

Office of the Mayor

Proclamation

Whereas:

Caroline Scott Harrison was born in Oxford, Ohio, at Two South Campus Avenue, on October 1, 1832; and

WHEREAS, her father, John Witherspoon Scott, was a professor at Miami University, and her mother was Mary Neal Scott; and

WHEREAS, Caroline met Benjamin Harrison in Cincinnati while her father taught at Farmer's College. In 1852, Benjamin graduated from Miami University, and Caroline graduated from the Oxford Female Institute. They married in Oxford on October 20, 1853, in her parents' home at 131 West High Street; and

WHEREAS, Benjamin won the U.S. presidential election in 1888, and Caroline and Benjamin left for Washington, D.C., in 1889. Benjamin Harrison became the 23rd President of the United States when he was inaugurated on March 4th of that year; and

WHEREAS, Caroline was the first in the White House to have a decorated Christmas tree, and she was also responsible for having electricity installed in the White House; and

WHEREAS, An advocate of education for women, Caroline agreed to raise funds for the Johns Hopkins Medical School in 1890 on the condition that women be admitted on the same basis as men; and

WHEREAS, Caroline became the first President General of the newly formed Daughters of the American Revolution (DAR) in 1890; and

WHEREAS, Caroline Harrison's contributions as First Lady unfortunately are often overlooked, but she did much to further equality for women, and her plan for White House renovation contributed greatly to its future evolution; and

WHEREAS, Caroline died in the White House on October 25, 1892, and she was mourned by the nation. Funerals were held both in Washington, D.C., and in Indianapolis, Indiana, where she is buried at Crown Hill Cemetery, beside her husband who died in 1901; and

WHEREAS, a bronze sculpture will be dedicated in her honor on October 15, 2017, in the backyard garden of the Oxford Community Arts Center.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim October 15, 2017, as:

'Caroline Scott Harrison Day'

in the City of Oxford and urge all citizens to celebrate her importance here in Oxford and as First Lady.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 19th day of September, 2017.


KATE ROUSMANIERE, MAYOR



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: September 19, 2017

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: September 8, 2017

Agenda Title: Recreation Advisory Board Meeting, 9/7/17

Recommendation: Approve

Attendance: Members: Ken Bogard, Kevin Ackley, Craig Bennett, Wes Cole

Liaisons: Casey Wooddell, City Staff; Edna Southard, City Council; Deanna Barbour, Recorder

Discussion:

Recreation Advisory Board (RAB) met Thursday, September 7, 2017 at the Oxford Seniors Center. Mr. Wooddell informed the RAB members of the work session with City Council scheduled for Tuesday, October 17 at 6:30pm. Mr. Wooddell informed RAB members this meeting would be centered on the funding of the family aquatic center, as well as the timeline and process. RAB members were also informed this meeting may include discussion of a possible levy to help fund this project.

Mr. Wooddell presented a list of potential items to include in a fundraising campaign for the aquatic center. Some of these items had recommended donation amounts associated, while others still needed additional research. RAB members discussed each item individually, making notes as to the costs and quantities of each item. Some items were removed, while some costs were adjusted based on RAB member recommendations. Some example items included on this list were walkway pavers, concessions tables, touchpad timers, scoreboard, solar panels and activity structures.

Mr. Ackley provided some recommendations and price suggestions based on research conducted with Vortex Aquatics, Goggin Ice Arena and through conversations with other professionals in the field.

Mr. Bogard previously suggested at a prior meeting about the RAB producing a five year plan. Mr. Wooddell provided the RAB members with a list of projects to include in the five year plan which included the family aquatic center, updating the parks and recreation master plan, new city tennis courts, an outdoor fitness trail and new gymnasium. RAB members agreed this list was appropriate for the time being.

Next meeting date: October 10, 4:00pm at Oxford Seniors Center. Discussion will be focused on preparation for the Council Work session and answering questions council members will have regarding this project.

Meeting adjourned 5:10pm.

Approved By:

Initial Date

Department Head:

CDW \ 9/8/17

City Manager:

D/E \ 9/15/17

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 5, 2017

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

August 1, 2017

Date Prepared:

PC-2017-10, ZONING MAP AMENDMENT, to amend the zoning designation of certain properties from R-1MS to R-2MS and R-1MS and R-2MS to R-3MS, City of Oxford, Applicant,

Recommendation by the Planning Commission: Approval

Discussion:

This is a map amendment that reflects the Planning Commission's discussion and desire to change the zoning designation on certain areas to better represent actuality, and to plan to encourage increased density since these areas are either located adjacent to campus or near a major corridor to campus.

The boundary for the areas being changed are from R-1MS to R-2MS is bordered by Campus Avenue to the east, west side of Poplar Street to the west, Chestnut Street to the south and the north properties on Central Avenue to the north.

There are two areas being considered for zoning change from R-1MS and R-2MS to R-3MS. The first area is generally described to be bordered by Tallawanda Road to the east, Sycamore Street to the north, Main Street to the west and Vine Street on the south and Bishop Street to the west. The 2nd area is considered central Mile Square and the general description is bordered by Campus Avenue to the east, Church Street to the north, Beech Street to the west and Heather Lane to the south.

This is the outcome from a series of work sessions the Planning Commission had to review issues relating to the nonconforming issue, increased student enrollment, and finding ways to encourage redevelopment in a managed fashion.

The locations being identified would be consistent with the Planning Commission's approach to encourage student rentals to be located closer to the campus. The NE Mile Square is next to the academic north quad and within walking distance to the academic central quad.

Other factors may have influenced the Planning Commission on these areas (1) whether the changes to the zoning would encourage the elimination of nonconforming land uses; (2) whether the changes to the zoning would spur redevelopment while respecting the historic character of the neighborhood; (3) whether the areas are ideal for redevelopment in the near future.

The Planning Commission recommended the approval of the proposed zoning map amendment in a vote of 7-0-0 to City Council for legislative action.

Approved by:

Department Head:

JHC / 8-17-17

City Manager:

DRE / 7-1-17

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION AND GRANTING ZONING MAP AMENDMENTS FOR CERTAIN PROPERTIES IN THE CITY OF OXFORD'S MILE SQUARE A MAP OF WHICH IS ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN, AND REZONING THE PROPERTIES FROM R-1MS (SINGLE-FAMILY MILE SQUARE RESIDENTIAL) DISTRICT TO R-2MS (SINGLE AND TWO FAMILY MILE SQUARE RESIDENTIAL) DISTRICT, FROM R-2MS (SINGLE AND TWO FAMILY MILE SQUARE RESIDENTIAL) DISTRICT TO R-3MS (SINGLE, TWO AND THREE-FAMILY MILE SQUARE RESIDENTIAL) DISTRICT AND FROM R-1MS (SINGLE-FAMILY MILE SQUARE RESIDENTIAL) DISTRICT TO R-3MS (SINGLE, TWO AND THREE-FAMILY MILE SQUARE RESIDENTIAL) DISTRICT.

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

SECTION 1: Council finds in accordance with Section 1135.02 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on July 11, 2017, on the City of Oxford's application for Zoning Map Amendments for certain properties in the City of Oxford's Mile Square a map of which is attached hereto as Exhibit "A" and incorporated herein and rezoning the properties from R-1MS (Single Family Mile Square Residential) District to R-2MS (Single and Two Family Mile Square Residential) District, from R-2MS (Single and Two Family Mile Square Residential) District to R-3MS (Single, Two and Three Family Mile Square Residential) District, and from R-1MS (Single Family Mile Square Residential) District to R-3MS (Single, Two and Three Family Mile Square Residential) District.

SECTION 2: The Oxford Planning Commission, after the public hearing and deliberation, recommended granting the Zoning Map Amendments, and found that the proposed rezoning request was in keeping with the characteristics of the general vicinity of the properties and was the most appropriate zoning classification for the properties in question.

SECTION 3: Council hereby accepts the recommendation of the Oxford Planning Commission, and after deliberation, finds for the granting of the Zoning Map Amendments for certain properties in the City of Oxford's Mile Square a map of which is attached hereto as Exhibit "A" and rezoning the properties from R-1MS (Single Family Mile Square Residential) District to R-2MS (Single and Two Family Mile Square Residential) District, from R-2MS (Single and Two Family Mile Square Residential) District to R-3MS (Single, Two and Three Family Mile Square Residential) District and from R-1MS (Single Family Mile Square Residential) District to R-3MS (Single, Two and Three Family Mile Square Residential) District.

SECTION 4: Council hereby grants the rezoning of the properties as requested by the applicant, incorporating the application and documents submitted by the applicant as a term and condition of the granting of this rezoning request and orders that the official zoning map be amended.

SECTION 5: This Ordinance shall take effect at the earliest time allowed by law.

ADOPTED:

MAYOR

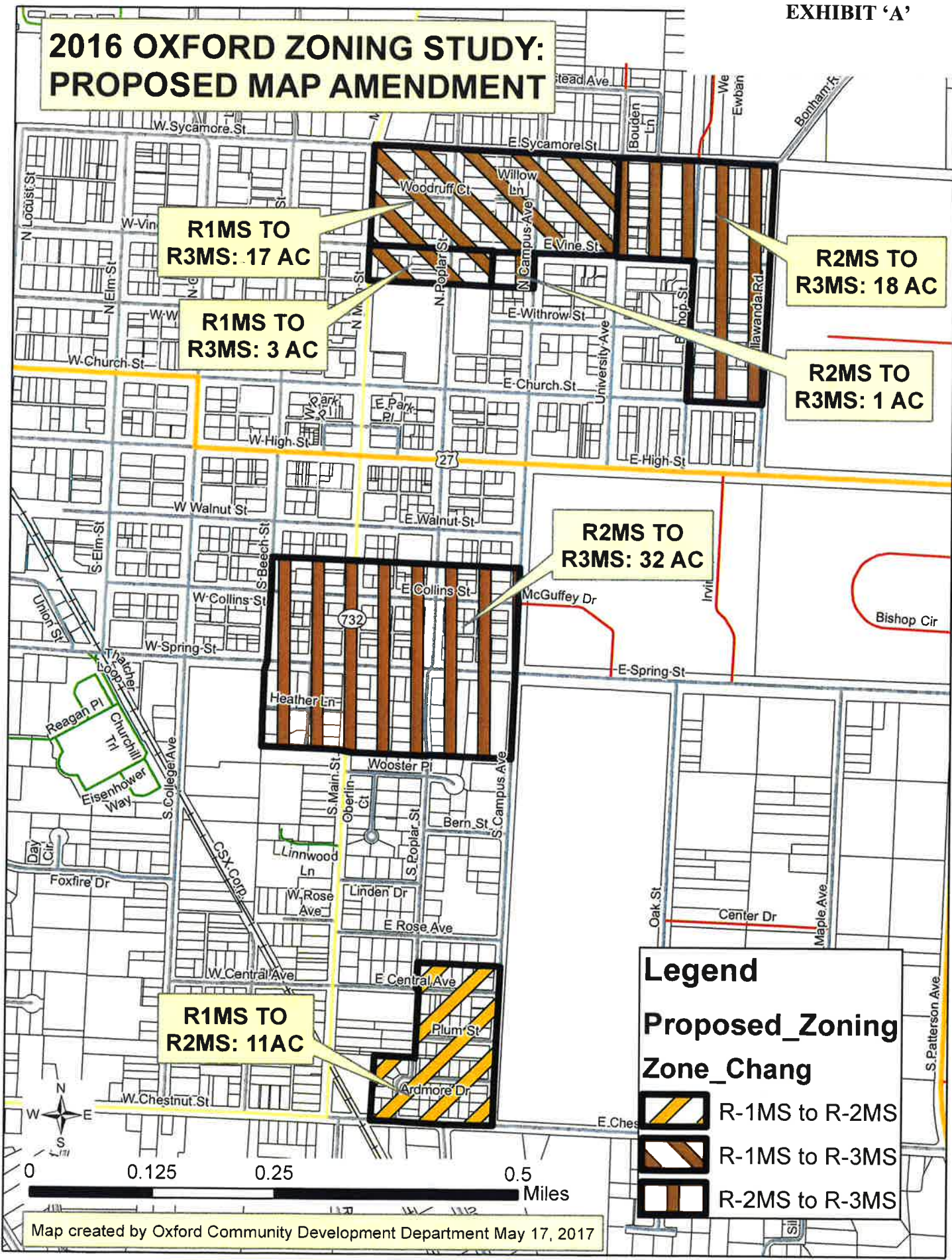
ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

2016 OXFORD ZONING STUDY:
PROPOSED MAP AMENDMENT



R1MS TO
R3MS: 17 AC

R1MS TO
R3MS: 3 AC

R2MS TO
R3MS: 18 AC

R2MS TO
R3MS: 1 AC

R2MS TO
R3MS: 32 AC

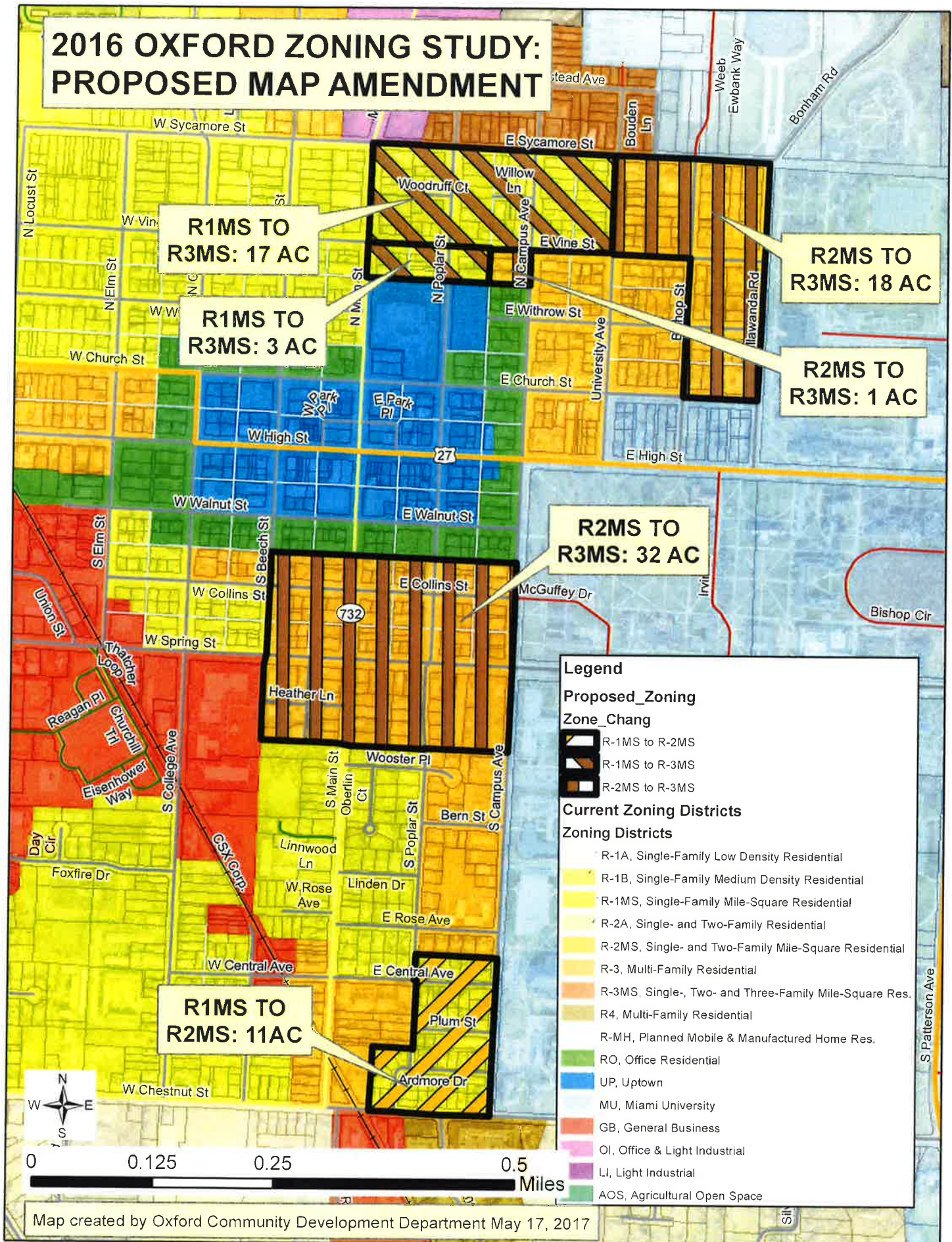
R1MS TO
R2MS: 11AC

Legend

Proposed_Zoning
Zone_Chang

-  R-1MS to R-2MS
-  R-1MS to R-3MS
-  R-2MS to R-3MS

2016 OXFORD ZONING STUDY: PROPOSED MAP AMENDMENT



City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-10

Date – June 13, 2017

APPLICATION

Applicant:

City of Oxford

Action Request:

ZONING MAP AMENDMENT to Amend the zoning designation of certain properties from R-1MS to R-2MS and from R-2MS to R-3MS, **City of Oxford, Applicant**

DESCRIPTION

This is the map amendment that reflects the Planning Commission's discussion and desire to change the zoning designation on certain areas to better represent the actuality, and to plan to encourage for increased density since these areas are either located adjacent to campus or near a major corridor to campus.

The boundary for the area changed from R-1MS to R-2MS is bordered by Campus Ave to the east, west side of Poplar Street to the west, Chestnut to the south and the north properties on Central to the north.

There are two areas being considered for zoning changes from R-2MS to R-3MS. The first area is general described to be bordered by Tallawanda to the east, Sycamore to the north, Main St to the west and Vine St on the south and Bishop to the west. The 2nd area is considered central Mile Square and the general description is bordered by Campus to the east, Church St to the north, Beech to the west and Heather Lane to the south.

This is the outcome from a series of work sessions the Commission had to review the issues related to the nonconforming issue, increased student enrollment and to find ways to encourage redevelopment in a managed fashion.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1143.07 R3MS (Single, Two- and Three-Family Mile Square Residential) District for your information.

COMPREHENSIVE PLAN

Land Use Element:

The community's small college town character will be preserved and enhanced.

- New development and redevelopment will be sensitive to pedestrians in terms of scale and walkability.
- New architecture will add to the character of the community as opposed to corporate, franchise architecture.

Infill development and redevelopment of underutilized sites is a priority

- Reuse of vacant and underutilized sites will be encouraged prior to new development.

Table 3.4 Concept Area Matrix and Table 3.5 Character Area Matrix also provided the overall theme of the Use Element of the Comp Plan. Additionally, Map 3.6 and 3.7 also show the area of neighborhood enhancement area as well as neighborhood character as well. These

Urban Design

- Preserve and enhance historic resources in the Mile Square including Uptown District

Housing Element

Improve housing conditions in the Mile Square

- Ensure quality residential environment through improved housing standards.

AGENCY REVIEWS

Police:	Returned with no comments
Engineering:	Returned with no comments
Econ. Dev.	Returned with comments
Fire:	Returned with no comments

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

This is one of the two companion pieces that go with the changes to 1143.07 R3MS to allow accessory buildings to be used as a dwelling unit, since the proposed R-3MS lists accessory dwelling units as a conditional use. The Commission would hope that the property owner may utilize the accessory building as a potential dwelling unit, instead of razing the existing building to build a new one just to accommodate one additional unit. The Commission also went through the changes with the consultant and staff and felt that the changes are necessary to remove any potential conflict and confusion. Attached in this report are the changes to each particular section of the Zoning Code.

At the beginning of the process, the Commission was given the information about nonconforming land uses in the Mile Square. Based on that information, the Commission reviewed the areas around the Campus and selected the proposed areas for rezoning consideration.

It should be noted that the 2008 Comp Plan did not include these areas for enhancement or expansion on Map 3.4 and Map 3.5. But it also needs pointed out that the student enrollment was capped for many years, until the cap was removed and the number of enrollment increased from 17,000 to nearly 20,000. For a town like Oxford, an increase of 2,000 additional students does have impact to local housing.

The locations being identified would be consistent with the Commission approach to encourage student rentals to be closer to campus. The NE Mile Square is next to the academic north quad and within walking distance to the academic central quad as well.

The Central Mile Square is next to the academic central quad and, again, is within walking distance to the north academic quad. Spring St. also is one of the east-west major corridors that allow all modes of transportation easily access to campus to the east and shopping to the west.

Other factors may have influenced the Commission on these areas also include (1) whether the changes to the zoning would encourage the elimination of nonconforming land use; (2) whether the changes to the zoning would spur redevelopment while respecting the historic character of the neighborhood; (3) whether the areas are ideal for redevelopment in the near future.

These are the areas that the Commission felt would be appropriate for rezoning consideration for the time being and would like to see some redevelopment activities occur in the areas, before making any more recommendations to amend the zoning map. It was also the Commission's hope that with the recommended changes would draw the redevelopment to these areas than in the outlying areas of the town.

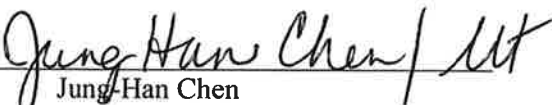
There needs to be clear expectations that any changes made to the Zoning Map and/or Zoning Code may not encourage development/redevelopment right away and it may takes several years. The Commission needs to set a timeline to review these no shorter than 3 to 5 years.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:


Jung-Han Chen
Community Development Director

DATE: May 26, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

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

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Map Amendments

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is legitimate need for additional land area in the zoning district that will be expanded.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 18, 2017

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

From: Community Development Department

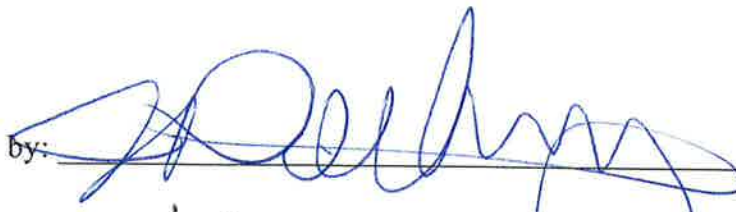
PC-2017-¹⁰~~12~~, ZONING CODE MAP AMENDMENT - to Amend the zoning designation of certain properties from R-1MS to R-2MS and from R-2MS to R-3MS Districts, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by:


John Dethleage
PRINTED NAME

Date:

5-19-17

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 18, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-¹⁰~~12~~, ZONING CODE MAP AMENDMENT - to Amend the zoning designation of certain properties from R-1MS to R-2MS and from R-2MS to R-3MS Districts, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **June 5, 2017** 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: *V. Popescu* Date: 5-18-17

VICTOR POPESCU
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 18, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-¹⁰~~12~~, ZONING CODE MAP AMENDMENT - to Amend the zoning designation of certain properties from R-1MS to R-2MS and from R-2MS to R-3MS Districts, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **June 5, 2017** 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: 5-24-17

John A. Jones

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 18, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-¹⁰~~12~~, ZONING CODE MAP AMENDMENT - to Amend the zoning designation of certain properties from R-1MS to R-2MS and from R-2MS to R-3MS Districts, City of Oxford, Applicant

X Review _____ Revisions _____ Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

IT IS NICE TO SEE THE CITY RE-EVALUATING
THE EFFECTS OF THE 2003 ZONING RE-WRITE.

It is nice to see the City re-evaluating the effects of the 2003 zoning re-write.

Drawings reviewed by: _____

Date: 6-6-17

G. ALAN KYLMAN

PRINTED NAME



Internal Use Only:	PC-2017-10
Case No.	
Date Filed	4/28/17

Zoning Map Amendment Application

Applicant Information

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

Name *	Jung-Han Chen
Mailing Address *	101 E. High Street
City, State & Zip Code *	Oxford, OH 45056
Telephone Number(s) *	513-524-5237
Email Address	jhchen@cityofoxford.org

Location and Lot Information

Location *	NW portion, Central and Southeast Mile Square
General Description of Proposed Amendment *	To change the zoning from R1MS to R2MS, R1MS and/or R2MS to R3MS
Current Zoning *	R1MS and R2MS
Proposed Zone(s) *	R2MS and R3MS

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) **Initiation.** A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (b) **Application.** If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

 - (1) **Contents of application.** The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - E. A statement that identifies potential negative consequences of the proposed amendment.
 - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - G. A legal description of the area to be rezoned.
 - H. The proposed zoning of the area.
 - I. The current zoning of the area.
 - J. A description of existing uses in the area.

- K. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- L. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned (see later section).

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number. *Property Owner names will not be provided in the agenda packet.*

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Fees & Receipt

The required fee is \$150.00, plus \$10.00 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *




Submit Application, Submission Requirements and Documentation, and Fees

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

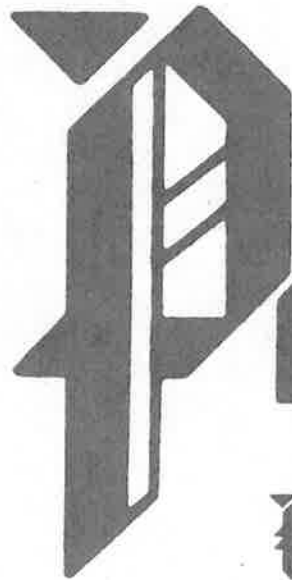
Send or drop off this application with required documentation as attachments and a check for fee and postage charge made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

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

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

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

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



Office of the Mayor

Proclamation

Whereas:

Oxford has always embraced the many cultures and peoples that make our country so diverse and Hispanic/Latino Americans are the largest minority population group in the country; and

WHEREAS, as a result of their determination, intelligence, hard work and perseverance, Hispanic/Latino Americans have contributed immensely to the growth of our country, helping to shape the character and future of this state; and

WHEREAS, the cultural, educational, and political influences of Hispanic/Latino Americans can be seen and appreciated in all aspects of our life, from farm-worker struggles for housing and equal wages, to incredible and gifted artists, vibrant businesses, music and community festivals; and

WHEREAS, the Hispanic/Latino American community has a long and important history of commitment to our Nation's core values and the contributions of this community have helped make our country great. During National Hispanic Heritage Month we celebrate the many achievements of Hispanic/Latino Americans and recognize their contributions to our country; and

WHEREAS, National Hispanic Heritage Month is an opportunity to celebrate the spirit and accomplishments of Hispanic/Latino Americans everywhere. To honor those achievements, the Congress, by Public Law 100-402, as amended, has authorized and requested the President to issue annually a proclamation designating September 15 through October 15 as 'National Hispanic Heritage Month'.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim September 15th thru October 15th, 2017 as:

'NATIONAL HISPANIC HERITAGE MONTH'

in the City of Oxford and urge all citizens to join me in celebrating the significant contributions of Hispanic/Latino Americans in our country by participating in the activities and events planned for this important occasion.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 19th day of September, 2017.


KATE ROUSMANIERE, MAYOR

PC 11 B

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 5, 2017

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

August 1, 2017
Date Prepared:

PC-2017-11, ZONING CODE TEXT AMENDMENT, to Amend Chapter 1143, Districts Sections 1143.03, 1143.05, 1143.07, R-1MS, R-2MS, R-3MS, **City of Oxford, Applicant**

Recommendation by the Planning Commission: Approval

Discussion:

This application is part of an almost year-long discussion of the Planning Commission to look at ways to encourage redevelopment to allow higher density in the area near the campus. It is also part of the thought process of encouraging meaningful redevelopment that would respect the historic character of the Mile Square while providing a safe environment for tenants. The new proposed language also outlines the process to allow "accessory buildings" to be used as a dwelling unit a conditional use application.

Several changes to the R-1MS and R-2MS text are proposed, particularly the purpose statement to heighten the urban setting as well as the historic character of these two districts. Another change is to re-format the site development regulations. Attached are the revisions to the existing sections of the Zoning Code.

The major changes to Chapter 1143.07 R-3MS (Single-, Two-, Three-Family Mile Square Residential) District are as follows:

1. Reduce the lot requirement for each dwelling type.
2. Reduce the lot width for each dwelling type.
3. Delineate the maximum and minimum front yard setback.
4. Increase lot coverage.
5. Delete the provision of lot coverage for all enclosed building.
6. Adding accessory dwelling units as a conditional use.

Other changes include changes to the Mile Square Design Guidelines related to the architectural features for a new 3-family dwelling as to what design features shall be provided. The amendment also includes in this a set of design standards for the accessory dwelling unit. It outlines that the style and height that needs to be compliant to the main structure and is subject to the Planning Commission and City Council's Conditional Use review process.

The Planning Commission recommended the approval of the proposed zoning text amendment in a vote of 7-0-0 to City Council for legislative action.

Approved by:

Department Head:
City Attorney:
City Manager:

JHC 8/1/17
DRE 9/1/17

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1143.05 ENTITLED R-2MS SINGLE AND TWO-FAMILY MILE-SQUARE RESIDENTIAL DISTRICT, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1143.05 ENTITLED R-2MS SINGLE AND TWO-FAMILY MILE SQUARE RESIDENTIAL DISTRICT.

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

SECTION I: Council finds in accordance with Section 1135.02 of the Codified Ordinances of the City of Oxford, the City of Oxford Planning Commission held a public hearing on July 11, 2017 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Section 1143.05 entitled R-2MS Single and Two-Family Mile-Square Residential District, and adopting new Oxford Codified Ordinance Section 1143.05 entitled R-2MS Single and Two-Family Mile Square Residential District.

SECTION II: Council hereby repeals Oxford Codified Ordinance Section 1143.05 entitled R-2MS Single and Two-Family Mile-Square Residential District, and adopts new Oxford Codified Ordinance Section 1143.05 entitled R-2MS Single and Two-Family Mile-Square Residential District as follows (additions are bolded and deletions are struck through):

1143.05 R-2MS 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 **dwelling within an urban environment at densities that reflect Oxford's historic development pattern within the Mike Square District.** ~~residences in the established residential areas of historically significant character.~~

(b) Uses.

(1) Permitted uses.

- A. Single-family dwellings.
- B. Two-family dwellings.
- C. Accessory buildings and uses incidental to the principal use that does not include any activity conducted as business.
- D. Day Care Home Type B family.

(2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1141.

- A. Community-Oriented Residential Social Service Facilities (CORSSF's).
- B. Shared Housing and Congregate Housing for the elderly.
- C. Government owned and/or operated parks and recreation facilities.
- D. Bed and breakfast homes.
- E. Publicly owned and operated neighborhood recreation centers.
- F. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.
- G. Schools: primary, intermediate, and secondary, both public and private.
- H. Places of worship.
- I. Fraternity and sorority houses.
- J. Parking lots. (Ord. 2980. Passed 10-16-07.)

(c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)

Any parcel, property or structure that is within the Historic District Overlay shall also consult the current design guidelines of the Historical Architectural Preservation Commission and Chapter 1331 of the Oxford Codified Ordinance and shall follow the procedures for approval contained therein.

	Single Family Dwelling	Two-Family Dwelling
Lot Requirements		
Minimum Lot Area (Square Feet)	5,000	7,500
Minimum Lot Width (Feet)	50	75
Yard Requirements		
Minimum Front Yard Setback	20	20
Minimum Rear Yard Setback	35	35
Minimum Side Yard Setback	7 (on each side)	7 (on each side)
Structural Requirements		
Maximum Building Height	35	35
Lot Coverage for Lots with Vehicular Access from a Public Street		
Lot Total	45	45
Front Yard	30	30
Lot Coverage for Lots with Vehicular Access from a Rear or Side Alley with no Access from a Public Street		
Lot Total	45	45
Front Yard	5	5

~~1-family 2-family~~

- ~~(1) Lots requirements:~~
 - ~~A. Minimum lot area 5,000 sq. ft. 7,500 sq. ft.~~
 - ~~B. Minimum lot width 50 feet 75 feet~~
- ~~(2) Yard requirements:~~
 - ~~A. Minimum front yard depth 20 feet 20 feet~~
 - ~~B. Minimum rear yard depth 35 feet 35 feet~~
 - ~~C. Minimum side yard width 7.5 feet 7.5 feet~~
- ~~(3) Structural requirements:~~
 - ~~A. Maximum building height 35 feet 35 feet~~
- ~~(4) Lot coverage:~~
 - ~~A. Lots with vehicular access from a public street~~
 - ~~1. Lot total 35 percent~~
 - ~~2. All enclosed buildings 25 percent of lot~~
 - ~~3. Front yard 25 percent of front yard~~
 - ~~B. Lots with vehicular access from a rear or side alley, and no access from a public street~~
 - ~~1. Lot total 40 percent~~
 - ~~2. All enclosed buildings 25 percent of lot~~
 - ~~3. Front yard 5 percent of front yard~~

(d) Mile Square Design Standards. The Mile Square Design Standards encourages all new and renovated building to be outstanding examples of architecture and planning. These standards are a planning instrument. It does not dictate any architectural style or design. Design regulations are intended to allow imaginative design that is respectful to its neighbors. The regulations are meant to help achieve good design and to establish consistent framework for assessing proposed development. The Mile Square Design Standards are intended to be predictable. It is also intended that it be flexible. The predictability and flexibility embodied in these standards are intended to permit creativity and diversity in architectural design, because the construction, renovation, and maintenance of outstanding buildings and public spaces continue to

contribute to the health, welfare, character, and history of the City and its citizens, The design of all new construction and exterior renovation in the R1-MS, Single-Family, Mile-Square Residential District shall conform to the following requirements.

(1) Streetscape.

- A. The restoration or alteration of existing buildings must follow the historical characteristics of the existing building.
- B. Commercial Appearance at ground level must agree to the following guidelines:
 - 1. Storefronts must be aligned with the modular bays.
 - 2. Upper Stories must have a repetitive solid/void organization, ranging from narrow piers between openings (as in the main facade of the Bank One building) to spaces of equal width to the window openings.
 - 3. Front facades of new buildings must follow guidelines similar to those enumerated above. Equal bays must be used with their division by wall and openings following a regular pattern. If an entry bay is to be indicated (either on center to the overall width, as in the Kyger Block, or to one side) its proportions must clearly indicate this differentiation. In either case, a clear storefront must be present at ground level to help reinforce the definition of the bays.
- C. In new or altered buildings the storefront height must fall between 10 feet and 14-1/2 feet.
- D. New construction must follow the rhythm of facades, overall spacing, setbacks, and proportions of existing adjacent structures of that block face, as well as those on the opposing block face.
- E. For both residential and commercial structures, the buildings themselves must have their fronts oriented parallel to the adjacent street. In addition, buildings must be oriented perpendicular to the adjacent street (i.e., the building must not be situated on the lot at an irregular angle).

(2) Foundations.

- A. New construction must not include exposed poured concrete, concrete block or cinder block foundations. If this material will be above grade (due to a sloped lot or other unavoidable geographic reason), historically appropriate facing treatment must be applied to the exposed portions of the foundations.

(3) Masonry.

- A. Masonry veneers that face main streets shall not have exposed cinder block or concrete block or poured concrete foundation.
- B. Brick, stone, authentic stucco or material replicating stone veneer are acceptable materials.
- C. The masonry of any additions must resemble the existing structure utilizing like materials and style in order to be compatible.

(4) Siding.

- A. No vertical siding may be incorporated into any structure. Plank treatments are to remain horizontal in fashion.
- B. Decorative, wood shingles are an acceptable treatment for the residential structures in the Single- and Two-Family, Mile-Square Residential District.
- C. Since artificial siding tends to differ from the original historic material in size, design, and texture, the use of artificial aluminum or vinyl siding for residential structures within the Mile Square is strongly discouraged. However, vinyl siding can be acceptable only when it meets the requirements of ASTM D3679.
- D. Widths, lengths, and composition of siding must be consistent between existing structures and any new additions. Decorative trim, such as window trim, fascia boards, and cornice work must also be consistent with the existing structure.

(5) Roofs.

- A. Any new roof must relate to the architectural theme and details of the existing structure.

- B. Flat roofs are prohibited for residential buildings except for porch roofs.
- C. New roof forms must complement existing roofs in material and style.
- D. Roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required
- E. Decorative cornices and parapets are encouraged.
- (6) Gutters & Downspouts.
 - A. Gutters and downspouts shall be an integrated component of the structure.
 - B. Gutters and downspouts are to be located on the roof corners, where they will not interfere with the appearance of the structure.
- (7) Entrances & Doors.
 - A. For all doors, the recommended material is “wood appearing” type of material.
 - B. Commercial structures must avoid using doors, screen doors, and storm doors, which are clearly designed for residential purposes.
 - C. Screen/storm doors must be simple in design and contain full-height screening or glass. Mill finish is not allowed. Wood is the preferred material and any treatment must match the color of the existing door/trim or be a clear varnish.
 - D. Entrances and doors which are to be closed-off must not be removed and the hole filled in with some type of permanent material. Rather, the door must be left hanging and fixed shut so it is possible to reopen it in the future.
- (8) Windows.
 - A. Windows must be proportionally vertical.
 - B. Reflective glass (such as blue or gold tinted glass) is prohibited.
 - C. Skylights can be added to increase the availability of natural light. These must generally be flat and unobtrusive (especially from any public ways). They must not be on front side of the roof slope facing the street.
 - D. All window openings, sash appearances, and materials must be consistent and architecturally appropriate to the building style.
 - E. Windows which are to be closed-off must not be removed and the hole filled in with some type of permanent material. Rather, the window must be maintained.
 - F. Original features such as corner boards, brackets, hoodmolds, and other details must be preserved, repaired, and/or replaced.
- (9) Porches & Stoops, Decks & Patio.
 - A. Any newly constructed or reconstructed porch or stoop must be compatible with the architectural style of the building to which it is attached.
 - B. New residential structures are encouraged to include porches and stoops as design elements, which serve to enhance the physical and social components of the neighborhood. Porches have roofs. Decks are not allowed on the front façade. Stoops may not exceed 50 square feet.
 - C. All porches shall satisfy the required setbacks and lot coverage of the zoning district.
- (10) Storefronts.
 - A. Storefronts must be open and must utilize large amounts of glass. Window glass must extend at least from the top of the first floor to knee level. This does not necessarily mean that a large single pane of glass must be used. The openness creates an inviting feeling to pedestrians that helps set the ground floor commercial uses apart.
- (11) Garages & Outbuildings.
 - A. Street facing garages shall not comprise more than 50 percent of the ground floor building frontage. Any garage with more than two (2) car parking capacity should not directly face onto any street. The garage with more than two parking bays should have the side wall facing the street (i.e., side loading garage). All garage doors shall be compatible with the dwelling style and colors.

- B. An attached garage shall not be located closer to the right-of-way than the residential structure itself (i.e., no snout garage)
 - C. It is recommended that a detached garage ~~to~~ be accessed from the alley if alleys are available for vehicular traffic.
- (12) Awnings & Canopies.
- A. Awnings and canopies must be flat, downward sloping at a sharp angle, and have open ends or triangular end pieces matching the main structure. Basic design shapes (umbrella, diagonal, concave, etc.) are recommended.
 - B. Solid, dark colors are preferred.
 - C. Awnings and canopies must be proportional in size and shape to the opening or area that they are covering. Avoid irregular shapes or styles.
 - D. Soft, pliable materials are encouraged. Metal or other similar material is not recommended.
 - E. Retractable awnings and canopies are encouraged, as they can be inter months to allow more sunlight into an establishment.
 - F. Awnings and canopies must be designed without ground supporting members which attach to a public sidewalk.
 - G. The Zoning and Building Codes must be consulted for other specific requirements.
- (13) Fences & Gates.
- A. Chain link fences are prohibited.
 - B. Traditional fence forms, such as picket fences and plain board fences, must be utilized and they must be kept as low as possible.
 - C. Traditional materials, such as wood and wrought iron, are strongly encouraged.
- (14) Chimney & Flues.
- A. Where a building is designed with chimneys or where a chimney is to be added to an existing structure, brick or stone are the preferred materials.
- (15) Shutters.
- A. Shutters do not have to be operable. However, when present they must appear to be functional and they must be proportionally equal to the adjacent window opening.
- (16) Utilities.
- A. This element is covered by other City Codes and standards. Please remember to consult with City staff before planning your project to learn how the codes will affect your proposal.
- (17) Home Security.
- A. Guidelines for Entrances & Doors and Storefronts must also be consulted in relation to the recommendations given below.
- (18) Driveways & Parking Lots.
- A. Individual curb cuts for driveways are strongly discouraged. No curb cuts are allowed if an alley is present. Alleys must be utilized as much as possible to provide automobile access.
- (19) Landscaping.
- A. Existing mature trees should be preserved and maintained when possible.
 - B. Public and private space shall utilize natural landscaping materials and ground cover shall be utilized for the perimeter to delineate individual property boundary line.
- (20) Graphics, Signage, & Building Identification.
- A. The Sign Code of the City of Oxford must be consulted for specific sign regulations in addition to these guidelines.
- (21) Height.
- A. The scale and mass of the building shall consider the mass of the adjoining properties of that block face. Please consult with the dimensional regulations of the Oxford Zoning Ordinance for the specific zoning district which the building is located.
 - B. Buildings on corner lots must relate in setback and height to the structures along both adjacent blocks.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 5, 2017

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

August 1, 2017

Date Prepared:

PC-2017-20, ZONING CODE TEXT AMENDMENT to Amend Chapter 1145 Planned Development, 1145.12 Design, specifically 1145.12 (g) Environmental to 1145.12(g) Sensitive Development Area, City of Oxford, Applicant

Recommendation by the Planning Commission: Approval

Discussion:

This application is a directive from City Council to address the intent of the Zoning Code dealing with environmental sensitive development areas that potentially existed within a development project, as well as outline the expectations of delineating the area(s), and how to address those environmental sensitive areas in terms of development. This has been part of an effort made by the Environmental Commission (EC) to provide expertise to the Planning Commission in those sections of the Zoning Code could be strengthened, clarified and updated. This is parallel work the EC had done with the Subdivision regulations.

Given that the Planned Development process has also been utilized by developers for large scale projects and there is a very limited scope of concern relating to environmental protection clauses, it also will be timely to amend the Planned Development Chapter to address the environmental sensitive development areas.

The work of EC on Subdivision Regulations provides a guide to update the Planned Development, so any large scale projects would need to go through the site evaluation process to discern any potential sensitive areas. It needs to be noted that both Subdivision and Planned Developments would require a two-step review process: preliminary and final before the Planning Commission and City Council. It is also important to recognize that there would be significant concern from the development community if an extensive on-site research cost is required.

The proposed changes would require ODOT pre-qualified firms to conduct specialized studies in ecological surveys or environmental site assessments for the final subdivision. Since the approval of a preliminary subdivision, the developer has been given the green light to develop construction plans for infrastructure improvement and detailed design of the subdivision, it would be reasonable to hire ODOT pre-qualified firms to conduct any specialized fields necessary for a clear deliberation on the scale of sensitive areas.

The Planning Commission recommended the approval of the proposed zoning text amendment in a vote of 7-0-0 to City Council for legislative action.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC / 8/1/17
DRE / 9/1/17

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 1145 PLANNED DEVELOPMENTS SECTION 1145.12 ENTITLED DESIGN, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 1145 PLANNED DEVELOPMENTS SECTION 1145.12 ENTITLED DESIGN.

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

SECTION I: Council finds in accordance with Section 1135.02 of the Codified Ordinances of the City of Oxford, the City of Oxford Planning Commission held a public hearing on July 11, 2017, and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Chapter 1145 Planned Developments Section 1145.12 entitled Design, and adopting new Oxford Codified Ordinance Chapter 1145 Planned Developments Section 1145.12 entitled Design.

SECTION II: Council hereby repeals Oxford Codified Ordinance Chapter 1145 Planned Developments Section 1145.12 entitled Design, and adopts new Oxford Codified Ordinance Chapter 1145 Planned Developments Section 1145.12 entitled Design as follows: (additions are bolded and deletions are struck through)

1145.12 DESIGN.

(a) Arrangement. The physical arrangement of a planned development is not subject to the specific dimensional regulations that apply in the underlying zoning district, except as specifically noted in this Chapter. Land uses may be distributed throughout the site and throughout individual buildings in whatever manner is best suited to a particular planned development. Structures, vehicle management areas, open spaces, landscaping, and other elements may be distributed throughout the site in whatever manner is best suited to a particular planned development and the surrounding area.

(b) Land Area. A planned development shall be a minimum of 1 (one) contiguous acre or more.

(c) Land Use.

(1) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing residential zoning district:

- A. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
- B. Institutional, public, and semi-public land uses that serve the planned development or the general public.
- C. Commercial land uses, if the total land area of the planned development is greater than 10 acres and if the commercial land use is intended to serve the planned development only. Such commercial land uses shall be limited as follows:
 1. No signs that are visible from outside of the development.
 2. No direct vehicular access to a public thoroughfare.
 3. No less than 95 percent of the total land area shall be devoted to residential land uses
 4. No separate structure intended to be used, in whole or part, for commercial land uses shall be constructed prior to the construction of not less than 50 percent of the dwelling units.

(2) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing commercial zoning district:

- A. Any land use permitted in the underlying zoning district.

- B. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
- (3) The following land uses are permitted only in the portions of a planned development that overlay an existing industrial zoning district:
 - A. Any land use permitted in the underlying zoning district.
- (4) The land uses permitted in a planned development may be distributed as follows:
 - A. If a single planned development overlays more than one zoning district, then the land uses permitted according to this Section may be distributed throughout the entire planned development site.
 - B. If a planned development includes land uses permitted only in an industrial zoning district, then those land uses may only be located in that portion of the planned development that overlays the industrially zoned land.

(d) Residential Density. Residential density shall not exceed 110 percent of the density permitted in the underlying zoning district. Residential land uses in a planned development that overlays a commercial zoning district shall not exceed the density of the R1B Single-Family Medium-Density Residential Zoning District. Area devoted entirely to non-residential land uses, including buildings, vehicle management areas, and other associated land use elements shall be excluded from the area used to calculate residential density.

(e) Dimensional Regulations.

- (1) Building Heights shall be limited as in the underlying zoning district, regardless of land use.
- (2) Front setbacks shall be limited as in the underlying zoning district.
- (3) All buildings and vehicle management areas shall be setback from the perimeter of a planned development no less than:
 - A. Residential zoning district – 25 feet.
 - B. Commercial zoning district – 25 feet.
 - C. Industrial zoning district – 50 feet.

(f) Open Space.

- (1) No planned development shall have less than 20 percent open space, which includes any area not less than 50 by 50 feet, not including the required setbacks, and includes nothing other than natural area.
- (2) Lot coverage shall be regulated according to the underlying zoning district, except that lot coverage for the residential portion of any planned development shall not exceed 40 percent.

~~(g) Environmental. 100 foot natural buffer shall be maintained adjacent to all permanent and natural surface waters, springs and wetlands. Development of this area is regulated as follows:~~

- ~~(1) Natural vegetation shall be maintained.~~
- ~~(2) No structures shall be built or improvements made, except as follows:~~
 - ~~A. Walking paths, bicycling paths, and the like, including infrastructure necessary to facilitate their development are permitted anywhere within the buffer.~~
 - ~~B. Roads and associated infrastructure are permitted in the buffer to facilitate crossing such water elements.~~
 - ~~C. Any improvements approved in a final plan.~~
 - ~~D. Any public safety or public utility improvements not associated with the planned development, but deemed necessary by the Service Director or Chief of Police.~~

(g) Sensitive Development Area

- (A) A Sensitive Development Area is defined as any land(s) or soil(s) proposed to be developed that, if subjected to improper use or management, is otherwise determined to be incapable or unsuitable of urban use. Sensitive Development Areas can also be considered those lands that pose special hazards to development or the environment, consisting of lands or soils of such sensitive character that they may require special use, design and engineering restrictions.

- (B) For the Preliminary Planned Development, the applicant must create an inventory of sensitive environmental area identified in Section (D) 1-8 from publicly available resources such as OEPA, ODNR, HAPC, FEMA, USFWS, OHPO and other public entities. This information shall be provided with the preliminary application. Design of the site shall be based on site information obtained from those public entities. An existing landscape plan shall be submitted with each application. The landscape plan shall identify existing trees, natural features and other landscaping elements.
- (C) After the approval of the Preliminary Planned Development, the applicant must develop a detailed site analysis of sensitive environmental areas on the site, conducted by firm(s) that is pre-qualified by the Ohio Department of Transpiration in the areas, at a minimum: Ecological Survey, and Environmental Site Assessment. Other documentation may be required based on the site and the discretion of the Planning Commission, including, but not limited to: Stream and Wetland Mitigation, Water Way Permits, Archaeological Inventory, Historic Architecture Inventory. The applicant must also provide report of the analyses following current professional norms for the discipline. It will be the Planning Commission's role to review information submitted by the applicant on each discipline to make the recommendations to City Council.
- (D) Design of the proposed Planned Development site shall be based on the site information obtained from those public entities. To the maximum extent practicable, development shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alterations of natural features. The following specific areas shall be preserved as undeveloped open space, and in accordance with the U.S. and Ohio Constitutions and state or federal regulations:
- (1) Unique and/or fragile areas, including wetlands, as may be defined in Section 404, Federal Clean Water Act, as amended; and in Ohio Environmental Protection Agency standards.
 - (2) Land in the floodway as identified and mapped using the Federal Emergency Management Agency's Flood Hazard Boundary Maps. Federal Emergency Management Agency in scientific and engineering reports entitled 'Flood Insurance Study for Butler County, Ohio and Incorporated Areas' effective 12/17/2010, with accompanying Flood Insurance Rate Maps for Butler County, Ohio and Incorporated Areas effective 12/17/2010 and any revisions thereto are hereby adopted by reference and declared to be part of this chapter.
 - a. 100 foot natural buffer shall be maintained adjacent to all permanent and natural surface waters, springs, and wetlands. Development of this area is regulated as follows:
 1. Natural vegetation shall be maintained.
 2. No structures shall be built or improvements made, except as follows:
 - (a). Walking paths, bicycling paths, and the like, including infrastructure necessary to facilitate their development are permitted anywhere within the buffer.
 - (b). Roads and associated infrastructure are permitted in the buffer to facilitate crossing such water elements.
 - (c). Any improvements approved in a final plan.
 - (d). Any public safety or public utility improvements not associated with the

planned development, but deemed necessary by the Service Director or Chief of Police.

- (3) Steep slopes fifteen (15%) percent or more, unless appropriate engineering measures concerning slope stability, erosion, and resident safety are taken into account.
- (4) Habitats of endangered wildlife, as identified on federal and state lists.
- (5) Historically and culturally significant structures and sites, as listed on, but not limited to, the National Register of Historical Places or on the local inventory of historic places maintained by the City of Oxford's Historic Architectural Preservation Commission.
- (6) Aquifers and tributary drainage systems.
- (7) Tree growth areas or urban forested areas as defined in Chapter 935, of the Codified Ordinance of Oxford.
- (8) Any area as identified on Map 3.3 of the Comprehensive Plan.

(E) The development shall be laid out to avoid adversely affecting groundwater and aquifer recharge; to reduce excavation and embankment; to avoid unnecessary impervious cover; to prevent flooding; to provide adequate access to lots and sites; and, to mitigate adverse effects of noise, odor, traffic, drainage, and utilities on neighboring properties. The placement of buildings shall take into consideration topography, building height, orientation and drainage. Storm Best Management practices in Low Impact Development Designs are desirable and encouraged. City guidelines for these practices and designs can be found in the City of Oxford Storm Water Management and Design Manual

(F) If the Planning Commission, or its designated representative, may require the applicant to submit a statement in order to demonstrate that satisfactory efforts have been made to mitigate any special hazards posed to the site if these sensitive lands are subjected to improper use or management. The statement, if required, shall be submitted in one or more of the following forms:

- (1) The statement shall describe in detail the extent of encroachment on any Sensitive Development Area, the extent and nature of the proposed alteration, the environmental impacts resulting from the proposed alteration, and the proposed methods of mitigation.
- (2) A Geotechnical Report and/or a Wetlands Assessment/Delineation, prepared by a professional engineer, licensed in the State of Ohio, or by a specialist pre-qualified by the Ohio Department of Transportation in Streams and Wetland. This report can be d in lieu of a development narrative.

(h) Landscaping and Screening.

- (1) A planned development shall satisfy all landscaping elements required by other sections of this Code.
- (2) The required perimeter setback area shall be retained in natural woods or suitably landscaped with grass, ground cover, shrubs, trees, or earthen mound.
- (3) A planned development that overlays a commercial or industrial zoning district that is adjacent to a residential zoning district shall be screened from the residential zoning district by a dense evergreen hedge a minimum of 8 feet tall and 10 feet wide at planting and that will maintain at least 90 percent opacity over time.

(i) Access and Mobility.

- (1) At residential densities greater than would be permitted in the R-1A District, have direct and principal access from a collector or arterial road.
- (2) Bicycle rack spaces shall be provided at all planned developments that overlay a commercial zoning district at a rate of 3 per acre.
- (3) Adequate pedestrian connectivity shall be provided to and through a

planned development.

(j) Utilities and Infrastructure. Electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground.

(k) Plan-Specific. Any other design elements deemed necessary by Planning Commission and Council to ensure that a planned development satisfies the decision criteria of this Chapter.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-20

Date – July 11, 2017

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING CODE TEXT AMENDMENT to Amend Chapter 1145 Planned Development, 1145.12 Design, specifically 1145.12 (g) Environmental to 1145.12(g) Sensitive Development Area, City of Oxford, Applicant

DESCRIPTION

This application is a directive from Council to address the intent of the Zoning Code dealing with environmental sensitive development areas that potentially existed within a development project, as well as outline the expectations of delineating the area(s), and how to address those environmental sensitive areas in terms of development. This has been part of the effort made by the Environmental Commission (EC) to provide expertise to the Planning Commission in those sections of the Zoning Code could be strengthened, clarified and updated. This is a parallel work the EC had done with the Subdivision regulations.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1145.12(G) Sensitive Development Area.

AGENCY REVIEWS

Police:	Received with no comments
Engineering:	Abstained from comments
Econ. Dev.	Returned with comments
Fire:	Returned with comment

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

This is a directive from Council to look at sensitive development areas related to a recent development project that the site designer failed to identify important natural features to develop the preliminary layout. The City Council directed the Environmental Commission to review the Zoning Code related to environmental protection in 2016. The revised Subdivision Regulations, PC-2017-19, was the outcome of their work.

Given that the Planned Development process has also been utilized by the developers for large scale development projects and there is a very limited scope of concerns related to environmental protection clause, it also will be timely to amend the Planned Development Chapter to address the environmental sensitive development areas as well.

The work of EC on Subdivision Regulations provides a guide to update the Planned Development, so any large scale projects would need to go through the site evaluation process to discern any potential sensitive areas. It needs to be noted that both Subdivision and Planned Developments would require a two-step review process: preliminary and final before the Planning Commission and City Council. It is also important recognize that there would be significant concerns from the development community if an extensive on-site research cost is required. Therefore, the EC drafted the language in providing those

public entities that will have information readily available for free. It provides baseline information about the site for development. It also lays out the expectations of how to proceed with the site analysis and assessment, so the developer is fully aware of what to expect throughout the entire process.

Additionally, the proposed changes also would require ODOT pre-qualified firms to conduct specialized study in ecological survey or environmental site assessment for the final development if sensitive development areas have been identified. Since the approval of preliminary planned development, the developer has been a green light to further develop the construction and detailed design of the project, it would be reasonable to hire ODOT pre-qualified firms to conduct any specialized fields necessary for a clear deliberation on the scale of sensitive areas and to mitigate any negative impact the development may have to those sensitive areas.

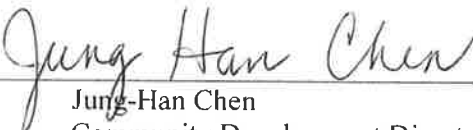
The changes being proposed are considered to be clarifications of existing language by adding more information or providing guidance as to where the information can be obtained during the preliminary phase, at a minimum cost to the developer. The impact to the developer is considered to be minimum and the results would be useful and necessary for the Planning Commission to make a better, informed recommendation and a clear baseline of the existing geological and geographical information than lines on papers.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:


Jung-Han Chen
Community Development Director

DATE July 2, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

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

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

✓

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 5, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-20, ZONING CODE TEXT AMENDMENT, to amend the Oxford Zoning Code Chapter 1145 Planned Development, specifically 1145.12 Design (g) Environmental, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **July 6, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

(g)(D) 2D. Should include Fire Chief.

Drawings reviewed by: _____

Date: 7-10-17

John Dethenage
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 5, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-20, ZONING CODE TEXT AMENDMENT, to amend the Oxford Zoning Code Chapter 1145 Planned Development, specifically 1145.12 Design (g) Environmental, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **July 6, 2017** 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: _____

7/10/17

John A Jones

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 5, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-20, ZONING CODE TEXT AMENDMENT, to amend the Oxford Zoning Code Chapter 1145 Planned Development, specifically 1145.12 Design (g) Environmental, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **July 6, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

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

While I cannot argue against the merits of this legislation, I will ask the Planning Commission and City Council to explore the potential additional effects of this legislation.

Until just recently, with the Annex and the proposed completion of Heritage Subdivision, Oxford has very little new development. The Great Recession was one of the primary reasons for the lack of new development. Another reason is due to Oxford's smaller population and slower absorption rate.

As a developer develops land, the developer pays for all the developmental costs upfront: land acquisition, environmental studies, infrastructure (water, sanitary, roadways, and sidewalks). Then as the lots are sold or units are rented, the developer begins to recoup their costs and then makes a profit. In smaller growth areas like Oxford, it can take years for the project to break even or turn a profit.

The more it costs a developer to develop, the less likely a developer will develop in a small, low absorption rate market.

As I stated in my opening paragraph, I am not against these items, I would just like all aspects of the proposed legislation to be considered. If the costs are minor and the rewards high, then it is a no brainer.

Drawings reviewed by:



Date: 7-6-17



PRINTED NAME



Internal Use Only:	
Case No.	PC-2017-20
Date Filed	5/26/17

Zoning Code Text Amendment Application

Applicant Information

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

Name *	Jung-Han Chen
Mailing Address *	101 E. High Street
City, State & Zip Code *	Oxford, OH 45056
Telephone Number(s) *	513-524-5237
Email Address	jhchen@cityofoxford.org
Amendment Description *	Amend Oxford Zoning Code Chapter 1145 Planned Development, specifically 1145.12(g) Environmental

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) **Initiation.** A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
- (b) **Application.** If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.
An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.
- (1) **Contents of application.** The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - E. A statement that identifies potential negative consequences of the proposed amendment.
 - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - G. Any existing section number and text that is proposed to be deleted or amended.
 - H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
 - I. A narrative statement that describes the expected effects of the proposed text.
 - J. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

Planning Commission and Council Review

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall consider the Planning Commission recommendation. If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

Fees & Receipt

The required fee is \$150.00. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *



Date *

5/14/17

Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required documentation as attachments and a check for the fee made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

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

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested.

For Staff Use Only

Fee Paid Date *

NA

Receipt Number *

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

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: Sept. 5, 2017

Account Code #: 140.720.61183

Budgeted Amount: \$112,741.60 (w/ Sup.Bud)

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

August 1, 2017

Date Prepared

Agenda Title: Purchase of Right of Way Mowing Tractor and Boom Mower

Recommendation: Approve

Discussion:

The 2017 Equipment Budget includes \$112,741.60 (including a supplemental appropriation) for the purchase of a new right of way mowing tractor and boom mower. This equipment will be used to maintain vegetation off the edge of pavement as well as along areas of the Oxford Area Trail System. The original budget forecasted for this item was \$90,000 with the purchase being made through the State of Ohio equipment contract. However, once the State published pricing for this equipment, it was apparent a supplemental appropriation of \$22,741.60 would be required.

This equipment is available through the State of Ohio Dept. of Administrative Services master equipment contract under Index # STS515. The equipment to be purchased includes a two wheel drive New Holland tractor and 18' boom mower by Alamo Equipment. The specifications are detailed on the attached pages.

This Resolution will authorize the City Manager to enter into an agreement with Southeastern Equipment Co, Inc. for the purchase of a New Holland TS6.110 tractor with Alamo Machete boom mower for an amount not to exceed \$112,741.60. Staff is not requesting a contingency amount at this time for this contract.

Approved By:

	Initial	Date
Department Head:	<u>MBD</u>	<u>8/1/17</u>
City Manager:	<u>DRE</u>	<u>9/15/17</u>

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SOUTHEASTERN EQUIPMENT CO., INC. FOR THE PURCHASE OF A NEW HOLLAND TS6.110 TRACTOR WITH ALAMO MACHETE BOOM MOWER AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$112,741.60.

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

SECTION 1: Council hereby authorizes the Service Department to purchase a New Holland TS6.110 Tractor with Alamo Machete Boom Mower at state contract pricing at a cost not to exceed \$112,741.60.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Southeastern Equipment Co., Inc. for the purchase of a New Holland TS6.110 tractor with Alamo Machete boom mower at state contract pricing at a cost not to exceed \$112,741.60.

SECTION 3: Funds will be appropriated for the purchase price authorized.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



Southeastern
Equipment Co., Inc.

City of Oxford
Alamo 18' Machete Boom
Mower & NH TS6.110 Tractor

Scott Runnells
Cell: (513) 519-6855
Office: (513) 539-9214
404 Breaden Drive
Monroe, Ohio 45050



Southeastern
EQUIPMENT CO., INC.

Scott Runnells
Sales Representative

(513) 539-9214 Office
(513) 539-6917 Fax
(513) 519-6855 Mobile

QUOTATION

Customer: CITY OF OXFORD
Contact: ERIC KEEBLER
Address: 101 EAST HIGH STREET
City, State, Zip: OXFORD, OH. 45056
Customer No.: 570972

Date: June 7, 2017
Phone: 513-523-8412
Fax: 513-524-1146
Mobile:
Email: ekeebler@cityofoxford.org

Description	Price
ONE NEW ALAMO MACHETE 18' BOOM MOWER	\$62,584.00
JOYSTICK CONTROL STS DISCOUNT (20%) SCHEDULE# 800316	(\$12,516.80)
48" FLAIL AXE MOWER HEAD (NO SWIVEL)	
MOUNTING KIT FOR NH TS6.110 CAB 2WD	
MOUNTING LABOR & OIL	
ONE NEW NEW HOLLAND TRACTOR	
MODEL: TS6.110 STS DISCOUNT (20%) SCHEDULE# 800316	78,343.00
CAB WITH HEAT/AC	(15,668.60)
2 WHEEL DRIVE WITH HEAVY DUTY FRONT AXLE	
8F x 8R WITH POWER SHUTTLE & 10:1 CREEPER TRANSMISSION	
10.00 - 16/18.4-34 TIRES	

Trade Information

Year	Make	Model	Serial Number	Trade Value
------	------	-------	---------------	-------------

Sale Price	112,741.60
Sales Tax	EXEMPT
FET	X
Document Fees	X
Insurance	X

Finance Options

Term	Rate	Payment	Rental Information
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Daily:

Weekly:

Monthly:

100% of paid rent to be applied towards the purchase of unit on rent. Carrying charges computed monthly at 1.0% of the declining balance up to (6) months. 3.0% carrying charges thereafter.

Total	112,741.60
Less Trade	X
Down Payment	X
Balance Due	\$ 112,741.60

*RATES ARE SUBJECT TO CHANGE

*SUBJECT TO CREDIT APPROVAL

UNLESS OTHERWISE NOTED ON THIS QUOTE, USED MACHINES ARE SOLD ON AN "AS IS - WHERE IS BASIS".
THERE IS NO WARRANTY EITHER EXPRESSED OR IMPLIED

404 Breaden Road Monroe, OH 45050
www.southeasternequip.com

PC 11A

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 5, 2017

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

August 1, 2017
Date Prepared:

PC-2017-11, ZONING CODE TEXT AMENDMENT, to Amend Chapter 1143, Districts Sections 1143.03, 1143.05, 1143.07, R-1MS, R-2MS, R-3MS, **City of Oxford, Applicant**

Recommendation by the Planning Commission: Approval

Discussion:

This application is part of an almost year-long discussion of the Planning Commission to look at ways to encourage redevelopment to allow higher density in the area near the campus. It is also part of the thought process of encouraging meaningful redevelopment that would respect the historic character of the Mile Square while providing a safe environment for tenants. The new proposed language also outlines the process to allow "accessory buildings" to be used as a dwelling unit a conditional use application.

Several changes to the R-1MS and R-2MS text are proposed, particularly the purpose statement to heighten the urban setting as well as the historic character of these two districts. Another change is to re-format the site development regulations. Attached are the revisions to the existing sections of the Zoning Code.

The major changes to Chapter 1143.07 R-3MS (Single-, Two-, Three-Family Mile Square Residential) District are as follows:

1. Reduce the lot requirement for each dwelling type.
2. Reduce the lot width for each dwelling type.
3. Delineate the maximum and minimum front yard setback.
4. Increase lot coverage.
5. Delete the provision of lot coverage for all enclosed building.
6. Adding accessory dwelling units as a conditional use.

Other changes include changes to the Mile Square Design Guidelines related to the architectural features for a new 3-family dwelling as to what design features shall be provided. The amendment also includes in this a set of design standards for the accessory dwelling unit. It outlines that the style and height that needs to be compliant to the main structure and is subject to the Planning Commission and City Council's Conditional Use review process.

The Planning Commission recommended the approval of the proposed zoning text amendment in a vote of 7-0-0 to City Council for legislative action.

Approved by:

Department Head:
City Attorney:
City Manager:

JHC , 8/1/17
DRE , 7/1/17

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1143.03 ENTITLED R-1MS SINGLE-FAMILY RESIDENTIAL MILE-SQUARE DISTRICT, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1143.03 ENTITLED R-1MS SINGLE-FAMILY MILE SQUARE RESIDENTIAL DISTRICT.

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

SECTION I: Council finds in accordance with Section 1135.02 of the Codified Ordinances of the City of Oxford, the City of Oxford Planning Commission held a public hearing on July 11, 2017 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Section 1143.03 entitled R-1MS Single-Family Residential Mile-Square District and adopting new Oxford Codified Ordinance Section 1143.03 entitled R-1MS Single-Family Mile-Square Residential District.

SECTION II: Council hereby repeals Oxford Codified Ordinance Section 1143.03 entitled R-1MS Single-Family Residential Mile-Square District and adopts new Oxford Codified Ordinance Section 1143.03 entitled R-1MS Single-Family Mile-Square Residential District as follows (additions are bolded and deletions are struck through):

1143.03 R-1MS SINGLE-FAMILY MILE-SQUARE RESIDENTIAL DISTRICT.

(a) Purpose. This district is designed to preserve and encourage a single-family residential environment in **an urban environment while maintaining the historic form and character of development within the Mile Square district.** ~~established residential areas of historically significant character.~~

(b) Uses.

(1) Permitted uses.

- A. Single-family dwellings.
- B. Accessory buildings and uses incidental to the principal use that do not include any activity conducted as a business or dwelling unit.
- C. Day Care Home Type B family.

(2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1141.

- A. Community-Oriented Residential Social Service Facilities (CORSSF's).
- B. Shared Housing for the elderly.
- C. Government owned and/or operated parks and recreation facilities.
- D. Bed and breakfast homes for transients.
- E. Publicly owned and operated neighborhood recreation centers.
- F. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.
- G. Schools: primary, intermediate, and secondary, both public and private.
- H. Places of worship.

(c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)

Any parcel, property or structure that is within the Historic District Overlay shall also consult the current design guidelines of the Historical Architectural Preservation Commission and Chapter 1331 of the Oxford Codified Ordinance and shall follow the procedures for approval contained therein.

Single Family Dwelling	
Lot Requirements	
Minimum Lot Area (Square Feet)	6,000
Minimum Lot Width (Feet)	60
Yard Requirements	
Minimum Front Yard Setback	20 feet
Minimum Rear Yard Setback	35 feet
Minimum Side Yard Setback	7.5 feet
Structural Requirements	
Maximum Building Height	35 feet
Lot Coverage for Lots with Vehicular Access from a Public Street	
Lot Total	45 % of lot
Front Yard	30 % of front yard
Lot Coverage for Lots with Vehicular Access from a Rear or Side Alley with no Access from a Public Street	
Lot Total	45 % of lot
Front Yard	5 % of front yard

~~(1) Lot requirements:~~

- ~~A. Minimum lot area 6,000 sq. feet~~
- ~~B. Minimum lot width 60 feet~~

~~(2) Yard requirements:~~

- ~~A. Minimum front yard depth 20 feet~~
- ~~B. Minimum rear yard depth 35 feet~~
- ~~C. Minimum side yard width 7.5 feet on each side~~

~~(3) Structural requirements:~~

- ~~A. Maximum building height 35 feet~~
- ~~B. Lot Coverage~~
 - ~~C. Lots with vehicular access from a public street~~
 - ~~1. Lot total 35 percent~~
 - ~~2. All enclosed buildings 25 percent of lot~~
 - ~~3. Front yard 25 percent of front yard~~
 - ~~D. Lots with vehicular access from a rear or side alley, and no access from a public street~~
 - ~~1. Lot total 40 percent~~
 - ~~2. All enclosed buildings 25 percent of lot~~
 - ~~3. Front yard 5 percent of front yard~~

(d) Mile Square Design Standards. The Mile Square Design Standards encourages all new and renovated building to be outstanding examples of architecture and planning. These standards are a planning instrument. It does not dictate any architectural style or design. Design regulations are intended to allow imaginative design that is respectful to its neighbors. The regulations are meant to help achieve good design and to establish consistent framework for assessing proposed development. The Mile Square Design Standards are intended to be predictable. It is also intended that it be flexible. The predictability and flexibility embodied in these standards are intended to permit creativity and diversity in architectural design, because the construction, renovation, and maintenance of outstanding buildings and public spaces continue to

contribute to the health, welfare, character, and history of the City and its citizens, The design of all new construction and exterior renovation in the R1-MS, Single-Family, Mile-Square Residential District shall conform to the following requirements.

(1) Streetscape.

- A. The restoration or alteration of existing buildings must follow the historical characteristics of the existing building.
- B. Commercial appearance at ground level must agree to the following guidelines:
 - 1. Storefronts must be aligned with the modular bays.
 - 2. Upper Stories must have a repetitive solid/void organization, ranging from narrow piers between openings (as in the main facade of the Bank One building) to spaces of equal width to the window openings.
 - 3. Front facades of new buildings must follow guidelines similar to those enumerated above. Equal bays must be used with their division by wall and openings following a regular pattern. If an entry bay is to be indicated (either on center to the overall width, as in the Kyger Block, or to one side) its proportions must clearly indicate this differentiation. In either case, a clear storefront must be present at ground level to help reinforce the definition of the bays.
- C. In new or altered buildings the storefront height must fall between 10 feet and 14-1/2 feet.
- D. New construction must follow the rhythm of facades, overall spacing, setbacks, and proportions of existing adjacent structures of that block face, as well as those on the opposing block face.
- E. For both residential and commercial structures, the buildings themselves must have their fronts oriented parallel to the adjacent street. In addition, buildings must be oriented perpendicular to the adjacent street (i.e. the building must not be situated on the lot at an irregular angle).

(2) Foundations.

- A. New construction must not include exposed poured concrete, concrete block or cinder block foundations. If this material will be above grade (due to a sloped lot or other unavoidable geographic reason), historically appropriate facing treatment must be applied to the exposed portions of the foundations.

(3) Masonry.

- A. Masonry veneers that face main streets shall not have exposed cinder block or concrete block, or poured concrete foundation.
- B. Brick, stone, authentic stucco or material replicating stone veneer are acceptable materials.
- C. The masonry of any additions must resemble the existing structure utilizing like materials and style in order to be compatible.

(4) Siding.

- A. No vertical siding may be incorporated into any structure. Plank treatments are to remain horizontal in fashion.
- B. Decorative, wood shingles are an acceptable treatment for the residential structures in the Single-Family, Mile Square Residential District.
- C. Since artificial siding tends to differ from the original historic material in size, design, and texture, the use of artificial aluminum or vinyl siding for residential structures within the Mile Square is strongly discouraged. However, vinyl siding can be acceptable only when it meets the requirements of ASTM D3679.
- D. Widths, lengths, and composition of siding must be consistent between existing structures and any new additions. Decorative trim, such as window trim, fascia boards, and cornice work must also be consistent with the existing structure.

- (5) Roofs.
- A. Any new roof must relate to the architectural theme and details of the existing structure.
 - B. Flat roofs are prohibited for residential buildings except for porch roofs.
 - C. New roof forms must complement existing roofs in material and style.
 - D. Roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required
 - E. Decorative cornices and parapets are encouraged.
- (6) Gutters and downspouts.
- A. Gutters and downspouts shall be an integrated component of the structure.
 - B. Gutters and downspouts are to be located on the roof corners, where they will not interfere with the appearance of the structure.
- (7) Entrances and Doors.
- A. For all doors, the recommended material is “wood appearing” type of material.
 - B. Commercial structures must avoid using doors, screen doors, and storm doors, which are clearly designed for residential purposes.
 - C. Screen/storm doors must be simple in design and contain full-height screening or glass. Mill finish is not allowed. Wood is the preferred material and any treatment must match the color of the existing door/trim or be a clear varnish.
 - D. Entrances and doors which are to be closed-off must not be removed and the hole filled in with some type of permanent material. Rather, the door must be left hanging and fixed shut so it is possible to reopen it in the future.
- (8) Windows.
- A. Windows must be proportionally vertical.
 - B. Reflective glass (such as blue or gold tinted glass) is prohibited.
 - C. Skylights can be added to increase the availability of natural light. These must generally be flat and unobtrusive (especially from any public ways). They must not be on front side of the roof slope facing the street.
 - D. All window openings, sash appearances, and materials must be consistent and architecturally appropriate to the building style.
 - E. Windows which are to be closed-off must not be removed and the hole filled in with some type of permanent material. Rather, the window must be maintained.
 - F. Original features such as corner boards, brackets, hoodmolds, and other details must be preserved, repaired, and/or replaced.
- (9) Porches and stoops, decks and patios.
- A. Any newly constructed or reconstructed porch or stoop must be compatible with the architectural style of the building to which it is attached.
 - B. New residential structures are encouraged to include porches and stoops as design elements, which serve to enhance the physical and social components of the neighborhood. Porches have roofs. Decks are not allowed on the front façade. Stoops may not exceed 50 square feet.
 - C. All porches shall satisfy the required setbacks and lot coverage requirements of the applicable zoning districts.
- (10) Storefronts.
- A. Storefronts must be open and must utilize large amounts of glass. Window glass must extend at least from the top of the first floor to knee level. This does not necessarily mean that a large single pane of glass must be used. The openness creates an inviting feeling to pedestrians that helps set the ground floor commercial uses apart.
- (11) Garages and outbuildings.

- A. Street facing garages shall not comprise more than 50 percent of the ground floor building frontage. Any garage with more than two (2) car parking capacity should not directly face onto any street. The garage with more than two parking bays should have the side wall facing the street (i.e., side loading garage). All garage doors shall be compatible with the dwelling style and colors.
 - B. An attached garage shall not be located closer to the right-of-way than the residential structure itself (i.e., no snout garage)
 - C. It is recommended that a detached garage ~~to~~ be accessed from the alley if alleys are available for vehicular traffic.
- (12) Awnings and canopies.
- A. Awnings and canopies must be flat, downward sloping at a sharp angle, and have open ends or triangular end pieces matching the main structure. Basic design shapes (umbrella, diagonal, concave, etc.) are recommended.
 - B. Solid, dark colors are preferred.
 - C. Awnings and canopies must be proportional in size and shape to the opening or area that they are covering. Avoid irregular shapes or styles.
 - D. Soft, pliable materials are encouraged. Metal or other similar material is not recommended.
 - E. Retractable awnings and canopies are encouraged, as they can be closed in the winter months to allow more sunlight into an establishment.
 - F. Awnings and canopies must be designed without ground supporting members which attach to a public sidewalk.
 - G. The Zoning and Building Codes must be consulted for other specific requirements.
- (13) Fences and gates.
- A. Chain link fences are prohibited.
 - B. Traditional fence forms, such as picket fences and plain board fences, must be utilized and they must be kept as low as possible.
 - C. Traditional materials, such as wood and wrought iron, are strongly encouraged.
- (14) Chimneys and flues.
- A. Where a building is designed with chimneys or where a chimney is to be added to an existing structure, brick or stone are the preferred materials.
- (15) Shutters.
- A. Shutters do not have to be operable. However, when present they must appear to be functional and they must be proportionally equal to the adjacent window opening.
- (16) Utilities.
- A. This element is covered by other City Codes and standards. Please remember to consult with City staff before planning your project to learn how the codes will affect your proposal.
- (17) Home security.
- A. Guidelines for Entrances & Doors and Storefronts must also be consulted in relation to the recommendations given below.
- (18) Driveways and parking lots.
- A. Individual curb cuts for driveways are strongly discouraged. No curb cuts are allowed if an alley is present. Alleys must be utilized as much as possible to provide automobile access.
- (19) Landscaping.
- A. Existing mature trees should be preserved and maintained when possible.
 - B. Public and private space shall utilize natural landscaping materials and ground cover shall be utilized for the perimeter to delineate individual property boundary line.
- (20) Graphics, signage, and building identification.
- A. The Sign Code of the City of Oxford must be consulted for specific sign regulations in addition to these guidelines.

(21) Heights.

- A. The scale and mass of the building shall consider the mass of the adjoining properties of that block face. Please consult with the dimensional regulations of the Oxford Zoning Ordinance for the specific zoning district which the building is located.
- B. Buildings on corner lots must relate in setback and height to the structures along both adjacent blocks.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-11

Date – June 13, 2017

APPLICATION

Applicant: City of Oxford
Action Request: **ZONING CODE TEXT AMENDMENT** to Amend Chapter 1143, Districts Sections 1143.03, 1143.05, 1143.07, R-1MS, R-2MS, R-3MS, **City of Oxford, Applicant**

DESCRIPTION

This application is part of an almost year-long discussion of the Planning Commission to look at ways to encourage redevelopment to allow higher density in the area near the campus. It is also part of the thought process of encouraging meaningful redevelopment that would respect the historic character of the Mile Square while providing a safe environment to renters. The new proposed language also outlines the process allowing “accessory” building” to be used as a dwelling unit a conditional use application.

The proposed language also recommends changes to the site development regulations. The attached proposed amendment shows those details.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1143.07 R3MS (single, Two- and Three-Family Mile Square Residential) District for your information.

COMPREHENSIVE PLAN

Land Use Element:

The community’s small college town character will be preserved and enhanced.

- New development and redevelopment will be sensitive to pedestrians in terms of scale and walkability.
- New architecture will add to the character of the community as opposed to corporate, franchise architecture.

Infill development and redevelopment of underutilized sites is a priority

- Reuse of vacant and underutilized sites will be encouraged prior to new development.

Table 3.4 Concept Area Matrix and Table 3.5 Character Area Matrix also provided the overall theme of the Use Element of the Comp Plan. Additionally, Map 3.6 and 3.7 also show the area of neighborhood enhancement area as well as neighborhood character as well.

Urban Design

- Preserve and enhance historic resources in the Mile Square including Uptown District

Housing Element

Improve housing conditions in the Mile Square

- Ensure quality residential environment through improved housing standards.

AGENCY REVIEWS

Police:	Returned with no comments
Engineering:	No comments returned
Econ. Dev.	Returned with comments
Fire:	Returned with no comments

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

The City Council allocated dollars in 2017 budget to direct staff and Planning Commission to conduct a zoning study to look at the nonconforming issue. The City retained a land use consultant, Campus Point Planning, to assist the Commission with this task. Given that nonconforming is generally created either prior to a land use regulations, or land use regulations changed after the uses are legally in place, so the focus has been on looking at the underlying district to address the nonconforming issue. Other factors also came into the mind of the Commission were the continued increasing student enrollment at Miami push for more housing demands, along with the age of the housing stock and its interior configuration to reflect the preferences of renters.

Looking at ways to increase density in the area near the campus and allow redevelopment, the consultant worked with the Planning Commission during various work sessions and went through each and every change with the Commission to ensure the proposal would reflect the desire of the Commission. The Commission also directed staff to invite stakeholders that may be impacted by these changes to the work session to voice their perspectives and one final go-around before giving its final okay to move this item to the public hearing process.

The amendment involves several other changes to the existing regulations, in addition to Chapter 1143. There are slight modifications to 1141 Accessory Structure and a new Conditional Use category under 1147 for accessory building used as a dwelling unit. Those changes are accompanied to this amendment as necessary changes to make all the changes occurring concurring.

Several changes to R1MS and R2MS are proposed, particularly the purpose statement to heighten the urban setting as well as the historic characters of these two districts. Another change is to re-format the site development regulations.

The major changes to Chapter 1143.07 R3MS (single, Two-Family, Three-Family Mile Square Residential) district are as follows:

1. Reduce the lot requirement for each dwelling type.
2. Reduce the lot width for each dwelling type
3. Delineate the maximum and minimum front yard setback.
4. Increase lot coverage
5. Delete the provision of lot coverage for all enclosed building
6. Adding accessory dwelling units as a conditional use

Other changes include changes to the Mile Square Design Guidelines related to the architectural features for a new 3-family dwelling as to what design features shall be provided. The amendment also includes in this a set of design standards for the accessory dwelling unit. It outlines that the style, heights that needs to be compliant to the main structure and is subject to the Planning Commission and City Council's Conditional Use review process.

These changes would not have impacts to the existing stock if no improvements have been planned. But any future redevelopment could be beneficial due to the reduction in the lot area, lot width to have additional dwelling. However, the regulations are only part of the redevelopment requirements. The

existing configuration of lot and the willingness of property also can and will become critical for the redevelopment. If the lot is not sizeable enough, it is still limited to what would be allowed based on the lot size.

Having the R3MS designation of any specific areas might be also an important step to address some nonconforming issue, particularly for those nonconforming uses that would have been allowed under R3M either being an allowable use or through conversion to become a conforming use. The area of interest the Commission has been looking at are (1) along Tallawanda Road/Sycamore; (2) central Mile Square, bordered by Church Street on the north, Campus Ave to the east and Heather Lane to the south and Beech Street to the west.

These changes are series of discussions the Planning Commission has had in hopes to increase density in the area adjacent or near the Campus that would be reasonably expected to attract students to live, and also allow existing housing stock to be able to be updated, within the stipulation of the Zoning Code, either the proposed one or the existing one.

The process of getting this proposed language for consideration has required many hours of Commission members attending the work sessions and discussed, debated and argued over what would be the end result of the changes. This may be not the best changes the Commission could come up with, but thanks to the Consultant, Wendy Muller, the Commission came to an agreement this version would be an appropriate one to move forward, but with the understanding that other changes may be under consideration in the future when necessary.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:


Jung Han Chen
Community Development Director

DATE:

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

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

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

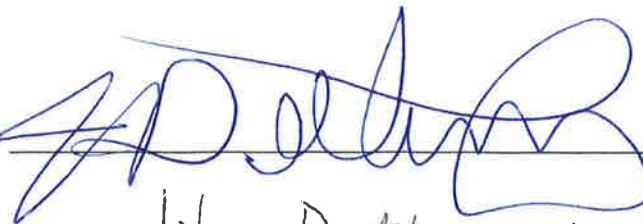
PC-2017-~~10~~¹¹, ZONING CODE TEXT AMENDMENT- Chapter 1143, District by Amending Chapter 1143,
Sections 1143.03, 1143.05, 1143.07, R1MS, R-2MS, R3MS.

☒ X Review ☐ Revisions ☐ Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

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

Drawings reviewed by:



John Dethurage
PRINTED NAME

Date:

5-15-17

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-11, ZONING CODE TEXT AMENDMENT- Chapter 1143, District by Amending Chapter 1143,
Sections 1143.03, 1143.05, 1143.07, R1MS, R-2MS, R3MS,

☒ Review ☐ Revisions ☐ Other

Please return no later than: **June 5, 2017** 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: JAJ Date: 5/16/17

John A. Jones
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-10, ZONING CODE TEXT AMENDMENT- Chapter 1143, District by Amending Chapter 1143, Sections 1143.03, 1143.05, 1143.07, R1MS, R-2MS, R3MS

☒ Review ☐ Revisions ☐ Other

Please return no later than: June 5, 2017 Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

IT IS NICE TO SEE THE CITY RE-EVALUATING
THE EFFECT OF THE 2003 ZONING CODE RE-WRITE
OXFORD WILL ALWAYS HAVE A LARGE NUMBER
OF RENTAL PROPERTIES IN THE SQUARE MILE.
LET'S MAKE THEM THE BEST POSSIBLE.

Drawings reviewed by:

Date:

PRINTED NAME

It is nice to see the City re-evaluating the effects of the 2003 zoning re-write

Oxford will always have a large number of rental properties in the Square Mile. Let's make them the best possible.



Internal Use Only:	
Case No.	PC-2017-11
Date Filed	4/28/17

Zoning Code Text Amendment Application

Applicant Information

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

Name * Jung-Han Chen

Mailing Address * 101 E. High Street

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513-5245237

Email Address jhchen@cityofoxford.org

Amendment Description * Amend Oxford Zoning Code Chapter 1143, 1143.03, .05, .07

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
- (b) Application. If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) Contents of application. The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.

- A. Application Fee.
- B. The name, mailing address, and telephone number of the applicant.
- C. A general description of the proposed amendment.
- D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
- E. A statement that identifies potential negative consequences of the proposed amendment.
- F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
- G. Any existing section number and text that is proposed to be deleted or amended.
- H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
- I. A narrative statement that describes the expected effects of the proposed text.
- J. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

Planning Commission and Council Review

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall consider the Planning Commission recommendation. If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

Fees & Receipt

The required fee is \$150.00. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *


4/15/17

Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required documentation as attachments and a check for the fee made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

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

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested.

For Staff Use Only

Fee Paid Date *

NA

Receipt Number *

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

PC 12A

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 5, 2017

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

August 1, 2017
Date Prepared:

PC-2017-12, ZONING CODE TEXT AMENDMENT, to Amend Chapter 1141, Accessory, Temporary, Supplementary and Environmental Regulations by amending 1141.01 Accessory Regulations and 1141.03 Supplementary Regulations, **City of Oxford, Applicant**,

Recommendation by the Planning Commission: Approval

Discussion:

This application is part of amendments that accompany 1143.07 R-3MS changes to allow accessory buildings to be used as a dwelling unit, as well as amending 1143.03 allowing two principal buildings on a same lot and clarifying the language of a residential building addition.

This is one of two companion pieces that go with the changes to 1143.07 R-3MS to allow accessory buildings to be used as a dwelling unit, since the proposed R-3MS lists accessory dwelling units as conditional uses. The Planning Commission would hope that the property owner may utilize the accessory building as a potential dwelling unit, instead of razing the existing building to build a new one just to accommodate one additional unit.

The Planning Commission recommended the approval of the proposed zoning text amendment in a vote of 7-0-0 to City Council for legislative action.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC / 8/1/17
DRE / 9/1/17

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1141.01 ENTITLED ACCESSORY REGULATIONS, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1141.01 ENTITLED ACCESSORY REGULATIONS.

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

SECTION I: Council finds in accordance with Section 1135.02 of the Codified Ordinances of the City of Oxford, the City of Oxford Planning Commission held a public hearing on July 11, 2017, and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Section 1141.01 entitled Accessory Regulations, and adopting new Oxford Codified Ordinance Section 1141.01 entitled Accessory Regulations.

SECTION II: Council hereby repeals Section 1141.01 entitled Accessory Regulations, and adopts new Section 1141.01 entitled Accessory Regulations as follows: (additions are bolded and deletions are struck through)

1141.01 ACCESSORY REGULATIONS.

This section shall apply to accessory uses and structures in all zoning districts, unless otherwise provided for in the development requirements of the district in which the property is located or the respective planned development text.

(a) Permitted Accessory Uses and Structures in Residential Districts. The following provisions pertain to accessory uses and structures when located in Residential Districts. Unless otherwise stated in this Section or exempted below, detached accessory buildings and uses shall be located in the rear yard.

(1) Accessory Buildings

- A. No accessory building shall be used as a dwelling unit, sleeping quarters, or business, **except as may be allowed in the R-3MS District.**
- B. There shall be no more than two detached accessory buildings on a lot in a Residential Zoning District. Only one of these accessory buildings can be a garage.
- C. The total square foot area of all accessory building on a lot shall not exceed 1,000 or 50% of the footprint of the principal structure whichever is smaller.
- D. A detached accessory building shall be at least ten feet from any dwelling or other accessory building or structure situated on the same lot or abutting.
- E. A detached accessory building shall not exceed 20 feet in height or the height of the principal structure whichever is less.
- F. All parts of a detached accessory building shall be at least three feet from all lot lines.
- G. Accessory buildings are not permitted in front of the principal structure or within a front yard.
- H. On a corner lot all accessory structures shall be required to have the same setback distance from all street right-of-way lines as required for the front yard in the district in which such structures are located.

(2) Swimming pools, hot tubs, and Private Residential Recreational Facilities.

A. Swimming Pools & Hot Tubs

- 1. The pool and hot tub is to be used only by the occupants and guests of the principal use on the property.
- 2. The pool, including any ancillary sidewalk or decking surrounding said pool, shall be no closer to the side lot line

than the side yard requirement for the district in which it is located; and may encroach into the rear yard setback but in no instance shall be closer than ten feet to the rear property line.

3. A swimming pool located closer than 50 feet to a property line shall be screened by an obscuring fence, wall, hedge, or building not less than six feet in height and maintained in good condition.
4. A pool is exempt from the lot coverage regulations, except that an above ground pool shall not exceed 50% of the rear yard area.
5. No private swimming pools, including inflatable pools, shall be located in the front yard.
6. A hot tub shall not be located in a front yard and shall setback from the side and rear property lines in accordance with the district requirements.

B. Private Residential Recreational Facilities. (i.e. tennis courts, baseball field, skate ramps, basketball court)

1. May only be used by the occupants and guests of the principal use on the property.
2. May be located only in the rear yard.
3. A fence is permitted in accordance to Sub-section (c)(4) below, except the fence shall be located no closer than five feet of any property line.
4. Such courts may be fenced with a chain link fence located around the perimeter of the court, except as regulated in the Mile Square, and any fence over six feet in height shall be planted with large shrubs in sufficient quantities to screen and filter the view.
5. A fence or wall shall not exceed eight feet in height.
6. No special lighting shall be erected for the recreational facility other than standard lighting typical for residential use.
7. A portable basketball hoop may be located off of a driveway in the front yard, but such hoops shall not be positioned in such a way that participants are playing in the public street.

(3) Porches, Decks and Patios

- A. All porches, decks and patios, attached to the principal structure or detached shall meet the setback requirements for the district in which it is located except when affiliated with a pool as regulated in Section 1141.01(a)(2) above.
- B. Properties in the Mile Square are subject to the Mile Square Design Guidelines.

(4) Exemptions.

- A. The following items are permitted in the side or rear yards, and do not require a permit:
 1. Swings or play sets.
 2. Sandboxes.
 3. Gardens with garden type fencing.
 4. Clotheslines.
 5. Inflatable pools of less than 2 feet in depth.
 6. Trellises.
 7. Outdoor fire pits or chimneys.
 8. Wood piles.
- B. The following items are permitted in any yard, and do not require a permit:
 1. Birdbaths or Fountains.
 2. Flagpoles.
 3. Statues.

(b) Accessory Use Provisions in Business and Industrial Districts. Permitted accessory uses in a Business or Industrial District include any use which is customarily found in

conjunction with and required for the utilization and economic viability of the principal use, which meets the definition of accessory use as stated in this Ordinance, and which complies with the applicable standards of the district in which it is located.

(1) Accessory Buildings.

- A. The total square foot area of all accessory buildings on a lot shall not exceed 1,000 or 10% of the footprint of the principal structure whichever is greater.
- B. A detached accessory building shall be at least ten feet from any other building or structure situated on the same lot or abutting.
- C. A detached accessory building shall not exceed the height of the principal structure.
- D. All parts of a detached accessory building shall be at least 10 feet from all lot lines.
- E. Accessory buildings are not permitted in front of the principal structure or within a front yard.
- F. On a corner lot all accessory structures shall be required to have the same setback distance from all street right-of-way lines as required for the front yard in the district in which such structures are located.

(2) Outdoor Vending Machines, Facilities for Recycled Goods or Materials, Display and Storage Areas, etc.

- A. As used in this subsection, the term "vending facilities" includes:
 - 1. Self-service mechanical dispensers such as but not limited to soft drink machines, candy machines, news racks, movie kiosks, mechanical rides; and
 - 2. Freestanding container racks from which customers pick up merchandise to be purchased inside the buildings such as, but not limited to ice coolers/freezers, propane tanks, mulch, and;
 - 3. Dumpster styled containers for recycling materials or clothing donations; but
 - 4. Excludes motor fuel pumps.
- B. These facilities may be permitted in all business and industrial districts.
- C. Such facilities shall not occupy the following unless designated on a site development plan.
 - 1. Private sidewalks that impede pedestrian traffic.
 - 2. The public right-of-way,
 - 3. Within an interior drive or drive isles,
 - 4. Landscape areas or required parking areas,
 - 5. Any area that will interfere with required driveway sight distance,
 - 6. The front yard setback or side yard setback adjacent to the public right-of-way, except when located against the building.

(c) Accessory Use Provisions for All Zoning Districts.

(1) Handicap Ramps As regulated in the City of Oxford Buildings Codes.

- (2) Accessory building or use shall be erected on the same lot which a principal structure already exists.
- (3) An accessory building or use which is attached to the main building shall comply with all the requirements of the zoning district regulations that are applicable to the principal building.
- (4) Fences, walls and hedges. The intent of these provisions is to outline the regulations for accessory fences, walls and hedges. Such structures and plantings shall generally improve the aesthetic appearance of a site. Where buffer yard or other screening requirements pursuant to the provisions of this Ordinance differ from the provisions of this section, the more stringent requirements shall apply.
 - A. Residential fences, walls, and hedges:
 - 1. May not exceed four feet in height front yards.
 - 2. Cannot exceed eight feet in height in side and rear yards.

3. Shall not obstruct visibility at intersections per Section 1141.03(e).
 4. May not be located closer than two feet to the front lot lines.
 - B. Non-residential fences, walls, and hedges:
 1. May not exceed six feet in height in the front yards or four feet in height in the Uptown "UP" Zoning District.
 2. May not exceed twelve feet in height in side and rear yards.
 3. Shall not obstruct visibility at intersections per Section 1141.03(e).
 4. May not be located closer than two feet to the front lot lines, except in the Uptown district.
 5. If fencing or a gate blocks the access drive to the property, there shall be a sufficient queuing space provided.
 - C. Barbed wire and electrified fences are not permitted.
- (5) Home Occupations. A home occupation does not require a zoning permit. If the Zoning Administrator determines that a business is operating in a residential or commercial district and that it does not meet the regulations of this section, the property owner of the property on which the business is operating shall be guilty of a violation of the Zoning Code. A home occupation shall:
- A. Have person(s) residing in the premises engaged in the business activity.
 - B. Be conducted entirely within an existing dwelling unit and/or one enclosed accessory structure.
 - C. Occupy a maximum of 25 percent of the floor area of the residence and/or enclosed accessory structure, including all operations and storage.
 1. Attached garages as well as unfinished basements or attic areas shall not be counted towards the total floor area of the dwelling unit. In situations where there are two or more dwelling units attached, the calculation of the total floor area shall be limited to the area of the dwelling unit in which the operation will be located.
 2. Such accessory structure shall not be utilized for a home occupation if it is the required parking space for the principle use.
 - D. Home Occupations located in the R1A, R1B, RO and GB zoning districts are permitted to have two (2) non-resident employees, however no more than one non-resident employee is permitted on the premises at one time. One (1) non-resident employee is permitted in the R1MS, R2A, R2MS, R3, R4 and R3MS zoning districts.
 - E. Any nonconforming residential use in the GB zoning district that exceeds the requirements herein for a home occupation shall lose its nonconforming status.
 - F. Not change the outside appearance.
 - G. Have no deliveries or clients before 9 a.m. or after 9 p.m.
 - H. Have fewer than 10 business visitors per week.
 - I. Have no more than 1 business visitor at a time.
 - J. Have only 1 non-illuminated sign a maximum of two square feet, mounted flat against the wall of the principal building.
 - K. Not generate a greater volume of traffic or parking need than would normally be expected in a residential neighborhood.
 - L. Not generate noise, vibration, fumes, odors, electrical interference, or other offensive effects and noxious omissions generated by the home occupation detectable outside of the dwelling unit (or off of the lot at single-family residences).

M. Prohibited Home Occupations.

1. Homes that serve as a gathering point for employees engaged in the business operation that takes place off the premises. This may include, but it is not limited to, landscape and/or lawn care business offices, construction offices, or a trucking business where drivers or employees gather at the home before being dispatched from the home for the purposes of the home occupation.
2. Operations that require fire safety inspections.
3. Operations involving biohazard materials or hazardous waste that poses substantial or potential threats to public health or the environment.
4. Operations that require the use of mechanical ventilation systems to exhaust the by-products of the home occupation;
or
5. Operations that involve the use of controlled substances.
6. Any operation that is listed as a Conditional Use in Chapter 1147 of this zoning code.

SECTION III:

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-12

Date – June 13, 2017

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING CODE TEXT AMENDMENT to Amend Chapter 1141, Accessory, Temporary, Supplementary and Environmental Regulations by amending 1141.01 Accessory Regulations and 1141.03 Supplementary Regulations , City of Oxford, Applicant

DESCRIPTION

This application is part of amendments that accompany the 1143.07 R-3MS changes to allow accessory buildings to be used as a dwelling unit, as well as amending 1143.03 allowing two principal buildings on a same lot and clarifying the language of residential building addition.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1143.07 R3MS (Single, Two- and Three-Family Mile Square Residential) District for your information.

COMPREHENSIVE PLAN

Land Use Element:

The community's small college town character will be preserved and enhanced.

- New development and redevelopment will be sensitive to pedestrians in terms of scale and walkability.
- New architecture will add to the character of the community as opposed to corporate, franchise architecture.

Infill development and redevelopment of underutilized sites is a priority

- Reuse of vacant and underutilized sites will be encourage prior to new development.

Table 3.4 Concept Area Matrix and Table 3.5 Character Area Matrix also provided the overall theme of the Use Element of the Comp Plan. Additionally, Map 3.6 and 3.7 also show the area of neighborhood enhancement area as well as neighborhood character as well.

Urban Design

- Preserve and enhance historic resources in the Mile Square including Uptown District

Housing Element

Improve housing conditions in the Mile Square

- Ensure quality residential environment through improved housing standards.

AGENCY REVIEWS

Police:	Returned with no comments
Engineering:	Returned with no comments

Econ. Dev. Returned with comments
Fire: Returned with no comments

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

This is one of the two companion pieces that go with the changes to 1143.07 R-3MS to allow accessory buildings to be used as a dwelling unit, since the proposed R-3MS lists accessory dwelling units as a conditional use. The Commission would hope that the property owner may utilize the accessory building as a potential dwelling unit, instead of razing the existing building to build a new one just to accommodate one additional unit.

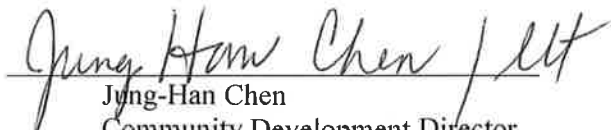
The Commission also went through the changes with the consultant and staff and felt that the changes are necessary to remove any potential conflict and confusion. Attached in this report are the changes to each particular section of the Zoning Code.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:


Jung-Han Chen
Community Development Director

DATE: May 26, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

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

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

¹²
PC-2017-~~X~~, ZONING CODE TEXT AMENDMENT - Chapter 1141, Accessory, Temporary, Supplementary and Environmental Regulations by Amending Section 1141.01 Accessory Regulations and 1141.03 Supplementary Regulations, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **June 5, 2017** 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:

5-15-17

John Dethuag
PRINTED NAME

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-¹²~~14~~, ZONING CODE TEXT AMENDMENT - Chapter 1141, Accessory, Temporary, Supplementary and Environmental Regulations by Amending Section 1141.01 Accessory Regulations and 1141.03 Supplementary Regulations, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **June 5, 2017** 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: CAB Date: 5/16/17

John A. Jones

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

¹²
PC-2017-~~N~~, ZONING CODE TEXT AMENDMENT - Chapter 1141, Accessory, Temporary, Supplementary and Environmental Regulations by Amending Section 1141.01 Accessory Regulations and 1141.03 Supplementary Regulations, City of Oxford, Applicant

☒ Review ☐ Revisions ☐ Other

Please return no later than: June 5, 2017 Note: If no comments are received, we will assume the project meets your department's standards.

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

IT IS NICE TO SEE THE CITY RE-EVALUATING
THE EFFECTS OF THE 2003 ZONING RE-WRITE.

It is nice to see the City re-evaluating the effects of the 2003 zoning re-write

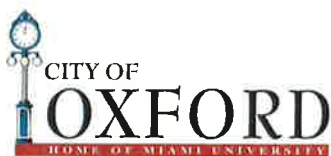
Drawings reviewed by:



Date:

6-6-17


PRINTED NAME



Internal Use Only:	
Case No.	PC-2017-12
Date Filed	4/28/17

Zoning Code Text Amendment Application

Applicant Information

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

Name * Jung-Han Chen

Mailing Address * 101 E. High Street

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513-5245237

Email Address jhchen@cityofoxford.org

Amendment Description * Amend Oxford Zoning Code Chapter 1141.01 and 1141.03

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
- (b) Application. If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.
An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.
- (1) Contents of application. The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - E. A statement that identifies potential negative consequences of the proposed amendment.
 - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - G. Any existing section number and text that is proposed to be deleted or amended.
 - H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
 - I. A narrative statement that describes the expected effects of the proposed text.
 - J. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

Planning Commission and Council Review

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall consider the Planning Commission recommendation. If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

Fees & Receipt

The required fee is \$150.00. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *



Date *

4/15/17

Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required documentation as attachments and a check for the fee made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

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

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested.

For Staff Use Only

Fee Paid Date *

NA

Receipt Number *

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

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

9/19/2017

Account Code No. :

see below

Budgeted Amount :

Finance

Originating Department

Joe Newlin

Prepared By

9/12/2017

Date Prepared

Agenda Title: Investment Policy Updates

Recommendation: Approve

Diversification:

- 1.) Increase limit in money market or pooled investment programs from 60% to 75%.
- 2.) Increase issuer limit from 35% to 50%. Government agencies have reduced the amount of issuance; the lower percentage hinders investment opportunities.

Maturity Guidelines:

- 1.) No more than 50% of the portfolio may have a maturity beyond 36 months, presently at 25% of the portfolio. Give the City more flexibility to position a portfolio of investments.
- 2.) Average maturity of the portfolio will never exceed three years, increased from two and a half years. Maximum maturity limit on any one investment remains at five years.
- 3.) Remove the 3rd guideline that 20% of the portfolio will be invested in liquid instruments or marketable securities that can be sold to raise cash in one business days' notice. The language is gray and could have different interpretations. If the decision is made to include language, would recommend reducing to 15%.

Permissible Investments:

- 1.) Commercial Paper Changes.
 - a. Permit up to 25% of the interim funds to be invested in commercial paper, Presently at 10%.
 - i. Maintain 5% limit per issuer, per ORC 135.14.
 - b. Extend maturity limit from 180 days to 270 days.
 - i. Would match limits per ORC 135.14.

Approved By:

Department Head:

City Manager:

Initials

Date

[Signature] 9/12/17
DRE 9/15/17

ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 2944 AND ADOPTING A NEW INVESTMENT POLICY.

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

SECTION 1: The Investment Committee recommends the adoption of a new Investment Policy prepared by the Finance Director which reflects changes and modifications proposed for the City's investments.

SECTION 2: Council having reviewed the new Investment Policy accepts the recommendation of the Investment Committee and the Finance Director and repeals Ordinance No. 2944 and adopts the new Investment Policy attached hereto and incorporated herein by reference as Exhibit "A".

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Exhibit “A”

The City of Oxford Investment Policy

Policy Statement

The purpose of this investment policy, in conjunction with the Ohio Revised Code, as amended, will govern the investments and the investment activities of the City of Oxford.

Scope

This investment policy applies to the investment of all funds of the City of Oxford both short-term operating funds and longer-term funds, including investments of proceeds from certain bond issues.

Investment Review Committee

An Investment Review Committee is established for the purpose of periodically reviewing the City's investment function and advising the Finance Director regarding such investments. The committee shall meet at least once every six months and shall select a chairperson to conduct its meetings. The committee shall consist of the City Manager, the Law Director, and the Finance Director. The committee shall keep records of its proceedings and shall adopt rules for its own proceedings. The committee may adopt procedures for implementing this policy, and may submit revisions to this policy from time-to-time as deemed necessary for City Council to consider.

Investment Objectives

The City's investment portfolio is designed and managed in a manner responsive to the public trust and consistent with state and local statutes. Investments are made on the basis of the following list of objectives which are listed in the order of importance:

1. Safety and security of City funds and investments.
2. Preservation of capital and protection of principal.
3. Maintenance of sufficient liquidity to meet operating needs.
4. Diversification of investments to avoid unreasonable or avoidable risks.
5. Market rate of return on the portfolio within the above constraints.

The City is generally restricted to investing in certificates of deposit, savings accounts, money market accounts, the State Treasury Asset Reserve (STAR Ohio), obligations of the State of Ohio, and obligations of the United States government or certain agencies thereof. The City is authorized to invest in any instrument or security outlined in ORC 135.14, as amended. All investment transactions will be completed on a competitive basis, whenever possible.

Investments will be made with care and judgment which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. Additionally, purchases will be executed, not for speculation, but for investment, considering the safety of the capital as well as the probable income to be derived.

Standard of Care

A. Delegation of Authority

In accordance with City Charter Article V Section 5.05, responsibility for administration of the cash management and investment program is delegated to the Finance Director ~~(City Auditor)~~, who shall establish written procedures for the operation of the investment program consistent with the investment policy. Such procedures shall include an internal control structure adequate to provide a satisfactory level of accountability, maintaining records incorporating descriptions and amounts of investments, transaction dates, and other relevant information, and regulating the activities of subordinate employees. The Finance Director in conjunction with the City Manager may utilize the advice of a licensed and designated investment advisor to fully authorize the buying or selling of investments in accordance with the goals and objectives of this policy and to sign investment-related agreements with authorized financial institutions, and broker/dealers on behalf of the City of Oxford.

B. Defining Investment Treasury

In compliance with the Codified Ordinance of the City of Oxford Chapter 123 Section 123.03, the investment treasury is defined as whenever there are funds in the treasury of the City which will not be required to be used for a period of six months or more may be invested in accordance with the provisions of Ohio Revised Code Section 731.56, as amended. Investments purchased shall also be sold in accordance with Ohio Revised Code Section 731.57, as amended.

C. Prudence

All participants in the cash management and investment process will act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the City.

Investment officers acting in accordance with written procedures and this policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action which may include the liquidation or sale of securities is carried out in accordance with terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

D. Ethics and Conflicts of Interest

All participants involved in the investment process will refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials will disclose to Council any material interests in financial institutions with which the City of Oxford conducts business. They will further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Oxford.

Investment Parameters

1. Diversification

It is the policy of the City to diversify its deposits and investments by investment instrument, and by maturity scheduling.

The following diversification limitations shall be imposed on the City's portfolio of deposits and investments at the time of purchase of each deposit or security:

Instrument:

- ✦ No more than ~~60%~~ **75%** of the overall portfolio may be invested in cooperative, money market or pooled investment programs, and,
- ✦ No more than 20% of the overall portfolio may be invested in the securities of a single issue, except the U.S. Treasury.
- ✦ No more than ~~35%~~ **50%** of the overall portfolio may be concentrated into a single issuer, except for obligations or securities guaranteed by the United States.

2. Maturity Guidelines

To the extent possible, the Finance Director will attempt to match the investments with anticipated cash flow requirements to take best advantage of prevailing economic and market conditions. The maximum maturity of any eligible instrument is five years from the settlement date, unless per a related bond indenture the investment is matched to a specified obligation or debt of the subdivision.

Maturity guidelines will be as follows:

1. No more than ~~25%~~ **50%** of the portfolio may have a maturity beyond 36 months.
2. The average maturity of the portfolio will never exceed ~~two and one-half~~ **three** years, and
3. At least ~~20%~~ **15%** of the portfolio will be invested in liquid instruments or marketable securities that can be sold to raise cash in one business day's notice.

Any investment made should be purchased with the expectation it will be held to maturity. Investments may be sold to meet unexpected liquidity needs, to capture a capital gain, to reinvest in a preferred investment, or if otherwise determined to be in the best interests of the City.

Reserve funds and other funds with longer-term investments horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities will be disclosed in writing to City Council.

Because of inherent difficulties in accurately forecasting cash flow requirement, a portion of the portfolio should be continuously invested in readily available funds such as STAR Ohio, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Permissible Investments

The Finance Director may invest in any instrument or security authorized by Ohio Revised Code Section 135.14, as amended. Permissible investments include:

- A. United States Treasury bills, notes, bonds, or any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal and interest by the United States. Stripped principal or interest obligations of such eligible obligations are strictly prohibited.
- B. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency or instrumentality securities must be direct issuances of the federal agency or instrumentality.
- C. STAR Ohio is eligible as long as the fund maintains the highest letter rating provided by at least one nationally recognized standard rating service as outlined in Ohio Revised Code Section 135.45.
- D. Bonds and other obligations of the State of Ohio.
- E. Interim deposits (such as Certificates of Deposit) in the eligible institutions applying for interim moneys as provided in Ohio Revised Code Section 135.08.
- F. No-load money market mutual funds consisting exclusively of obligations described in section VII A or B of this policy and expressly excluding derivatives in accordance with Ohio Revised Code Section 135.14.
- G. Up to **ten twenty-five percent** of interim moneys available for investment may be invested in the following:
 - a. Commercial paper notes issued by an entity that is defined in division (D) of section 1705.01 of the Revised Code and that has assets exceeding five hundred million dollars, to which all of the following apply:
 - b. The notes are rated at the time of purchase in the highest classification established by at least two nationally recognized standard rating services.
 - c. The aggregate value of the notes does not exceed ten percent of the aggregate value of the outstanding commercial paper of the issuing corporation.
 - d. The notes mature not later than ~~one hundred eighty~~ **two hundred seventy days** after purchase
- H. Repurchase Agreements with eligible institutions.

Repurchase Agreements

Written repurchase agreements with any eligible public depository mentioned in Ohio Revised Code Section 135.03, or with any dealer who is a member of the NASD. All repurchase agreements must be entered into subject to a Master Repurchase agreement providing for the terms outlined below and satisfactory to the Law Director of the City of Oxford.

The market value of the securities subject held as collateral for an overnight repurchase agreement (including sweep accounts) or term repurchase agreements must exceed the

principal by at least 2%, the securities must be marked to market daily and the stated margin will be maintained by the initial seller during the life of the transaction. No one repurchase agreement may exceed \$2,000,000. The City retains the right to terminate the agreement and sell the securities outside the repurchase agreement. Reverse repurchase agreements are strictly prohibited.

Term repurchase agreements may not exceed 30 days. Any repurchase agreement with an eligible securities dealer must be transacted on a delivery versus payment basis. For all securities purchased pursuant to a repurchase agreement with an institution or dealer, the institution or dealer must agree in writing to unconditionally repurchase any of the securities used for any repurchase agreement transaction.

Collateralization

All deposits will be collateralized pursuant to the requirements of the Ohio Revised Code. Eligible securities used for collateralizing deposits will be held by the depository and/or a third party bank or trust company, subject to security and custodial agreements.

The security agreement will provide that eligible securities are being pledged to secure City deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted, or released providing collateral values are maintained, and, the events which will enable the City to exercise its rights against the pledged securities including failure to meet deposit repayment or collateral terms, or the deposit institution's insolvency. In the event that the securities are not registered or inscribed in the name of the City, such securities will be delivered in a form suitable for transfer or with an assignment in blank to the City or its custodial bank.

The custodial agreement will provide that securities held by the bank or trust company, as agent of and custodian for the City, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement will also describe how the custodian will confirm the receipt, substitution, or release of the securities. The agreement will provide for daily revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. The agreement will provide that the custodian will exercise the City's rights to the security or as instructed by the City. Such agreement will include all provisions necessary to provide the City with a perfected interest in the securities

Derivatives

Investments in derivatives are strictly prohibited. A derivative is defined in Ohio Revised Code Section 135 as a financial instrument or contract or obligation whose value is based upon or linked to another asset or index or both, separate from the financial instrument, contract, or obligation itself. However, any eligible investment with a variable interest rate payment based upon a single interest payment or single index comprised of other investments consisting of US government or federal agency or instrumentality obligations is not considered a derivative if it matures in two years or less.

Pooling

The pooling of funds by subdivisions is prohibited except as provided in Ohio Revised Code Section 715.02 or Section. IV Article XVIII of the Ohio Constitution, and STAR Ohio.

Safekeeping and Custody

1. Eligible Institutions and Dealers

Any financial institution located within the State of Ohio as defined by ORC 135.03 is eligible to serve as an approved depository and/or investment provider. Only securities dealers and brokers that are members of the National Association of Securities Dealers (NASD) are eligible to be an investment provider. Investment advisors must be an eligible financial institution as defined by ORC 135.03, or an advisor that is registered with the Securities and Exchange Commission.

A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g. a minimum capital requirement of \$100,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers with which the City conducts business must supply the following information to the City of Oxford as an investment advisor/manager:

- Audited financial statements,
- Proof of National Association of Securities Dealers (NASD) certification,
- Proof of State of Ohio registration,
- Certification of having read the City's Investment Policy.

The City will bid for investment advisory and management services for no more than a five year period. A contract outlining services to be provided will be maintained by the Finance Director and on file with the Clerk of Council of the City of Oxford.

In accordance with Ohio Revised Code, a signed copy of this policy will be kept on file for each investment advisor, financial institution, and broker/dealer doing investment business with the City of Oxford. The signature indicating that the investment advisor has received, read, comprehended, and will abide by its content when recommending, buying, or selling any investment security of the City.

The Finance Director is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners, and custodians. An annual review of the financial condition and registration of qualifies financial institutions; broker and dealers will be conducted by the Finance Director.

To the extent that the City uses the services of an outside Investment Manager, it shall be the responsibility of the Investment Manager to establish appropriate credit criteria for broker/dealers with which they execute investment transactions on behalf of the City. Upon request, the Investment Manager will provide the City with a complete list of approved brokers.

2. Internal Control

The City will establish an annual process of independent review which will assure compliance with policies and procedures. A system of internal controls will be designed to protect the city from theft, loss, and misuse of public funds. The City will attempt to prohibit collusion, by separating investment transactions from the accounting and recording of those transactions. The City will assure the timely delivery and matching of custodial trust receipts.

3. Delivery vs. Payment

All investment securities purchased by the City or held as collateral on either deposits or investments will be held in third-party safekeeping at a financial institution (to be designated as the "Custodian") qualified to act in this capacity. All securities held for the City account will be held free and clear of any lien and all transactions will be conducted on a delivery-vs.-payment basis. The Custodian shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity and other pertinent information. On a monthly basis, the custodian will also provide reports which list all securities held for the City, the book value of holdings and the market value as of month-end.

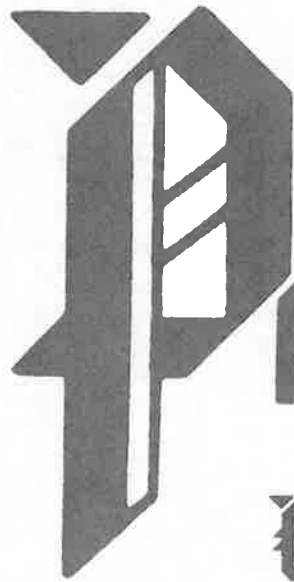
Appropriate City officials and representatives of the Custodian responsible for, or in any manner involved with, the safekeeping and custody process of the City shall be bonded in such a fashion as to protect the State from losses from malfeasance and misfeasance.

Reporting

The Investment Review Committee is responsible for oversight of reporting in compliance with the specific requirements of the Ohio Revised Code. Such reporting will include all items as required by Ohio Revised Code and other such information as deemed appropriate for the proper management and oversight of the City's investment function.

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout budgetary and economic cycles. A series of appropriate benchmarks shall be established against which portfolio performances will be compared on a regular basis.

The market value of the portfolio will be calculated at least quarterly and a statement of the market value of the investment portfolio will be issued at least quarterly. This will ensure that review of the investment portfolio, in term of value and price volatility, has been performed consistent with the Government Finance Officers Association's Recommended Practices.



Office of the Mayor

Proclamation

Whereas:

The Oxford Hike-A-Thon, an annual event held in the Miami University Natural Areas, offers opportunities to discover local natural resources, learn from various demonstrations, and explore over 1,000 acres and 17 miles of trails that cross beautiful streams, woodlands and wildlife, will take place on Saturday, September 23, 2017; and

WHEREAS, the Oxford Hike-A-Thon was founded by Jim Reid, and has attracted as many as 1,000 participants whose lives have been enriched by partaking in the event; and

WHEREAS, the Hike-A-Thon is now called Hike-A-Thon Plus to incorporate all of the other activities associated with the event including birding, recycling education, and geocaching; and

WHEREAS, Oxford Hike-A-Thon Plus annually contributes to a significant charity and this year, 2017, the Hike-A-Thon Plus charity is 4-Paws for Ability, a global organization committed to enriching the lives of veterans and children with disabilities by providing them with trained service dogs to increase their independence; and

WHEREAS, 4 Paws for Ability has a local presence in the Oxford community with 20 dogs having been trained in Oxford and on Miami University's campus in the spring of 2017.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim Saturday, September 23, 2017 as:

'Hike-A-Thon Plus Day'

in the City of Oxford and encourage all citizens to recognize the important community engagement occurring this day.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 19th day of September 2017.


KATE ROUSMANIERE, MAYOR

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 19, 2017

Sam Perry
Prepared By

Account Code No. #:

Budgeted Amount:

September 14, 2017
Date Prepared

HAPC MEETING REPORT – SEPTEMBER 6, 2017

New Business: Certificates of Appropriateness (COA's)

HAPC-2017-15, 12 S. Poplar Street, replacement of existing windows, **George Simonds**,
Applicant

Original wood windows were recently replaced with vinyl windows at this property. The project was not reviewed administratively or on a regular agenda. The Commission reviewed and discussed the COA application with staff and the applicant and approved the replacement 6-0, with the condition that the trim be completed.

HAPC-2017-16, 117 E. High Street, The Den, approval of an existing ATM location,
Jeff Robinson, Applicant, Agent

An ATM had been installed in an existing commercial door in 2016 without approval. The Commission discussed the project history with staff regarding the previous conceptual discussion. The Commission determined that the tenant had not addressed the feedback of the Commission. Staff reported that the tenant was improving the façade conditions with regard to signage, lighting, paint and removal of bulletin board. The Commission denied the ATM installation 6-0, which allows the applicant to appeal the decision to BZA, restore the door to the previous condition or submit a new and different design. Suggested alternative designs were offered for staff to communicate to the applicant, who was not in attendance.

HAPC-2017-17, 45 E. High Street, formerly 45 East Bar & Grill, Pre-Application Discussion,
Scott Webb Applicant, Agent

Architect Scott Webb presented conceptual renderings of a removal and replacement of the 'greenhouse' addition within the 16.5 foot setback of 45 East Restaurant. The project would modernize the commercial facility internally and externally. Currently the addition is at a lower grade from the main building which limits functionality. The project also would include upper level interior conversion to residential use with new east window openings. The Commission offered positive feedback and questions for the architect to incorporate into a complete application for review.

Continued on next page.

HAPC-2017-19, 15 S. Beech Street, installation of a new wall sign, Sweet Heart Dessert, **Scott Webb, Applicant, Agent**

Architect Scott Webb presented the missing information regarding the materials and finishes for the wall sign. This would be the first tenant to occupy this space. The Commission approved the sign design 6-0, with the condition that the additional information be submitted with the sign permit application to City staff.

Old Business:

104 W High Street, update on details: Architect Scott Webb reported details on the façade match with the adjacent buildings as well as plans for a potential commemorative plaque in the building façade.

Uptown Historic Inventory, update on status. Staff reported on the progress of the Inventory Committee, regarding the completed open houses and upcoming minor revisions based upon feedback provided. The tentative plan was to schedule a work session with Council in early 2018 to discuss the draft inventory.

Administrative Approvals (already approved)

HAPC-2017-18, ADM, 112 S. Campus Avenue, Tau Kappa Epsilon Fraternity, approval of various exterior repairs, **Peter Lindsay, Applicant, Agent**

HAPC-2017-20-ADM, 117 E. High Street, The Den, wall sign installation, **Bryan Blankenship, Applicant, Agent**

HAPC-2017-21-ADM, 35 E Church Street, formerly La Pinata, wall sign for a grocery store, **Steve Thomas, Applicant, Agent**

Commission members asked staff to follow up on two enforcement matters: 1) satellite dish on one property and 2) treated wood railing on another property.

Regarding requests for approval after-the-fact, The Commission encouraged staff to educate property owners about the rules of owning property in a historic district. This could be done potentially as part of the notice of adoption of the Uptown District Inventory early in 2018.

Next regular meeting scheduled for Wednesday, October 4, 2017 at 6:00 p.m. at 118 West High Street (Court House).

Department Head:
City Attorney:
City Manager:

gbc, 9/14/17
DRE, 9/15/17

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 5, 2017

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

August 1, 2017
Date Prepared:

PC-2017-12, ZONING CODE TEXT AMENDMENT, to Amend Chapter 1141, Accessory, Temporary, Supplementary and Environmental Regulations by amending 1141.01 Accessory Regulations and 1141.03 Supplementary Regulations, **City of Oxford, Applicant**,

Recommendation by the Planning Commission: Approval

Discussion:

This application is part of amendments that accompany 1143.07 R-3MS changes to allow accessory buildings to be used as a dwelling unit, as well as amending 1143.03 allowing two principal buildings on a same lot and clarifying the language of a residential building addition.

This is one of two companion pieces that go with the changes to 1143.07 R-3MS to allow accessory buildings to be used as a dwelling unit, since the proposed R-3MS lists accessory dwelling units as conditional uses. The Planning Commission would hope that the property owner may utilize the accessory building as a potential dwelling unit, instead of razing the existing building to build a new one just to accommodate one additional unit.

The Planning Commission recommended the approval of the proposed zoning text amendment in a vote of 7-0-0 to City Council for legislative action.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC / 8/1/17
DRE / 9/1/17

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1141.03 ENTITLED SUPPLEMENTAL REGULATIONS, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1141.03 ENTITLED SUPPLEMENTAL REGULATIONS.

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

SECTION I: Council finds in accordance with Section 1135.02 of the Codified Ordinances of the City of Oxford, the City of Oxford Planning Commission held a public hearing on July 11, 2017, and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Section 1141.03 entitled Supplemental Regulations and adopting new Oxford Codified Ordinance Section 1141.03 entitled Supplemental Regulations.

SECTION II: Council hereby repeals Section 1141.03 entitled Supplemental Regulations, and adopts new Section 1141.03 entitled Supplemental Regulations as follows: (additions are bolded and deletions are struck through)

1141.03 SUPPLEMENTAL REGULATIONS.

In addition to all regulations specified for the Zoning Districts and in other sections of this Ordinance, the provisions of this Section inclusive shall be used for interpretation and clarification.

(a) One Principal Building Per Lot. In a Residential district, except for R-3, **R-3MS** and R-4 **Districts**, there shall be no more than one principal building or use on one lot. In commercial or industrial districts, more than one building is permitted provided all other site development regulations of the district are satisfied.

(b) Every building hereafter erected, converted, enlarged, reconstructed or structurally altered shall be located on a lot of record, and shall have its principal entrance upon a street bordering such lot. For the purpose of this provision an alley is not considered as a street, **except for the lots that are considered alley lots with only alley access that may have its principal public entrance on either alley.**

(c) Setback and Yard Requirements.

(1) Corner Lots.

- A. On a corner lot the principal building and its accessory structures shall be required to have the same setback distance from all street right-of-way lines as required for the front yard in the district in which such structures are located. (See the definition of Yard-front.)
- B. On a corner lot, accessory buildings and uses may be located in the side yard with the most distance to the neighboring property or the side yard located at the rear of the house as illustrated in Figure 1. (Corner Lots)

(2) Double Frontage/ Through Lots.

- A. Buildings on lots having frontage on two streets (double frontage lots) need not have a rear yard setback; however, the required front yard shall be provided on both streets as illustrated in Figure 2.
- B. On a double frontage lot, accessory buildings may be located in the front yard located to the rear of the house as illustrated in Figure 2.

- (3) Front Yards.
- A. The width of a lot is measured at the setback line established under the zoning district or on a plat of record on file with the Butler County Recorder.
 - B. An average front yard setback may be established when more than 50% of the lots have been developed within that block face.
The average front yard setback required shall, in no circumstances, be less than 16.5 feet.
 - C. Lots having frontage along a public street and one alley along the side of the property shall provide a side yard setback along the alley as illustrated in Figure 3.
 - D. Lots having frontage along a public street and one alley at the rear of the property shall provide a rear yard setback along the alley as illustrated in Figure 3.
 - E. Lots having frontage along a public street and two alleys' shall provide a side and rear yard setback along the alleys' as illustrated in Figure 3.
 - F. On any lot, having a portion of its land area vacated by Ordinance No. 103, and ownership of the vacated portion having not been obtained, the front yard setback shall be measured from the 16.5 foot vacated right-of-way line.
 - G. In any instance where the property line is in the center of the street and is not the same as the right-of-way line, the setback shall be taken from the right-of-way.
- (4) Rear Yards.
- A. Rear yard depths may be varied where the rear wall of a building is not parallel with the rear lot line or is broken or otherwise irregular. In such cases, the average depth of the rear yard shall not be less than the required minimum or narrower than 20 feet.

Figure 1: Corner Lots

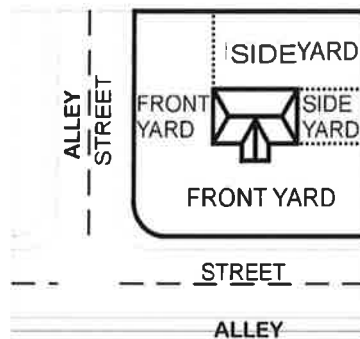


Figure 2: Double Frontage/
Through Lots

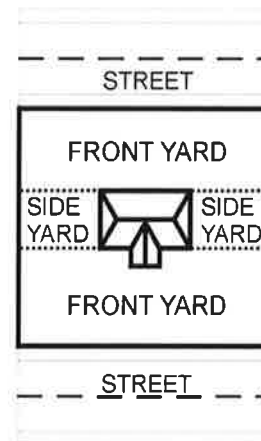
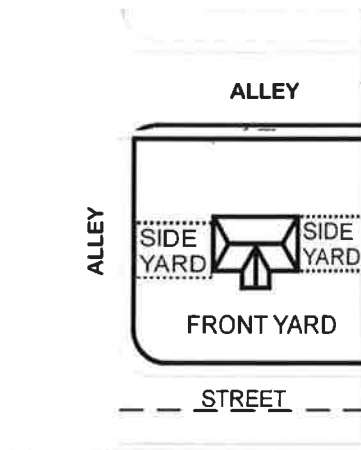


Figure 3: Alley Lots



- (5) Mixed Use Buildings. Where dwelling units are erected above commercial structures in commercial districts, no side yards are required, except such side yard as may be required in the district regulations for a commercial or industrial building on the side of a lot adjoining a residential district.

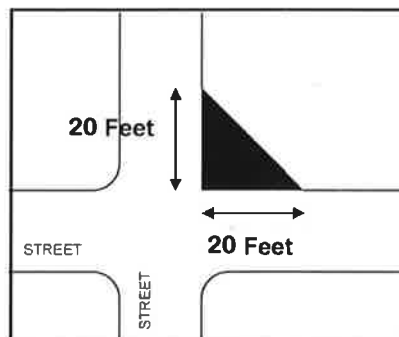
(6) Projections into Required Yards.

- A. Every part of a required yard shall be open to the sky except for accessory buildings and ordinary projections of sills, belt courses, cornices, canopies, eaves, and architectural or ornamental features which may project a distance not to exceed two feet, six inches. (1.5' above)
- B. An open air ramp and necessary landing may project a distance not to exceed six feet.
- C. Bay windows, balconies, or chimneys may project into a yard a distance not to exceed three feet; provided however, that the aggregate width of such projection shall not exceed one-third of the length of the wall upon which they are located.
- D. A porte-cochere may project into a required side yard provided every part of such porte-cochere is unenclosed and shall not be less than five feet from the side lot line. No porte-cochere roof top may be utilized as a deck or outdoor living space unless it satisfies the setback requirements of the district in which it is located.
- E. Stoops or steps to a building entrance, covered or uncovered, may project a distance not to exceed four feet.



(d) Projection into Right-of-Way in the UP Uptown District. No part of a building shall project into the public right-of-way unless specifically allowed by the Oxford Codified Ordinance Chapter 1301, Building Code; or by Chapter 1151, Signs.

(e) Visibility at Intersections. On a corner lot in any district, nothing shall be erected, placed, planted, or allowed to grow in such a manner as to materially impede vision between a height of two and a half and ten feet above the centerline grades of the intersecting streets in the area bounded by the right-of-way lines of such corner lots a line joining points along such street lines 20 feet from the point of intersection.



Vision Clearance
Minimum

(f) Use of the Vacated Right of Way. On any lot, having a portion of its land area, vacated by Ordinance No. 103, the use of that vacated portion shall be restricted to lawn, landscaping, sidewalks and authorized egress and ingress driveways, except that in the Uptown District such land vacated by Ordinance No. 103 may be used for municipally-owned parking or municipally-regulated parking and outdoor patio areas as regulated in Section 1143.10 Uptown District Regulations.

(g) Exceptions to Height Regulations.

- (1) The height limitations contained in Chapter 1143 District Requirements do not apply to any agricultural farm structure provided they are located 50 feet or more from a lot line of residentially zoned property.
 - (2) Church spires, belfries, cupolas, water tanks, ventilators, chimneys, air conditioning units, elevator bulkheads or other necessary mechanical equipment appurtenances usually required to be placed above the roof level and not intended for human occupancy except where the height of such structures will constitute a hazard to the safe landing and take-off of an aircraft at an established airport. Such appurtenances shall be positioned, to the extent possible, to minimize the visibility from street level.
 - (3) Such height regulations shall not apply to fire towers, cooling towers, gasholders or other structures where the manufacturing process requires a greater height. All such structures shall not occupy more than 25 percent of the area of the lot and shall be at least 25 feet in all parts from every lot line.
 - (4) The height of cell towers and other wireless telecommunication towers are subject to the use-specific regulations of this Ordinance.
- (h) Residential Building Additions. No addition to an existing residential building that results in or enables a new dwelling unit shall be approved, unless it is permitted by the underlying zoning district. The addition shall also be subject to the following requirements:
- (1) Any addition shall ~~reflect the character, material, style, mass and architectural features of the existing structure.~~
 - (2) ~~Any habitable addition must be physically attached and share a common wall with the existing structure. The common wall between the addition and the existing structure shall not be less than 50% of the total square footage of the exterior wall where the addition is to be attached. Such measurement shall be based on the total square footage of the existing wall and shall only include the wall that completely encloses the interior space of the existing structure. The square footage of a wall shall be the length of the wall, where the addition is to be attached, multiplied by the height of that wall, excluding the attic area.~~
 - A. **Be constructed of similar material, in similar proportions, to the façade that is being extended or altered (i.e., if the side façade of a dwelling is constructed of brick and will be extended or altered, the expanded or altered area shall also be constructed of brick);**
 - B. **Be designed in the same architectural style and character as the original building including maintaining or extending any architectural features on the existing building; and**
 - C. **Be designed with a similar mass and height as the existing building.**
- (i) ADA Compliance Standards. Any additions to a nonconforming structure or use for ADA compliance (i.e. elevator, ramp) that does not expand the use shall be permitted, provided the setbacks for the district in which it is located are satisfied.

SECTION III:

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)