the CIC. Mr. McKeehan advised the CIC Loan Review Committee spent a lot of time reviewing the request. Mr. Kyger referred to page 18 of the agenda and discussed the loan conditions which were customary for all RLF loans. Mr. Snyder advised another loan request went through the CIC process at the same time and it was turned down. Mr. Snyder noted the CIC Loan Review Committee did an outstanding job of educating the full board with regard to loan requests. Mr. Harman thanked the applicant for choosing to open her store in Oxford.

Mr. Snyder moved to adopt Resolution No. 4765. Mr. Blackburn seconded. The motion passed 6-0-0.

ORDINANCES
FIRST READING

None.

ORDINANCES
SECOND READING

ORDINANCE
NEW SECTION 1141.04

An Ordinance No. 3226 Repealing Oxford Codified Ordinance Section 1141.04 Entitled Environmental Regulations, And Adopting New Oxford Codified Ordinance Section 1141.04 Entitled Environmental Regulations. (Jung-Han Chen, Community Development Director)

Mr. Chen advised he had no new information regarding the proposed Ordinance since the first reading. Mr. Chen noted the new language would replace the existing trash collection facility regulations and added regulations for recycling collection facilities.

Mr. Chen advised Design Guidelines were also developed to assist the applicant in understanding what the City's expectations were.

Mr. McKeehan noted the new language and the Design Guidelines would avoid inherited difficulties in the Uptown District.

Mr. Snyder moved to adopt Ordinance No. 3226. Mr. Harman seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snyder, Mr. Blackburn, Mr. Bogard, Mr. Harman, Mr. McKeehan,
Mayor Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
ZONING MAP AMENDMENT

An Ordinance No. 3227 Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment For Approximately Sixteen (16) Acres Of Land Generally Known As Indian Trace Apartments Located On The West Side Of U.S. 27 South Near The Intersection Of University Park Boulevard Oxford, Ohio, And Rezoning The Property From R-3 Multi-Family Residential District To R-4 Multi-Family Residential District. (Jung-Han Chen, Community Development Director)

Mr. Chen noted this was a 'housekeeping' issue to change the zoning designation from R-3 to R-4. Mr. Chen advised the Planning Commission recommended approval of the proposed Ordinance.

Mayor Keebler advised the proposed Ordinance would rezone the property to the conditions under which it was built.

Mr. Snyder moved to adopt Ordinance No. 3227. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Blackburn, Mr. Bogard, Mr. Harman, Mr. McKeehan, Mr. Snyder,
Mayor Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
ZONING MAP AMENDMENT

An Ordinance No. 3228 Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment For Approximately Sixty Six (66) Acres Of Land Generally Known As Southpointe (Level 27) Apartments And The Surrounding Undeveloped Tract Of Land Located On The East Side Of U.S. 27 South Near The Intersection Of Southpointe Parkway Oxford, Ohio, And Rezoning The Property From R-3 Multi-Family Residential District To R-4 Multi-Family Residential District. (Jung-Han Chen, Community Development Director)

Mr. Chen noted the proposed Ordinance was also a 'housekeeping' issue.

Mr. Bogard moved to adopt Ordinance No. 3228. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Bogard, Mr. Harman, Mr. McKeehan, Mr. Snyder, Mr. Blackburn,
Mayor Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3229 Amending Ordinance No. 3190. Supplemental Budget Ordinance Number 3 To Make Supplemental Appropriations For Fiscal Year 2013. (Joe Newlin, Finance Director)

Mr. Newlin addressed the budget adjustments as presented on pages 72 and 73 of the agenda.

Mr. Snyder moved to adopt Ordinance No. 3229. Mr. McKeehan seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Harman, Mr. McKeehan, Mr. Snyder, Mr. Blackburn, Mr. Bogard,
Mayor Keebler (6)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised the parking garage repairs were complete and it was now open to the public. Mr. Elliott noted the repairs were needed to protect the City's investment and extend the useful life of the garage. Mr. Elliott advised \$600,000 was spent on the repairs over the last two years.

Mr. Elliott advised S. Poplar Street was open from Spring Street to Central Avenue and noted this was part of the Campus Commons Phase II project.

Mr. Elliott noted he and Mr. Chen held their annual meeting with the owners of the Oxford and Miami Mobile Home Park which they had been doing since 2007. Mr. Elliott advised the owners were continuing to remove abandoned and/or dilapidated manufactured homes by dismantling them and recycling the materials. Mr. Elliott noted the condition of the mobile home park was much improved over what it was in 2007.

Mr. Elliott advised he and some staff and Council members met with officials from Bowling Green, Ohio today noting it was a wonderful experience. Mr. Elliott advised he met his counterpart from Bowling Green and they discussed issues that both college towns had in common. Mr. Elliott noted his hope that officials from Oxford could visit Bowling Green in the near future.

Mr. Chen noted that Ms. Dana asked him to announce the dedication of a Habitat for Humanity house on August 24, 2013 at 1:00 p.m. on Coulter Court.

Mr. Chen thanked staff members Mary Ann Eaton and Lynn Taylor for helping to coordinate the visit with the Bowling Green officials noting they did a lot of the 'behind the scene' preparation.

Mr. Elliott thanked Mr. Chen for his efforts in coordinating the visit with Bowling Green's Planning Department. Mr. Elliott also thanked Mayor Keebler for making a presentation and Mr. Kyger for presenting a 'virtual tour' of the City.

Mr. Kyger noted Blink Boutique moved to 29 W. High Street last Thursday and would be adding new products to their store. Mr. Kyger advised Baked Sweets was now open at 32 W. High Street and the former KFC on College Corner Pike would become a new Asian restaurant. Mr. Kyger noted renovations to the apartments at 11 ½ and 11 1/3 W. High Street were complete after a year. Mr. Kyger commended the owners of Brick Street for their upgrades to the building and patio area. Mr. Kyger noted pavers were also installed between the sidewalk and curb along the Poplar Street side of the building.

Mayor Keebler noted there were 17-19 visitors from Bowling Green in Oxford today including staff members, Planning Commission members, and members of their Joint Economic Development group. Mayor Keebler advised the visitors were most interested in the City's Uptown revitalization and they loved the Uptown Park and the look of the Uptown. Mayor Keebler noted the visitors were impressed with the amount of redevelopment and reinvestment in the Uptown District. Mayor Keebler advised his small group after discussing some planning issues rode the new trolley from the Uptown Park to Lynn Avenue, past Kroger to Spring Street, the Shriver Center, Cole Service Building, Farmers School of Business and back to the Uptown Park.

Mayor Keebler advised it was an interesting ride and noted his hope citizens would take advantage of the service. Mayor Keebler advised a group of Council and staff would visit Bowling Green in the future to learn how they did some things. Mayor Keebler thanked Mr. Chen and staff members who participated in the event today noting Mr. Kyger provided a PowerPoint of the before and after on High Street as well as the new High School and the Community Park. Mayor Keebler advised he felt the City was in relatively good shape for the new school year and noted without the students the City would not survive economically.

Mr. Bogard welcomed the students to Oxford and wished them well in their studies.

Mr. Snyder thanked staff for coordinating the visit with Bowling Green officials noting it was good to hear comments from the Bowling Green staff.

Mr. McKeehan noted the meeting and time spent with the Bowling Green officials was very informative and noted they were impressed with the accomplishments in Oxford's Uptown in a down-turned economy. Mr. McKeehan advised he looked forward to more informational exchanges with the Bowling Green officials.

Mr. Blackburn advised he enjoyed the Bowling Green visit noting it was a good meeting.

Mr. Blackburn advised 'Shakespeare in the Park' would take place next Tuesday with a presentation of A Mid Summer's Night Dream and the annual Pig Roast would take place Thursday, August 29th.

ADJOURN

Mr. Bogard moved to adjourn at 8:07 p.m. Mr. Blackburn seconded. The motion passed 6-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 3 2013

Sam Perry
Prepared By

Account Code No. #:

Budgeted Amount:

August 27, 2013
Date Prepared

HAPC MEETING REPORT – JULY 31, 2013

Requests for Review (Certificate of Appropriateness):

HAPC-09-2013 130 E. High Street, Phi Gamma Delta Fraternity, approval for partial demolition and installation of security fencing, Gerry Bird, Applicant/Agent

Mr. Gerry Bird, Architect, outlined which portions of the structure were being preserved and the plan for demolition and rebuilding of the structure. Approximately 70% of the structure is being demolished. The intent is to preserve the 1828 portion of the structure. The 1828 portion is the southernmost, two-story, gabled portion with the extensive front porch facing East High Street.

Mr. Bird also described where the security fence would be installed on the property.

The HAPC voted to approve the request.

2013 Marker Ceremony

Dates and speakers for the Ceremony were discussed. The two structures being awarded are 14 North Poplar Street, Oxford United Methodist Church and 131 W. Chestnut Street, H.S. Thobe House, Tallawanda Administration Building. Plaques will be ordered.

Administrative Approvals

HAPC-ADM-06-2013, 35-39 W. High Street, second story window replacement, Stan Miller, Applicant/Agent

HAPC-ADM-08-2013, 100 W. Church Street, exterior paint choices and window replacement, Scott Webb, Applicant/Agent

HAPC-ADM-07-2013, 29 W. High Street, Blink, new wall sign, Amy Young, Applicant/Agent

Next Meeting

The August 7, 2013 meeting has been cancelled. The next HAPC meeting will take place on September 4, 2013.

Department Head:
City Attorney:
City Manager:

JHC, 8/27/13
APK, 8/30/13

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: September 3, 2013

Service Department
Originating Department

Account Code #: N/A

David Treleven
Prepared By

Budgeted Amount: N/A

August 22, 2013
Date Prepared

Agenda Title:	Environmental Commission Meeting of August 7, 2013
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Recommendation:	For Review and Consideration
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Discussion:

Environmental Commission members present at the Wednesday, August 7, 2013 meeting were: Chair, Mr. Vince Hand; Vice-Chair, Kevin Armitage; City Council Representative, Ms. Kate Rousmaniere; and Mr. Wright Gwyn. A quorum was present. Oxford resident Mr. Ted Wong and Ms. Amelie Davis, a professor with Miami University's Department of Geography and the Institute for the Environment and Sustainability Department were also in attendance. Both Ms. Davis and Mr. Wong indicated they are considering submitting applications for Environmental Commission. Ms. Rousmaniere informed the Commissioners of Ms. Kelly Church's intention to resign from the Environmental Commission.

Minutes from the June 5 and June 26, 2013 Commission meetings were unanimously accepted as presented.

Ms. Rousmaniere updated the Commission on the Planning Commission's activities as no Planning Commission Representative has been appointed to replace Mr. Wong, who resigned from the Planning Commission earlier this summer. The demolition of the former Dairy Queen structure on College Corner Pike was noted. The replacement green space was well received by the Environmental Commission. Staff informed the Commission that at least one tree is to be planted on the parcel this fall.

Staff was instructed to coordinate a meeting regarding potential revisions updating Oxford's Storm Water Management Design Manual (the Manual) with Mr. Hand, Mr. Armitage, and Oxford's Service Director, Mr. Mike Dreisbach. The purpose of the meeting is to confirm the appropriateness of potential updates to the Manual, discuss the content of potential updates, and to determine responsibilities for the various activities associated with updating the Manual.

The potential of a bike trail connecting Oxford and Hueston Woods State Park was brought to the Commission's attention. Commissioners discussed various activities to increase the visibility of alternative transportation efforts in the community.

The Commission adjourned at 8:05 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, September 4, 2013 at 7:00 p.m. in the Municipal Building's Second Floor Conference Room.

Approved By:	Department Head:	Initial	Date
	City Manager:	<u>MDT</u>	<u>8/27/13</u>
		<u>DRE</u>	<u>8/30/13</u>

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 3, 2013

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

August 21, 2013
Date Prepared

PLANNING COMMISSION MEETING REPORT – August 13, 2013

Public Hearing:

PC-12-2013 CONDITIONAL USE, 410 E. Church Street, Pi Kappa Alpha Fraternity, addition to an existing fraternity in an R2MS (Single and Two-Family Mile Square Residential) District, Terrance A. Raulin, Applicant

This application is proposing to build an addition to an existing fraternity house at this location. The intent is to improve the common space of the building, the overall exterior appearance, increase the square footage per occupant, but not significantly increase the overall number of occupants on the property. The current occupancy permit is limited to 39 persons; the proposal could increase the occupancy up to 44, based upon the application. The existing single-story “west-wing” would be increased to two stories at the front elevation, and extend further toward the street. Completed construction and site plans have not been drawn at this time, but will be required if the project moves forward to the construction phase.

Several issues were identified in the staff report related to lot coverage, vehicle management and dumpster location and treatment. Additionally, the alley behind this property has been a challenge for the trash contractor for refuse collection due to parked vehicles encroaching into the alleyway. Staff provided certain conditions for the Commission to consider should the Commission feel the conditional use application met the decision standards; the Applicant can address those concerns and issues outlined in Chapter 1145 Conditional Use for that particular use.

The Planning Commission spent a great deal of time going over the parking lot arrangement and alley encroachment issue. Additionally, questions related to lot coverage also prompted discussion among the members. The Applicant along with the Chapter Advisor provided clarification to the Commission, and staff also provided comments that there has been a good rapport between Staff and the Applicant and Chapter Advisor and that detailed issues could be worked out together in the future. The Commission felt that the conditions prepared by Staff properly addressed the issues of this proposal.

After the Public Hearing, the Planning Commission voted 5-0-0 to recommend approval to City Council subject to the conditions outlined by staff.

Items Under Consideration for Future Discussion

Chairman Prytherch provided updates to the Commission regarding their 2013 priorities.

Chairman Prytherch indicated that the Subcommittee reviewing the commercial district regulations and potential areas for different types of commercial districts would need to meet soon.

Mr. Prytherch also informed the Commission that Staff obtained information from ODOT to continue to assist the Talawanda School District developing its travel plan in order to move forward with the Safe Routes to School initiative to promote more walking and biking to the elementary and middle schools.

Next Meeting:

The next regularly scheduled Planning Commission meeting will take place September 10, 2013

Approved by:

	Initial	Date
Department Head:	<u>jhc</u>	<u>8/27/13</u>
City Attorney:	<u></u>	<u></u>
City Manager:	<u>DRE</u>	<u>8/30/13</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 3, 2013

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

August 28, 2013

Date Prepared

Agenda Title: **Board of Zoning Appeals Meeting Report – August 21, 2013**

Prior to the Regular Meeting, the BZA continued their Training Session with Legal Counsel.

Adjudication Hearing:

BZA-10-2013 212 S. Poplar Street variance to Sections 1143.05(c)(1)A minimum lot area, 1143.05(c)(1)B minimum lot width in an R2MS District, **Scott Webb Applicant, Agent**

The Applicant proposed to demolish an existing Lodging House and build a new two-family structure. Eight persons are currently permitted. Single and Two-Family dwellings are permitted in the R2MS District; however, the property does not have adequate lot width or lot area to meet the minimum requirements for a two-family structure. The lot area and width does meet the minimum requirement for a single-family building since the lot is pre-existing. The Applicant asked for a variance to the lot area of 1,429 square feet, representing approximately a 20% reduction in the required lot area. The second variance, a lot width variance of 42 feet, represents approximately a 56% reduction in the required lot width. The Applicant also detailed several existing nonconformities that would be eliminated with the building of a new structure. Staff suggested an option to the Applicant of a Reconfiguration to the existing structure, thus avoiding the variances requested.

During discussion of the Decision Standards and Staff Report, it was determined that the property was already being used as a residential dwelling and received a reasonable return staying as is; the variance requests were substantial; and the spirit and intent of the R2MS District was not exclusively for the development of two-family dwellings.

Upon review of the Decision Standards the Board of Zoning Appeals denied the variance request 4-1-0.

Next Meeting:

The next BZA meeting will take place on September 18, 2013.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JHC 8/29/13

DRE 8/30/13

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: September 3, 2013

Kim Newton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

August 29, 2013

Date Prepared

Agenda Title: Report regarding the August 28, 2013 Civil Service Commission Meeting.

Recommendation:

Discussion: The Civil Service Commission held a regular meeting on Wednesday, August 28, 2013. Those members present were: Karen Martino, James Burchyett, Bill Brewer and Greg Smith.

Donna Heck, Human Resources Director; Kim Newton, Recording Secretary; and Steve McHugh, Law Director were in attendance for the City.

Dennis Malone, Human Resources Director was in attendance for the Talawanda School District.

Steve McHugh swore in two new members, Bill Brewer and Greg Smith.

Karen Martino was elected as Chair and James Burchyett was elected as Vice-Chair.

Steve McHugh provided training to the Commission and reviewed the Civil Service Rules & Procedures.

The Commission approved the Assistant Cafeteria Manager job description for the Talawanda School District as well as the Cafeteria Worker exam and protocol.

The next regular meeting is scheduled for September 25, 2013 at 7:00 p.m.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

djh \ 8/29/13

DBE \ 8/30/13

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance Department

Originating Department

Council Meeting Of: September 3, 2013

Heidi Hill

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

August 28, 2013

Date Prepared

Agenda Title: 3.65 MILL PROPERTY TAX RATE RESOLUTION

Recommendation: Approve

Discussion:

This Resolution is the annual standard resolution sent to us from the Butler County Auditor.

The purpose is to legally adopt the Oxford property tax rate for next year as approved by the Auditor's office.

Approved By:

Department Head:

Initial Date

City Manager:

[Signature] 8/29/13
[Signature] 8/26/13

RESOLUTION NO.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION OF BUTLER COUNTY, OHIO AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

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

SECTION 1: Council in accordance with Ohio Revised Code, and having previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2014.

SECTION 2: The Budget Commission of Butler County, Ohio has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within the ten mill tax limitation.

SECTION 3: The amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted.

SECTION: 4: There is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation, as set forth on Schedule A attached hereto and incorporated herein by reference:

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR
(VILLAGE COUNCIL)

Rev. Code, Secs. 5705.34, 5705.35

The Council of the CITY of **OXFORD**, Butler County, Ohio, met in

_____ session on the _____ day of _____, 20_____, at the
(regular or special)

office of _____ with the following members present:

_____ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax
Budget for the next succeeding fiscal year commencing **January 1, 2014**; and

WHEREAS, the Budget Commission of Butler County, Ohio has certified its action thereon to this
Council together with an estimate by the County Auditor of the rate of each tax necessary to be
levied by this Council, and what part thereof is without, and what part within the ten mill tax
limitation; therefore be it

RESOLVED, By the Council of the **CITY OF OXFORD** Butler County, Ohio, that the
amounts and rates, as determined by the Budget Commission in its certification, be and the same are
hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Village the rate of
each tax necessary to be levied within and without the ten mill limitation as follows:

=====

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET
COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION	AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED	
			===== INSIDE 10 MILL LIMIT	===== OUTSIDE 10 MILL LIMIT
GENERAL FUND	979,823.00		3.65	
GENERAL BOND RETIREMENT FUND				
PARK FUND				
RECREATION FUND				
FIRE LEVY				
POLICE LEVY				
TOTAL	979,823.00	0.00	3.65	0.00

THE UNIVERSITY OF CHICAGO

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	5
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and be it further

RESOLVED, That the Clerk of this Council be, and he/she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

_____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adopted the _____ day of _____, 20____.

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

=====

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: September 3, 2013

Account Code #: N/A

Budgeted Amount: N/A

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

August 27, 2013
Date Prepared

Agenda Title: High Street (USR 27) Roadway Improvements (Poplar Street to Campus Ave.) – Application for Ohio Public Works Commission - Issue 1 Funds.

Recommendation: Approve

Discussion: The City has completed the rehabilitation of three blocks of High Street brick roadway between Poplar Street and College Avenue. The rehabilitation consisted of the removal of the existing roadway, correcting all subgrade deficiencies, installation of a new aggregate sub-base, 10" concrete base, 1" sand blanket, and relaying the original brick pavers. Staff is now identifying funding sources for the rehabilitation of the brick portion of High Street from Poplar St. to Campus Ave.

Ohio Public Works Commission - Issue 1 funds, administered by the Butler County Engineer's Office, are available to local governments for projects that improve safety. The City of Oxford, through an application process, has the opportunity to receive Issue 1 funds to be used for the rehabilitation of High St. between Poplar St. and Campus Ave. The City may be eligible to receive approximately \$418,700 from the Commission to help pay for the \$530,000 project. The City would be required to provide approximately \$111,300 as the local match to completely fund the project (OPWC paying ~ 79% with the City paying ~ 21%). The local funding would be required in FY 2014 as we would contract for the work in December of 2014 for construction in the summer of 2015.

The water main serving this block is only a few years old and is in excellent condition. City staff will evaluate all properties in the work area to determine if additional taps should be made in advance of the project. Property owners within the work area would be required to have their curb, gutter, and sidewalk in acceptable condition prior to street reconstruction. Staff does not anticipate existing bricks under the asphalt in the work area will be of suitable condition for re-use on the project. The project budget allows for the purchase of new street pavers; an emphasis will be made to match existing brick color on High St. as closely as possible.

The City's application for funding, should Council approve the project, will include the following project schedule with **construction in 2015**:

Project Engineering	September 15, 2013 through October 30, 2014
Bid Advertising and Award	November 1, 2014 through December 31, 2014
Construction	May 18, 2015 through July 15, 2015

It is Staff's recommendation that Council authorize the City Manager to apply for and sign all documents necessary to receive a grant from the Ohio Public Works Commission for the reconstruction of High Street from Poplar Street to Campus Avenue.

Approved By:

Department Head:

Initial Date
MBD \ 8/27/13

City Manager:

DRK \ 8/27/13

RESOLUTION NO.

A RESOLUTION OF COUNCIL SUPPORTING THE SUBMISSION OF A GRANT APPLICATION FOR OHIO PUBLIC WORKS COMMISSION ISSUE 1 FUNDS IN THE AMOUNT OF \$418,700.00 TO BE USED FOR THE REHABILITATION OF HIGH STREET BETWEEN POPLAR STREET AND CAMPUS AVENUE.

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

SECTION 1: Council having determined the rehabilitation of High Street between Poplar Street and Campus Avenue to be beneficial to the City, hereby supports the use of grant funds to assist with the cost of the rehabilitation of High Street between Poplar Street and Campus Avenue.

SECTION 2: Council hereby authorizes the City Manager to submit a grant application to the Ohio Public Works Commission requesting Issue 1 funds for the rehabilitation of High Street between Poplar Street and Campus Avenue.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: September 3, 2013

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

August 20, 2013
Date Prepared

Agenda Title: An Ordinance to Levy Assessments for Curb, Gutter, and Sidewalk Repairs

Recommendation: Approve

Discussion:

Through a series of Resolutions, the City has caused the repair of deficient curb, gutter, and sidewalk on parcels identified in the attached Exhibit "A" including:

Feb. 2012 Resolution No. 4727 – Declaring the necessity to make improvements
June 2012 Resolution No. 4744 – Authorizing a contract to perform the improvements
July 2012 Resolution No. 4757 – Determination of the total cost of assessment by lot

The proposed assessment costs were advertised as required by Ohio Revised Code; no objections were received from parcel owners as detailed in Exhibit "A". Upon passage of this Ordinance, an owner may pay cash for the assessment within 30 days. Otherwise, the amount will be levied to the owner's property tax bill and must be paid in five (5) annual installments with City assessed interest on deferred payments at a rate of 5%.

Staff recommends City Council approve this assessment Ordinance, and authorize the City Manager or his designee to take all steps necessary to cause the amounts listed in Exhibit "A" to be levied upon the lots and lands enumerated in the listing.

Approved By:

Department Head:

Initial

Date

MBD \ 8/23/13

City Manager:

DRB \ 8/30/13

ORDINANCE NO.

ORDINANCE LEVYING UPON THE LOTS AND LANDS ENUMERATED IN THE LIST OF ESTIMATED ASSESSMENTS (EXHIBIT A) THE AMOUNTS SET FORTH ON SUCH LIST AND SETTING FORTH TERMS FOR PAYMENT OF ASSESSMENTS.

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

SECTION 1: Pursuant to Ohio Rev. Code 729.07, Council filed a list of estimated assessments (Exhibit A) with the Clerk of City Council and ordered it open for public inspection.

SECTION 2: Pursuant to Ohio Rev. Code 729.08, Council published a notice in *The Oxford Press*, beginning July 19, 2013 and ending August 2, 2013 stating that the list of estimated assessments (Exhibit A) was on file with the Clerk of City Council and was available for public inspections.

SECTION 3: The Clerk of Council has received no written objections to the assessments.

SECTION 4: Property owners shall be assessed the actual cost over five years as set forth on Exhibit "A" attached hereto.

SECTION 5: Property owners may pay the assessment in five (5) annual installments with interest on deferred payments at 5%. Conversely, property owners may pay the assessment in cash within 30 days after passage of this Ordinance.

SECTION 6: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

NOTICE OF ACTUAL COSTS FOR SPECIAL ASSESSMENT IMPROVEMENTS

EXHIBIT "A"

Address	Direction	Street Name	Property Owner	Parcel #	ESTIMATED			Estimated Cost	ACTUAL				
					Lineal Ft Curb	Square Feet Sidewalk	Square Ft Drive Apron		Lineal Ft Curb	Square Feet Sidewalk	Square Ft Drive Apron	Actual Cost	Difference
College Quantities as of 6/3/13													
131	W	High	Barry Krauth	H41000040000130	35	50	325	\$3,965.00	35	50	325 (remove only)	\$3,859.75	-\$105.25
100	S	College	Drushal J Benjamin	H41000040000093	30	150		\$1,920.00	30	150		\$1,690.50	-\$229.50
129	W	Walnut	Tres Walnut LLC	H41000040000127	70	783		\$7,511.00	70	520		\$4,913.50	-\$2,597.50
110	S	College	Oxford Crisis and Referral	H40000040000094	35	275		\$2,940.00	35	275		\$2,542.25	-\$397.75
115	S	College	Harper Pointe Inc	H41000040000121	15	150		\$1,485.00	15	150		\$1,272.75	-\$212.25
122	S	College	Tres Walnut LLC	H40000040000096	76			\$2,204.00	76			\$2,116.60	-\$87.40
123	S	College	Ward Phillip W Tr	H41000040000118	50	125	154	\$3,557.00	50	125	154	\$3,136.80	-\$420.20
201	W	Collins	Frederick Thomas A & Lewis Amanda	H40000040000101	68	325	72 (remove only)	\$4,463.00	68	325	72 (remove only)	\$4,106.30	-\$356.70
215	S	College	Tres Walnut LLC	H41000040000111	75	75		\$525.00	75	75		\$427.50	-\$97.50
222	S	College	Tri Development Co	H40000040000107	40	75	143	\$2,829.00	40	75	143	\$2,256.50	-\$572.50
Chestnut Quantities as of 6/3/13													
903		Marilyn	Raymond Tucker	H41001180000083	74	96		\$2,818.00	74	96		\$2,608.10	-\$209.90
417	W	Chestnut	Susan Sherwin	H41001180000087	91	80	90	\$3,919.00	91	80	90	\$3,593.35	-\$325.65
405	W	Chestnut	Christopher or Mary Mullins	H41001180000089	31	32		\$1,123.00	31	32		\$1,045.75	-\$77.25
329	W	Chestnut	Christopher Pirigi	H41001180000090	80			\$2,320.00	80			\$2,228.00	-\$92.00
311	W	Chestnut	Jackson or Cynthia Smeltz	H41001180000093	30	16	85	\$1,662.00	30	16	85	\$1,496.20	-\$165.80
131	W	Chestnut	Talawanda Local School District	H40001150000003	99	288	51	\$5,295.00	99	288	51	\$4,740.45	-\$554.55
101	W	Chestnut	Talawanda Local School District	H40001150000004	207	275	0	\$7,928.00	207	275	0	\$7,332.45	-\$595.55
13	W	Chestnut	Itti Bitti Company LLC	H40001150000019	35	130	0	\$1,925.00	35	130	0	\$1,715.75	-\$209.25
11	W	Chestnut	Sasser Tari & Duke Steven F.	H40001150000020	49	175	0	\$2,646.00	49	175	0	\$2,362.15	-\$283.85
1	W	Chestnut	Dudley Terry & Tom TRS	H40001150000012	64	330	0	\$4,166.00	64	330	0	\$3,663.40	-\$502.60
815		Erin	Kettedwell, Albert	H41001220000099	8			\$232.00	8			\$222.80	-\$9.20
622	W	Chestnut	Burbante, Diana	H41001220000097	10	170	78	\$2,104.00	10	170	78	\$1,770.10	-\$333.90
606	W	Chestnut	Fischer, Theresa	H41001220000088	11	40		\$599.00	11	40		\$534.35	-\$64.65
508	W	Chestnut	Allegree, Alex & Holly	H41001220000007	70	50	85	\$3,060.00	70	50	85	\$2,804.00	-\$256.00
410	W	Chestnut	Hering, Todd	H41001220000002	50	125		\$2,325.00	50	125		\$2,105.00	-\$220.00
406	W	Chestnut	Nelson, Melissa & Maurice	H41001220000001	50	50		\$1,800.00	50	50		\$1,677.50	-\$122.50
324	W	Chestnut	Weida, Dustin	H41001050000020	43	150	54	\$2,729.00	43	150	54	\$2,414.35	-\$314.65
316	W	Chestnut	Rupp, Dawn	H41001050000021	72	175	36	\$3,601.00	72	175	36	\$3,243.90	-\$357.10
230	W	Chestnut	Hoelzer Rentals, Inc.	H40001050000025	111	125	54(remove only)	\$4,256.00	111	125	54(remove only)	\$4,073.85	-\$182.15
212	W	Chestnut	Nash, Leonard & Bernice	H41001050000026	62	225		\$3,373.00	62	225		\$3,009.20	-\$363.80
208	W	Chestnut	Augsburger, Anthony & Scott	H41001050000027	91	455	66	\$6,352.00	91	455	66	\$5,570.05	-\$781.95
818	S	College	Davidson, Dave	H41001050000115	38	250	30	\$3,092.00	38	250	30	\$2,684.30	-\$407.70
								\$98,724.00	Total			\$97,217.45	

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 3, 2013

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

August 16, 2013

Date Prepared:

Agenda Title:	PC-12-2013 Conditional Use Permit Application, 410 E. Church Street, Pi Kappa Alpha Fraternity, Addition to an Existing Fraternity in a R2MS (Single and Two-Family Mile Square Residential) District, Terrance Raulin, Applicant
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Recommendation: Approval with Conditions

Discussion:

The Applicant is requesting approval of a proposed addition to an existing fraternity house, located at 410 E. Church Street.

Based on the Applicant's narrative, the intent is to improve the common space of the building, the overall exterior appearance, increase the square footage per occupant, but not significantly increase the overall number of occupants on the property. The current occupancy is limited to 39 and the proposed addition could increase up to 44 based on the narrative. The existing single-story "west wing" would be increased to two stories at the front elevation and would also extend further south toward the street.

The site plan and rendering illustrates the proposed addition as viewed from Church Street. This is merely a Conditional Use permit application for the proposed addition and other site improvements. No detailed building plans have been submitted for code compliance review at this point.

Staff spent a great amount of time working with the Applicant identifying problems and issues related to the proposed addition; traffic/vehicle management, parking encroachment and lot coverage. The Applicant has been responsive to staff concerns. Staff has generally felt that the Housing Corporation and the Chapter Advisor have been very cooperative during annual inspections and have maintained and upgraded their property on an on-going basis.

The Commission asked for any public comments and no public comments were submitted. After the Public Hearing, the Commission discussed with the Applicant and Chapter Advisor in length specific issues related to lot coverage and off-street parking. The Commission felt that the recommendations and on-going working relationship between Staff and the Applicant were very beneficial in assisting this project to move forward. The Commission went through the Conditional Use Decision Standards and voted 5-0-0 to recommend the approval of this Conditional Use Permit application to City Council subject to the following conditions:

1. Prior to occupancy the owner shall remove private parking striping that is located in the alley right-of-way, remove any encroaching or obscuring trees/vegetation, re-surface the alley to correct the alley alignment and paint the alley right-of-way to the satisfaction of the Police Chief and Service Director; prior to occupancy of the building. All of this work shall be required only on the alley portion adjacent to the subject property.

2. Prior to the issuance of a building permit, the owner shall submit drawings for an improved trash and recycling collection facility to be reviewed and approved according to the revised ordinance currently in process through City Council (PC Case 10-2013).
3. The increased lot coverage shall be mitigated by implementing a storm water best management practice for at least the portion of the site equivalent to the square footage of the increase.

Approved By:

Department Head:

City Attorney:

City Manager:

JHC, 8/27/13
DLE, 9/20/13

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR THE EXPANSION OF AN EXISTING FRATERNITY IN A R2MS (SINGLE AND TWO FAMILY MILE SQUARE RESIDENTIAL) DISTRICT AT 410 E. CHURCH STREET, OXFORD, OHIO 45056 WITH CONDITIONS.

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

SECTION 1: Council hereby finds that the Planning Commission held a public hearing on August 13, 2013 in accordance with Section 1147.02 of the Codified Ordinances of the City of Oxford, on the application of Terrance Raulin, Applicant, for a conditional use permit to allow for the expansion of an existing Fraternity in a R2MS (Single and Two-Family Mile Square Residential) District at 410 E. Church Street, Oxford, Ohio 45056.

SECTION 2: The Planning Commission, after a public hearing and discussion, voted to approve a motion recommending approval of the conditional use permit application to allow for the expansion of an existing Fraternity in a R2MS (Single and Two-Family Mile Square Residential) District at 410 E. Church Street, Oxford, Ohio 45056 with the following conditions:

1. The owner shall remove private parking striping located in the alley right-of-way, remove any encroaching or obscuring trees/vegetation, re-surface the alley to correct the alley alignment and paint the alley right-of-way to the satisfaction of the Police Chief and the Service Director; prior to occupancy of the building.
2. Prior to the issuance of a building permit, the owner shall submit drawings for an improved trash and recycling collection facility to be reviewed and approved according to newly adopted Oxford Codified Ordinance Section 1141.04 entitled Environmental Regulations.
3. The increased lot coverage shall be mitigated by implementing a storm water best management practice for at least the portion of the site equivalent to the square footage of the expansion.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to allow for the expansion of an existing Fraternity in a R2MS (Single and Two-Family Mile Square Residential) District at 410 E. Church Street, Oxford, Ohio 45056 in accordance with the conditions set forth above.

SECTION 4: This Ordinance shall take effect at the
earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

Certification of Action

Oxford Planning Commission

Recommendation to City Council

<u>Report Date</u>	September 3, 2013
<u>Case Number</u>	PC-12-2013
<u>Applicant Information</u>	Terrance Raulin Dodd Hall Housing Corporation
<u>Requested Action</u>	Conditional Use, 410 E. Church Street, Pi Kappa Alpha Fraternity
<u>Summary of Request</u>	Addition/Renovation of an Existing Fraternity in an R2MS District
<u>Public Hearing Information</u>	On August 13, 2013 a Public Hearing took place at 118 W. High Street. A Public Hearing notice was published in the Oxford Press on July 26, 2013. Courtesy notices were mailed to adjacent property owners on July 19, 2013.
<u>Commission Action</u>	The Planning Commission voted 5-0-0 recommending approval of the Conditional Use with conditions.
<u>Commission Findings and Conclusions</u>	The Planning Commission had a lengthy discussion regarding issues with the parking lot arrangement, alley encroachment and trash pickup. The Applicant and Chapter Advisor were responsive to the Commission's concerns. Staff referred to their good relationship with the Applicant and Chapter Advisor, noting that the fraternity has always maintained and upgraded their property on an on-going basis, and agreed that they could continue their working relationship and move forward with the project. The Planning Commission agreed with the conditions outlined in the staff report, and recommended approval to City Council.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated August 8, 2013 2. Interoffice Review Transmittal Sheets 3. Property Notifications Map 4. Conditional Use Permit Application Dated June 28, 2013 5. Supporting Documents 6. Site Plan 7. Existing and Proposed Floor Plans/Elevation 8. Surrounding Property Photographs

City of Oxford
Community Development Department
STAFF REPORT

Planning Commission

Case # PC-12-2013

Date – August 13, 2013

APPLICATION

Applicant:	Terrance Raulin
Location:	410 E. Church Street
Owner:	Dodd Hall Housing Corporation
Agent:	Terrance Raulin/President
Action Request:	Conditional Use Permit Application – Addition/Renovation of a Fraternity in a R2MS Zone
Current Use:	Fraternity
Surrounding Existing Land Uses:	Fraternity / Residential Rental / Gravel Parking

DESCRIPTION

Applicant Terry Raulin comes before the Planning Commission to request a Conditional Use Permit for expansion and renovation of the Pi Kappa Alpha fraternity building at 410 East Church Street. According to County Auditor records, the current building has existed since the late 1960s. There is no record of a variance; conditional or special use permit for a fraternity use at this address, therefore the applicant was required to go through this process prior to submitting a building permit application. The property is zoned R2MS (Single and Two-Family Mile Square Residential) which allows fraternity houses as a conditional use. The current occupancy permit is for 39 persons.

Based on the applicant's written explanation, the intent is to improve the common spaces of the building, the overall exterior appearance, increase the square footage per occupant, but **not** to significantly increase the overall number of occupants on the property. The occupancy may increase up to 44, according to the letter from the applicant. The existing single-story "west wing" would be increased to two stories at the front elevation, and also be extended further south toward the street (23'). The expanded portion would not be any closer to the side (west) property line than the current building.

The site plan submitted depicts the building footprint and different land cover surfaces. The artist's rendering depicts the finished project as viewed from Church Street. The rendering appears as if some architectural details will be added to the existing east wing in order to match the addition. A west side elevation drawing has also been submitted to show the wall openings as viewed from the side property. Complete construction and site plans have not been drawn at this time, but will be required if the project moves forward toward a building permit application.

SURROUNDING NEIGHBORHOOD

All property owners within 200 feet have been notified by letter, a sign has been posted on the property and notice has been placed in the newspaper. At the time of this writing, **no public comments have been submitted in response to the public notices.**

The property is surrounded by a mixture of different types of residential uses common near campus. There is a fraternity house directly to the east and a five unit apartment building to the west. There is

university parking lot across the street to the south, and an alley with nearby vacant land and surface parking to the north (not owned by the fraternity).

COMPREHENSIVE PLAN (2008)

There are no specific strategies or objectives directly referring to fraternities in the most recent Comprehensive Plan. However, there are indirect references that staff found helpful, which are included below with staff comments:

Housing Chapter – Objectives and Strategies excerpt (page 7.4)

Objective 1: Improve housing conditions in the Mile Square

Objective 3: Improve rental housing

(Staff comment- the owner will likely be modernizing the building as part of the project, which could increase building/life safety)

University and Community Chapter – Objectives excerpt (page 11.3)

Objective 2 – Foster model university-community collaboration

UC 2.6. Develop ongoing programs to help students learn the responsibilities of being good citizens and neighbors.

UC 2.7. Strengthen sense of community between students/nonstudents.

(Staff comment- fraternities commonly achieve this goal by requiring certain responsibilities in caring for the home/property as well as doing general community service)

ZONING CODE REGULATIONS EXCERPTS

§1143.05 R2MS SINGLE AND TWO FAMILY MILE SQUARE RESIDENTIAL DISTRICT

(a) Purpose. This district is designed to preserve and encourage a mix of single-family and two-family residences in the established residential areas of historically significant character.

Conditional Use

The purpose of Conditional Use regulations is at Section 1147.01(a):

"Purpose. Conditional Uses are land uses that are potentially appropriate in many zoning districts but that are likely to have characteristics that could be detrimental to the public health, safety, or general welfare if not located appropriately, operated appropriately, or mitigated with good design."

§1143.05(b)(2)L: Conditional Uses in R2MS:

STAFF FINDINGS: Fraternity and sorority houses are specifically listed as a Conditional Use in the R2MS District.

§1143.05(c): R2MS Site Development Regulations:

STAFF FINDINGS: Lot size, building setbacks, and building height appear to be satisfied. However, **building coverage and total lot coverage are not satisfied.** A maximum of 25% of the site is allowed to be covered by enclosed buildings. The detached shed was recently added last year, placed on top of pavement area. The proposed front addition increases the building coverage by 5.25%, bringing the total building coverage to 28%.

A maximum of 40% of the lot is allowed to be covered by buildings and any other hard surface such as paving (called total lot coverage). Roughly half of the land to be covered by the addition is already a brick patio area. However, the existing total lot coverage is 66.5%, which is 26.5% more than required. The total lot coverage would increase to approximately 70% not including any potential new hardscape areas associated with a site/landscape plan (not yet submitted). While the total lot coverage is considerably more than required, the building front is set back from the street 16 feet more than required (36 instead of 20 feet). Additionally, the side setbacks are nearly double the minimum required (14 instead of 7.5 feet).

§1147.03(b)(19) Use Regulations & Potential Concerns:

(19) Fraternity and sorority houses.

A. Potential Concerns

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

B. Requirements:

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

STAFF FINDINGS: The list of specific concerns above is excerpted from the zoning code as a list for just for fraternity and sorority houses. There is also a general list for all conditional uses. ***See the attached code Section 1147.02(c)(2) for the complete list.*** This fraternity house is within a zoning district and vicinity where fraternity houses are common. The building is not historic, in the sense of Oxford's typical historic building from the early 1900s or late 1800s. This particular one was built in the 1960s. The addition would continue the existing architectural design and material. Vehicle management and trash facilities are concerns from the list above that the Planning Commission may wish to address as part of this review.

§1149.02: Vehicle Management; Applicability of Regulations:

- (a) Any new development, redevelopment, or change to a use or structure or site (whether conforming or nonconforming) shall meet the current vehicle management regulations for the entire use and structure and site.

§1149.03: Vehicle Management; General Regulations:

- (c) All off street parking spaces shall contain a rectangular area a minimum of 9 feet wide and 20 feet long, except that parallel parking spaces shall be a minimum of 22 feet long.
...
(e) Fraternity and Sorority uses are required to provide 2 spaces for every five beds.

§1149.04 Vehicle Management; Residential Regulations:

- (a) Location.
- (1) 1 parking space may be located in a required front yard. All other parking spaces required or provided in excess of the minimum requirement shall not be located in the required front yard.
 - (2) 1 required parking space may be a stacked space. All other required off-street parking spaces shall have direct access to a driveway or alley, without crossing another space.
 - (3) Parking spaces shall not be located within 3 feet of any lot line.
 - (4) Unenclosed parking spaces shall not be located within 3 feet of any principal structure.

STAFF FINDINGS: Regarding Vehicle Management code conflicts, the use is required to have at least 16 parking spaces, based on 40 beds. There are 22 shown on the site plan, which is more than required. The spaces are required to be 20 feet long and are only 16 feet long on the site plan. City code also does not allow stacked spaces for this use. The spaces should be at least three feet from the lot lines and are shown as zero on the west property line.

The size, location and number of parking spaces are an existing situation. However, some improvement could be made for public safety purposes. There is encroachment into the alley public right of way. [See attached aerial photo below] The parking space striping encroaches into the alley 2-4 feet and **the alley curves around a brushy area** near the fraternity's dumpster. Additionally, because of the "change to the structure" proposed, Section 1149.02 requires full compliance with all Vehicle Management regulations (size, location, stacking).



§1147.04(j) Trash/Recycling Collection Facility

This section of City Code has recently gone through the first reading of a revision. Staff recommends that the fraternity upgrade the collection facility to comply with the new code.

STAFF FINDINGS: There is a concrete pad and remnants of a masonry enclosure on the northeast corner of this site.

AGENCY REVIEWS

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

Police:	Returned without comment (except that working with OPD regarding parking)
Fire:	Returned without comment
Engineering:	Three questions returned back to applicant
Econ. Dev.	Returned without comment

DECISION CRITERIA

A copy of the Conditional Use Permit Decision Standards is attached.

ANALYSIS

Although detailed construction and site/elevation/floor plans have not been submitted, there was adequate information for staff to conduct an analysis of what impacts should be addressed as part of the Conditional Use Permit. Although, a significant increase in occupancy is not proposed, the existing issue of parking, and the less prominent issues of trash and lot coverage should be addressed as part of this Planning Commission review. These are common challenges that come up at one time or another over the life cycle of nearly all residential developments. Building and lot coverage are also zoning code conflicts noted in the site plan.

Parking: The Community Development Department, Service Department and Police Department have looked at the site and are recommending that the fraternity make improvements adjacent to

the rear property line to rectify the encroachment. The corners have been recently staked by a surveyor; therefore the real boundary is known. A correction would ensure that the public right of way is kept open for all users. In recent years, large sport utility type vehicles have been parked on the site, which encroach into the alley. An improvement in the alignment coupled with enforcement by the City would discourage alley encroachment and generally improve access and safety adjacent to this site. An additional solution could be to alter the fenced patio area for more parking space, which may be a less desirable option for the fraternity. An overall improvement to this issue is an inter-departmental approach that we believe the property owner will accept as part of the fraternity expansion. We believe the majority of this correction can be handled at the staff level, but the Commission is also welcome to attach any necessary detailed conditions it believes appropriate. The Commission has the power, per Section §1147.02(d) to waive or modify regulations such as parking stall size or location, due to the fact that code requires compliance because of the change to the structure proposed.

Trash/Recycling: A new enclosure should be built which complies with the new regulations and guidelines. Related improvements may also be pedestrian access, recycling space and a re-alignment of the dumpster for ease of access for the service truck. Depending on the enclosure size and alignment, there may be some impact on parking spaces. Additionally, the building expansion may provide the necessary storage space for items currently stored in the shed next to the dumpster. Therefore the shed may not be needed in the long term which could result in flexibility in the location/size of the nearby dumpster and parking spaces.

Building and Lot Coverage: The building and lot coverage issues are also zoning code conflicts that the Planning Commission has the power to waive or modify. Per Section §1147.02(d) it could impose more strict regulations and any additional conditions, guarantees and safeguards it deems necessary to satisfy the purposes of this Zoning Code. The owner could strive to mitigate the impact of at least the additional increase of lot coverage by either reducing lot coverage from other portions of the site or by implementing a storm water best management practice with at least the run off from a portion of the site equivalent to the increased lot coverage. This could be done by pervious landscape pavers, roof water into rain gardens or other similar type solutions.

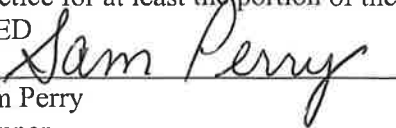
RECOMMENDATION

The Community Development Department recommends that the Planning Commission accept the applicant's proposal for the fraternity expansion as presented, with the following conditions:

1. Prior to occupancy the owner shall remove private parking striping that is located in the alley right of way, remove any encroaching or obscuring trees/vegetation, re-surface the alley to correct the alley alignment and paint the alley right of way, to the satisfaction of the Police Chief and Service Director; prior to occupancy of the building. All of this work shall be required only on the alley portion adjacent to the subject property.
2. Prior to issuance of a building permit, the owner shall submit drawings for an improved trash and recycling collection facility to be reviewed and approved according to the revised ordinance currently in process through City Council (PC Case 10-2013).
3. The increased lot coverage shall be mitigated by implementing a storm water best management practice for at least the portion of the site equivalent to the square footage of the increase.

SUBMITTED

BY:


Sam Perry
Planner

Community Development Department

DATE: August 8, 2013

ATTACHMENT

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

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 17, 2013

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-12-2013 CONDITIONAL USE, 410 E. Church Street, Pi Kappa Alpha Fraternity, addition to an existing fraternity in an R2MS (Single and Two-Family Mile Square Residential) District, **Terrance A. Raulin, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **8/7/13** Note: If no comments are received, we will assume the project meets your department's standards.

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

Drawings reviewed by:



Date: 7-26-13

John Detherage

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 17, 2013

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-12-2013 CONDITIONAL USE, 410 E. Church Street, Pi Kappa Alpha Fraternity, addition to an existing fraternity in an R2MS (Single and Two-Family Mile Square Residential) District, **Terrance A. Raulin, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **8/7/13** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

SEE MEMO DATED 7-17-13
V.P.

Drawings reviewed by: _____



Date: 7-17-13

VICTOR POPESCU

PRINTED NAME

PC-12-2013

*Property
notifications*

Legend

 Subject Properties

 200 Ft. Buffer

 Oxford Corporation Limit

 Parcel

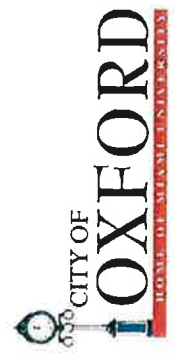
 16.5' Vacated ROW

 Building Footprint

 Paved Roadway



1 inch = 100 feet



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.



Case No.: PC-12-2013
Date Filed: 6-28-13

Conditional Use Permit Application
City of Oxford, Ohio

REQUIRED INFORMATION (print clearly)

Name of Applicant: TERRANCE A. RAULIN
(Attach a letter of agency if the Applicant is not the property owner)
Mailing Address: 8019 CYPRESS TREE CIRCLE
WEST CHESTER, OHIO 45069 Email Address: traulin@fuse.net
Telephone Number(s): (513) 874-2448 (Home) (513) 827-4252 (Cell)
Name of Property Owner (if other than Applicant): DODD HALL HSG CORP (ITKA) - T. RAULIN, Pres
Location of Property: 410 E. CHURCH ST. OXFORD, OHIO 45056
Legal Description: LOT 496, CITY OF OXFORD, BUTLER COUNTY, OHIO
Zoning District: R2-M8
Total Area: .379 Acres / 16,517.6 Square Feet (circle one)
Existing Use Description: FRATERNITY
Proposed Use Description: FRATERNITY- RENOVATION / ADDITION / IMPROVEMENT

SUBMISSION REQUIREMENTS

The required fee of \$400.00 plus actual postage, made payable to the City of Oxford, must accompany the application. The entire submission must be prepared in accordance with Chapter 1147, Conditional Uses, of the Zoning Code of the City of Oxford.

Attach thirteen (13) copies of a site plan indicating the following: (SEE ATTACHMENTS)

1. North arrow
2. Scale
3. Vicinity Map
4. All existing and proposed lot lines within the site
5. Dimensions of all lots and of the entire site and any adjacent rights-of-way
6. Location, height, and use of all proposed and existing structures
7. Location and design of all proposed vehicle management areas
8. Location, size, and type of all proposed signs - NONE
9. Location, height, and type of all proposed screening and landscaping
10. Distances to residential zoning districts if within 1,000 feet
11. The use of land and location of structures on adjacent property and across adjacent rights-of-way
12. Elevations of proposed structure, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use
13. Photographs of the existing use and its surroundings.
14. Other information as required by the Planning Commission

Attach a Narrative Statement describing how the proposed Conditional Use meets the following Decision Standards of the zoning district in which it is to be located: (SEE ATTACHMENTS)

- A. The proposed use is in fact a Conditional Use in the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.

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

On a separate sheet of paper, provide the names and addresses of all adjoining property owners within 200 feet of the site, including those across streets, roads, alleys and highways. *Property Owner names will not be included in the agenda packet.

NOTE: The Butler County website (www.butlercountyohio.org/auditor) is very helpful when searching for the mailing address of adjoining property owners. Once the site is up, click on online searches, then click on real estate. It will allow you to search by owner, address or parcel number.

All materials must be delivered to the office of the Community Development Director, City of Oxford, 101 East High Street, Oxford, Ohio 45056. Any questions should be directed to the Community Development Department at (513) 524-5204. The issue will be placed on the next possible agenda.

Incomplete applications will not be processed.

NOTE: Notification and publication requirements must be adhered to. Submit materials 45 days prior to the proposed meeting date. City Staff will erect a public hearing sign on the subject property. It is the Applicant's responsibility to remove the signage once the hearing(s) are completed.

Terrance A. Raulin
Signature of Applicant

TERRANCE A. RAULIN
Printed Name

Date: 6/27/13

FEE / RECEIPT

\$400 Fee plus Postage Paid / Receipt Number: 18943.41

Introduction

My name is Terrance Raulin, and I am the Housing Corporation President of Pi Kappa Alpha Fraternity at 410 East Church Street, Oxford, Ohio.

We are requesting approval for a proposed addition at said address. Our 1966 structure is no longer adequate for our chapter which finished the 2012-13 school year at 130 members. Our purpose is not to greatly increase our house capacity, but rather to upgrade its curbside appearance and public areas. This would also include a library, conference room, additional bathrooms and handicapped accessible areas.

Our proposed 2-story addition would be built over our current 1-story living/meeting room and also extend southward 23' with a width of 37.7'. This would bring the front of the addition exactly even with our current 2-story dormitory structure. The new square footage of building to lot coverage would be 867.1 square feet or an additional 5.25%. This would bring our total building and shed percent to 28.16%. (Recommended is 25%.) Please consider a variance on this. Please note also that we need no new signage.

We are currently permitted for 39 residents. Our addition would net 3 more dormitory rooms and an anticipated 42-44 capacity. This allows for more 1-person rooms, which today's students prefer. Our fraternity is currently in excellent standing with the city of Oxford, Miami University and Pi Kappa Alpha National.

I believe our addition would meet the intent, purpose and spirit of Oxford's Zoning Ordinance as described in Chapter 1123 of the Comprehensive Plan. The "Pikes" appreciate your consideration. I am readily available to answer any questions not addressed in our attached submission.

“Decision Standards” Responses

- A. We are currently zoned a fraternity in district R2-MS. We are not requesting a proposed use change.
- B. The use and site will satisfy the general intent of this Zoning Code. No change from current use.
- C. The use and site will be compatible with the Comprehensive Plan as we are a fraternity in a district zoned for fraternities.
- D. The size and shape of the site meet all but one of the site development regulations set forth on page 63, chapter 1143.05 of the Zoning Code. We would exceed the 25% building to lot ratio by several percent. We ask a variance on this point.
- E. The use will not be hazardous or disturbing as land use will not change. Current use Fraternity.
- F. The use (Fraternity) 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 fraternity.
- H. The use and site will be adequately serviced by the current public facilities and services.
- I. The addition/development to the site will not require any additional public expenditures.
- J. The site not only will be designed, constructed and maintained in the desired appearance and general character, but will result in an improved facility with better curb appeal.
- K. There will be no change to the on-site traffic or traffic accessing the site.
- L. The proposed construction will not result in the destruction, loss or damage to any natural, scenic or historic features.
- M. All necessary permits and licenses can be obtained. Following zoning approval, only a building permit should be required.

SITE PLAN

LOT 496
CITY OF OXFORD
BUTLER COUNTY, OHIO

DESCRIPTION	AREA (SQ FT)	LOT PERCENTAGE
MAIN BUILDING	3650.6	22.10%
SHED	133.5	0.81%
CONCRETE	2774.0	16.79%
BRICK	1309.3	7.93%
ASPHALT	3118.9	18.88%
ADDITION	867.1	5.25%
LOT 496 (TOTAL)	16517.6 (SQ FT)	0.379 ACRES

LEGEND:

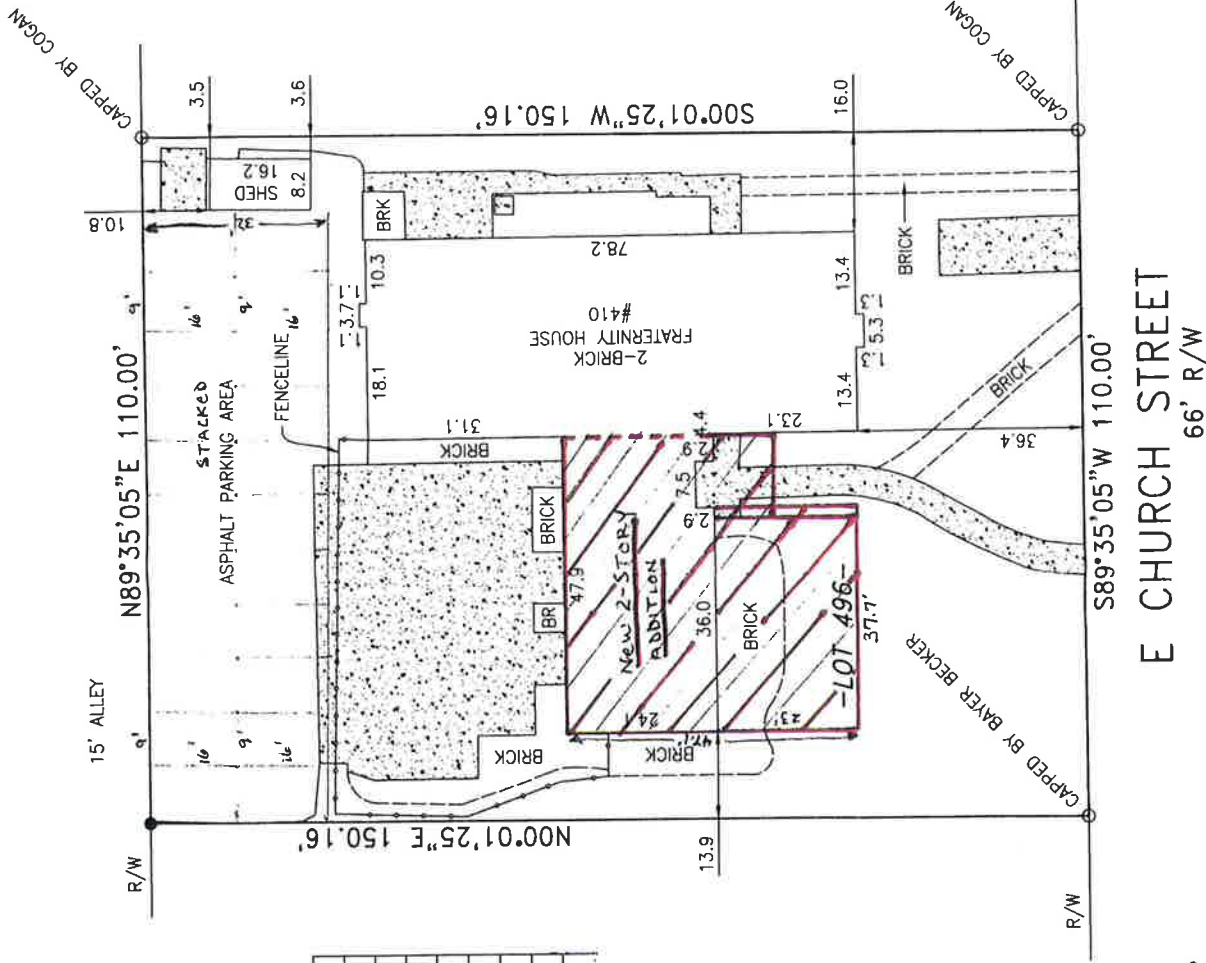
- O - EXISTING IRON PIN (SPECIFICS SHOWN HEREON)
- - SET IRON PIN WITH CAP #7684
- - CONCRETE

I hereby state to the best of my knowledge, information and belief that the accompanying plat is the correct return of a field survey made under my direction.

Todd K. Turner, P.S.
Registered Surveyor #7684 in Ohio



* NOTE: ORIGINAL TURNER SURVEY WAS ALTERED BY TERRANCE RAULIN TO SHOW ADDITION & PARKING.

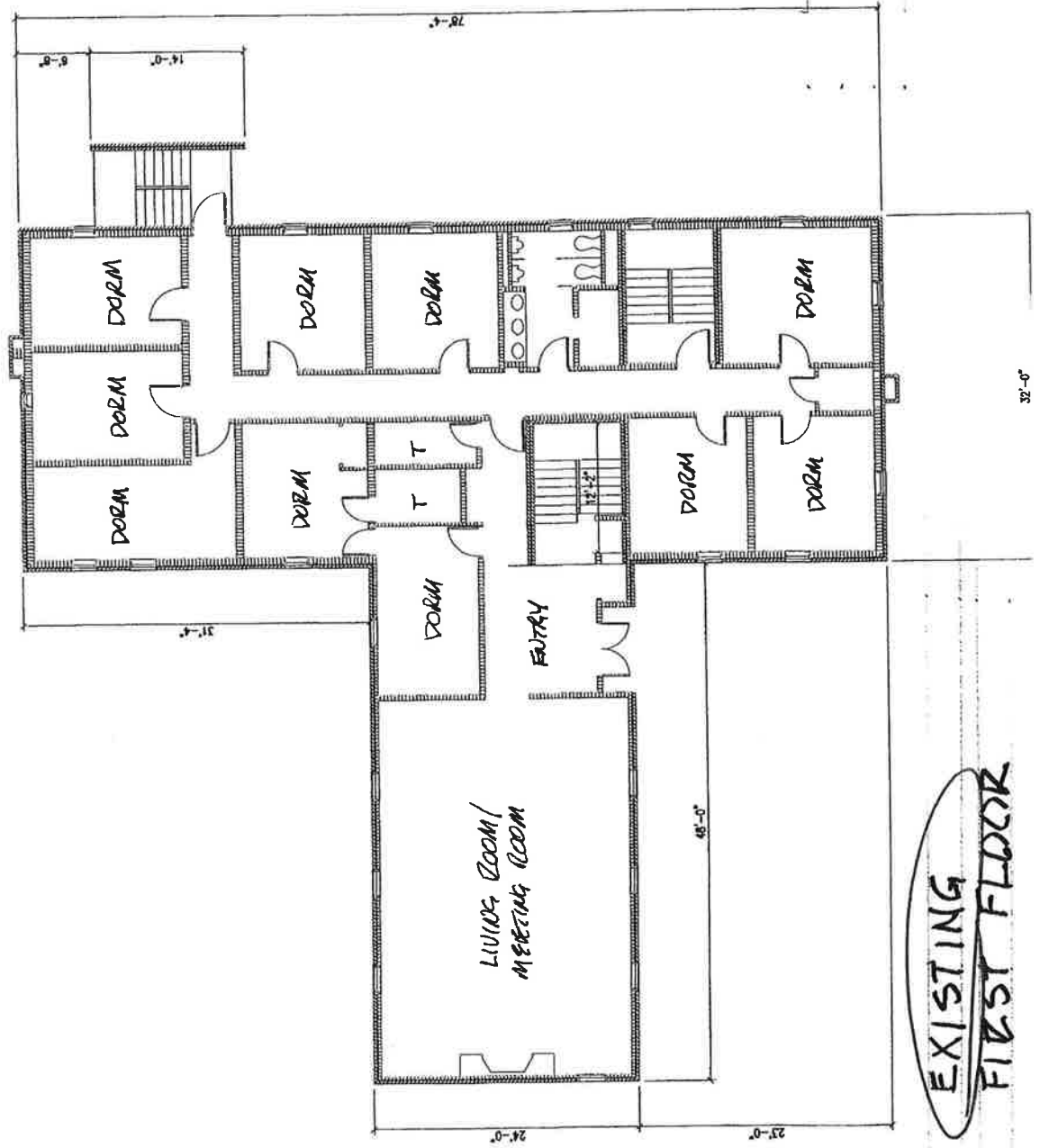


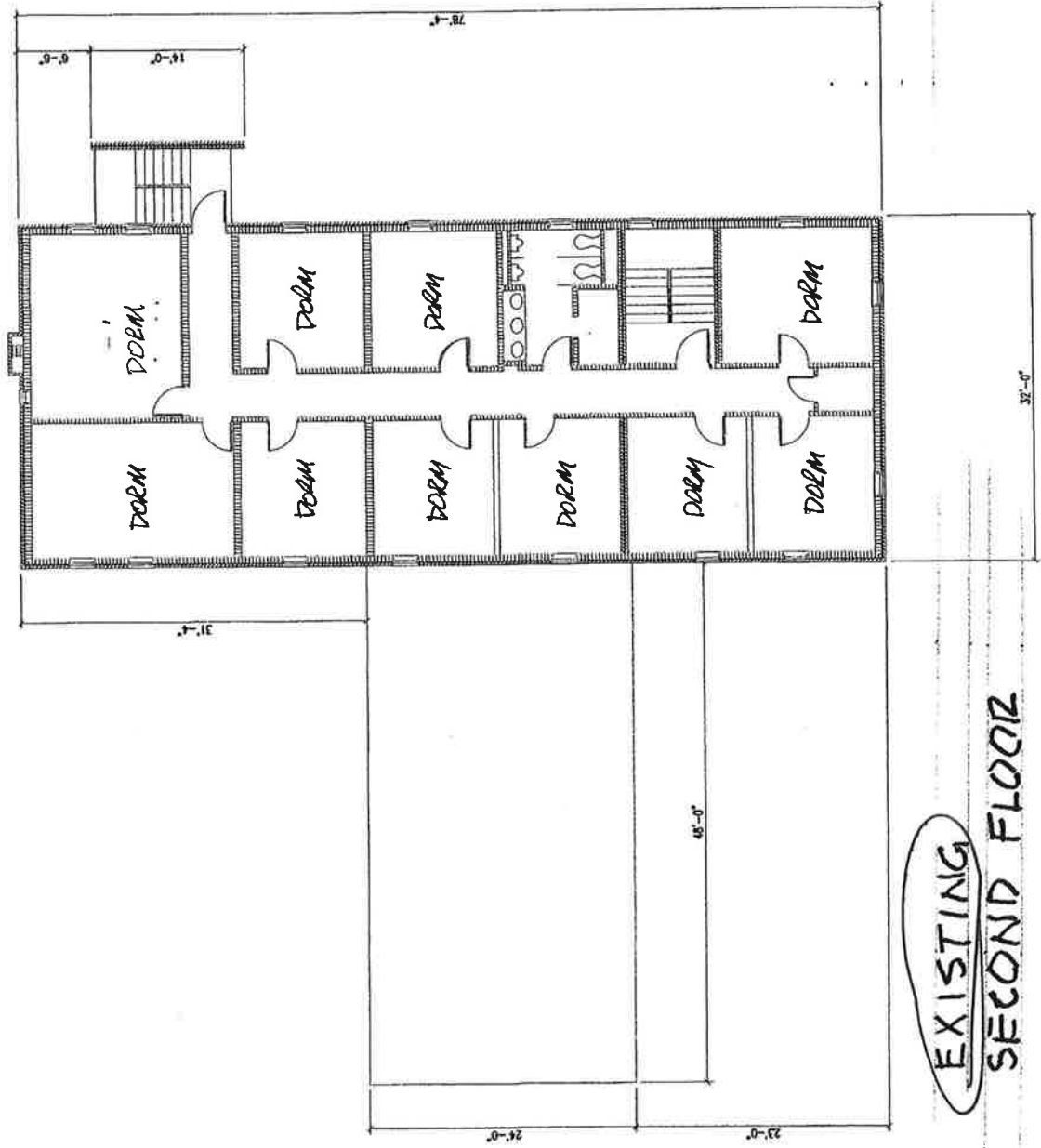
PREPARED FOR:
DODD HALL INC
C/O STEVEN ROHE
7592 TRILLIUM CT
CINCINNATI, OHIO 45241

TRI-STATE LOCATION SERVICES
4839 OLD TOWER COURT
FAIRFIELD, OHIO 45014
PHONE: 513-829-7722

DRAWN BY: CLN
DATE: 05/31/13
JOB # 94479

SCALE: 1"=20'

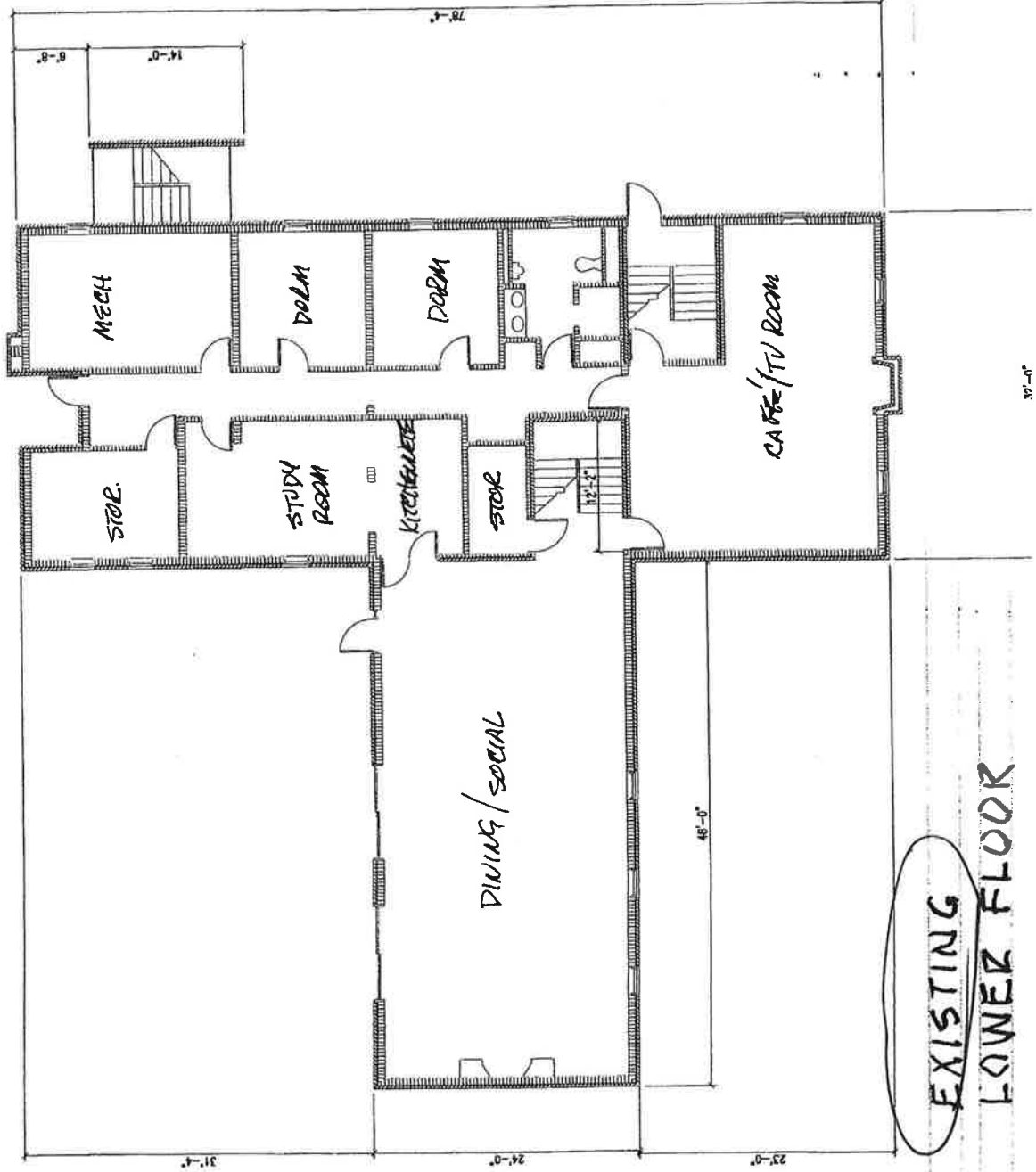




PIKE
HOUSE

EXISTING
SECOND FLOOR

PIKE
HOUSE



EXISTING
LOWER FLOOR



CURRENT WEST (LEFT SIDE) ELEVATION

Page 1 of 1



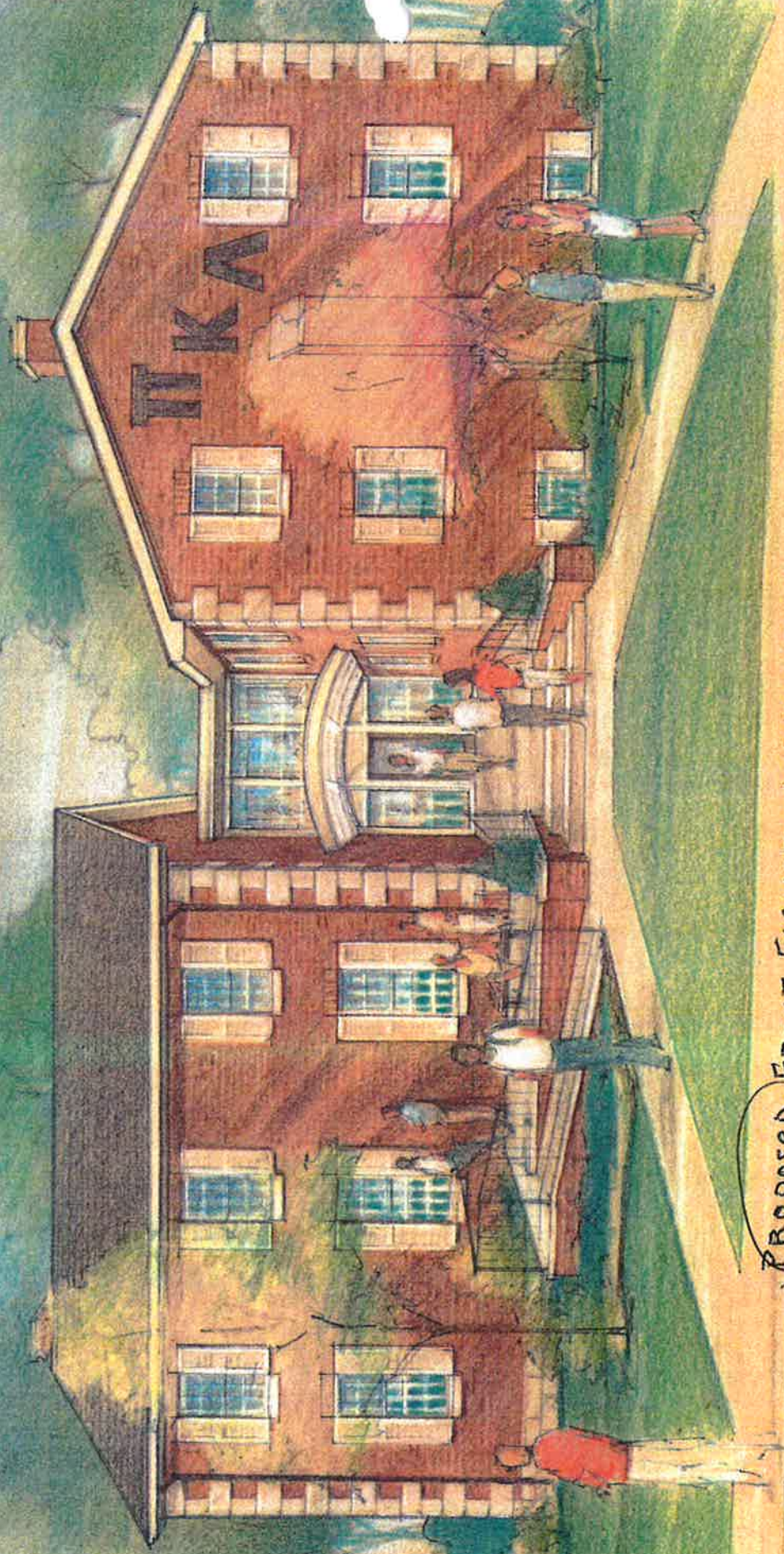
CURRENT FRONT ELEVATION

PI KAPPA ALPHA

FRATERNITY

Existing

PROPOSED ELEVATIONS, FLOOR PLANS, ETC PACKET



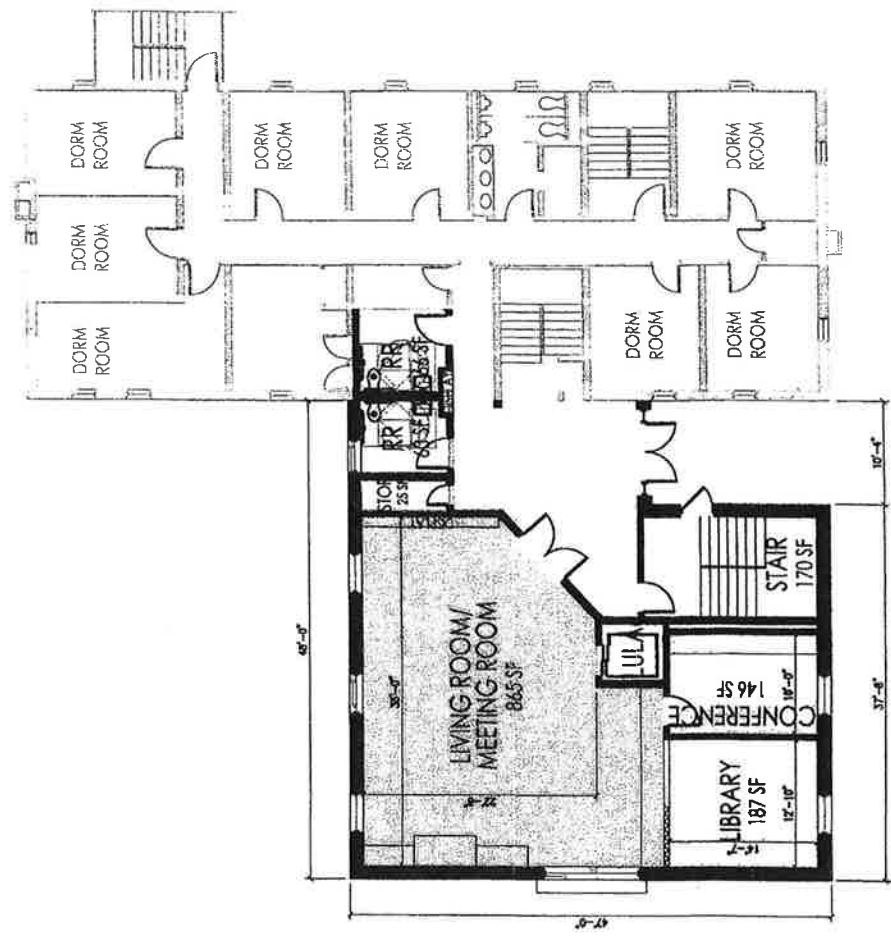
PROPOSED FRONT ELEVATION - ΠΚΑ FRATERNITY

410 E. CHURCH ST. DULUTH, MN

21
MAY
2013



MAIN
FLOOR
PLAN



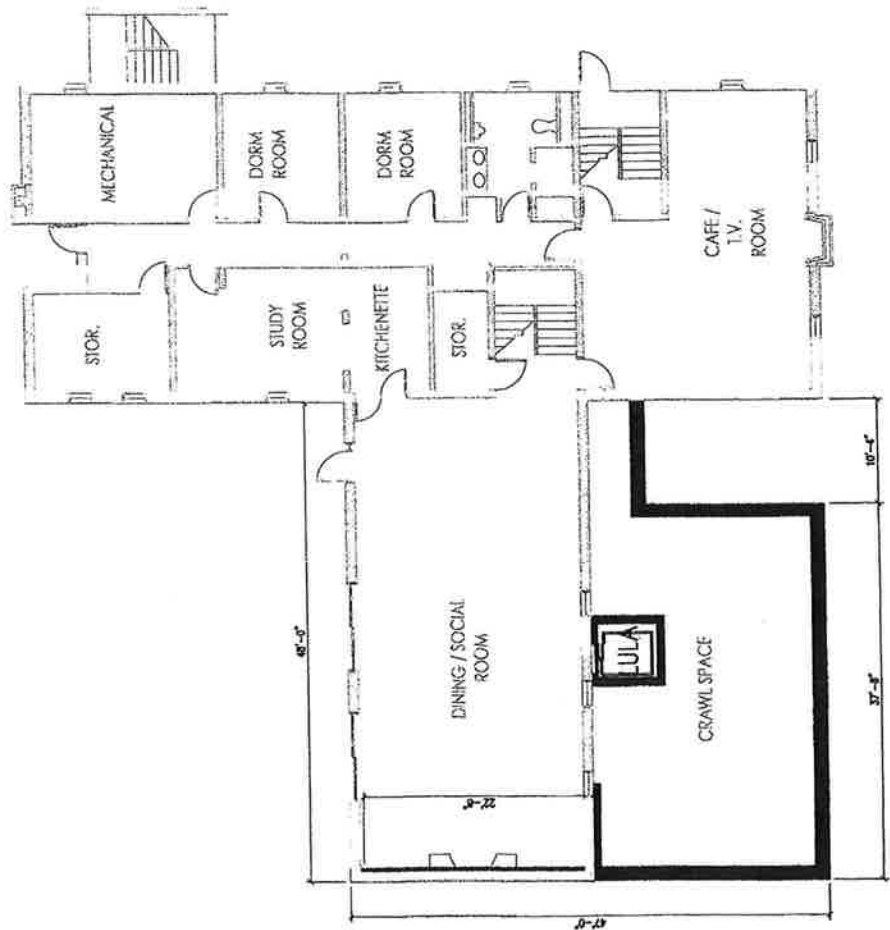
PIKE HOUSE
new addition
Pi Kappa Alpha Fraternity Oxford, Ohio

25
DATE
DWG

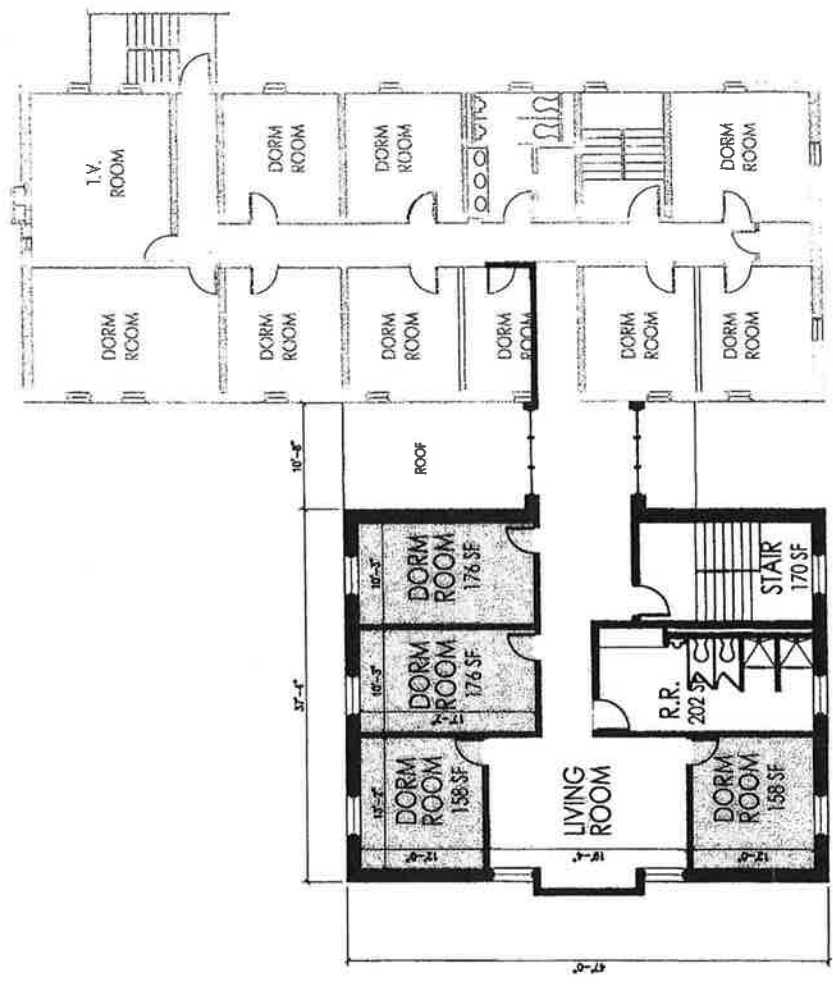


LOWER
LEVEL
FLOOR
PLAN



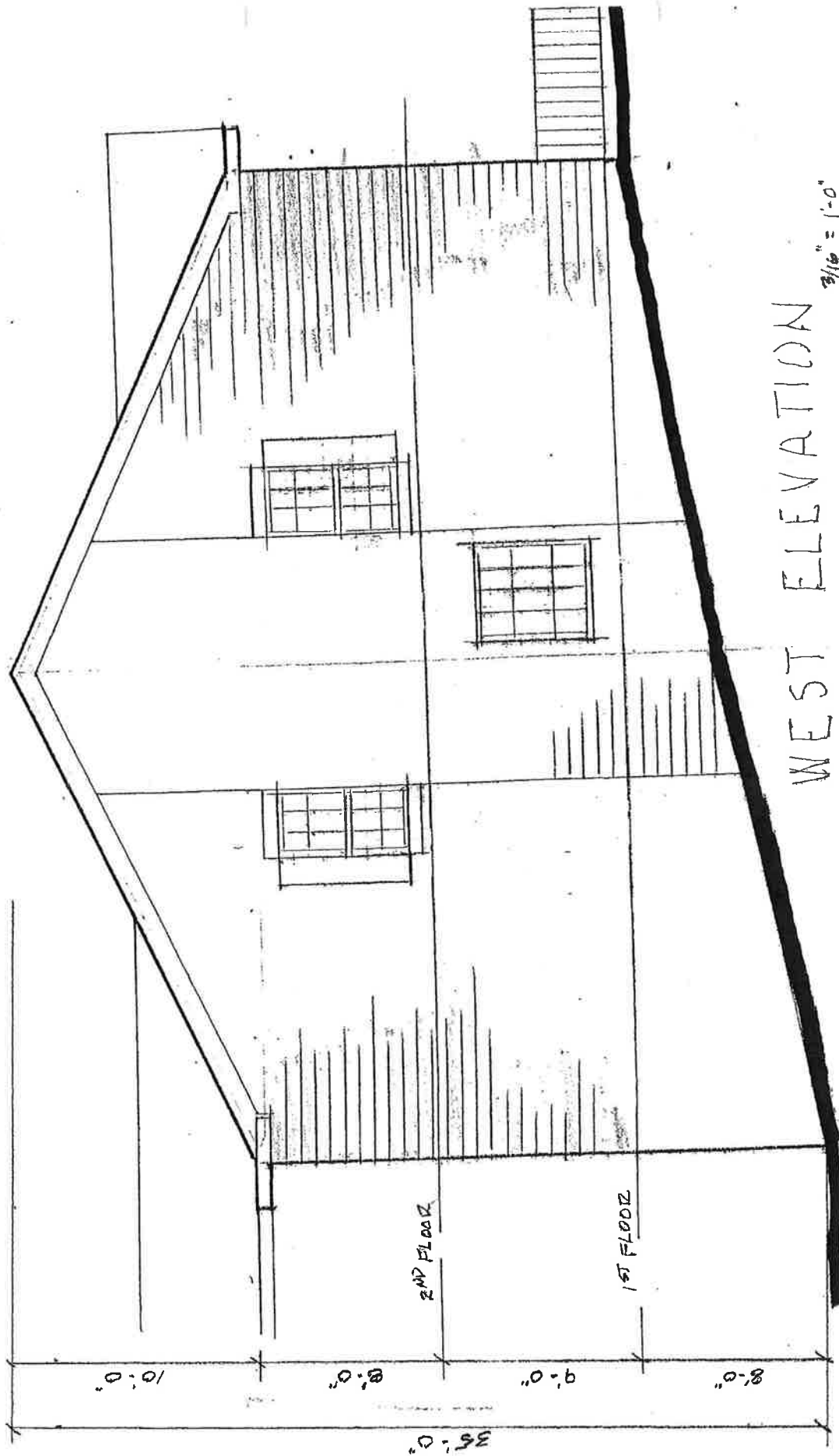


PIKE HOUSE
new addition
Pike House Alpha Fraternity, Oxford, Ohio



SECOND
FLOOR
PLAN







SURROUNDING

PHI DELTA THETA FRA

PROPERTY TO OUR
IMMEDIATE EAST

MAINLY SIDE, SOME REAR
VIEW

PARCEL 169



PHI DELTA THETA FRAT

FRONT & SIDE VIEW

NW
CORNER OF E. CHURCH
TALAWANDA

PARCEL 169



SINGLE FAMILY RES.

ACROSS CHURCH ST. TO
SOUTH

SE CORNER OF E. CHURCH
BISHOP LOTS 35 &

MIAMI PARKING LOTS IN
DISTANCE. PARCELS 39 & 40

PARCEL 38 VACANT



MULTI-FAMILY
STUDENT RENTAL

PROPERTY TO OUR
IMMEDIATE WEST

NE CORNER OF E. CHURCH
& BISHOP

PARCEL 166