

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 4, 2016

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

September 26, 2016
Date Prepared

Agenda Title: Planning Commission Meeting Report –September 13, 2016

Zoning Items

PC-2016-15 ZONING CODE TEXT AMENDMENT, Chapter 1157 Telecommunication Facilities, Concerning Small Cell Towers, **City of Oxford, Applicant**

This application is to add provisions governing small cell towers within the City under the Chapter Wireless, Cellular and Small Cell Telecommunication Facilities. This is the latest technology that the wireless communication industry is dealing with resulting from the increased demand in individual data demand. The industry is looking at installing smaller cell towers to address the increasing demand for data transmission.

The Commission had a lengthy discussion about the proposed language on Small Cell Towers and felt some clarifications to non-right-of-way placement should be added as a conditional use review process. After the public hearing, the Commission voted 7-0-0 to recommend the amendment, with modification, to City Council for legislative action.

PC-2016-16 ZONING CODE TEXT AMENDMENT, Chapter 1141, Accessory, Temporary, Supplementary and Environmental Regulations by Adding Regulations Concerning Short Term Rentals, **City of Oxford, Applicant**

This application is to create new provisions for Short Term Rentals (STR's) while removing current provisions for bed and breakfast homes. The primary section of the Oxford Zoning Code to be amended is Chapter 1141, Accessory Uses.

Staff had received inquiries from home-owners and non-profits about renting homes for over-the-week MU events and had advised that it would be a Conditional Use application process. STR's are becoming common in larger communities and college towns as well. Staff brought this issue up to Planning Commission at their August work session, the consensus was for staff to draft a zoning code text amendment for an administrative permitting process.

Staff presented the draft language and the Commission had a lengthy discussion and felt that more considerations/ changes were needed and voted to table.

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>9/26/16</u>
City Attorney:		
City Manager:	<u>DRE</u>	<u>9/30/16</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: October 4, 2016

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

August 29, 2016
Date Prepared

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

Recommendation: Approve

Discussion:

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

<i>April 2016</i>	<i>Resolution No. 4976 – Declaring the necessity to make improvements</i>
<i>June 2016</i>	<i>Resolution No. 4987 – Authorizing a contract to perform the improvements</i>
<i>August 2016</i>	<i>Resolution No. 5003 – Determination of the total cost of assessment by lot</i>

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

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

Approved By:

Department Head: Initial MBD Date 9/29/16

City Manager: DRE 9/30/16

ORDINANCE NO.

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

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

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

SECTION 2: Pursuant to Ohio Rev. Code 729.08, Council published a notice in *The Journal News*, on Sundays beginning August 21, 2016 and ending September 4, 2016 stating that the list of estimated assessments (Exhibit A) was on file with the Clerk of City Council and was available for public inspection.

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

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

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Exhibit "A"

Curb, Gutter, Sidewalk, for 2016 Resurfacing									
Address	Direct ion	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Ft Drive Apron	Estimated Cost	Actual Final Cost
5195		Brown	WELLS DANIEL C & JENNIFER J	H4100012000022	110	0	0	\$ 3,190.00	\$ 3,509.00
5245		Brown	JDRS INVESTMENTS LLC	H4100012000021	52	0	0	\$ 1,508.00	\$ 1,658.80
5249		Brown	KIRKPATRICK REBECCA J	H4000012000019	10	0	0	\$ 290.00	\$ 319.00
5214		Brown	HURSTON NORMA J ETAL	H4100011000076	50	20	0	\$ 1,590.00	\$ 1,749.00
5204		Brown	GURR DALE A TR ETAL	H4100011000073	43	0	0	\$ 1,247.00	\$ 1,371.70
5170		Brown	BOEVERS COLIN T	H4100011000080	20	0	0	\$ 580.00	\$ 638.00
5140		Brown	LIU HOU CHANG & ZHENKUN	H4000011000069	10	0	0	\$ 290.00	\$ 319.00
5130		Brown	KNOCK KEVIN & GRETCHEN	H4100011000068	26	0	0	\$ 754.00	\$ 829.40
			BOEVERS COLIN T	H4100011000067	116	0	0	\$ 3,364.00	\$ 3,700.40
Total:					437	20	0	\$ 12,813.00	\$ 14,094.30

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council
Originating Department

Council Meeting Of: October 4, 2016

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

September 15, 2016

Date Prepared

Agenda Title: Legislative Authority Notice - New permit for Hui Juan Inc. DBA Phan Shin 104 W. High Street Oxford, Ohio 45056.

Recommendation: N/A

Discussion:

The permit is for:

D3 - Spirituous liquor for on premises consumption only until
1:00 a.m.

This permit will go through the normal process with all required inspections being conducted by the Ohio Liquor Commission.

Approved By:

Initial Date

Department Head:
City Manager:

DRE 9-30-16

NOTICE TO LEGISLATIVE
AUTHORITY

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

TO

4062136		N		HUIJUAN INC DBA PHAN SHIN 104 W HIGH ST OXFORD OHIO 45056
PERMIT NUMBER		TYPE		
ISSUE DATE				
09 12 2016				
FILING DATE				
D3		PERMIT CLASSES		
09	088	A	B32269	
TAX DISTRICT		RECEIPT NO.		

FROM 09/14/2016

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

RECEIVED
9-15-16
City of Oxford



MAILED 09/14/2016

RESPONSES MUST BE POSTMARKED NO LATER THAN. 10/17/2016

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A N 4062136**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

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

CORPORATION/STOCK DATA VERIFICATION

CORPORATE NAME

HUIJUAN INC

TOTAL SHARES HELD

1000.00

PERMIT # 4062136

RENEWAL YEAR

JUNE

2016-2017

**STOCKHOLDERS HOLDING
5% OR MORE OF OUTSTANDING SHARES**

LAST FOUR DIGITS OF
SOCIAL SECURITY #

SHARESOFFICE
HELD

BIRTHDATE

CUN HUI YANG

*****1332

1000.00CEO

CEO

10/07/82

IF INFORMATION LISTED ABOVE IS NOT ACCURATE, PLEASE INDICATE CHANGES BELOW.

NAME	SOCIAL SECURITY #	SHARES	OFFICE HELD	BIRTHDATE
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**TOTAL NUMBER OF
SHARES HELD**

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 4, 2016

Jung-Han Chen
Prepared By

Account Code No. #:

Budgeted Amount:

September 17, 2016
Date Prepared

Agenda Title: Repeal Oxford Property Maintenance Code Section 1305.01 and Adopting New Section 1305.01 the International Property Maintenance Code

Recommendation: Approval

Discussion:

The proposed legislation deals with the adoption of the International Property Maintenance Code as the Oxford Property Maintenance Code (PMC) with changes to the IPMC as prescribed in Section 1305.02 as Oxford's PMC and to provide information that a copy of the Property Maintenance Code is accessible on the City's website.

Approved By:	Department Head:	Initial	Date
	City Manager:	JHC	9-26-16
		DRK	9/30/16

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD PROPERTY MAINTENANCE CODE SECTION 1305.01 ENTITLED "ADOPTION" AND ADOPTING NEW OXFORD PROPERTY MAINTENANCE CODE SECTION 1305.01 ENTITLED "ADOPTION OF INTERNATIONAL PROPERTY MAINTENANCE CODE."

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

SECTION I: Council hereby finds that in order to protect and promote the public health, safety and welfare of its citizens, it is in the best interest of the citizens of Oxford that its Property Maintenance Code be modified.

SECTION II: Council hereby repeals Oxford Property Maintenance Code Section 1305.01 and adopts new Property Maintenance Code Section 1305.01 as follows: (additions are marked in **bold** and text to be deleted is marked with a ~~strike through~~).

1305.01 ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE.

The Council for the City of Oxford hereby adopts the International Property Maintenance Code, 2012 edition, as published by the International Code Council, as the Property Maintenance Code ("**PMC**") of the City of Oxford, **Ohio**, ~~in the State of Ohio~~ for regulating and governing the conditions and maintenance of all property, buildings, and structures, with the additions, ~~insertions~~, deletions and ~~changes~~ **modifications to the International Property Maintenance Code as prescribed in Section 1305.02 of Oxford's PMC. A complete copy of Oxford's PMC is accessible on the City's website.**

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 City Manager

Council Meeting Of : 10/4/2016

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

9/28/2016
Date Prepared

Agenda Title:	2016 Supplemental Budget #9
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Recommendation:	Approve
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Issue 1

To make adjustment to amended budget for projected increase in Income Tax Receipts and related expenses.

Action Needed:

Revenue Side

General Fund (110)	790,380.00	Income Tax Receipts
Fire & EMS Fund (418)	118,590.00	Income Tax Receipts

Expense Side

General Fund (110)	23,711.00	RITA Retainage (3% of Income Tax Receipts)
General Fund (110)	11,735.00	Refunds (1% of Income Tax Receipts + 3,715)
Fire & EMS Fund (418)	3,558.00	RITA Retainage (3% of Income Tax Receipts)
Fire & EMS Fund (418)	1,726.00	Refunds (1% of Income Tax Receipts + 523)

Net Effect on Fund Balance/(s)	868,240.00	
Increase/(Decrease)		

Issue 2

To make adjustment to amended budget for additional building permit revenue and related inspection expenses.

Action Needed:

Revenue Side

General Fund (110)	80,000.00	Building Permit receipts
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Expense Side

General Fund (110)	72,000.00	Additional Inspection Service provided by NIC
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Net Effect on Fund Balance/(s)	8,000.00	
Increase/(Decrease)		

Issue 3

To make adjustment to amended budget for additional for Human Resources professional services and advertising that have had a significant increase in expense due to all the open positions within the last year. With the new director in place, training and travel has increased significantly as well.

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110)	10,000.00	Additional expenditures for HR Department
Water Fund (321)	1,500.00	Additional expenditures for HR Department
Wastewater Fund (331)	1,500.00	Additional expenditures for HR Department

Net Effect on Fund Balance/(s) Increase/(Decrease)	(13,000.00)
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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	863,240.00
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Breakdown by Fund

General Fund (110)	752,934.00
Water Fund (321)	(1,500.00)
Wastewater Fund (331)	(1,500.00)
Fire & EMS Fund (418)	113,306.00

Net Effect on Fund Balance/(s) Increase/(Decrease)	863,240.00
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Approved By:

Department Head:

City Manager:

Initials

Date

<u>[Signature]</u>	<u>9/28/16</u>
<u>DRE</u>	<u>9/30/16</u>

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3335. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 9 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2016.

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

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

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

General Fund 110	790,380.00
Fire & EMS Fund 418	118,590.00
General Fund 110	80,000.00

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

General Fund 110	23,711.00
General Fund 110	11,735.00
General Fund 110	72,000.00
General Fund 110	10,000.00
Water Fund 321	1,500.00
Wastewater Fund 331	1,500.00
Fire & EMS Fund 418	3,558.00
Fire & EMS Fund 418	1,726.00

SECTION 4: In all other respects, Ordinance No. 3335 shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: October 2, 2016

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Sept. 28, 2016

Agenda Title: Recreation Advisory Board Meeting, 9/27/16

Recommendation: Approve

In attendance: Ken Bogard, Kevin Ackley, Shaunna Tafelski, Craig Bennett

Staff: Casey Wooddell, Deanna Barbour

Unable to attend: Wes Cole, Edna Southard

Discussion:

Mr. Wooddell provided the board members with updates on recreation programs through OPRD, including the city pool, summer camp, sports leagues, bowling program, Masters Games, facility improvements and a new spring soccer tournament coming in 2017. Mr. Wooddell informed the board members that it has been an excellent summer in terms of weather, program participation and revenue, noting some of OPRD's highest participation numbers in as many as ten years in some areas. Mr. Wooddell also provided the board members with updates on upcoming programs through OPRD, including some new programs and changes to existing programs. The group briefly discussed the Trick-or-Treat OPRD Style community event scheduled for October 27 in conjunction with the Lions Club parade.

Ms. Tafelski inquired about the idea of the Land Swap with Miami University. She was not present at the August board meeting when members were informed that proposal has been indefinitely stalled at this point due to some land stipulations. Mr. Bogard then inquired about the City simply purchasing the Miami land rather than trying to swap properties, noting how valuable that land would be once the new Aquatic Park is developed. At this point, it is unknown if either party is interested in this option. This can be further investigated with the permission of the City Manager.

Board members heavily discussed location options for the new Oxford Aquatic Park. Three potential sites at Oxford Community Park were presented on a map by Mr. Wooddell. Pros and cons of each location were offered by several board members, noting items such as aesthetics, convenience, loss of other facilities, development of future facilities and parking issues. No official decision was presented at this time.

Steering committee members were briefly discussed for the new Oxford Aquatic Park. Several names are being considered, and board members are beginning to ask potential candidates to gauge interest.

Board members discussed fundraising ideas. Mr. Wooddell informed the group of a potentially large donation offered to the Community Foundation which may be allocated to the new Oxford Aquatic Park. No final decision on these funds has been made. More information is needed, including an updated cost estimate of the new facility, in order to determine the best use of this potential donation. Mr. Bogard presented the idea of asking local banks to pledge money over a course of multiple years to give back to the community. This idea will be further investigated as part of the fundraising campaign.

The meeting concluded with updates from board members. Ms. Tafelski noted Talawanda has started a new Robotics Club which seems to be gaining interest and is very popular in other areas; she mentioned OPRD possibly doing something with the youth level to build the program from a young age. OPRD will discuss this option.

Approved By:

Department Head:

Initial Date

CDW \ 9/28/16

City Manager:

DRE \ 9/30/16

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Finance

Originating Department

Council Meeting Of : 9/20/2016

Account Code No. : see below

Joe Newlin

Prepared By

Budgeted Amount : _____

9/14/2016

Date Prepared

Agenda Title: **2016 Supplemental Budget #8**

Recommendation: **Approve**

Issue 1

To make adjustment to amended budget for payment of OBBC Comercial Fees based on 3% of comercial permits approved, and 1% of residential permits approved

Action Needed:

Revenue Side

Board of Building Standards (414) 6,000.00 OBBC Comercial Fees Collected

Expense Side

Board of Building Standards (414) 6,000.00 Payment of OBBC Comercial Fees Collected

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

Issue 2

To make adjustment to amended budget for OVI Task Force Grant of \$224,917.

Action Needed:

Revenue Side

OVI Task Force Grant (419) 224,917.00 OVI Task Force Grant
OVI Task Force Grant (419) 224,917.00 Advance from General Fund
General Fund (110) 224,917.00 Repayment of Advance from OVI Task Force Fund

Expense Side

OVI Task Force Grant (419) 224,917.00 OVI Task Force Expenditures
OVI Task Force Grant (419) 224,917.00 Repayment of Advance to General Fund
General Fund (110) 224,917.00 Advance to OVI Task Force Fund

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

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

Breakdown by Fund

General Fund (110) -
Board of Building Standards (414) -
OVI Task Force Grant (419) -

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

Approved By:

Department Head:

City Manager:

Initials Date
[Signature] 9/15/16
DRE 9/16/16

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3335. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 8 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2016.

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

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

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

Board of Building Standards Fund 414	6,000.00
OVI Task Force Fund 419	224,917.00

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

General Fund 110	224,917.00
Board of Building Standards Fund 414	6,000.00
OVI Task Force Fund 419	224,917.00
OVI Task Force Fund 419	224,917.00

SECTION 4: The following advances(s) be executed:

Advance from:

General Fund 110	224,917.00
OVI Task Force Fund 419	224,917.00

Advance to:

OVI Task Force Fund 419	224,917.00
General Fund 110	224,917.00

SECTION 5: The following increase/(decrease) in revenues be made:

OVI Task Force Fund 419	224,917.00
General Fund 110	224,917.00

SECTION 6: In all other respects, Ordinance No. 3335 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: October 4, 2016

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

September 15, 2016

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to enter into a service agreement with the Butler County Public Defender Commission to provide legal counsel to indigent persons charged with violations of Municipal Ordinances for the year 2017, and thereafter under certain terms and conditions.

Recommendation: Approve.

County Public Defenders are by law allowed to contract with municipalities for representation of indigent persons in the court system.

The Butler County Public Defender Commission has contracts with the cities of Fairfield and Hamilton and contracted with the City of Oxford on February 3, 2015.

The proposed Resolution would authorize the City Manager to enter into a renewal agreement with the Public Defender Commission to provide legal counsel to indigent persons appearing in Butler County Area One Court in 2017 at a cost of \$3,306.30 annually.

Approved By:

Department Head:
City Manager:

Initial Date

DRE 9/30/16

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICE AGREEMENT WITH THE BUTLER COUNTY PUBLIC DEFENDER COMMISSION TO PROVIDE LEGAL COUNSEL TO INDIGENT PERSONS CHARGED WITH VIOLATIONS OF MUNICIPAL ORDINANCES FOR THE YEAR 2017, AND THEREAFTER UNDER CERTAIN TERMS AND CONDITIONS.

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

SECTION I: It is the legislative determination of the City Council that it is in the public interest, and the legal responsibility of the City, to provide the required legal service for all indigent persons charged with violations of the Codified Ordinances of Oxford, Ohio, which could result in their loss of liberty.

SECTION II: The City Manager be and is hereby authorized to enter into a Service Agreement with the Butler County Public Defender Commission to provide required legal services for indigent persons, A copy of said Service Agreement is attached hereto as Exhibit "A" and incorporated by reference herein. The cost of said contract shall be paid in accordance with the terms set forth in the Agreement. Said amounts shall be paid from the appropriate fund.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



County of Butler

MICHAEL P. WEISBROD
PUBLIC DEFENDER

**LAW OFFICE OF THE
BUTLER COUNTY PUBLIC DEFENDER
315 HIGH STREET, 8TH FLOOR
HAMILTON, OHIO 45011
PHONE: (513) 887-3540
FAX: (513) 887-3545**

August 24, 2016

Please review and sign.

Please return to:

Angela Henderson
Public Defender
315 High Street, 8th floor
Hamilton, Ohio 45011

**AGREEMENT FOR INDIGENT DEFENSE SERVICES
IN BUTLER COUNTY AREA 1 COURT
Public Defender and Assigned Counsel**

This Agreement is entered into by and between the Butler County Public Defender Commission, with a mailing address of 315 High Street, 8th Floor, Hamilton, Ohio 45011 (hereinafter referred to as the "COUNTY"), and the City of Oxford, with a mailing address of 101 E. High Street, Oxford, Ohio 45056 (hereinafter referred to as the "CITY").

WHEREAS, the CITY recognizes its responsibility under the laws of the State of Ohio and of the United States of America to provide legal counsel to indigent persons charged with a violation of a City ordinance for which the penalty or any possible adjudication includes the potential loss of liberty, and

WHEREAS, Butler County has adopted a program whereby a Public Defender Commission has been formed and has established a Public Defender Office for providing indigent defense and if there is a conflict, then the court will appoint assigned counsel attorneys.

WHEREAS, the COUNTY Public Defender Commission pursuant to Ohio Revised Code §120.14 and §120.16 may enter into a contract with a municipal corporation whereby the County provides legal representation to indigent persons charged with a violation of an ordinance of a municipal corporation for which the penalty or possible adjudication includes the potential loss of liberty and under which the municipal corporation shall pay the COUNTY for these services.

WHEREAS, these contracts must contain terms in conformance with Ohio Administrative Code §120-1-09 and the parties must follow the Ohio Public Defender Commission standards and guidelines and the COUNTY Maximum Fee Schedule for Appointed Counsel, in order for the COUNTY to obtain reimbursement for indigent defense costs pursuant to Ohio Revised Code §120.18, §120.33 and §120.35, and pay the CITY its appropriate share if such has not already been calculated in the formula to determine compensation, and

WHEREAS, this Agreement has been authorized by the CITY by Res./Ord.# _____, passed by the Oxford City Council on _____, and by Resolution # _____, passed by the Butler County Public Defender Commission on _____.

NOW THEREFORE, the parties do mutually agree to bind themselves as follows:

1. REPRESENTATION

- 1.1 The COUNTY, on behalf of the CITY, agrees to provide legal representation in Area 1 County Court on or after the commencement date and during the term of this agreement, to a maximum of thirty (30) cases per year, in cases where the defendant is indigent and charged with the commission of an offense or act which is a violation of a CITY ordinance and for which the penalty or any possible adjudication includes the potential loss of liberty.
- 1.2 Indigency shall be determined in accordance with the standards of indigency and other rules and guidelines established by the Ohio Public Defender Commission and the State Public Defender, pursuant to Ohio Revised Code §120.03 and Ohio Administrative Code §120-1-03.
- 1.3 A major purpose of this agreement is to enable the COUNTY and CITY to obtain partial reimbursement of its costs to have the Public Defender office or appointed counsel in conflict situations, provide legal representation in Area 1 County Court for indigent persons charged with any violation of a CITY ordinance for which the penalty or any possible adjudication includes the potential loss of liberty. Any question regarding terms or performance of this agreement should be resolved in favor of obtaining this result.

2. COMPENSATION

- 2.1 For and in consideration of the CITY'S annual payment of the sum of \$3,306.30 to the COUNTY, said sum to be paid in equal monthly installments of \$275.53 per month due on or before the 15th of each month, for which the Public Defender Office provides representation in Area 1 County Court in consideration of the COUNTY being authorized to receive and keep any and all reimbursement, if any, it may be able to obtain from the Ohio Public Defender Commission for such representation, the COUNTY agrees to have its Public Defender attorneys undertake the representation of indigent adults who are charged in the Area 1 County Court with the commission of an offense that is a violation of an Oxford City Ordinance for which the penalty includes a potential loss of liberty. The parties further agree that due to the staffing commitment required from the COUNTY by the Area 1 County Court, this payment may also include some contribution for representation in connection with certain violations under the Ohio Revised Code as contemplated by the parties.

- 2.2 In addition to the payments for the Public Defender services; in conflict situations, where assigned counsel is appointed, the County will pay the attorney and bill the CITY monthly for the municipal code violation cases the County paid assigned counsel in any particular month, based on qualifying attorney vouchers. The COUNTY will issue an invoice to the CITY.
- 2.3 Amounts paid by the CITY for representation of such indigent persons, whether by a contractual amount or fee schedule, shall not exceed the fee schedule in effect and adopted by the COUNTY Commissioners.
- 2.4 Applications for transcripts and expert fees may be made to the court. When granted by the court and in municipal code violation cases, the county will pay, bill the CITY and the CITY will reimburse the COUNTY.
- 2.5 The type of case (ORC vs CITY Code) for payment purposes is based on the offense charged, not the offense of conviction or plea. If any ORC violation is charged at the same time as a City Code violation, then the CITY is not required to reimburse the COUNTY.
- 2.6 The COUNTY shall promptly pay over to the CITY any reimbursement received from the Office of the Ohio Public Defender Commission pursuant to Chapter 120 of the Ohio Revised Code for any amounts the CITY expended pursuant to this agreement for assigned counsel costs.

(There is no sharing of state reimbursement for the County Public Defender office costs.)

3. DURATION OF CONTRACT and TERMINATION

- 3.1 The term of this agreement shall be for one year, January 1, 2017 to December 31, 2017. This contract may be renewed for additional one year terms upon proper resolution of each entity agreeing to the one year extension and proper appropriation of funding for the new year. Copies of the resolutions are to be sent to the Ohio Public Defender, 250 East Broad Street, Suite 1400, Columbus, Ohio 43215.
- 3.2 If COUNTY or CITY shall fail to fulfill in a reasonable, timely and proper manner its obligations under this agreement or if either party shall substantially violate any of the covenants, agreements or stipulations of

this agreement, then the aggrieved party shall hereupon have the right to terminate this agreement by giving written notice to the other party of such termination and specifying an effective date thereof at least thirty (30) days before the effective date of said termination. Termination by either party shall not constitute a waiver of any other right or remedy it may have in law or in equity for breach of this agreement by the other party.

- 3.3 Written notice shall be considered furnished when it is sent by Certified Mail; return receipt requested or is hand delivered.

4. TERMS OF AGREEMENT

- 4.1 Indigency and client eligibility for representation under this agreement shall be determined in conformity with the standards of indigency and other rules and standards established by the Ohio Public Defender Commission and the State Public Defender.
- 4.2 Recognizing that the requests for reimbursement must be received by the State Public Defender in a timely manner, the Area 1 Court Clerk shall promptly notify the COUNTY of the CITY ordinance cases completed and pending in any month.
- 4.3 After approval, the County Auditor shall thereafter, process the fees and expenses approved by the Court in accordance with the procedure set forth in Ohio Revised Code §120.33.
- 4.4 There shall be no discrimination against any employee who is employed in the work covered by this agreement or against any application for such employment because of race, color, religion, sex, age, handicap or national origin. This provision shall apply to, but not be limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, raises of pay or other forms of compensation, and selection for training, including apprenticeship. The COUNTY shall insert a similar provision in any subcontract for services covered by this agreement.

- 4.5 No personnel of the parties or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Agreement is being carried out, and who exercises any functions or responsibilities in connection with the review or approval of the understanding or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

5. MODIFICATION

- 5.1 This contract may not be amended orally.
- 5.2 This contract may be amended only by written addendum, signed and executed by the parties named herein, or their successors.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

BUTLER COUNTY PUBLIC DEFENDER COMMISSION



Jack F. Grove Date
Chairperson

CITY OF OXFORD

Douglas R. Elliott Date
City Manager

Approved as to Form Only:



Dan Ferguson Date
Assistant Prosecuting Attorney

Approved as to Form Only:

Stephen M. McHugh Date
City of Oxford Law Director

By adoption of its Resolution No. _____ adopted on _____, the Board of County Commissioners of Butler County has approved all provisions of this Agreement which pertain to the financing of defense counsel for indigent persons who are charged with a violation of the ordinances of the City of Oxford.

**Board of County Commissioners of
Butler County, Ohio**

Date

Date

Date

Approved:

Ohio Public Defender Date

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 4, 2016

Jung-Han Chen
Prepared By

Account Code No. #:

Budgeted Amount:

September 17, 2016
Date Prepared

Agenda Title:	Repeal Oxford Property Maintenance Code Section 1305.02 Additions, Insertions and Changes and Adopting New Section 1305.02 entitled Additions, Deletions and Revisions to modify Oxford's Property Maintenance Code.
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Recommendation:	Approval
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Discussion:

The proposed legislation deals with various sections of the Oxford Property Maintenance Code. At first glance, it would appear there are a lot of changes to this Code; however, many changes were adopted previously. The additions, insertions and changes previously adopted and currently proposed are changes that customize the Code for the City of Oxford. Some of the changes are related to industrial standards, state mandates, court case summaries and practical experiences from the staff level.

The Law Director feels some of the proposed changes are necessary in regards to the rental permit process. The proposed changes to the Code will specifically spell out that an administrative warrant will be sought if an owner refuses to grant the inspector entry to the property for a rental inspection to ensure the property meets the minimum requirements of the Code. In addition, it outlines the reasons for requesting an administrative warrant. Other changes are proposed to ensure consistency and clarity.

Approved By:	Department Head:	Initial	Date
	City Manager	<u>JHC</u>	<u>9-26-16</u>
		<u>DRE</u>	<u>9-30-16</u>

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD PROPERTY MAINTENANCE CODE SECTION 1305.02 ENTITLED “ADDITIONS, INSERTIONS AND CHANGES,” AND ADOPTING NEW OXFORD PROPERTY MAINTENANCE CODE SECTION 1305.02 ENTITLED “ADDITIONS, DELETIONS AND REVISIONS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE” TO MODIFY OXFORD’S PROPERTY MAINTENANCE CODE AND TO CREATE A PROCESS BY WHICH A SEARCH WARRANT MAY BE OBTAINED TO INSPECT RENTAL PROPERTIES.

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

SECTION I: Council hereby finds that in order to protect and promote the public health, safety and welfare of its citizens, and to improve Oxford’s Property Maintenance Code (“PMC”), it is in the best interest of the citizens of Oxford that its Property Maintenance Code be modified.

SECTION II: Council further finds that ~~the United States Constitution and the laws of the State of Ohio may require the City of Oxford to seek a search warrant to inspect rental properties if a property owner will not voluntarily consent to an inspection~~ periodic updates to the Oxford Property Maintenance Code are necessary to reflect new industrial practices, changes in the law, and to improve the quality and consistency of the codified ordinances of the City of Oxford.

SECTION III: Council hereby repeals Section 1305.02 of the Oxford Property Maintenance Code and adopts new Section 1305.02 as follows: (additions are marked in **bold**; bold type additions are marked with underscore; and text to be deleted is marked with a ~~strikethrough~~).

1305.02 ADDITIONS, DELETIONS AND MODIFICATIONS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE.

The International Property Maintenance Code (“IPMC”), 2012 edition, as adopted by the City of Oxford in accordance Section 1305.01 of Oxford’s Property Maintenance Code (“PMC”), is hereby modified as set forth herein. Any revisions which appear in this section but do not appear in the IPMC are supplementary in nature and are specifically incorporated into Oxford’s PMC.

- a) Based on the revisions to the IPMC adopted by the City of Oxford, as fully set forth herein, the revised Table of Contents for Oxford’s PMC is as follows:

TABLE OF CONTENTS

CHAPTER 1. SCOPE AND ADMINISTRATION	
PART 1 – SCOPE AND APPLICATION	
	Section 101 General
	Section 102 Applicability
PART 2 – ADMINISTRATION AND ENFORCEMENT	
	Section 103 Department of Property Maintenance Inspection
	Section 104 Duties and Powers of the Code Official
	Section 105 Approval
	Section 106 Violations
	Section 107 Notices and Orders
	Section 108 Unsafe Structures and Equipment
	Section 109 Emergency Measures
	Section 110 Demolition
	Section 111 Means of Appeal
	Section 112 Stop Work Order
CHAPTER 2. DEFINITIONS	
	Section 201 General
	Section 202 General Definitions
CHAPTER 3. GENERAL REQUIREMENTS	
	Section 301 General
	Section 302 Exterior Property Areas
	Section 303 Swimming Pools, Spas and Hot Tubs
	Section 304 Exterior Structure
	Section 305 Interior Structure
	Section 306 Component Serviceability
	Section 307 Handrails and Guardrails
	Section 308 Rubbish and Garbage
	Section 309 Pest Elimination
	Section 310 Rental Permits
CHAPTER 4. LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS	
	Section 401 General
	Section 402 Light
	Section 403 Ventilation
	Section 404 Occupancy Limitations
CHAPTER 5. PLUMBING FACILITIES AND FIXTURE REQUIREMENTS	
	Section 501 General
	Section 502 Required Facilities
	Section 503 Toilet Rooms
	Section 504 Plumbing Systems and Fixtures

	Section 505 Water System
	Section 506 Sanitary Drainage System
	Section 507 Storm Drainage
CHAPTER 6. MECHANICAL AND ELECTRICAL REQUIREMENTS	
	Section 601 General
	Section 602 Heating Facilities
	Section 603 Mechanical Equipment
	Section 604 Electrical Facilities
	Section 605 Electrical Equipment
	Section 606 Elevators, Escalators and Dumbwaiters
	Section 607 Duct Systems
CHAPTER 7. FIRE SAFETY REQUIREMENTS	
	Section 701 General
	Section 702 Means of Egress
	Section 703 Fire-Resistance Ratings
	Section 704 Fire Protection Systems
CHAPTER 8. REFERENCED CODES	
CHAPTER 9. NOTIFICATION OF FORECLOSURE PROCEEDINGS	
	Section 901 General Definitions
	Section 902 Notices to the City of Foreclosure Filing
	Section 903 Persons Responsible for Maintenance

- b) Additions, deletions and/or revisions to Chapter 1, Section 101 of the IPMC are as follows:

PMC-101.1 Title. These regulations shall be known as the Property Maintenance Code of the City of Oxford, Ohio, and may also be referred to herein as “PMC” or “this code.”

- c) Additions, deletions and/or revisions to Chapter 1, Section 102 of the IPMC are as follows:

PMC-102.3 Application of other codes. Replace "International" with "City of Oxford ~~adopted.~~" Repairs, additions, or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the City of Oxford **Building Code, City of Oxford Existing Building Code, City of Oxford Energy Conservation Code, City of Oxford Fire Code, City of Oxford Fuel Gas Code, City of Oxford Mechanical Code, City of Oxford Residential Code, City of Oxford Plumbing Code, City of Oxford Zoning Code and NFPA 70.** ~~Nothing in this code shall be construed to cancel, modify or set aside any provision of the City of Oxford Zoning Code~~ **adopted codes and referenced standards.**

- d) Additions, deletions and/or revisions to Chapter 1, Section 103 of the IPMC are as follows:

PMC-103.5 Fee Schedule.—The fees for activities and services performed by the Oxford Community Development Department and/or any other duly authorized City of

Oxford official in carrying out the obligations and responsibilities imposed under ~~this Oxford's~~ **PMC** shall be as set forth in the most current annual fee schedule adopted by Council.

- e) **Additions, deletions and/or revisions to Chapter 1, Section 104 of the IPMC are as follows:**

PMC-104.2 Inspections and Enforcement. ~~Replace entire Paragraph with~~
"Inspections and Enforcement.

- a) The ~~Code~~ **Official** is hereby authorized to make inspections to determine the condition of rooming houses, lodging houses, dwellings, dwelling units, or fraternity/~~sorority~~ houses and **any other premises property** located within the City **that is utilized as residential rental property.** The ~~Code~~ **Official** is hereby authorized to enter **the premises, upon consent or search warrant,** to examine, and survey at all reasonable times, or at such times as may be necessary **to protect and promote public health and safety,** in all dwellings, dwelling units, rooming houses, lodging houses, rooming units, fraternity/~~sorority~~ houses ~~premises and any other property utilized as residential rental property.~~
- b) Single-family, owner-occupied dwellings will not be routinely inspected by the ~~Code~~ **Official** but will be inspected upon the filing of a written complaint as set forth ~~hereinafter~~ in this code, ~~or~~ when the ~~Code~~ **Official** has ~~personal~~ knowledge of specific conditions that warrant inspection, or upon request of the owner ~~or other occupant/occupant.~~ The ~~Code~~ **Official** will conduct **a full inspection of owner-occupied dwellings only with the owner's permission or in accordance with due process of law upon issuance of a search warrant and/or** the obtaining of an appropriate court order.
- c) The ~~Code~~ **Official** will inspect any **rooming house, lodging house, dwelling, dwelling unit, fraternity/sorority house, or any other property utilized as residential rental property** ~~dwellings, dwelling units, rooming houses, lodging houses, rooming units, fraternity/sorority houses, any premises~~ upon the formal written filing of a complaint signed by a person alleging a violation of this code or as otherwise provided in **PMC Section 310.**

~~Such~~ **An inspection in response to a formal written complaint** will take place within five (5) ~~working~~ **business** days from receipt of the complaint. **All rooming houses, lodging houses, dwellings, dwelling units, rooming houses, lodging houses, rooming units, fraternity/sorority houses and premises other property utilized as residential rental property which** ~~requiring~~ **a rental permit shall be inspected on a regular and systematic basis in accordance with PMC Section 310.** Notice shall be given to the owner, ~~or~~ **occupant,** or owner's agent **twenty-four (24) hours** in advance of any such inspection ~~except;~~

1. In an emergency situation;; or
2. For the purpose of validating there is no violation of Section ~~PM~~ 404 (“Occupancy Limitations”) of Oxford’s PMC; or
3. In those cases where the owner, agent, or occupant consents to inspection or when the premises are open and accessible to inspection.”

PMC 104.3 Right of eEntry. Where it is necessary to make an inspection to enforce the provisions of this code, or wherever the code official has reasonable cause to believe that there exists in a structure or upon a premises a condition in violation of this code, the code official is authorized to enter the structure or premises at reasonable times, **upon the consent of the owner, agent, or occupant or upon issuance of a search warrant**, to inspect or perform the duties imposed by this code., ~~provided that if such structure or premises is unoccupied, the code official shall first make a reasonable efforts to locate the owner or other person having charge or control of the structure or premises and to request consent for entry. If entry is refused, or if the owner or another person having charge or control of the structure or premises cannot be located, the code official shall have recourse to the remedies provided by law to secure entry and may appear before any judge in a court of competent jurisdiction to seek a search warrant to allow inspection of the property.~~

Add-PMC-104.7 “Coordination of inspections. Whenever in the enforcement of this code, ~~or~~ another code, or ~~an~~ ordinance, the responsibility of more than one code official of the jurisdiction is involved, it shall be the duty of the code officials involved to coordinate their inspections and administrative orders as fully as practicable so that the owners, **agents** and occupants of the structure shall not be subjected to visits by numerous inspectors or multiple or conflicting orders. Whenever an inspector from any agency or department observes an apparent or actual **safety-related** violation ~~of some provision of the some law that is not, ordinance or code not~~ within the inspector's authority to enforce, the inspector shall report the findings to the code official having jurisdiction.”

- f) **Additions, deletions and/or revisions to Chapter 1, Section 106 of the IPMC are as follows:**

PMC-106.4 ~~Replace entire paragraph with~~ **“Violation penalties. Except as otherwise noted in Oxford’s PMC,** aAny person who ~~shall~~ violates a provision of this code shall, upon conviction thereof, be subject to a fine of \$250.00 or imprisonment for a term not to exceed thirty (30) days, or both, at the discretion of the court. Each day that a violation continues after due notice has been served shall be deemed a separate offense.”

- g) **Additions, deletions and/or revisions to Chapter 1, Section 107 of the IPMC are as follows:**

PMC-107.3 ~~Replace entire paragraph with~~ **“Method of Service. Such notice shall be deemed to be properly served if a copy thereof is:**

1. Delivered personally;; or

2. Sent by first class mail with a Certificate of Mailing to the last known address;; or
3. ~~Posted~~ in a conspicuous place on or about the structure or property affected by such notice and by first class mail to the last known address.²²

h) Additions, deletions and/or revisions to Chapter 1, Section 108 of the IPMC are as follows:

PMC-108.1.5 Dangerous or unsafe structure or premises. The code official shall determine whether there are dangerous or unsafe structures and/or premises. For the purpose of this code, dangerous or unsafe structures –and/or premises include, but are not limited to, any structure or premises that have s any or all of the conditions or defects described below shall be considered dangerous the following:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing buildings.
2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become detached or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and occupancy.
7. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals

or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.

8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health.
11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

h) i) **Additions, deletions and/or revisions to Chapter 1, Section 110 of the IPMC are as follows:**

PMC-110.1 General. The code official shall order the owner of any premises upon which is located any structure, which in the code official's judgment after review is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, unsanitary, or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair, or to demolish and remove at the owner's option; or where there has been a cessation of normal construction of any structure for a period of more than ~~Replace "two years" with "one year"~~, the code official shall order the owner to demolish and remove such structure, or board up until future repair. Boarding the building up for future repair shall not extend beyond one (1) year, unless approved by the code official.

i) j) **Additions, deletions and/or revisions to Chapter 1, Section 111 of the IPMC are as follows:**

PMC-111.2 Membership of board. The board of appeals shall consist of ~~Replace "three" with "five"~~ **(5)** members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the City of Oxford. The code official shall be an ex-officio member, but shall have no vote on any matter before the board. The board shall be appointed by the appointing authority, and shall serve staggered and overlapping terms.

PMC- 111.2.1 Alternate members. The appointing authority shall appoint a minimum of two **(2)** alternate members who shall be called by the board chairperson to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership, ~~Add "but may be employees of the jurisdiction".~~

PMC-111.4 Open hearing. All hearings before the board shall be open to the public. The appellant, the appellant's representative, the code official and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of ~~Replace "two-thirds" with "three-fifths"~~ of the board membership.

j)k) _____ Additions, deletions and/or revisions to Chapter 1, Section 112 of the IPMC are as follows:

PMC-112.4 Failure to comply. Any person who continues work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to a fine of not less than ~~Insert "\$100.00" or more than and "\$500.00".~~

k)l) Additions, deletions and/or revisions to Chapter 2, Section 201 of the IPMC are as follows:

PMC-201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the ~~other City of Oxford adopted codes and referenced standards~~ **City of Oxford Building Code, City of Oxford Existing Building Code, City of Oxford Energy Conservation Code, City of Oxford Fire Code, City of Oxford Fuel Gas Code, City of Oxford Mechanical Code, City of Oxford Residential Code, City of Oxford Plumbing Code, City of Oxford Zoning Code or NFPA 70**, such terms shall have the means ascribed to them as stated in those codes ~~and standards~~ **Replace "International" with "City of Oxford adopted"**.

l)m) _____ Additions, deletions and/or revisions to Chapter 2, Section 202 of the IPMC are as follows:

SECTION 202 ~~Insert the following definitions:~~ **GENERAL DEFINITIONS** ^[A1]

ANCHORED. Secured in a manner that provides positive connection.

APPROVED. Approved by the code official.

BASEMENT. The portion of a building which is partly ~~or completely below~~ grade underground and which has one-half or more of its ceiling height above the average finished grade of the ground adjoining the building.

BATHROOM. A room containing plumbing fixtures including a bathtub or shower.

BEDROOM. Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.

~~“BUILDING. Any structure occupied or intended for supporting or sheltering any occupancy~~
Any structure having a roof supported by columns or walls and intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.

CODE OFFICIAL. The official who is charged with the administration and enforcement of this code, or any duly authorized representative.

CONDEMN. To adjudge unfit for occupancy.

DETACHED. When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.

DETERIORATION. To weaken, disintegrate, corrode, rust or decay and lose effectiveness.

DORMITORY. A space in a building where group sleeping accommodations are provided in one room, or in a series of closely associated rooms, for persons not members of the same family group.

~~DWELLING. A house, apartment or other place of residence~~
A building or structure descined or occupied exclusively for non-transient residential use and permitted accessory uses for one or more households, but not including a tent, cabin, trailer, hotel, motel, or mobile home.

~~DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation~~
One or more rooms which are arranged, designed, or occupied as living quarters for a family as a single housekeeping unit. A dwelling unit includes bathroom and kitchen facilities in addition to sleeping and living areas. Publicly accessible space separates a dwelling unit from any other dwelling unit. No doorway or perforated walls exist between dwelling units.

~~EASEMENT. That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement shall be~~

~~permitted to be for use under, on or above said lot or lots~~ **Authorization by a property owner for the use by another, and for a specified purpose, or some designated part of his property.**

EQUIPMENT SUPPORT. Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles, that transmit gravity load, lateral load and operating load between the equipment and the structure.

EXTERIOR PROPERTY. The open space on the premises and on adjoining property under the control of owners or operators of such premises.

FAMILY. A person living alone, or two or more persons related by blood, marriage or adoption, including minor children in the lawful custody of an adult member or members of the family, living together as a single housekeeping unit and occupying a single dwelling unit, or a group of not more than four unrelated persons living together as a single housekeeping unit occupying a single dwelling unit and using only common entrances and exits.

FRATERNITY/SORORITY HOUSE. ~~A building which is occupied only by a group of university or college students who are associated together in a fraternity or sorority which is chartered by a national/international fraternity or sorority or is recognized by Miami University and receive from the fraternity, sorority (or its their agents) lodging and/or meals on the premises for compensation. Occupants may also include employees and pledges of the fraternity or sorority (or their its agents), and non-members not to exceed ten percent (10%) of the maximum occupancy of the building whom the fraternity or sorority (or their its agents) permit to live in the house~~ **A building that is occupied by a group of enrolled Miami University students who are active members of a fraternal organization recognized by Miami University. These organizations shall be limited to fraternities, sororities, and like groups approved by Miami University for communal off-campus living on that site. Occupancy exception: may include employees or agents of the organization not to exceed three (3) persons.-**

FRONTAGE. **The width of a lot or parcel abutting a public right-of-way measured at the front property line.**

GARBAGE. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

GUARD. A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

HABITABLE SPACE. Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

HOTEL. ~~Any building containing six (6) or more guestrooms, intended or designed to be occupied, or which are rented or hired out to be occupied, for sleeping purposes by guests~~ A commercial facility offering transient lodging accommodations to the general public and providing additional services, such as restaurants, meeting rooms, entertainment, and recreational facilities.

HOUSEKEEPING UNIT. A room or group of rooms forming a single habitable space equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

IMMINENT DANGER. A condition which could cause serious or life-threatening injury or death at any time.

INFESTATION. The presence, within or contiguous to, a structure or premises of insects, rats, vermin or other pests.

INOPERABLE MOTOR VEHICLE. A vehicle which cannot be driven upon the public streets for reasons including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair or incapable of being moved under its own power.

LABELED. Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.

LET FOR OCCUPANCY or LET. To permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premise or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

LODGING HOUSE. A dwelling where lodging, but not meals, is provided for compensation for no more than twelve (12) persons who are not transients or members of the owner's family, and do not live as a single housekeeping unit in a family-like environment on a relatively permanent basis, and in which no cooking or dining facilities are provided in individual rooms.

LOT. A designated parcel, tract, or area plot of land established by plat, subdivision, or as otherwise permitted by law, to be separately owned, used, developed, or built upon.

LOT LINE.

A. FRONT. The lot line separating an interior or through lot from the street or streets upon which it abuts; or the shortest lot line on a corner lot which abuts upon a street, except when a lot line abutting streets are of equal length, the

front lot line shall be considered to be on the street having the longest frontage within the same block.

B. REAR. A lot line parallel to, or within forty-five (45) degrees of being parallel to, the front lot line, which does not abut upon a street. The rear lot line may abut upon an alley.

C. SIDE. Any other lot line other than a front or rear lot line.

LOT OF RECORD. Real estate recorded in the deed records in the office of the Butler County Recorder as a distinct lot or parcel, the description of which is complete and sufficient, in and of itself, for conveyance purposes without combination with any other lots or parcels; or real estate recorded in the subdivision of lot records of the Butler County Recorder's Office as a distinct lot or parcel capable of being conveyed without a combination of other lots or parcels.

MULTI-FAMILY DWELLING. A building containing four (4) or more dwelling units with each individual unit designed for one (1) family.

NEGLECT. The lack of proper maintenance for a building or structure.

OCCUPANCY. The purpose for which a building or portion thereof is utilized or occupied.

OCCUPANT. Any individual living or sleeping in a building, or having possession of a space within a building.

ONE-FAMILY DWELLING. A building containing a dwelling unit designed for a one (1) family.

OPENABLE AREA. That part of a window, skylight or door which is available for unobstructed ventilation and which opens directly to the outdoors.

OPERATOR. Any person who has charge, care or control of a structure or premises which is let or offered for occupancy.

OWNER. Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

PERSON. An individual, corporation, partnership or any other group acting as a unit.

PEST ELIMINATION. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food or water; by other approved pest elimination methods.

PREMISES. ~~A lot, plot or parcel of land, easement or public way, including any structures thereon or combination of contiguous lots held in single ownership, together with the development thereon; a condominium complex constitutes one premises.~~

PUBLIC NUISANCE. Includes any of the following:

1. The physical condition or occupancy of any premises regarded as a public nuisance at common law;
2. Any physical condition or occupancy of any premises or its appurtenances considered an attractive nuisance to children, including, but not limited to, abandoned wells, shafts, basements, excavations and unsafe fences or structures;
3. Any premises that has unsanitary sewerage or plumbing facilities;
4. Any premises designated by the code official as unsafe for human habitation;
5. Any premises that is manifestly capable of being a fire hazard, or is manifestly unsafe or insecure so as to endanger life, limb or property;
6. Any premises from which the plumbing, heating or facilities required by this code have been removed, or from which utilities have been disconnected, destroyed, removed or rendered ineffective, or the required precautions against trespassers have not been provided;
7. Any premises that is unsanitary, or that is littered with rubbish or garbage, or that has an uncontrolled growth of weeds; or
8. Any structure that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent so as not to provide shelter; in danger of collapse or failure; and dangerous to anyone on or near the premises.”

PUBLIC WAY. Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

RESIDENTIAL RENTAL PERMIT. A permit required by the City of Oxford for a property owner and/or his or her agent to rent a fraternity/sorority house, a lodging house, or a one-, two-, three- or multi-family dwelling to one (1) or more tenants.

ROOMING HOUSE. A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

RUBBISH. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible

materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

SETBACK. The distance between the building and any lot line.

SIGN. Any object, device, display, or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images.

A. ILLUMINATED SIGN, DIRECTLY. A sign with internal electronic circuitry emitting light through the sign face.

B. ILLUMINATED SIGN, INDIRECTLY. A sign which is illuminated by an external source which reflects light off the surface of a sign face.

C. POLE SIGN. A sign erected on a single pole or multiple poles regardless of size and shape.

SLEEPING UNIT. A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.

STREET LINE. A dividing line between a lot, tract or parcel of land, and a continuous street.

STRICT LIABILITY OFFENSE. An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited, or failed to do an act which the defendant was legally required to do.

STRUCTURE. That which is built or constructed or a portion thereof.

TENANT. A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

TOILET ROOM. A room containing a water closet or urinal but not a bathtub or shower.

TWO-FAMILY DWELLING. A building containing two (2) dwelling units, with each individual unit designed for a one (1) family.

THREE-FAMILY DWELLING. A building containing three (3) dwelling units with each individual unit designed for one (1) family.

ULTIMATE DEFORMATION. The deformation at which failure occurs and which shall be deemed to occur if the sustainable load reduces to 80 percent or less of the maximum strength.

VACANT LOT. A lot of land upon which no residential structure or office building is situated.

VENTILATION. The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

WEEDS. ~~Those plant species including but not limited to, brush, vines or shrubs as listed in Chapter 901:5-37-01 of the Ohio Administrative Code, titled "Noxious Weeds," and thistles, burdock, jimson-weed, ragweed, milkweed, mullein, poison-ivy, poison-oak, grass or other plant species of rank growth which may potentially create, directly or indirectly, an unhealthy, unsafe or unsightly condition. All grasses, annual plants and vegetation, other than trees and shrubs provided; however, this term shall not include cultivated flowers, gardens and fields used for agricultural purposes.~~

NOXIOUS WEEDS. Noxious weeds are weeds which have been designated by federal, state, or local government as being injurious to public health, agriculture, recreation, wildlife or property. Noxious weeds include but are not limited to the noxious weeds listed in Chapter 901:5-37-01 of the Ohio Administrative Code.

WORKMANLIKE. Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

YARD. An open space on the same lot with a structure that lies between the principal building or buildings and the nearest lot line. The minimum required yard as set forth in the ordinance is unoccupied and unobstructed from the ground upward except as may be specifically provided in the zoning ordinance.

A. YARD, FRONT. A space extending the full width of the lot between any building and the front lot line and measured perpendicular to the building at the closest point to the front lot line.

B. YARD, REAR. A space extending across the full width of the lot between the principal building and the rear lot line and measured perpendicular to the building to the closest point to the front lot line.

C. YARD, SIDE. A space extending front yard to the rear yard between the principal building and the side lot line and measured perpendicular from the side lot line to the closest point of the principal building.

m)n) _____ Additions, deletions and/or revisions to Chapter 3, Section 302 of the IPMC are as follows:

PMC-302.4 Maintenance and rRemoval of wWeeds. Replace the entire paragraph with "Weeds" All premises and exterior property shall be maintained free from weeds, ~~noxious weeds, grass~~ and/or plant growth in excess of ten (10) inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided,; however, ~~that this term shall not include cultivated flowers, gardens and fields used for agricultural purposes.~~

- (1) All properties within the City of Oxford must be maintained in accordance with § **Section 302.4** of the ~~Oxford Property Maintenance Code~~ **PMC** as amended and adopted by the City of Oxford, which prohibits **weeds, grass or weed plant** growth in excess of ten (10) inches ~~(10")~~, **excepting cultivated flowers, gardens and fields used for agricultural purposes.**
- (2) If **weeds, grass or weed plant** growth exceeds ten (10) inches ~~(10")~~, **(excepting cultivated flowers, gardens and fields used for agricultural purposes)**, the City will ~~issue~~ **cause** notice to the owner, occupant, or person having charge or management of any residential, commercial, or industrial lot or land within the corporate limits of the City. If the **weeds, grass and/or weeds plant growth** are not brought into compliance within ten (10) days of ~~receiving the issuance of~~ **notice**, the City shall cause the weeds, ~~or grass and/or plant growth~~ to be cut at the owner's expense. The City will place a lien on the property for the amount owed in accordance with ~~Ohio Revised Code~~ **§731.54**.
- (3) If a **premises or** property is found to be in violation of **PMC Section §302.4**, notice shall be issued in the following manner:
 - a. For properties which are occupied:
 - i. Notice will be issued by a posting placed on or near the front door of the structure and a placard conspicuously placed in the front yard of the property. Said posting and placard shall be of a size, shape and color ~~to be~~ **that is** clearly visible and shall contain the following information:
 1. The nature of the ~~Ccode~~ violation; ~~and~~
 2. An order to cut or remove the weeds or grass within ten (10) days; ~~and~~
 3. ~~A Sstatement~~ indicating that ~~should if~~ the property owner or current tenant fails to comply with the order, the City will cause the weeds or grass to be cut or removed at the owner's expense, and the City will place a lien on the property for the amount owed in accordance with ~~Ohio Revised Code~~ **§731.54**; ~~and~~
 4. The penalties provided for removing the posting and placard before bringing the property into compliance; and
 5. ~~The Ccontact~~ information of the appropriate Ceity agency.

- ii. Such posting and placard shall remain on the property until the property is brought into compliance with **PMC Section §302.4 of the International Property Maintenance Code as amended and adopted by the City of Oxford**. Removal of the posting and placard before the property is in **compliance** with **PMC Section §302.4** shall constitute a violation of this section.

b. For properties which are not currently occupied:

- i. If the property owner's address is known, notice will be issued by certified mail, return receipt requested, to the owner's address. If the owner's address is ~~unknown~~ not known, notice will be published in a newspaper of general circulation in Butler County. The notice shall contain the following information:
 - 1. The nature of the ~~Code~~ violation; ~~and~~
 - 2. An order to cut or remove the weeds, **grass or plant growth** ~~grass~~ within ten (10) days; ~~and~~
 - 3. A ~~S~~statement indicating that ~~should~~ if the property owner fails to comply with the order, the City will cause the weeds, **grass or plant growth** ~~grass~~ to be cut or removed at the owner's expense, and the City will place a lien on the property for the amount owed in accordance with ~~Ohio Revised Code~~ §731.54; and
 - 4. ~~The~~ ~~C~~contact information of the appropriate ~~C~~city agency.

PMC- 302.4.1 Vacant lots. Vacant lots shall be mowed in the manner described below on a regular basis ~~to be in compliance~~ with **PMC Section §302.4**.

~~If the owner of a vacant lot fails to comply with this section, he or she shall be issued a notice of the violation in accordance with PMC Section 302.4(3)(b). One notification per calendar year shall be deemed notice for all subsequent violations during the same calendar year.~~

- (1) The front yard of the vacant lot shall be mowed in accordance with the front yard setback stipulated either on the recorded subdivision plat or the minimum front yard setback of the zoning district where the vacant lot is located, whichever is larger.
- (2) The side yard of the vacant lot shall be free of tall grass when the lot is abutting a developed lot with a house. The side yard is defined by the Oxford Zoning Code.

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PMC-302.4.2 Notification. One notification per calendar year shall be deemed notice for all subsequent violations during the same calendar year.

n)o) _____ Additions, deletions and/or revisions to Chapter 3, Section 304 of the IPMC are as follows:

PMC-304.1.1. ~~Delete Paragraph.~~ IPMC Section 304.1.1 ("Unsafe conditions") is deleted in its entirety and shall have no application to the Oxford PMC.

PMC-304.3.1 ~~Add "PM-304.3.1 Residential Hhouse Ssign.-~~ All residential house signs shall be maintained in good repair with proper anchorage and in a safe condition.

- a.) The sign may be either a wall sign ~~or a freestanding sign, but not both.~~
- b.) **The sign may be N**no more than six (6) square feet in area.
- c.) **The sign may have I**ndirect illumination only.

PMC-304.3.2 ~~Add "PM-304.3.2 Interior unit identification.-~~ Every rooming unit and every dwelling unit in every rooming house, lodging house or fraternity/sorority house of more than three (3) dwelling units shall be numbered in a plain and conspicuous manner, with the number to be placed on the outside of the door, or within thirty (30) inches (30") of the door, to such of each rooming unit or dwelling unit."

PMC-304.14 Insect screens. During the period from ~~Insert "May 15" and "~~to October 15" every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing devise in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellant fans, are employed.

o)p) _____ Additions, deletions and/or revisions to Chapter 3, Section 305 of the IPMC are as follows:

~~PM-305.1.1 Delete Paragraph~~ IPMC Section 305.1.1 ("Unsafe conditions") is deleted in its entirety and shall have no application to the Oxford PMC.

p)q) _____ Additions, deletions and/or revisions to Chapter 3, Section 306 of the IPMC are as follows:

IPMC Section 306.1.1 ("Unsafe conditions") is deleted in its entirety and shall have no application to the Oxford PMC.

q)r) Additions, deletions and/or revisions to Chapter 3, Section 308 of the IPMC are as follows:

PMC-308.2.1 ~~Replace with "~~**Rubbish storage facilities.** It shall be the responsibility of the **property** owner to supply ~~such~~ **rubbish storage** facilities or containers for all dwelling units in **any** dwelling containing more than four (4) dwelling units and for all dwelling units located on **any** premises where more than four (4) dwelling units share the same premises. In all other cases, it shall be the responsibility of the occupant **of the dwelling** to furnish ~~such~~ **rubbish storage** facilities or containers unless the **property** owner has agreed to supply ~~such~~ **the rubbish storage** facilities."

PMC-308.3.1 ~~Replace with "~~**Garbage facilities.** It shall be the responsibility of the **property** owner to supply ~~such~~ **garbage** facilities or containers for all dwelling units in **any** dwelling containing more than four (4) dwelling units and for all dwelling units located on **any** premises where more than four (4) dwelling units share the same premises. In all other cases it shall be the responsibility of the occupant **of the dwelling** to furnish ~~such~~ **garbage** facilities or containers unless the **property** owner has agreed to supply ~~such~~ **the garbage** facilities."

r)s) Additions, deletions and/or revisions to Chapter 3 of the IPMC are as follows:

Add:

SECTION 310 RENTAL PERMITS

PMC-310.1 Permits required. No person shall operate **any residential** rental unit(s), rooming house, lodging house, **multi-family** dwelling, **dwelling unit** or fraternity/**sorority** house unless he or she has a valid ~~rooming house, lodging house, multiple dwelling, dwelling unit, or fraternity house~~ **Residential Rental P**ermit issued by the ~~Code O~~fficial in the name of the ~~operator owner or agent~~ for the specified **residential rental unit**, rooming house, lodging house, **multi-family** dwelling, dwelling unit, or fraternity/**sorority** house. No person shall rent or lease a dwelling unit, except to a member of his or her family, without a **R**esidential ~~dwelling unit~~ **R**ental **P**ermit issued by the ~~Code O~~fficial in the name of the owner or **agent** operator for the specific dwelling unit. ~~The operator shall apply to the Code Official for such permit, submitting the required form, plans and paying the required processing fee. The initial required permit shall be issued by the Code Official as soon as feasible after the Code Official has an opportunity to determine by an on-premises inspection, that the rooming house, lodging house, multiple dwelling, dwelling unit, or fraternity house complies with the applicable provisions of this chapter and is lawfully occupied under the relevant building code. A copy of this permit shall be protected and displayed in a conspicuous place on the premises at all times and shall state the maximum occupancy permitted under the provisions of this chapter, if any, as well as the name of the designated agent. Every person holding such a permit shall return such permit to the Code Official within ten days after having sold, transferred, given away or otherwise disposed of the ownership, interest, control or operation of any such rooming house, lodging house, multiple dwelling unit, dwelling unit, or fraternity house. Every rooming house, lodging house, multiple dwelling, dwelling unit, or fraternity house rental permit shall expire at~~

the end of one year following the effective date of issuance, unless sooner revoked pursuant to PM 310.4, or by operation of PM 110. A rooming house, lodging house, multiple dwelling, dwelling unit or fraternity house rental permit may not be reissued to another operator without re-inspection of the premises by the Code Official.

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Application and payment of fees for renewal of a rooming house, lodging house, multiple dwelling, dwelling unit or fraternity house rental permit shall operate as authority for the operator to continue operation of the rooming house, lodging house, multiple dwelling, dwelling unit, or fraternity house for which renewal application is made, until such time as the Code Official, in writing, denies or issues subsequent permit. No permit will be renewed more than once without an inspection by the Code Official.

PM-310.1.1 Exceptions.:

1. Permits are not required for ~~S~~single-family homes that are subject to a two-(2) party agreement where no monetary compensation is paid by either party and the exchange does not exceed two (2) years in duration, whereby owners occupy each other's single-family home.
2. Permits are not required for single-family homes that are permitted by the City as short-term rental homes for transients.

PMC-310.2 Agent required Application process. Every owner of a dwelling not residing on the premises shall appoint and designate an agent to act in his behalf and shall notify the Code Official with the telephone number of the appointed agent and the notification shall contain an acceptance of such appointment signed by the designated agent. An individual may act as his or her own agent. The agent required by this section shall be a permanent resident of Butler County, Ohio, or an adjoining county or an entity operating a permanent office in Butler County, Ohio or an adjoining county. Adjoining counties are Hamilton, Montgomery, Preble and Warren Counties in Ohio, and Dearborn, Franklin and Union Counties in Indiana. The owner or agent shall apply to the code official for a Residential Rental Permit, certifying that the subject property is in compliance with Oxford's PMC and submitting the requisite application form, floor plans, and processing fee, in the event a processing fee is required. In addition, each owner or agent of residential rental property situated in the City is required to provide the code official with a copy of any Residential Rental Property Registration form(s) submitted by the owner or owner's agent to the Butler County Auditor's Office in accordance with R.C. 5323.02.

PMC 310.2.1 Definitions—Agent Floor plan required. An Agent is defined as a responsible person or entity who acts for, or in place of, the owner of a property with the responsibility of providing a healthy and safe environment for the inhabitants by complying with all applicable rules and regulations. Every person submitting an application for a new rental property shall provide a floor plan of the property to the code official, which shall ~~to~~ be reviewed for compliance with the Oxford PMC and Zoning Code. The floor plan will include all habitable levels as well as stairways, windows, doors, room dimensions, and bedroom closets (which are not to

be included in room dimensions), ~~and shall include~~ ~~nd~~-room labels such as kitchen, dining room, bedroom, etc. The submitted floor plan will be retained by the City in the Oxford Community Development Department's rental property file and shall be reviewed and/or updated upon any change in the property such as a change of ownership, building addition, or building alteration.

An owner or agent may be required to provide an updated floor plan if the code official deems the floor plan on file to be insufficient, inadequate, or outdated.

PMC 310.2.2 Inspections of residential rental property. At the time of each application for an initial and/or renewal of a ~~R~~residential ~~R~~rental ~~P~~permit, and at any time thereafter when it appears an inspection is warranted, the code official may request permission of the property owner or ~~his or her~~the owner's agent to inspect the dwelling unit for compliance with Oxford's PMC in an effort to help ensure the safety and welfare of tenants living in its community. If the owner or agent grants the code official permission to inspect the premises, the inspection will be performed by the code official and/or another duly authorized person conducting inspections for the City, with the owner or ~~his or her~~owner's agent present, within thirty (30) days of the owner or agent's granting of consent. The owner or agent must cooperate with the code official to ensure the timely completion of the full inspection.

If the property owner or agent does not consent to the inspection, or if the owner's agent, occupant, or any other person in charge of the property refuses to permit free access and entry to the property for the inspection after the property owner's voluntary consent has been obtained, the code official may appear before any judge in a court of competent jurisdiction and seek an administrative search warrant to allow an inspection of the property. Any application for an administrative search warrant shall be made within ten (10) ~~calendar~~business days after consent and/or entry to the premises has been denied. The application for the warrant shall specify the basis upon which the administrative search warrant is being sought and shall include a statement that the inspection will be limited to a determination as to whether there are violations of Oxford's PMC and/or Oxford's Zoning Code.

When determining whether a warrant shall issue, the court may consider the following:

1. Any plain view violations;
2. Any eyewitness account of a violation;
3. The nature of any alleged violation;
4. Records of past violations;
5. Violations which are apparent from City records;
6. Any citizen complaints concerning the property;
7. Any tenant complaints concerning the property;
8. The age and condition of the property;
9. Any documented violations concerning similar properties in the area;
10. The condition of the entire area;

11. The number of tenants that may be residing on the property;
12. The nature of the rental unit (i.e., one-family, two-family, lodging house, etc.);
13. The passage of time since the last inspection; and
14. Any other factor the court deems relevant.

If a warrant is issued, no property owner, occupant, or agent shall fail, upon presentation of the warrant, to permit entry to the property by the code official and/or any duly authorized person conducting inspections for the City for the purpose of an inspection that is consistent with this section and the warrant obtained. If the court does not issue a warrant, or if no warrant is sought, an inspection of the property shall still take place within thirty (30) days of the owner or agent's refusal to grant consent, or the denial of access to the property for an inspection if access has been denied, but the scope of the inspection shall be limited to such areas of the property that are in plain view. A plain view inspection shall be considered an "inspection" for the purposes of this section and any other applicable provisions of Oxford's PMC. No criminal penalties or fines shall attach, nor shall any rental permit be denied, based solely on the owner's, occupant's or agent's refusal to consent to a full inspection. In the event that only a plain view inspection is conducted prior to the issuance of a ~~R~~residential ~~R~~rental ~~P~~permit, the permit shall note that fact on its face, and the plain view inspection shall not constitute any evidence of PMC compliance with respect to any uninspected portions of the propertyemises.

Within five (5) business days of conducting a full or plain view inspection, the City code official shall:

1. In the event of a full inspection, notify the property owner, or the owner's duly authorized agent, whether the property is in compliance with Oxford's PMC and, if it is not, what repairs and/or changes are required to bring the property into compliance with the code and the date by which the repairs and/or changes must be made.
2. In the event a plain view inspection, notify the property owner, or the owner's duly authorized agent, whether the portions of the property that are in the plain view of the code official appear to be in compliance with Oxford's PMC and, if the portion of the property that is in the plain view does not appear to be in compliance with Oxford's PMC, what repairs and/or changes are required to bring the property into compliance with the code and the date by which the repairs and/or changes must be made. In all instances of plain view inspections, the code official is making no representations as to whether the inspected property is in full compliance with Oxford's PMC, as that cannot be adequately determined without the benefit of full inspection.

If, in the event of a full or plain view inspection, an owner and/or his agent is notified by the code official that repairs and/or changes to the property are required in order to bring the property into compliance with Oxford's PMC, the owner and/or his agent shall have ten (10) business days to complete the requisite repairs or changes and shall immediately notify the code official upon the completion of the requisite repairs and/or changes. Within five (5) business days of the code official's notification that the requisite repairs and/or changes have been completed, the code official shall reinspect the property to determine if the required repairs and/or changes have been successfully completed.

PMC-310.3 Appeal of permit denial. Permits issued. Any person whose application for a permit has been denied may request and shall be granted a hearing on the matter pursuant to PM 111 Means of Appeals. A copy of any permit issued pursuant to this section shall be protected and displayed in a conspicuous place on the premises at all times and shall state the maximum occupancy permitted on the premises as well as the name of the owner and the owner's designated agent(s), if any. Every person holding a permit pursuant to this section shall return the permit to the code official within ten (10) days after having given up the control or operation of the residential rental property or having sold, transferred, given away, or otherwise disposed of the property. Every Residential Rental Permit issued for any rooming house, lodging house, multi-family dwelling, dwelling unit, or fraternity/sorority house shall expire at the end of one (1) year following the effective date of the issuance of the permit, unless sooner revoked pursuant to PMC Section 310.4, or by operation of ~~P~~PMC Section 110. A Residential Rental Permit may not be issued to another owner or agent without a full or plain view reinspection of the premises by the code official.

PMC-310.4 Revocation of rental permits. Agent required. Whenever, upon inspection of any premises requiring a rental permit, the Code Official finds that conditions or practices exist which are in violation of any provision of this chapter, the Code Official shall give notice in accordance with PM 107 to the owner, or owner's agent, of such premises. At the end of the time period specified in the notice, the Code Official shall re-inspect the premises and if the Code Official finds that such conditions or practices have not been corrected and if no petition for hearing has been filed, the Code Official shall give notice in writing to the owner or owner's agent that the permit has been revoked. Upon receipt of such notice, the owner or owner's agent shall immediately cease operation of such rental unit or rental units and no person shall let for occupancy or occupy for sleeping or living purposes any dwelling unit therein. Every owner of a dwelling not residing on the premises shall appoint and designate an agent to act in his or her on owner's behalf and shall notify the code official with the telephone number of the appointed agent and the notification shall contain an acceptance of such appointment signed by the designated agent. An individual may act as his or her own agent so long as he or she is a resident of Butler County or one of its surrounding counties. The agent required by this section must be a permanent resident of Butler County, Ohio, or an adjoining county, or an entity operating a permanent office in Butler County, Ohio, or an adjoining county. Adjoining counties are Hamilton, Montgomery, Preble, and Warren in Ohio, and Dearborn, Franklin, and Union in Indiana.

PMC-310.4.1 Agent defined. An “agent” is defined as a responsible person or entity who, except in the case of the property owner, has been retained by and acts for, or in place of, the owner of a property with the responsibility of providing a healthy and safe environment for inhabitants by complying with all applicable rules and regulations and who has been granted authority by the owner to consent to inspections.

PMC-310.5 Appeal of permit revocation. Revocation of rental permits. Any person who has received notice that his permit is to be revoked unless existing conditions or practices at the rental premises are corrected, may within ten days after the date of such notice request and shall be granted a hearing upon the matter pursuant to PM 111.0." Whenever, upon inspection of any premises requiring a Residential Rental Permit, the code official finds that conditions or practices exist which are in violation of any provision of the Oxford PMC, the code official shall give notice in accordance with PMC Section 107 to the owner, or owner's agents, of the property. At the end of the time period specified in the notice, the code official shall reinspect the premises and if the code official finds that such conditions or practices have not been corrected and if no appeal has been filed in accordance with Section 111 of the PMC, the code official shall give notice in writing to the owner or owner's agent that the permit has been revoked. Upon receipt of such notice, the owner or the owner's agent shall immediately take any and all action necessary to cease operation of such rental unit or rental units and shall thereafter not permit any tenant to live, sleep, or reside in the property until another Residential Rental Permit is obtained.

PMC-310.6 Appeal of permit revocation. Any person who has received notice that his or her permit is being revoked unless existing conditions or practices at the rental premises are corrected may, within twenty (20) days after the date of such notice, file an appeal and shall be granted a hearing upon the matter pursuant to PMC Section 111 (“Means of Appeal”).

t) Additions, deletions and/or revisions to Chapter 4, Section 401 of the IPMC are as follows:

PMC-401.3. Alternative devices. Replace "International" with " In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the City of Oxford" Building Code shall be permitted.

u) Additions, deletions and/or revisions to Chapter 4, Section 404 of the IPMC are as follows:

PMC-404.1.1. Privacy. Dwelling units, hotel units, housekeeping units, rooming units and dormitory units shall be arranged to provide privacy and to be separate from other adjoining spaces. Add "Every window of every room used for sleeping shall be supplied with shades, draw drapes, or other devices or materials which when properly used will afford privacy to the occupant of the room."

PMC-404.4.1 Room area. Every living room shall contain at least 120 square feet (11.2 m²) and every bedroom shall contain a minimum of 70 square feet (6.5 m²) and every bedroom occupied by more than one person shall contain a minimum of ~~Replace "50" square feet with "70"~~ square feet (~~nd "4.6" with "6.5"~~ m²) of floor area for each occupant thereof.

PMC-404.5. Overcrowding. Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5 below. ~~Table. Living room for 1 2 occupants replace "120" with "No requirement"~~

**TABLE 404.5
MINIMUM AREA REQUIREMENTS**

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room ^{a, b}	No requirement	120	150
Dining room ^{a,b}	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		
For SI: 1 square foot = 0.093 m ² .			
a. See Section 4.4.5.2 for combined living room/dining room spaces.			
b. See Section 404.5.1 for limitations on determining the minimum occupancy area for sleeping purposes.			

Ⓣ)v) Additions, deletions and/or revisions to Chapter 5, Section 502 of the IPMC are as follows:

PMC-502.5 Public toilet facilities. Public toilet facilities shall be maintained in a safe, sanitary and working condition in accordance with the City of Oxford Plumbing Code. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during the occupancy of the premises.

Ⓡ)w) Additions, deletions and/or revisions to Chapter 5, Section 505 of the IPMC are as follows:

PMC-505.1 General. ~~Replace "International" with "Ohio"~~ Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the City of Oxford Plumbing Code.

Ⓡ)x) Additions, deletions and/or revisions to Chapter 6, Section 602 of the IPMC are as follows:

PMC-602.2 Residential occupancies. ~~Replace "locality indicated in Appendix D of the International Plumbing Code" with "~~Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms based on the winter design temperature for the City of Oxford" Plumbing Code. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used as a means to provide required heating.

Exception: In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

PMC-602.3 Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either express or implied, to furnish heat to the occupants thereof shall supply heat during the period from ~~Insert "October 15" and "~~to May 15" to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be indicated in the ~~Replace "Appendix D of the International" with "~~City of Oxford" Plumbing Code.
2. In areas where the average monthly temperature is above 30°F (-1°C) a minimum temperature of 65°F (18°) shall be maintained.

PMC-602.4. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from ~~Insert "October 15" and "~~to May 15" to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

v) Additions, deletions and/or revisions to Chapter 6, Section 603 of the IPMC are as follows:

PMC-603.3 Clearances. ~~Add "~~All required clearances to combustible materials shall be maintained. Access to outdoor mechanical equipment shall be maintained under all weather conditions".

w)z) _____ Additions, deletions and/or revisions to Chapter 6, Section 604 of the IPMC are as follows:

PMC-604.3.1.1 Electrical equipment. Replace "~~International~~" with " **Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaries, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the City of Oxford" Building Code.**

Exception: The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement:

1. Enclosed switches, rated a maximum of 600 volts or less;
2. Busway, rated a maximum of 600 volts;
3. Panelboards, rated a maximum of 600 volts;
4. Fire pump controllers, rated a maximum of 600 watts;
5. Manual and magnetic motor controllers;
6. Motor control centers;
7. Alternating current high-voltage circuit breakers;
8. Low-voltage power circuit breakers;
9. Protective relays, meters and current transformers;
10. Low- and medium-voltage switchgear;
11. Liquid-filled transformers;
12. Cast-resin transformers;
13. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water;
14. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water;
15. Luminaries that are listed as submersible;
16. Motors;
17. Electronic control, signaling and communication equipment.

PMC-604.3.2.1. Electrical equipment. Replace "~~International~~" with " **Electrical switches, receptacles and fixtures, including furnace, water, heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the City of Oxford" Building Code.**

Exception: Electrical switches, receptacles and fixture that shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained any damage that requires replacement.

x)aa) Additions, deletions and/or revisions to Chapter 6, Section 608 of the IPMC are as follows:

Add:

**SECTION ~~PMC-608~~
CARBON MONOXIDE ~~DETECTORS~~ DETECTION**

PMC-608.1 Add Carbon ~~m~~Monoxide ~~d~~Detector. In any residential property that has either fossil fuel burning equipment or an attached enclosed garage, a carbon monoxide detector must be installed in the immediate vicinity outside of each sleeping area.

y)bb) Additions, deletions and/or revisions to Chapter 7, Section 702 of the IPMC are as follows:

PMC-702.1 General. Replace "International" with "A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the City of Oxford" Fire Code.

PMC-702-2. Aisles. Replace "International" with "The required width of aisles in accordance with the City of Oxford" Fire Code shall be unobstructed.

PMC-702.3. Locked doors. Replace "International" with "All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the City of Oxford" Building Code.

z)cc) Additions, deletions and/or revisions to Chapter 7, Section 704 the IPMC are as follows:

PMC-704.1. General. Replace "International" with "All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the City of Oxford" Fire Code.

PMC- 704.2 Replace the entire paragraph with: **Smoke ~~a~~Alarms.** Single- or multiple-station smoke alarms shall be installed and maintained in Group R or I-1 occupancies, regardless of occupant load. **Smoke alarms required by this section shall include both photoelectric and ionization technologies. Separate or dual sensing alarms may be used. Smoke detectors are required** -at all of the following locations:

1. In each room used for sleeping purposes **(either photoelectric or ionization technology is acceptable).**

2. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms ~~(photoelectric technology is required)~~.
3. ~~In each story~~ On every level within a each dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics ~~(, both photoelectric and ionization technologies are required)~~ one for every 1200 sq. ft. of area per level. In dwellings or dwelling with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the low level is less than one full story below the upper level and the covered area does not exceed 1200 sq. ft.

ADD-RENUMBER PM 704.3 to PMC-704.2.1 Smoke Alarm Type. Smoke Alarm Type. Effective March 1, 2014, smoke alarms required under **PMC Section 704.2.(2) (on the ceiling or wall** outside each sleeping area) and **PMC Section 704.2.(3) (on each level)** must be photoelectric type detectors, and any new or replacement smoke alarms installed within a sleeping room after that date shall be photoelectric type detectors.

RENUMBER PMC 704.3 to PM 704.4

RENUMBER PMC 704.4 to PM 704.5 and replace the entire paragraph with **"Interconnection.** Where more than one smoke alarm is required to be installed within an individual dwelling unit in Group R or I-1 occupancies, the smoke alarms shall be interconnected in such a manner that the activation of one alarm shall activate all alarms within the dwelling unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise level with all intervening doors closed.

Exceptions:

1. Interconnection is not required in buildings which are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.
3. Where ionization type interconnected detection systems were installed prior to March 1, 2014, the requirement for photoelectric detectors may be satisfied either by replacing the interconnected detectors or by installing supplemental, battery-powered, individual detectors and maintain both systems. After March 1, 2017, all interconnected detection systems shall be changed out to photoelectric type detectors.

ADD PMC-704.65. Fire eExtinguisher. "All rental units for which a permit is required pursuant to PMC-Section 310 ("Rental Permits") shall be equipped with a fire extinguisher in or near the kitchen.

aa)dd) Additions, deletions and/or revisions to Chapter 8 of the IPMC are as follows:

CHAPTER 8

Replace in its entirety with "REFERENCED CODES"

The first paragraph of Chapter 8 of the IPMC ("Referenced Standards") is deleted in its entirety and shall have no application to Oxford's PMC replaced in its entirety with the following paragraph:- The new Chapter 8 of Oxford's PMC is entitled "Referenced Codes" and is as follows:

CHAPTER 8

REFERENCED CODES

Except as otherwise modified by Oxford's PMC, tThis Chapter lists the standards codes that are referenced in various sections of this document. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and time and the section or sections of this document that reference the standard. codes which the City of Oxford has adopted and that are referenced in various sections of this document **Oxford's PMC. The standards are listed herein by the title and version. The application of the referenced standards shall be as specified in PMC Section 102.7.**

<u>Title</u>	<u>Version Edition</u>
National Electrical Code—	2011
Ohio Building Code—	2011
Ohio Fire Code—	2011
Ohio Mechanical Code—	2011
Ohio Plumbing Code—	2011
Residential Code of Ohio—	2013

bb)ee) Addition of Chapter 9, Sections 901, 902 and 903 to the IPMC as follows:

CHAPTER 9

NOTIFICATION OF FORECLOSURE FILING

SECTION 901 GENERAL DEFINITIONS

901.1 DEFINITIONS

As used in this section:

(a) "Person" means a natural person or any legal entity including, but not limited to, a corporation, firm, partnership, trust or association, and specifically including the attorney and/or law firm representing a party initiating a foreclosure ~~complaint or action~~ proceeding.

(b) "Vacant" means that no person actually resides in any part of the building on the property, or that no person conducts lawful business in any part of the building located on the property, or that there is no primary structure on the property.

SECTION 902

NOTICES TO THE CITY OF FORECLOSURE FILING

902.1 Notice ~~OTICE~~ ~~r~~Requirement~~EQUIREMENT~~. Any person who files a complaint or otherwise initiates a foreclosure **proceeding** involving real property located within the ~~corporate~~ limits of the City of Oxford shall notify the ~~Code O~~ official of the filing of the foreclosure **proceeding** ~~complaint~~, within ten (10) days **of the initiation of the action. To provide adequate notice under this section, the complainant, or his or her legal representative, must file after filing the complaint with the relevant court, by filing with the Code Official a complete copy of the complaint with the code official and must provide the full contact name, address, and telephone number and email address of the complainant and his or her legal representative, if that information is not included in the copy of the complaint provided.**

SECTION 903

PERSONS RESPONSIBLE FOR MAINTENANCE

903.1 Responsible person for maintenance. Property which is the subject of a foreclosure proceeding that is situated in the City of Oxford shall be maintained as follows:

- (a) If the building or structure located on the property that is the subject of the foreclosure **proceeding** is vacant at the time of the filing of the foreclosure, or if the property is otherwise vacant, then the person filing the foreclosure complaint shall also notify the City Community Development Department ~~code official~~ ~~City of~~ of the name, address, **telephone number** and **email address** ~~contact information~~ of the person who will be responsible for maintaining the property.
- (b) If the building or structure located on the property that is the subject of the foreclosure **proceeding** becomes vacant at any time after the filing of the foreclosure, then the person filing the foreclosure complaint shall notify the ~~code official~~ ~~City~~ Community Development Department of the name, address, **telephone number**, and **email address** ~~contact information~~ of the person who will be responsible for maintaining the property within ten (10) days of the vacancy.

- (c) If at any time during the foreclosure proceedings there is a change in the person(s) responsible for maintaining the property, then the person filling the foreclosure complaint shall notify the ~~code official~~ City Community Development Department of the name, address, **telephone number** and **email address** ~~contact information~~ of the person who will, or who has, assumed responsibility for maintaining the property within ten (10) days.

SECTION IV: 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)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 4, 2016

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

September 27, 2016

Date Prepared:

PC-2016-15, ZONING CODE TEXT AMENDMENT, to Amend Chapter 1157, Wireless and Cellular Telecommunication Facilities to Address Small Cell Tower Installation, **City of Oxford, Applicant**

Recommendation by the Planning Commission: Approval with Conditions

Discussion:

This application is to amend the Telecommunication Facilities Chapter to include Small Cell Towers. The telecommunication technology is pushing for small cell towers to boost the transmission of data due to the increased demand for more and quick data information.

Existing telecommunication language was written in 2003. It is time to update due new technology. At first glance, it appears that there are many changes being proposed, in addition to the inclusion of small cell tower language. However, most of the changes are for reformatting purposes to bring the information together for a particular application. The only substantial addition is Section 1157.11 which states that all small cell towers shall be in the public right-of-way and the applicant shall contact the Service Director for detailed instructions, along with adding some definitions under 1157.02. (At this point, no detail instructions have been developed, pending to the outcome of this legislation.)

The Planning Commission recommended approval of this language with a conditions that allows small cell towers on private/public properties, provided that it will be reviewed as a conditional use permit and follow design standards of wireless technology and cell towers.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC , 9/26/16
DRE , 9/30/16

ORDINANCE NO.

ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 1157 ENTITLED WIRELESS AND CELLULAR TELECOMMUNICATION FACILITIES, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 1157 ENTITLED WIRELESS, CELLULAR AND SMALL CELL TELECOMMUNICATION FACILITIES.

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

SECTION I: Council hereby finds that the City of Oxford Planning Commission held a public hearing on September 13, 2016 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Chapter 1157 entitled Wireless and Cellular Telecommunication Facilities and adopting new Oxford Codified Ordinance Chapter 1157 entitled Wireless, Cellular and Small Cell Telecommunication Facilities.

SECTION II: Council hereby repeals Oxford Codified Ordinance Chapter 1157 entitled Wireless and Cellular Telecommunication Facilities and adopts new Oxford Codified Ordinance Chapter 1157 entitled Wireless, Cellular and Small Cell Telecommunication Facilities as follows (additions are bolded and deletions are struck through):

CHAPTER 1157

~~Wireless and Cellular Telecommunication Facilities~~

Wireless, Cellular and Small Cell Telecommunication Facilities

- 1157.01 Purpose.
- 1157.02 Definitions.
- 1157.03 Exempt facilities.
- 1157.04 Location criteria for exempt facilities.
- 1157.05 Application requirements for exempt facilities.
- 1157.06 Application requirements for all wireless and cellular telecommunication facilities that are not considered exempt.
- 1157.07 Registration requirements.
- 1157.08 General requirements.
- 1157.09 Co-location requirements.
- ~~1157.10 City study of potential sites on publicly owned property.~~
- ~~1157.11~~
- 1157.10 Zoning districts and locations where wireless and cellular telecommunications towers and facilities are permitted.
- ~~1157.12 Design standards for wireless and cellular telecommunication facilities located inside existing structures.~~
- ~~1157.13 Design standards for wireless and telecommunication facilities on existing structures.~~

~~1157.14 Design standards for towers,~~

~~1157.15 Design standards for facilities
on publicly owned property.~~

1157.11 Small Cell Towers

~~1157.16~~

**1157.12 Removal of wireless,
cellular and small cell telecommunications
facilities.**

~~1157.17~~

1157.13 Appeals,

1157.01 PURPOSE.

It is the purpose of this chapter to regulate the placement, construction, and modification of ~~Wireless and Cellular Telecommunications~~ **Wireless, Cellular and Small Cell Towers** and Facilities in order to protect the health, safety and welfare of the public, while at the same time not unreasonably interfering with the development of the competitive wireless and cellular telecommunications marketplace in the City of Oxford. Specifically, the purposes of this chapter are:

- (a) To accommodate demonstrated need for cellular and wireless communications towers and facilities for the provision of personal wireless services while regulating their location and number in the City;
- (b) To direct the location of various types of towers and wireless telecommunications facilities into appropriate areas of the City;
- (c) To minimize adverse visual effects of communication towers and support structures through careful site selection, design, landscaping, screening, and innovative camouflaging techniques;
- (d) To avoid potential damage to adjacent properties caused by towers and wireless telecommunications facilities by ensuring such structures are soundly located, designed, constructed, and modified; are appropriately maintained; and are fully removed upon any cessation of operation;
- (e) To promote and encourage shared use and co-location of towers and antenna support structures as a primary option rather than construction of additional single-use towers;
- (f) To encourage the joint use of tall structures and any new or existing communications towers and support structures to reduce the overall number and impact of such structures needed in the future;
- (g) To the greatest extent feasible, ensure that towers and wireless telecommunications facilities are compatible with surrounding land uses in design and placement;
- (h) To the greatest extent feasible, ensure that towers and wireless telecommunications facilities are designed in harmony with natural settings and in a manner consistent with current and planned development patterns.

1157.02 DEFINITIONS.

For purposes of this Chapter of the Oxford Zoning Code, the following definitions will apply.

- (a) "Antenna" shall mean any panel (directional antenna), whip or rod (omni-directional antenna), dish or disc (parabolic antenna), or other similar devices used for communications through the sending and/or receiving of electromagnetic waves. The definition of antenna does not include any support structure other than mounting brackets.
- (b) "Cellular Communications Services" means personal communications accessed by means of cellular equipment and services.
- (c) "Clear and Convincing Evidence" shall mean the measure of proof that will produce a firm belief as to the allegations sought to be established.
- (d) "Co-Location/Site Sharing" shall mean the process of providing space for more than one user on a tower, facility, and/or site.
- (e) "Equipment Buildings" means any accessory structure in which the electronic receiving and relay equipment for a wireless and cellular telecommunications facility is housed.
- (f) "Height" when referring to a tower or other structure, the distance measured from

- ground level or the structure's point of attachment (such as the roof for a residential TV antenna) to the highest point on the tower or other structure even if said highest point is an antenna.
- (g) "Personal Wireless Service" means commercial mobile services, unlicensed wireless services and common carriers wireless exchange access service, including cellular services.
 - (h) "Publicly Owned Property" means any real property owned by the City of Oxford, Talawanda School District, Miami University, or Oxford Township.
 - (i) "Related Equipment" shall mean all equipment ancillary to the transmission and reception of voice and data via electromagnetic waves. Such equipment may include, but is not limited to, cable, conduit, and connectors.
 - (j) "Tall Structure/Support Structure" shall mean any building or structure, other than a tower, which can be used for location of wireless and cellular telecommunication facilities.
 - (k) "Tower" shall mean any freestanding structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, and alternative tower structures.
 - (l) "Wireless and Cellular Telecommunication Facilities" means any cables, wires, lines, wave guides, support structures, antennas and any other equipment or facilities associated with the transmission or reception of communications, as authorized by the Federal Communications Commission, which an applicant seeks to locate, or have installed, upon or within a tower or existing structure.
 - (m) "Small Cell System" means a network of remote antenna nodes that distributes radio frequency signals from a central hub through a high capacity signal transport medium to a specific area. The term includes mini commercial towers, small cells towers, distributed antenna systems, mini cell, or similar systems.
 - (n) "Small Cell Tower" means any structure under thirty-five (35) feet in height with an antenna or transmitter that is constructed for the sole or primary purpose of supporting any Federal Communication Commission-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communication services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services as microwave backhaul, and the associated site. A pole originally installed for the primary purpose of supporting wireless telecommunications equipment, regardless of the timeframe between pole installation and connection/implementation of Transmission Equipment, is considered a Small Cell Tower, and is not a Utility Pole. The term Small Cell Tower includes mini cell towers, distributed antenna system towers, micro cell towers, mini cell, or similar systems.
 - (o) "Stealth Technology" means the state-of-the art design techniques used to blend objects into the surrounding environment and to minimize visual impact. These design techniques may be applied to wireless communication towers, antennas, and other facilities, which blend the proposed facility into the existing structure of visual backdrop in such a manner as to render it less visible to the casual observer. Such methods include, but are not limited to facilities constructed to resemble light poles, flag poles or other streetscape amenities. The use of additional features such as flags, decorative street lamps and banners or signs may be utilized to blend the proposed facility into the visual backdrop.

1157.03 EXEMPT FACILITIES.

The following wireless and cellular telecommunications facilities are exempt from the regulations included in this chapter, but are governed by other location requirements (see Section 1157.04, Location Criteria for Exempt Facilities) and do not include facilities located or proposed to be located within any Historic District.

- (a) A single ground or building mounted, receive-only, radio or television antenna (for satellite dishes-see subsection (d) hereof) including any mast, for the sole use of the resident occupying a residentially zoned parcel on which the radio or television antenna is located. Antennas shall not exceed twenty-five feet (25') in height.
- (b) A ground or building mounted citizens band radio antenna including any mast, if

- the height (post and antenna) does not exceed twenty-five feet.
- (c) A ground, building, or tower mounted antenna operated by a federally licensed amateur radio operator as a part of the Amateur Radio Service, subject to the location requirements of this section, unless the applicant for an amateur radio tower/antenna can provide clear and convincing evidence that an alternative location is technically necessary to successfully engage in amateur radio communications.
 - (d) A ground or building receive-only radio or television satellite earth station (satellite dish) which does not exceed one meter (39.37 inches) in diameter, for the sole use of the resident or establishment occupying the parcel on which the satellite dish is located, regardless of zoning district. The height of said dish may not exceed the height of the ridgeline of the principal structure on said parcel if mounted on a building or thirteen feet in height if anchored upon the ground.
 - (e) Mobile Services providing public information coverage of a news event of a temporary nature.
 - (f) Hand held devices including, but not limited to, cell phones, business-band mobile radios, walkie-talkies, cordless phones, and garage door openers (No Permit Required).
 - (g) Government owned and operated receive and/or transmit telemetry station antennas for supervisory control and data acquisition (SCADA) systems for water, flood alert, traffic control devices and signals, storm water management, pump stations and/or irrigation systems and similar uses, with heights not exceeding thirty-five feet.

If any provision of the above listed facilities subsections (a) to (g) hereof is exceeded, the telecommunication facility will no longer be deemed exempt from the provisions of the chapter and will become subject to all requirements as listed herein. Exemption from the requirements of this chapter does not exempt the above listed facilities from the requirements of any other applicable Codes or portions of Codes. A Building and Zoning permit is required for all facilities which are not noted as 'No Permit Required.'

1157.04 LOCATION CRITERIA FOR EXEMPT FACILITIES.

- (a) Satellite earth stations (satellite dishes) and other antennas may not be located in front of the principal structure on a lot.
- (b) Satellite earth stations (satellite dishes) and other antennas are prohibited within the required side yard setbacks of the particular Zoning District.
- (c) Satellite earth stations (satellite dishes) and other antennas may project into a required rear yard a maximum of ten feet.

1157.05 APPLICATION REQUIREMENTS FOR EXEMPT FACILITIES.

A Building and Zoning Application shall constitute an application for an exempt facility. There shall be no additional fee associated with the application based on the requirements of this chapter.

1157.06 APPLICATION REQUIREMENTS FOR ALL WIRELESS AND CELLULAR TELECOMMUNICATION FACILITIES THAT ARE NOT CONSIDERED EXEMPT.

- (a) Pre-Application Requirement. Any person or company intending to apply for the placement or operation of new cellular or wireless communication towers or facilities within the City of Oxford shall first schedule a pre-application conference with the ~~Planning Director~~ **Community Development Department**. The purpose of the pre-application conference will be to evaluate the general impact on adjacent areas and neighborhoods; discuss co-location opportunities; identify suitable sites that minimize any negative impact on the surrounding areas; and review procedural requirements. Upon completion of the pre-application conference, an application may be filed with the **Community Development Department** ~~Planning Director~~. The applicant must then comply with the requirements of this chapter.

Other requirements include a plan showing:

- (b) Existing Facilities. A location map of all existing facilities within the City and outside the City limits within a 1/4-mile radius. The following information must be provided for each existing facility.

- (1) Owner, type, and size of the tower and facilities at each location.
- (2) The type, dimensions, and location of related equipment and/or any equipment buildings located at each site.
- (3) The ground network and associated landlines utilized by each tower.
- (4) Any space available for co-location opportunities.
- (5) A site plan showing the parcel on which any existing tower is located.
- (6) Any existing vegetation, trees, landscaping, or other significant features on the site.

(c) The general location of planned future towers and facilities.

(d) **Proposed Facilities.** A parcel specific site plan of all locations for proposed towers and facilities. Provide the following information for each proposed facility.

- (1) Owner, type, and size of the tower and facilities at each location.
- (2) The type of related equipment and/or any equipment buildings located or proposed for each tower.
- (3) The type, size, and location of any support structure to be used by the tower for which the application is being submitted.
- (4) The ground network and associated landlines, if any, utilized by each site.
- (5) A detailed drawing showing type, size, and placement of all required or proposed screening elements including, but not limited to, landscaping and fencing.
- (6) Space available for future cells or co-location opportunities.
- (7) Access and parking facilities for each location.

(e) Photo simulations of the proposed wireless and cellular telecommunication facility are required and should be taken from affected residential properties, rights-of-way, and at any other locations as designated by the City.

(f) **Technical Necessity.** The applicant shall demonstrate that the telecommunication facility must be located where it is proposed in order to provide adequate coverage to the applicant's service area. There shall be an explanation of why the facility and the proposed site is technically necessary which shall be attested to by an Engineer. A plan sheet (to scale) must be submitted showing the proposed service area around the facility.

(g) Where the wireless, and cellular telecommunication facility is located on a property with another principal use, the applicant shall present documentation that the owner of the property supports the application and vehicular access is provided to the facility.

(h) **Proof of Approval.** Written proof that the telecommunications proposal has been approved by all agencies and governmental entities with jurisdiction, including, but not limited to, the Federal Aviation Administration (FAA) and the Federal Communications Commission (FCC), including successors to their respective functions.

(i) A three hundred dollar (\$600.00) application fee will be charged for each new cellular or wireless communication tower or facility, in addition to standard Conditional Use Permit Application fee as determined by the City Council. This fee shall be in addition to any applicable building permit fee.

(j) Copies of all certified mail announcements to all other owners of towers and tall structures must be attached to the application. (See Section 1157.09, Co-Location Requirements herein).

1157.07 REGISTRATION REQUIREMENTS.

(a) Registration is required by all telecommunication tower owners, carriers, and providers that offer or provide any telecommunication services for a fee directly to the public from wireless and cellular telecommunication facilities within the City of Oxford. Registration must be renewed on a biannual basis from the date of issuance of a Building and Zoning Permit. The registration forms to be provided to the City are available from the Community Development Department ~~Planning Director~~. A fee of one hundred dollars (\$100.00) shall be charged for each registration.

(b) It is the purpose of registration under this section to:

- (1) Provide the City with accurate and current information concerning the

- telecommunications owners and service providers who offer or provide telecommunication carriers within the City or that own or operate telecommunication facilities within the City.
- (2) Assist the City in the enforcement of this Chapter.
 - (3) Assist the City in monitoring compliance with local, State, and Federal laws.
- (c) The required registration form must be accompanied by the following information:
- (1) A description of the telecommunications services that the registrant intends to offer or provide, or is currently offering or providing, to persons, firms, businesses, or institutions within the City.
 - (2) Information sufficient to determine that the applicant has applied for and received any construction permit, operating license, or other approvals required by the Federal Communications Commission (FCC) to provide telecommunication services or facilities within the City.
 - (3) For any telecommunication facilities that are co-located: provide information as to the names of other service providers located on the tower, and the expiration date of the lease for co-location.
 - (4) Signed Indemnification/Liability Agreement and/or Facility Maintenance/Removal Agreement.
- (d) Amendments. Each telecommunications registrant (owner/service provider) shall inform the City, within sixty days, of any change of the information required on the registration form. With regard to a telecommunications tower, the owner of the tower shall be responsible for notifying the City of any changes in ownership or operation of the tower itself. Any service providers that co-locate on a tower are responsible for notifying the City when its lease expires and when it no longer actually co-locates on the tower.

1157.08 GENERAL REQUIREMENTS.

The following requirements apply to all proposed wireless and cellular telecommunication facilities.

- (a) Co-location. All wireless, cellular and **small cell** telecommunications facilities shall be subject to the co-location requirements set forth in Section 1157.09
- (b) Capacity. All new telecommunications towers constructed shall be designed to have three or more times the capacity of the intended use in order that secondary users could lease the balance of the tower capacity. Subsequent telecommunications service providers cannot be denied space on a tower unless mechanical, structural or regulatory factors prevent co-location or the co-location regulations of Section 1157.09 have been fulfilled.
- (c) Liability. The wireless, cellular and **small cell** telecommunications facility owner/service provider shall be liable for any and all damages, injury to persons or property, or pollution which may result from the construction or operation of the facility within the City. The owner/service provider will hold harmless the City of Oxford, or any of its boards, commissions, agents, officers and employees against all claims, demands, suits, causes of action and judgment due to any damages caused by the operation or construction of the wireless and cellular telecommunications facilities.
- (d) Maintenance. Neither the owner(s) of the property on which the wireless cellular and **small cell** telecommunication facilities are located, nor the service provider in charge of the facility shall permit such property/facilities to fall into a state of disrepair. The telecommunications tower/facilities owner/operator is responsible for maintaining the appearance of all structures and equipment in good condition and for keeping all surfaces absent of flaking or peeling paint and rust. In addition, it shall be the responsibility of the owner/service provider to ensure that the site on which the telecommunications facility is located is kept free of weeds and trash.
- (e) Inspection. The applicant shall submit a certified inspection report at least once every five years to ensure the continuing structural integrity of the tower and accessory structures. If the report recommends that repairs are required, then a letter shall be submitted to the City to verify that such repairs have been completed.
- (f) Construction Standards. All wireless, cellular and **small cell** telecommunication

facilities and support structures shall be certified, by a qualified Engineer licensed in the State of Ohio, to be structurally sound and, at a minimum, to be in conformance with the Ohio Building Code and all other applicable Codes enforced by the City of Oxford.

- (g) Color and Appearance Standards. All wireless, ~~and~~ cellular **and small cell** telecommunication facilities shall be painted a non-contrasting blue-gray or similar color minimizing its visibility at that location to the greatest extent possible, unless otherwise required by the Federal Communications Commission (FCC), Federal Aviation Administration (FAA), and/or by the standards imposed under any design standards section of this Chapter.
- (h) Aesthetics and Design Standards. The wireless, ~~and~~ cellular **and small cell** telecommunications facility must be aesthetically and architecturally compatible with the surrounding environment. Through the ~~Additional~~ **Conditional** Use process, the City Council may require all facilities to blend into the existing environment, including requiring the use of camouflaging or stealth techniques.
- (i) Signage. No advertisement of any kind shall be permitted anywhere upon or attached to a wireless cellular, telecommunications facility. No more than four 'No Trespassing' signs will be permitted, with a maximum of two (2) square feet each. At a minimum there must be at least one sign posted, with a maximum of two (2) square feet, showing a 24-hour telephone number of whom to contract in the event of an emergency. **No signage of any kind shall be permitted on any small cell tower, except the 24-hour telephone number of whom to contact in the event of an emergency or other signage as required by relevant state or federal regulations.**
- (j) Light. Lights, beacons, or strobes of any kind shall not be permitted on any tower antenna or associated equipment unless required by the Federal Aviation Administration. When the FAA requires lighting, the requirements thereof must be presented to the City prior to City approval of the facility. Lighting, when required, shall be oriented so as not to project any beam of light towards surrounding property. Furthermore, telecommunication towers are discouraged from locating in areas that would require special painting or lighting by FAA regulations.
- (k) Abandonment. All wireless, ~~and~~ cellular **and small cell** telecommunication facilities shall be subject to the abandonment requirements set forth in Section **1157.12-1157.16, Removal of Wireless, ~~and~~ Cellular **and Small Cell Towers**** Telecommunications Facilities.
- (l) Fencing and Screening. Wireless, and cellular telecommunication and towers and associated facilities shall be enclosed by security fencing and shall be appropriately screened through required landscaping/plantings. All telecommunications towers and equipment shall be enclosed with a minimum six-foot height solid and opaque fence, and/or open (chain-link) type fence. Screening shall be required around the security fencing and shall consist of a continuous evergreen hedge at least forty-eight inches high at planting and capable of growing to at least sixty inches within 24 months. All screening shall be located behind the specified setback lines. No barbed wire or razor wire shall be permitted. Existing vegetation (trees and shrubs) shall be preserved to the maximum extent possible. The applicant is responsible to install and maintain such security fencing and screening in good condition.

1157.09 CO-LOCATION REQUIREMENTS.

(a) **Co-Location Design Required.** No new tower shall be constructed in the City unless such tower is capable of accommodating at least three additional wireless telecommunications facilities owned by another person, firm, or corporation.

(b) **Authorization.** Authorization for a tower shall be issued only if there is not technically suitable space available on or inside an existing tower or structure within the geographic area to be served. As noted in the permit application section of this Chapter, the applicant shall list the location of every tower, building, or structure within the city limits that could support the proposed antenna. The applicant must demonstrate that a technically suitable location is not available on or inside an existing tower, building, or structure within such area. If another communication tower owned by another party within such area is technically suitable, the applicant must show that a reasonable offer was made to the owner of such tower to co-locate, subject to the notice provisions enumerated in subsection (c) hereof.

(c) Notices. The applicant must send a certified mail announcement to all other owners of existing towers and tall structure owners in the geographical area to be served stating their site needs and/or sharing capabilities. In determining whether a facility is technically suitable, the City shall consider the space available on an existing structure, the technological practicality of the co-location, the financial feasibility of the co-location, and such other factors as the City deems appropriate. If proof of co-location offers cannot be determined, then other towers, structures, or buildings are presumed to be reasonably available.

(d) Exemption from Proof of Co-Location Availability. Persons locating a wireless , cellular **and small cell** telecommunication facility upon a publicly-owned property ~~identified in the study mentioned in Section 1157.10~~ shall be exempted from the requirements herein regarding presentation of proof that co-location is not available. Co-location design is still required of these applicants as enumerated in this section.

~~**1157.10 CITY STUDY OF POTENTIAL SITES ON PUBLICLY OWNED PROPERTY.**~~

~~In order to encourage the location of wireless and cellular telecommunication facilities on publicly owned property, the City shall undertake an identification of publicly owned properties that the City Council determines are potentially suitable for such use. The City shall bi-annually update such identification and make the results available to the public upon request. The initial study shall be completed within six months of the adoption of this chapter.~~

~~**1157.11**~~

1157.10 ZONING DISTRICTS AND LOCATIONS WHERE WIRELESS, CELLULAR TELECOMMUNICATIONS TOWERS AND FACILITIES ARE PERMITTED.

- (a) Facilities Located Inside Existing Structures. Wireless, Cellular and Small Cell Telecommunication Facilities are permitted inside existing structures subject to all relevant sections of this Chapter including the relevant design standards and as follows:

- (1) Any Commercial Zone
- (2) Any Industrial Zone
- (3) Inside Non-Residential Structures in any zoning district.

Design Standards: These facilities may be Administratively Approved if in compliance with all relevant code sections. **Any and all equipment, support structure, antenna, or other portion of the facility must be located completely inside of an existing structure. In addition, the installation and future operation of the site must not remove, alter, destroy, or change in any way, including existing exterior material(s), the outside appearance of the structure. If these criteria are not fully satisfied, the facility shall be deemed to be a wireless, cellular and small cell telecommunication facility located on an existing structure and must comply with the appropriate locations and design regulations.**

- (b) Facilities Located on Existing Towers. Wireless, Cellular Telecommunication Facilities are permitted on existing towers subject to all relevant sections of this Chapter including the relevant design standards and as follows:

- (1) Any zoning district where a tower already exists. This is not to be interpreted as allowing the expansion or extension of a tower in height or width. Any expansion of that nature must follow all regulations related to new towers.

These facilities may be Administratively Approved if in compliance with all relevant code sections.

- (c) Facilities Located on Existing Structures. Conditional Uses. Wireless, Cellular Telecommunication Facilities are permitted as ~~Additional Uses~~ **Conditional Uses** on existing structures subject to all relevant sections of this Chapter including the relevant design standards and as follows:

- (1) Any Commercial Zone
- (2) Any Industrial District
- (3) On Non-Residential Structures in any zoning district.
- (4) On publicly owned property defined in this Chapter as any real property owned by the City of Oxford, Talawanda School District, Miami

University, or Oxford Township.

These facilities may only be approved through the ~~Additional Use~~ **Conditional Use** process as set forth in Chapter 1147 of the Oxford Zoning Code and are subject to all other relevant code sections contained in this Chapter.

Conditional Use Application Consideration:

- (1) **Setback Requirements.** If located on a building, such facilities must be setback from the edge of the building a distance equal to the height of the proposed facility. Flush-mounted panel antennae are exempt from the setback requirement in this subsection.
- (2) **Height Limits.** The maximum height shall not exceed the lesser of the following:
 - a. Twenty-five feet
 - b. Twenty-five percent (25%) of the height of the structure on which the facility is to be located
- (3) **Support Structure.** The outside storage of equipment, if not located inside the structure on which the tower, antenna, or equipment is located, shall be screened by a minimum six foot high solid fence or barriers and continuous evergreen hedge or trees of a size deemed appropriate by the City Council. The screening shall be maintained in good condition. Any solid fence or barrier shall contain no advertising, but may contain one, small identification sign not to exceed one square foot in size. The applicant is responsible for ensuring that the Telecommunication Facility is kept free of weeds and trash.

(d) New Towers - ~~Additional Uses.~~ **Conditional Uses.** Wireless, Cellular **and Small Cell** Telecommunication Facilities are permitted as ~~Additional Uses~~ **Conditional Uses** on new towers subject to all relevant sections of this Chapter including the relevant design standards and as follows:

- (1) Any Industrial District - M-1 District.
- (2) On publicly owned property defined in this Chapter as any real property owned by the City of Oxford, Talawanda School District, Miami University, or Oxford Township and as designated on the approved publicly owned property for wireless and cellular telecommunications map. The designated map shall be completed and subsequently updated as given in Section 1157.10.

These facilities may only be approved through the ~~Additional Use~~ **Conditional Use** process as set forth in Chapter 1147 of the Oxford Zoning Code and subject to all other relevant code sections contained in this Chapter. Applicants for new towers must demonstrate that there is not technically suitable space available on or inside an existing tower or structure within the geographic area to be served. As noted in the permit application section of this Chapter, the applicant shall list the location of every tower, building, or structure within the city limits that could support the proposed antenna. The applicant must demonstrate that a technically suitable location is not available on or inside an existing tower, building, or structure within such area.

(a) Design Standards

- (A) **Accessory Structures.** Freestanding towers are considered Accessory Structures and, therefore, may be located on the same lot as a principal structure, subject to all other provisions contained within this chapter. In order to encourage co-location there is no limit as to the number of free-standing towers which may be considered accessory structures on a particular lot subject to all other provisions of this chapter and approved by City Council.
- (B) **Minimum Setback From All Property Line.** No tower shall be located a distance less than its height from the nearest property line.
- (C) **Minimum Setback From Any Residential Structure.** No tower shall be located less than 500 feet from any residential structure.

- (D) Height Limits. The applicant must show that the proposed height of the tower is reasonably necessary in order to render satisfactory service to all parts of the service area and to accommodate co-location. No tower shall be taller than 200 feet.
 - (E) Support Structures. The maximum size of any building, such as those used to shelter equipment, shall not exceed 400 square feet per user of the telecommunications facility. In addition, all accessory buildings shall meet minimum setback and yard requirements for principal structures in the appropriate district regulations.
 - (F) Parking. Equipment at a wireless and cellular telecommunication facility shall be automated to the greatest extent possible to reduce traffic and congestion. Existing roads shall be used for access where possible, and be upgraded to the minimum amount necessary to meet standards specified by the City Engineering Department. Existing parking areas shall, wherever possible, be used. Appropriate parking must be provided for shared usage.
- (b) Design Standards for facilities on public owner properties
- (A) General. The City of Oxford and other owners of publicly owned property as defined in this code may lease publicly owned property for wireless and cellular telecommunications facilities. Publicly owned structures may include, but are not limited to, the following: public safety telecommunications towers, water towers, the roofs of governmental buildings or schools, and similar locations.
 - (B) Existing Structures. Facilities attached to an existing structure are subject to the requirements and design standards as set forth in ~~Section 1157.11~~ **this Chapter**.
 - (C) Tower Structures. Requirements and design standards for wireless and cellular telecommunication facilities and towers are subject to the requirements and design standards as set forth in the ~~Section 1157.11~~ **this Chapter**.

~~**1157.12 DESIGN STANDARDS FOR WIRELESS AND CELLULAR
TELECOMMUNICATION FACILITIES LOCATED INSIDE
EXISTING STRUCTURES.**~~

~~(a) Location. Any and all equipment, support structure, antenna, or other portion of the facility must be located completely inside of an existing structure. In addition, the installation and future operation of the site must not remove, alter, destroy, or change in any way, including existing exterior material(s), the outside appearance of the structure. If these criteria are not fully satisfied, the facility shall be deemed to be a wireless and cellular telecommunication facility located on an existing structure and must comply with the appropriate locations and design regulations.~~

~~**1157.13 DESIGN STANDARDS FOR WIRELESS AND
TELECOMMUNICATION FACILITIES ON EXISTING
STRUCTURES.**~~

~~(a) Setback Requirements. If located on a building, such facilities must be setback from the edge of the building a distance equal to the height of the proposed facility. Flush-mounted panel antennae are exempt from the setback requirement in this subsection.~~

~~(b) Height Limits. The maximum height shall not exceed the lesser of the following:~~

- ~~(1) Twenty five feet~~
- ~~(2) Twenty five percent (25%) of the height of the structure on which the facility is to be located.~~

~~(c) Support Structure. The outside storage of equipment, if not located inside the structure on which the tower, antenna, or equipment is located, shall be screened by a minimum~~

~~six-foot high solid fence or barriers and continuous evergreen hedge or trees of a size deemed appropriate by the City Council. The screening shall be maintained in good condition. Any solid fence or barrier shall contain no advertising, but may contain one, small identification sign not to exceed one square foot in size. The applicant is responsible for ensuring that the Telecommunication Facility is kept free of weeds and trash.~~

~~1157.14 DESIGN STANDARDS FOR TOWERS.~~

~~(a) Accessory Structures. Freestanding towers are considered Accessory Structures and, therefore, may be located on the same lot as a principal structure, subject to all other provisions contained within this chapter. In order to encourage co-location there is no limit as to the number of free-standing towers which may be considered accessory structures on a particular lot subject to all other provisions of this chapter and approved by City Council.~~

~~(b) Minimum Setback From All Property Line. No tower shall be located a distance less than its height from the nearest property line.~~

~~(c) Minimum Setback From Any Residential Structure. No tower shall be located less than 500 feet from any residential structure.~~

~~(d) Height Limits. The applicant must show that the proposed height of the tower is reasonably necessary in order to render satisfactory service to all parts of the service area and to accommodate co-location. No tower shall be taller than 200 feet.~~

~~(e) Support Structures. The maximum size of any building, such as those used to shelter equipment, shall not exceed 400 square feet per user of the telecommunications facility. In addition, all accessory buildings shall meet minimum setback and yard requirements for principal structures in the appropriate district regulations.~~

~~(f) Parking. Equipment at a wireless and cellular telecommunication facility shall be automated to the greatest extent possible to reduce traffic and congestion. Existing roads shall be used for access where possible, and be upgraded to the minimum amount necessary to meet standards specified by the City Engineering Department. Existing parking areas shall, wherever possible, be used. Appropriate parking must be provided for shared usage.~~

~~1157.15 DESIGN STANDARDS FOR FACILITIES ON PUBLICLY OWNED PROPERTY.~~

~~(a) General. The City of Oxford and other owners of publicly owned property as defined in this code may lease publicly owned property for wireless and cellular telecommunications facilities. Publicly owned structures may include, but are not limited to, the following: public safety telecommunications towers, water towers, the roofs of governmental buildings or schools, and similar locations.~~

~~(b) Existing Structures. Facilities attached to an existing structure are subject to the requirements and design standards as set forth in Section 1157.11.~~

~~(c) Tower Structures. Requirements and design standards for wireless and cellular telecommunication facilities and towers are subject to the requirements and design standards as set forth in the Section 1157.11.~~

1157.11 SMALL CELL TOWER LOCATION AND DESIGN REGULATIONS:

Any new Small Cell System shall be located in the public Right-of-Way.

The applicant shall contact the Service Director for information on obtaining the permit to install a new Small Cell Tower. Any other locations in any zoning district shall require a Conditional Use Permit and shall follow the design standards outlined in 1157.10

~~1157.16~~

1157.12 REMOVAL OF WIRELESS AND CELLULAR AND SMALL CELL ANTENNA TELECOMMUNICATIONS FACILITIES.

(a) Removal Period. All service providers utilizing towers or existing structures

shall present a report to the Planning Department, notifying the City of any tower facilities or facilities on or in existing structures located in the City if the use will be discontinued and the date this use will cease. It shall be the responsibility of the property owner and/or service provider to remove the tower, antennas, buildings, and any associated equipment within three months of discontinuing telecommunications operations. The site and/or structure shall then be returned to its condition prior to the construction of the telecommunications towers/facilities.

(b) Declaration of Abandonment. If at any time the use of said towers and facilities of wireless and cellular telecommunications has ceased for three months, but has not been removed by the owner/service provider during that time, the City may declare said facilities abandoned and a public nuisance (this excludes the dormancy period between construction and the initial use of the facility). The facility's owner/service provider will receive written notice from the City, and be instructed to either reactivate the facility within thirty days or dismantle and remove the facility.

(c) Demolition. If reactivating or dismantling of said facility does not occur within the thirty-day reactivating/removal period, the City Manager may order the demolition of the tower and related facilities. The City may employ any legal measures, including, if necessary, obtaining authorization from a court of competent jurisdiction to remove the tower and facilities and after removal place a lien on the subject property for all direct and indirect costs incurred in dismantling and disposing of the facilities, including court costs and reasonable attorney fees.

~~1157.17~~

1157.13 APPEALS.

Applicants may appeal the decision of the Zoning Administrator to the Board of Zoning Appeals.

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)

**Certification of Action
Oxford Planning Commission
Recommendation to City Council**

<u>Report Date</u>	October 4, 2016
<u>Case Number</u>	PC-2016-15
<u>Applicant Information</u>	City of Oxford Jung-Han Chen
<u>Requested Action</u>	Zoning Code Text Amendment
<u>Summary of Request</u>	To Amend Chapter 1157, Wireless and Cellular Telecommunication Facilities and Address Small Cell Tower Installation, City of Oxford, Applicant
<u>Public Hearing Information</u>	On September 13, 2016 a Public Hearing took place at 118 W. High Street. A Public Hearing notice was published in the Hamilton Journal News on August 16, 2016.
<u>Commission Action</u>	The Planning Commission voted 7-0-0 recommending approval to City Council with condition.
<u>Commission Findings and Conclusions</u>	The Planning Commission recommended approval of this Zoning Code Text Amendment after much discussion. This amendment is to become up to date with current technology and include small cell tower language.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report dated July 28, 2016 2. Chapter 1157 3. Zoning Code Text Amendment Application

**Internal Use Only:**

Case No.

Date Filed

PC-2016-15
7/28/16

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 *	To amend Chapter 1157 Telecommunication Facilities

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 *


 7/28/10

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 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
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2016-15

Date – September 13, 2016

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING CODE TEXT AMENDMENT to Amend Chapter 1157, Telecommunication Facilities, Addressing Small Cell Tower Installation, City of Oxford, Applicant

DESCRIPTION

This application is to add provisions governing small cell towers within the City under the Chapter Wireless, Cellular and Small Cell Telecommunication Facilities. This is the latest technology that the wireless communication industry is dealing with resulting from the increased demand in individual data demand. The industry is looking at installing smaller cell towers to address the increasing demand for data transmission.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1157, concerning small cell towers, in particular, and with some reformatting to other sections of the Chapter.

COMPREHENSIVE PLAN

N/A

AGENCY REVIEWS

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

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

In June 2016, a representative from Cincinnati Bell came before the Planning Commission to share with the Commission where the telecommunication industry was heading, particularly with small cell towers to bridge the gap of data demand from cell users. In essence, a small cell tower is a micro-site installed in an area where high demands for data are evident. Typically, the small cell tower is about 35 feet in height with either equipment on the pole or underground. It is also common for such facilities to be in the public right-of-way to provide more coverage for the user.

Additionally, the Planning Commission held a work session on this topic in August and the consensus was to only allow small cell towers to be placed in the right-of-way, so the City Administration can work with the cell provider to work out the details.

The typical height of this type of tower is less than 35 feet in height, which aligns with many street lighting, traffic signals which are already under the purview of City Administration. Therefore, the jurisdiction would be somewhat consistent to rest at City Administration.

The draft language is provided for your consideration. At first glance, it appears that there are many changes being proposed, in addition to the inclusion of small cell tower language. However, most of the changes are for reformatting purposes to bring the information together for a particular application. The only substantial addition is Section 1157.11 which states that all small cell towers shall be in the public right-of-way and the applicant shall contact the Service Director for detailed instructions, along with adding some definitions under 1157.02.

RECOMMENDATION

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: September 7, 2016

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: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-15 ZONING CODE TEXT AMENDMENT, Chapter 1157 Telecommunication Facilities,
Concerning Small cell Towers, City of Oxford, Applicant

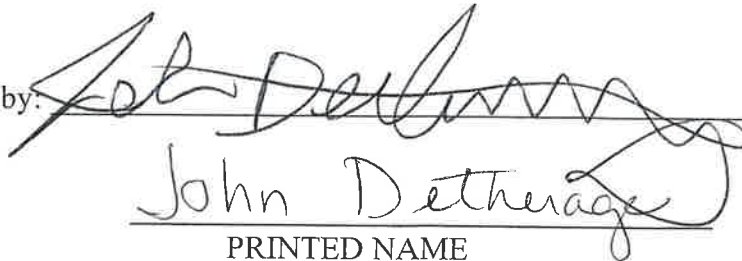
 X Review Revisions Other

Please return no later than: September 9, 2016 Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments

without/comments

Drawings reviewed by:


John Detherage
PRINTED NAME

Date:

9-6-16

RECEIVED SEP 12 2016

City of Oxford
Inter-Office Review Transmittal Sheet

VICTOR:
my thoughts in

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-15 ZONING CODE TEXT AMENDMENT, Chapter 1157 Telecommunication Facilities,
Concerning Small cell Towers, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **September 9, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

COMMENTS ARE AS NOTED.
V.P.

Drawings reviewed by:

V. Popescu

Date: 9-8-16

VICTOR POPESCU

PRINTED NAME

RECEIVED

SEP - 6 2016

City of Oxford
Service Department

MEMORANDUM

TO: Planning Commission

FROM: Lynn Taylor, Community Development Department

DATE: September 8, 2016

RE: Response from Victor Popescu, City Engineer

Mr. Popescu provided his comments regarding PC-2016-15 directly onto his copy of the language.

Written was the following:

In reference to Section 1157.08 General Requirements, (g), Color and Appearance Standards, he added, "telecommunication facilities and support structures shall be painted a non-contrasting blue-gray or color designated by the City minimizing its visibility at that location to the greatest extent possible..."

In reference to Section 1157.08 General Requirements, add (m) Utilities – all utilities serving Small Cell Towers shall be underground and meet all requirements of the City Engineer".

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-15 ZONING CODE TEXT AMENDMENT, Chapter 1157 Telecommunication Facilities,
Concerning Small cell Towers, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: September 9, 2016 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:

8/9/16

John A. Jones

PRINTED NAME

RECEIVED SEP 12 2016

CITY OF OXFORD STAFF SUMMARY REPORT

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

Police

Originating Department

Council Meeting Of: October 4, 2016

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

September 28, 2016

Date Prepared

Agenda Title: Resolution to destroy items held by the Oxford Police Department that have no evidentiary or monetary value.

Recommendation: Approve

Discussion: The attached list of property is being held by the Division of Police. The list consists of items including, but not limited to, alcoholic beverages, drug paraphernalia, evidentiary kits and other items confiscated as a result of usual and customary police activities. No item listed is necessary for evidentiary use nor is it of monetary value to be auctioned by the City of Oxford. Appropriate signed court orders to destroy the property have been obtained.

The Police Chief requests authorization to specify a date at which time, in the presence of the Finance Director and Property Officer, the items listed may be correctly disposed of.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JAJ \ 9/28/16

DRE \ 9/30/16

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE POLICE CHIEF (OR HIS DESIGNEE) AND THE FINANCE DIRECTOR (OR HIS DESIGNEE) TO DISPOSE OF CONTRABAND NO LONGER NEEDED AS EVIDENCE.

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

SECTION 1: The Police Chief (or his designee) in the presence of the Finance Director (or his designee) is hereby authorized to dispose of the contraband set forth on Exhibit "A" attached hereto and incorporated herein by reference, consisting of alcoholic beverages and other items confiscated as a result of usual and customary police activities and for which there is no value to the City in retaining the same.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

Memo

To: John A. Jones, Chief of Police
From: Perry M. Gordon, Properties Custodian 
Subject: Destruction of Forfeit and Unclaimed Property
Date: 28 September 2016

The items on the attached spreadsheet are in the possession of the Oxford Police Division and have been identified as forfeit, unlawful to use or to possess, or unclaimed (where no owner can be identified or located). I recommend that they be accepted for destruction through a resolution of Oxford City Council.

RV # /Glove Tag #	Description	Officer	Storage Location	Name	Court	Case #	Court Disposition	Recommended Disposition of Property
14-1805	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
728	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
14-1805	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
14-1805	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
14-1805	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
731	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
14-1805	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
732	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
14-1805	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
734	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
14-1805	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
736	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
737	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
737	Hardin	Cab 1-3	Anthony Strickland	n/a	n/a	n/a	Arrested on WI warrant; destroy all contraband	
15-1635	Hartfield	E-1	Ramsey Shifflett	n/a	n/a	n/a	Attempted to contact--moved--destroy	
15-1635	Hartfield	E-1	Ramsey Shifflett	n/a	n/a	n/a	Attempted to contact--moved--destroy	
09-0780	Robinson	E-1	Dallas Hall (juvenile)	Common Pleas	CR2009050817	Sealed	Audits to auction; backpacks destroyed	
15-1400	S. Sizara	G-4	Ronald Ashford (owner)	Area 1	CRB1391209C	Closed	Claim notice 5/9/18--Undeliverable/unable to forward--destroy	
2470	Reiths	E-2	Jonathan Caldwell	Area 1	CRB1401029	Closed	Destroy	
100	Reiths	E-2	Oystal Weininger	Area 1	CRB1401029	Closed	Destroy	
1225	Hartfield	E-3	Unknown suspects/vehicles--case closed	n/a	n/a	n/a	Destroy	
14-1071	Carlton	F-3	Brandon Mossawts	Area 1	CRB1401078A	Closed	Destroy	
14-1071	Carlton	F-3	Brandon Mossawts	Area 1	CRB1401078A	Closed	Destroy	
14-1071	Carlton	F-3	Brandon Mossawts	Area 1	CRB1401078A	Closed	Destroy	
14-1071	Carlton	F-3	Brandon Mossawts	Area 1	CRB1401078A	Closed	Destroy	
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14-1071	Carlton	F-3	Brandon Mossawts	Area 1	CRB1401078A	Closed	Destroy	
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14-1071	Carlton	F-3	Brandon Mossawts	Area 1	CRB1401078A	Closed	Destroy	
14-1071	Carlton	F-3	Brandon Mossawts	Area 1	CRB1401078A	Closed	Destroy	
14-1071	Carlton	F-3	Brandon Mossawts	Area 1	CRB1401078A	Closed	Destroy	
14-1071	Carlton	F-3	Brandon Mossawts	Area 1	CRB140			

623	Fake CT OL	Fenling	E-3	Patrick Judge	Area 1	CHB1401132A	Closed	Destroy
630	Two bar withstands	Fenling	E-3	Kristin Ophardt/Cathy Ferguson	Area 1	n/a	Sealed	Destroy
637	Small flashlight	Hardin	E-3	Unknown owner-sufficient DNA to identify	Area 1	n/a	n/a	Destroy
650	Black Bacer hockey helmet	Fenling	E-3	David Fenling	Area 1	CHB14011506	Closed	Destroy
653	Fake PA OL	Blauvelt	E-3	Sydney Weiss	Area 1	n/a	Sealed	Destroy
660	UDF fuel receipt-drive-off	Hardin	E-3	Closed-no suspect/vehicle identified	n/a	n/a	n/a	Destroy
677	Vehicle parts from hit/stop vehicle	Under	E-3	Closed-no suspect/vehicle identified	n/a	n/a	n/a	Destroy
685	Drop cloth	Terrill	Impound	Case closed-unknown suspect	n/a	n/a	n/a	Destroy
690	Fake OH OL	Blauvelt	E-3	Ryan Scherier	Area 1	n/a	Sealed	Destroy
692	Wid-Mart receipt/attempted theft	Blauvelt	E-3	Wesley Ramsey	Area 1	CHB14011554	Closed	Destroy
704	Dodge vehicle key (broken)	Price	E-3	Michael Kurilla	Area 2	CHB1500071A	Closed	Destroy
740	White crystal-like substance (meth?)	Durkin	Cab 1-3	Russell Abney (deceased)	Common Pias	CHB15001333	Closed	Destroy
743	Clear glass pipe w/ residue	Durkin	Cab 1-3	Russell Abney (deceased)	Common Pias	CHB15001333	Closed	Destroy
743	3 Ohio instant winner lottery tickets	Durkin	B-3	Russell Abney	Common Pias	CHB15001333	Closed	Destroy
781	Business card for home repairs	Ledermeyer	E-3	No suspect identified	n/a	n/a	Closed	Destroy
792	Reusable Wal-Mart bag	Kling	D-2	Steve Alexander	Area 2	CHB1400734	Closed	Destroy
842	Alcohol sample vial from Bush beer can	Hartfield	F-1	Charles Kaiser (deceased)	Area 1	TRC1500034	Closed	Destroy
842	Bush beer can	Hartfield	F-1	Charles Kaiser (deceased)	Area 1	TRC1500034	Closed	Destroy
843	Open can of Bush beer sample vial	Hartfield	F-1	Charles Kaiser (deceased)	Area 1	TRC1500034	Closed	Destroy
849	Green/red glass bong	Hardin	Impound	Owner unknown/unclaimed	n/a	n/a	Closed	Destroy
850	Red/bush glass bong	Hardin	Impound	Owner unknown/unclaimed	n/a	n/a	Closed	Destroy
851	Glass bong	Hardin	Impound	Owner unknown/unclaimed	n/a	n/a	Closed	Destroy
852	Black bong	Hardin	Impound	Owner unknown/unclaimed	n/a	n/a	Closed	Destroy
853	Black glass bong	Hardin	Impound	Owner unknown/unclaimed	n/a	n/a	Closed	Destroy
854	Two round blue pills (O31, X1)	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
860	Two round blue pills (O31, X1)	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
861	Two round blue pills (O31, X1)	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
868	Empty glass w/ residue	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
869	Empty glass w/ residue	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
870	Lock jammer and cotton ball	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
871	Two humanlike trays w/ residue	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
872	Two cotton balls	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
873	Accord digital scale w/ residue	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
874	Nylon tapered bag w/ residue parts	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
875	21 small seal-lock baggies, 2 vials	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
879	Vial w/ off-white substance	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
884	Baggie w/ residue	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
885	Paraphernalia	Fenling	Cab 1-3	Jonathan Cowell	Area 1	CHB1500137	Closed	Destroy
893	Two capsules w/ suspected heroin	Under	Cab 1-2	Brand Hubbard	Area 1	CHB1500062	Closed	Destroy
894	White crystals in baggie	Under	Cab 1-2	Brand Hubbard	Area 1	CHB1500062	Closed	Destroy
901	Ilc lighter	Under	Cab 1-2	Tyler Ross (suspect)	Common Pias	CHB1500406 (no bill)	Closed	Destroy
906	Red berry bomb powder	Terrill	D-3	Tyler Ross (suspect)	Common Pias	CHB1500406 (no bill)	Closed	Destroy
920	Glass bong	Under	Cab 1-4	Unknown suspects-case closed	n/a	n/a	Closed	Destroy
921	Glass pipe w/ MJ residue	Under	Cab 1-4	Taylor Casdill (suspect)	n/a	n/a	Closed	Destroy
922	Boiling papers and roller	Under	Cab 1-4	Taylor Casdill (suspect)	n/a	n/a	Closed	Destroy
923	Long white oval pills unidentified	Under	Cab 1-4	Taylor Casdill (suspect)	n/a	n/a	Closed	Destroy
924	Small round white pill-1612	Under	Cab 1-4	Taylor Casdill (suspect)	n/a	n/a	Closed	Destroy
925	Brass grinder w/ suspected MJ	Under	Cab 1-4	Taylor Casdill (suspect)	n/a	n/a	Closed	Destroy
926	12 red/white/green capsules	Under	Cab 1-4	Taylor Casdill (suspect)	n/a	n/a	Closed	Destroy
927	Plastic container w/ suspected MJ	Under	Cab 1-4	Taylor Casdill (suspect)	n/a	n/a	Closed	Destroy
944	Chase credit card	Price	D-2	Sierra Britcoe	n/a	n/a	Closed-no appeal filed	Destroy
1023	Blue/black boxes from living room closet	Terrill	Impound	Forest Hagadorn, Sierra Britcoe	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1025	Yellowed book box full of paraphernalia	Terrill	Impound	Forest Hagadorn, Sierra Britcoe	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1042	Money order slip for \$250	Terrill	Impound	Forest Hagadorn, Sierra Britcoe	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1043	3 Green/Black, Green/Black, Green/Black	Terrill	Impound	Forest Hagadorn, Sierra Britcoe	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1048	Green/black baggie	Terrill	Impound	Forest Hagadorn, Sierra Britcoe	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1050	Grey/black baggie	Terrill	Impound	Forest Hagadorn, Sierra Britcoe	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1052	Grey/black baggie	Terrill	Impound	Forest Hagadorn, Sierra Britcoe	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1055	Black gloves	Terrill	Impound	Forest Hagadorn, Sierra Britcoe	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1057	Manos sneakers	Terrill	Impound	Forest Hagadorn, Sierra Britcoe	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1062	BP fuel card	Price	D-3	Forest Hagadorn	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1069	Sonitors w/ orange handles	Price	D-3	Forest Hagadorn	Common Pias	CHB15001188	Closed-no appeal filed	Destroy
1070	Black North Face backpack	Hartfield	Impound	Tyler Ross	Area 1	CHB1500151	Closed	Destroy
1071	Green/Black Blue Ridge sports back pack	Hartfield	Impound	Tyler Ross	Area 1	CHB1500151	Closed	Destroy
1072	Gray/black tapered innatshirt	Hartfield	Impound	Tyler Ross	Area 1	CHB1500151	Closed	Destroy
1073	White Microsift Box 360, cards	Hartfield	Impound	Tyler Ross	Area 1	CHB1500151	Closed	Destroy
1075	Right hand black/green Nike glove	Hartfield	Impound	Tyler Ross	Area 1	CHB1500151	Closed	Destroy
1078	Black PT flashlight	Hartfield	Impound	Tyler Ross	Area 1	CHB1500151	Closed	Destroy

2335	Set of house and car keys	R. Sierra	E-2	Unknown suspects—case closed	n/a	n/a	Destroy
2337	Feticious CT OL	Blauvelt	E-3	Connor Barton	Area 1	CH13500877	Destroy
2338	Feticious IL OL	Blauvelt	E-3	Connor Barton	Area 1	CH13500877	Destroy
2339	Golf cart key	Blauvelt	E-3	Connor Barton	Area 1	CH13500877	Destroy
2342	Feticious IL OL	Blauvelt	E-3	Alexander Puthumana	Area 1	TRD1501846	Destroy
2343	Two fake SC OL	Blauvelt	E-3	William Marshall	Area 1	CRB1500908A	Destroy
2344	Fake RI OL	Ledemier	E-3	William Marshall	Area 1	CRB1500908A	Destroy
2345	LEADS printout [SC]	Ledemier	E-3	William Marshall	Area 1	CRB1500908A	Destroy
2346	LEADS printout [MO]	Ledemier	E-3	William Marshall	Area 1	CRB1500908A	Destroy
2347	Sample vial, suspected alc.	Lindner	F-1	Samuel Clark	Area 1	Sealed	Destroy
2348	Open can, four-lobed	Lindner	F-1	Samuel Clark	Area 1	Sealed	Destroy
2349	Feticious OL	Price	E-3	Michael Murphy	Area 1	CHB1500913A	Destroy
2350	Feticious OH OL/LEADS	Price	E-3	Michael Murphy	Area 1	Sealed	Destroy
2351	Feticious NY OL	Robison	E-3	Andrew Dubois	Area 1	TRD1501872	Destroy
2352	Blue wristband	Fenling	E-3	Jacob Hicks	Area 1	Sealed	Destroy
2356	Blue wristband	Fenling	E-3	Jacob Hicks	Area 1	Sealed	Destroy
2357	Open Nat. Light beer/sample	Jenkins	F-1	Shane Durke	Area 1	Sealed	Destroy
2358	Pipe w/ MJ residue	Wagers	Cab 1-2	Brandon Bowling	Area 1	CRB1500911B	Destroy
2361	MA OL	Durkin	E-3	Juni Wei	Area 1	TRC1501821A	Destroy
2362	Pipe w/ MJ	R. Sierra	Cab 1-2	Eduardo Vazquez	Area 1	CRB1500910A	Destroy
2363	Open w/ky vodka bottle	R. Sierra	F-1	Edgardo Vazquez	Area 1	CRB1500910A	Destroy
2365	Feticious IL OL/LEADS	Corbin	E-3	Matthew Ryan	Area 1	TRD1501877A	Destroy
2371	Feticious OL	Price	E-3	Nina POGN	Area 1	Sealed	Destroy
2372	Feticious OL	Price	E-3	Nina POGN	Area 1	Sealed	Destroy
2373	Feticious OL	Ngol	E-3	Angus Schneider	Area 1	TRD1501816	Destroy
2379	3 R. MA	Jenkins	Cab 1-2	Kyle Sawyer	Area 1	CRB1500914A	Destroy
2384	Paraphernalia	Jenkins	Cab 1-2	Kyle Sawyer	Area 1	CRB1500914A	Destroy
2390	GMA key	Gordon	B-3	Unknown owner/no claim	n/a	n/a	Destroy
2392	Chenolot key and door opener	Gordon	B-3	Unknown owner/no claim	n/a	n/a	Destroy
2393	Open bottle, Budweiser; sample vial	Reina	F-1	David Tallman	Area 1	TRD1502023	Destroy
2394	Large clear plastic cup; sample vial	King	E-3	David Tallman	Area 1	TRD1502023	Destroy
2395	Feticious OL	King	E-3	David Tallman	Area 1	TRD1502023	Destroy
2399	Chenolot and house keys	Colyer	B-3	Unknown owner/no claim	n/a	n/a	Destroy
2401	Heuze inn	Colyer	B-3	Unknown owner/no claim	n/a	n/a	Destroy
2402	Ford Vauxhall transmitter	Colyer	B-3	Unknown owner/no claim	n/a	n/a	Destroy
2403	Feticious OL	Reha	E-2	Olivia Blotter	Area 1	TRD1502011	Destroy
2404	Coors Light can; sample vial	Fenling	F-1	Christopher Bulker	Area 1	CRB1500978	Destroy
2409	Wrist band	Hartfield	E-3	Julia Mitchell	Area 1	TRD1502015	Destroy
2410	Feticious OL	Hartfield	E-3	Julia Mitchell	Area 1	TRD1502015	Destroy
2429	Coors Light can; sample vial	R. Sierra	E-3	Abigail Cunningham	Area 1	TRD1502014	Destroy
2430	Fake IL OL	R. Sierra	E-3	Abigail Cunningham	Area 1	TRD1502014	Destroy
2431	Feticious IL OL	Hardin	E-3	Nolan Prelish	Area 1	TRD1502012	Destroy
2432	Sample vial, suspected alc.	Hardin	F-1	Nolan Prelish	Area 1	TRD1502012	Destroy
2433	Open can, Nat. Light	Hardin	F-1	Nolan Prelish	Area 1	TRD1502012	Destroy
2434	Feticious OL	Hardin	E-3	Timothy Falvey	Area 1	TRD1502017	Destroy
2435	Sample vial, suspected alc.	Hardin	E-3	Timothy Falvey	Area 1	TRD1502017	Destroy
2436	Open Nat. Light	Hardin	E-3	Timothy Falvey	Area 1	TRD1502017	Destroy
2437	Sample vial, suspected alc.	Jones	F-1	Nathan Twomey	Area 1	CRB1500973B	Destroy
2438	Large clear plastic cup	Jones	F-1	Nathan Twomey	Area 1	CRB1500973B	Destroy
2443	Sealed can, Nat. Light	Wagers	F-1	Robert Smith	Area 1	Sealed	Destroy
2444	Open can, Nat. Light	Wagers	F-1	Robert Smith	Area 1	Sealed	Destroy
2445	Sample vial, suspected alc.	Wagers	F-1	Robert Smith	Area 1	Sealed	Destroy
2446	Sample vial, suspected alc.	Wagers	F-1	Robert Smith	Area 1	Sealed	Destroy
2448	Five (5) unopened cigarettes/bundles	R. Sierra	Cab 1-2	Philip Goringale	Area 1	Sealed	Destroy
2452	Marlboro w/ 4 cigarettes	R. Sierra	Cab 1-2	Philip Goringale	Area 1	Sealed	Destroy
2455	Broken beer w/ ethanol	R. Sierra	Cab 1-2	Philip Goringale	Area 1	Sealed	Destroy
2466	Broken beer w/ ethanol	R. Sierra	Cab 1-2	Philip Goringale	Area 1	Sealed	Destroy
2467	Char Beer, steel used and	R. Sierra	Cab 1-2	Philip Goringale	Area 1	Sealed	Destroy
2468	Bottle of clear unk. fluid, 1 oz.	R. Sierra	Cab 1-2	Philip Goringale	Area 1	Sealed	Destroy
2469	Budweiser, 600 mg., 47 tablets	R. Sierra	Cab 1-2	Philip Goringale	Area 1	Sealed	Destroy
2473	Feticious FL OL	Jenkins	E-3	Connor Holman	Area 1	CRB1501008C	Destroy
2474	Feticious OH OL	Jenkins	E-3	Sid Quincy	Area 1	TRD1502010	Destroy
2475	Feticious CT OL	Price	E-3	Jake Esposito	Area 1	TRD1502096	Destroy
2485	One used 20mg/17c BuTrans patch	Robison	Cab 1-2	Jeffrey Flarrant	Area 1	CRB1501023A	Destroy
2486	Ohio EBT card (D. Mace)	Robison	E-3	Jeffrey Flarrant	Area 1	CRB1501023A	Destroy
2489	Pipe w/ MJ residue	Jenkins	Cab 1-2	Victoria Story	Area 1	CRB1501061A	Destroy
2494	Tin container w/ MJ	Jenkins	Cab 1-2	Victoria Story	Area 1	CRB1501061A	Destroy
2500	Feticious OL	Ledemier	E-3	Jeffrey Feigenbaum	Area 1	TRD1502128	Destroy

2656	Fertilious Oil	15-1470	Jenkins	E-3	Matthew Lakowski	Area 1	TRD1502133	Sealed	Destroy
2657	Fertilious Oil	15-1470	Jenkins	E-3	Matthew Lakowski	Area 1	TRD1502133	Sealed	Destroy
2658	LEADS printout for NY/CA	15-1467	Ledemeyer	E-3	James Maloney	Area 1	TRD1502149	Sealed	Destroy
2659	Fertilious Oil	15-1478	Colyer	E-3	Michael Savage	Area 1	n/a	Sealed	Destroy
2660	Sample val, suspected alc.	15-1484	Wagers	F-1	Jennifer Henderson	Area 1	CBH1501084	Sealed	Destroy
2661	Natural Light beer can	15-1484	Wagers	F-1	Sean Hill	Area 1	Sealed	Sealed	Destroy
2662	Fake CT Oil	15-1469	Robinson	E-3	Ryan Desrochers	Area 1	CBH1501063	Sealed	Destroy
2663	Fertilious RI Oil	15-1485	Robinson	E-3	Garrett Harshman	Area 1	TRD1502151	Sealed	Destroy
2664	Fake II Oil	15-1477	Jenkins	E-3	Andrew McCourt	Area 1	TRD1502155	Sealed	Destroy
2665	Sample val, suspected alc.	15-1529	Jones	B-3	Unknown suspect-case closed	n/a	n/a	n/a	Destroy
2666	Can of DelMonte white kernel corn	15-1538	Wagers	D-3	Unknown owner	n/a	n/a	n/a	Destroy
2667	Women's jacket-black	15-1538	Wagers	D-3	Unknown owner	n/a	n/a	n/a	Destroy
2668	Bottle w/ cork stopper	15-1538	Wagers	D-3	Unknown owner	n/a	n/a	n/a	Destroy
2669	Silver flask	15-1571	King	F-1	Matthew Foster	Area 1	CBH1501184	Sealed	Destroy
2670	Fake II Oil	15-1581	Jenkins	E-3	Jillian Koshler	Area 1	TRD1502273	Sealed	Destroy
2671	Natural Light beer can	15-1586	Wagers	F-1	Jack Orpich-Borkum	Area 1	Sealed	Sealed	Destroy
2672	Sample val, suspected alc.	15-1586	Wagers	F-1	Jack Orpich-Borkum	Area 1	Sealed	Sealed	Destroy
2673	Fake II Oil	15-1603	Jenkins	E-3	Richard Paulinelli	Area 1	Sealed	Sealed	Destroy
2674	Fake CH Oil (2)	15-1613	Jenkins	E-3	Charles Lampert	Area 2	CBH1503208	Sealed	Destroy
2675	3 needles/syringes	15-1637	Blauvelt	Cab 1-1	Alpha Abney	Area 2	CBH1503170C	Sealed	Destroy
2676	Fertilious MA Oil	15-1637	Blauvelt	Cab 1-1	Alpha Abney	Area 1	CBH1503211	Sealed	Destroy
2677	Plastic straw w/ white residue	15-1637	Jenkins	E-3	Witzell Yara	Area 1	TRD1502319	Sealed	Destroy
2678	51 bar rolled up w/ white residue	15-1654	Jenkins	Cab 1-1	Confiscated in child welfare check	n/a	n/a	n/a	Destroy
2679	Four plastic trays w/ NI residue	15-1654	Jenkins	Cab 1-1	Confiscated in child welfare check	n/a	n/a	n/a	Destroy
2680	Orange Dora's Juice	15-1654	Jenkins	Cab 1-1	Confiscated in child welfare check	n/a	n/a	n/a	Destroy
2681	Orange Dora's Juice	15-1654	Jenkins	Cab 1-1	Confiscated in child welfare check	n/a	n/a	n/a	Destroy
2682	Black tray w/ NI residue	15-1654	Jenkins	Cab 1-1	Confiscated in child welfare check	n/a	n/a	n/a	Destroy
2683	Ash tray w/ NI residue	15-1654	Jenkins	Cab 1-1	Confiscated in child welfare check	n/a	n/a	n/a	Destroy
2684	Fake NI Oil	15-1674	Ledemeyer	E-3	Kaya Bodol	Area 1	n/a	Sealed	Destroy
2685	LEADS printout	15-1674	Ledemeyer	E-3	Kaya Bodol	Area 1	n/a	Sealed	Destroy
2686	Wooden box (pink/marijuana)	15-1657	Durkin	Cab 1-1	Connor Mack	Area 1	CBH1501357	Sealed	Destroy
2687	Fertilious Oil	15-1676	Reha	E-3	Robert Sparinsky	Area 1	TRD1503396	Sealed	Destroy
2688	Two fake IV Oil	15-1676	Reha	E-3	Alexander Shelton	Juvetile	n/a	Sealed	Destroy
2689	Marijuana in clear paper, < 1 g.	15-1678	Haffield	Cab 1-1	James Pride	Area 1	CBH1501358	Sealed	Destroy
2690	Alcohol sample in vial	15-1678	Wagers	F-2	Benjamin Von Stein	Area 1	n/a	Sealed	Destroy
2691	Plastic cup, liquid residue	15-1678	Wagers	F-2	Benjamin Von Stein	Area 1	n/a	Sealed	Destroy
2692	Marijuana, 12 grams	15-1723	Blauvelt	Cab 1-1	Joshua Martin	Area 1	n/a	Sealed	Destroy
2693	Alcohol sample in vial	15-1732	Wagers	F-1	Marshall Patterson [juvenile]	Juvetile	n/a	Sealed	Destroy
2694	Plastic cup, liquid residue	15-1732	Wagers	F-1	Marshall Patterson [juvenile]	Juvetile	n/a	Sealed	Destroy
2695	Exoglass case	15-1739	Huff	Cab 1-1	Unknown owner	n/a	n/a	n/a	Destroy
2696	4 .5 ml capped syringes	15-1739	Huff	Cab 1-1	Unknown owner	n/a	n/a	n/a	Destroy
2697	One red straw out in half	15-1739	Huff	Cab 1-1	Unknown owner	n/a	n/a	n/a	Destroy
2698	Two silver spoon heads	15-1739	Huff	Cab 1-1	Unknown owner	n/a	n/a	n/a	Destroy
2699	Drug paraphernalia-grinder	15-1784	Uncliner	Cab 1-1	Katie Swartz	n/a	n/a	n/a	Destroy
2700	Drug paraphernalia-grinder	15-1784	Uncliner	Cab 1-1	Katie Swartz	n/a	n/a	n/a	Destroy
2701	Marijuana-13.5 g	15-1784	Uncliner	Cab 1-1	Katie Swartz	n/a	n/a	n/a	Destroy
2702	Cocaine-0.1 g	15-1784	Uncliner	Cab 1-1	Katie Swartz	n/a	n/a	n/a	Destroy
2703	Prize pot w/ glass pipe/NI residue	15-1784	Uncliner	Cab 1-1	Katie Swartz	n/a	n/a	n/a	Destroy
2704	Bad light potsher and sample	15-2111	King	E-3	Samuel Dittich	Area 1	TRD1502501	Sealed	Destroy
2705	Fertilious Oil	15-2111	King	E-3	Samuel Dittich	Area 1	TRD1502501	Sealed	Destroy
2706	Fake TN Oil	15-1799	Wagers	E-3	Trant Kaeendler	Area 1	CBH1501398	Sealed	Destroy
2707	Natural Light beer can	15-1797	Wagers	F-1	Angelle Schiller	Area 1	CBH150370A	Sealed	Destroy
2708	Alcohol sample	15-1795	Wagers	F-1	Angelle Schiller	Area 1	Sealed	Sealed	Destroy
2709	Green/yellow/blackboard	15-1805	Murphy	Cab 1-1	Jeff Smith	Area 1	CBH1501456	Sealed	Destroy
2710	3 green/yellow/blackboard	15-1805	Murphy	Cab 1-1	Jeff Smith	Area 1	Sealed	Sealed	Destroy
2711	Fertilious Oil	15-1774	Robinson	E-3	Vincent Blaudonst	Area 1	TRD1502505	Sealed	Destroy
2712	Fake II Oil	15-1778	Robinson	E-3	Caroline Lester	Area 1	n/a	Sealed	Destroy
2713	Fake SC OLO	15-1778	S. Sierra	E-3	Caroline Lester	Area 1	n/a	Sealed	Destroy
2714	Wipe band	15-1778	S. Sierra	E-3	Caroline Lester	Area 1	n/a	Sealed	Destroy
2715	Fake II Oil	15-1821	Ledemeyer	E-3	Richard Levin	Area 1	n/a	Sealed	Destroy
2716	LEADS printout	15-1821	Ledemeyer	E-3	Richard Levin	Area 1	n/a	Sealed	Destroy
2717	LEADS printout	15-1821	Ledemeyer	E-3	Richard Levin	Area 1	n/a	Sealed	Destroy
2718	Fake II Oil	15-1829	Ledemeyer	E-3	Charles Bernhart	Area 1	n/a	Sealed	Destroy
2719	Fertilious Oil	15-1838	Ledemeyer	F-1	Kevin Taylor	Area 1	CBH150372A	Sealed	Destroy
2720	Marijuana	15-1838	Ledemeyer	Cab 1-1	Kevin Taylor	Area 1	CBH150372A	Sealed	Destroy

2751	Ten capsules, white substance	15-1838	Ledermier	Cab 1-1	Kevin Taylor	Area 1	CHB150172A	Closed	Destroy
2752	Two capsules, white substance	15-1838	Ledermier	Cab 1-1	Kevin Taylor	Area 1	CHB150172A	Closed	Destroy
2753	Blue/white whitband	15-1846	Xing	F-1	William Hendrix	Area 1	CHB150186	Closed	Destroy
2754	Fake OH OL	15-1839	Blauvelt	E-3	Nicolete Jacob	Area 1	n/a	Sealed	Destroy
2755	Fake MD OL	15-1839	Blauvelt	E-3	Nicolete Jacob	Area 1	n/a	Sealed	Destroy
2756	Pipe w/ MI residue	15-1860	Huff	Cab 1-2	John Swann	Area 1	CHB1501758	Closed	Destroy
2761	Baggie w/ white residue	15-1860	Huff	Cab 1-2	John Swann	Area 1	CHB1501758	Closed	Destroy
2762	Wooden pipe w/ MI residue	15-1857	Hardin	Cab 1-1	Linda Smith	Area 1	TRC1502554	Closed	Destroy
2764	Drug Paraphernalia in tin	15-1857	Hardin	Cab 1-1	Linda Smith	Area 1	TRC1502554	Closed	Destroy
2765	White powder in zip-lock bag	15-1857	Hardin	Cab 1-1	Linda Smith	Area 1	TRC1502554	Closed	Destroy
2766	Unmeasured amount of MI	15-1857	Hardin	Cab 1-1	Linda Smith	Area 1	TRC1502554	Closed	Destroy
2769	Set of Toyota carabiner ring	15-1872	Wagers	B-3	Unknown owner/no claim	n/a	n/a	n/a	Destroy
2770	Plastic cup, liquid residue	15-1875	Wagers	B-3	Unknown owner/no claim	n/a	n/a	n/a	Destroy
2771	Alcohol sample	15-1875	S. Sikora	F-2	Abigail Murray	Area 1	CHB1501412	Sealed	Destroy
2772	Fake KY OL	15-1875	S. Sikora	F-2	Abigail Murray	Area 1	CHB1501412	Sealed	Destroy
2778	Fake WI OL	15-1881	Ledermier	E-3	Jordan Allinphish	Area 1	TRB1502632	Closed	Destroy
2788	Fake PA OL	15-1884	Robinson	E-3	Samuel Jordan Keller	Area 1	TRD1502614	Closed	Destroy
2792	Bud Light can	15-1892	Wagers	F-2	Abel Ramirez	Area 1	CHB1501423	Closed	Destroy
2795	Alcohol sample vial	15-1892	Wagers	F-2	Abel Ramirez	Area 1	CHB1501423	Closed	Destroy
2797	Gabapentin capsules	15-1877	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2798	Acetaminophen capsules	15-1877	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2799	Promethazine hydrochloride	15-1877	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2800	Grass pipe w/ MI residue	15-1877	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2802	Unmeasured amount of MI	15-1877	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2803	Unmeasured amount of MI	15-1877	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2804	Unmeasured amount of MI	15-1877	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2805	Cut carter's tray	15-1877	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2809	Topiramate Syring	15-1877	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2810	Grass pipe w/ MI residue	15-1894	Huff	Cab 1-1	Tim Carpio	n/a	n/a	n/a	Destroy
2811	Grass pipe w/ MI residue	15-1894	Huff	Cab 1-1	Tim Carpio	n/a	n/a	n/a	Destroy
2820	Marijuana, 0.7 grams	15-1914	Wagers	Cab 1-1	Andrea Howell	Area 1	CHB1501460	Closed	Destroy
2821	Fake FL OL	15-1918	S. Sikora	E-3	Adam Roselli	Area 1	CHB1501431	Closed	Destroy
2822	Fake FL OL	15-1918	S. Sikora	E-3	Adam Roselli	Area 1	CHB1501431	Closed	Destroy
2823	Two fake WV OL	15-1918	S. Sikora	E-3	Kevin Gross	Area 1	n/a	Sealed	Destroy
2824	Wrist band	15-1918	S. Sikora	F-2	Adam Roselli	Area 1	n/a	Sealed	Destroy
2825	Plastic cap, liquid residue	15-1918	S. Sikora	F-2	Kevin Gross	Area 1	n/a	Sealed	Destroy
2826	Alcohol sample in vial	15-1918	S. Sikora	F-2	Kevin Gross	Area 1	n/a	Sealed	Destroy
2827	Wrist band	15-1918	S. Sikora	F-2	Adam Roselli	Area 1	CHB15011431	Closed	Destroy
2828	Alcohol sample in vial	15-1918	S. Sikora	F-2	Connor Shopshire	Area 1	n/a	Sealed	Destroy
2829	Wrist band	15-1918	S. Sikora	F-2	Connor Shopshire	Area 1	n/a	Sealed	Destroy
2833	Goose Island beer (6-pack)	15-1926	Undiner	F-3	John Sheffer	Area 1	CHB1501443	Sealed	Destroy
2834	Sagarm gins-1 75L bottle	15-1926	Undiner	F-3	Michael Delahun	Area 1	CHB1501444	Closed	Destroy
2835	Sellor Jerry spiked rum-1 75L bottle	15-1926	Undiner	F-3	John Stauffer	Area 1	CHB1501443	Closed	Destroy
2836	12-pack Bud Light Platinum	15-1926	Undiner	F-3	Michael Delahun	Area 1	CHB1501444	Closed	Destroy
2837	Bud Light can	15-1926	Undiner	F-3	Michael Delahun	Area 1	CHB1501444	Closed	Destroy
2838	Fake RI OL	15-1927	Carlson	E-3	Brandon Bales	Area 1	n/a	Sealed	Destroy
2841	Fake CT OL	15-1935	Huff	E-3	Sara Guadagnolo	Area 1	n/a	Sealed	Destroy
2843	Case of Natural Light (24 cans)	15-1940	Undiner	F-3	Tyler Croce	Area 1	CHB1501442	Closed	Destroy
2844	Pk. bottle w/ various pills	15-1977	Feeling	Cab 1-3	Jay Owens	Common Press	CHB15011760	Closed	Destroy
2845	Fake RI OL	15-1937	Huff	E-3	Christopher Felix	Area 1	n/a	Sealed	Destroy
2846	Green/white whitband	15-1937	Huff	E-3	Christopher Felix	Area 1	n/a	Sealed	Destroy
2847	Green/white whitband	15-1937	Huff	E-3	Patrick Hagar	Area 1	n/a	Sealed	Destroy
2848	Fake AL OL	15-1946	Huff	E-3	Patrick Hagar	Area 1	n/a	Sealed	Destroy
2849	Fake NY OL	15-1946	Huff	E-3	Patrick Hagar	Area 1	n/a	Sealed	Destroy
2850	Green/white whitband	15-1962	Undiner	Cab 1-2	Unknown owner, no suspects	n/a	n/a	n/a	Destroy
2853	Grass pipe w/ MI residue	15-1962	Undiner	Cab 1-2	Unknown owner, no suspects	n/a	n/a	n/a	Destroy
2854	2 MI pills w/ MI residue	15-1962	Undiner	Cab 1-2	Unknown owner, no suspects	n/a	n/a	n/a	Destroy
2855	Wooden case w/ "beach hut"	15-1962	Undiner	Cab 1-2	Unknown owner, no suspects	n/a	n/a	n/a	Destroy
2856	2 alabastic containers w/ MI residue	15-1962	Undiner	Cab 1-2	Unknown owner, no suspects	n/a	n/a	n/a	Destroy
2857	10 baggies/1 pill bottle w/ MI residue	15-1962	Undiner	Cab 1-2	Unknown owner, no suspects	n/a	n/a	n/a	Destroy
2858	One pill bottle w/ 8 unknown pills	15-1962	Undiner	Cab 1-2	Unknown owner, no suspects	n/a	n/a	n/a	Destroy
2863	Fake OH OL	15-1970	Wagers	F-2	Jeremy Light	Area 1	CHB1501450A	Closed	Destroy
2866	Fake OH OL	15-1970	Wagers	F-2	Jeremy Light	Area 1	CHB1501450A	Closed	Destroy
2867	Alcohol sample in vial	15-1970	Wagers	F-2	Jeremy Light	Area 1	CHB1501450A	Closed	Destroy
2868	Plastic cup	15-1970	Wagers	F-2	Jeremy Light	Area 1	CHB1501450A	Closed	Destroy
2869	Drugs-Alprazolam (7 pills)	15-1973	Huff	Cab 1-1	Lisa Ross	Area 1	CHB1501467B	Closed	Destroy
2913	Fake KY OL	15-1933	Wagers	E-3	Rachel Martinez	Area 1	TRD1502837	Closed	Destroy

2935	Fake SC OL	15-2017	Huff	E-3	Jordan Krupp	Area 1	TRD1503874	Closed	Destroy
2936	Fake IL OL	15-2017	Huff	E-3	Jordan Krupp	Area 1	TRD1503874	Closed	Destroy
2958	Blue wristband	15-2035	Huff	Cab 1-3	Alison Kertler (deceased)	n/a	n/a	n/a	Destroy
2959	Marijuana, 1.77 grams	15-2035	Huff	Cab 1-3	Alison Kertler (deceased)	n/a	n/a	n/a	Destroy
2960	Marijuana, 7.62 grams	15-2035	Huff	Cab 1-3	Alison Kertler (deceased)	n/a	n/a	n/a	Destroy
2971	Gray's shirt w/ blood stains	15-2058	Reich	F-2	Unknown suspect--case closed	n/a	n/a	n/a	Destroy
2973	Fake FL OL	15-2059	Huff	E-3	Cesar McDowell	Area 1	CB81501521	Closed	Destroy
2998	Computer accessory	15-2080	Hayes	Cab 1-1	unknown	n/a	n/a	n/a	Destroy
3026	Marijuana, 23 grams	15-2096	Jenkins	Cab 1-1	no arrest	Common Press	CB2016010026	Closed--no appeal filed	Destroy
3067	3 pull-lock baggies containing small papers	15-2113	Terrell	A-2	unknown owner, unclaimed	n/a	n/a	n/a	Destroy
3084	Black Dragon microfiber rubber gloves (100)	15-2115	S. Sierra	F-2	Christopher Byrd, Leon Dunn, Jarrettrees	Common Press	CB2016010025 (Dunn), CB2016010026 (Byrd)	Closed--no appeal filed	Destroy
3118	Black nitrile gloves	15-2115	Terrell	A-2	Unclaimed, unknown owner	n/a	n/a	n/a	Destroy
3119	Unsealed tequila bottle	15-2107	Robinson	A-2	Unclaimed, unknown owner	n/a	n/a	n/a	Destroy
3121	Unsealed whiskey bottle	15-2107	Robinson	A-2	Unclaimed, unknown owner	n/a	n/a	n/a	Destroy
3122	Unsealed tequila bottle	15-2107	Robinson	A-2	Unclaimed, unknown owner	n/a	n/a	n/a	Destroy
3124	Unsealed whiskey bottle	15-2107	Robinson	A-2	Unclaimed, unknown owner	n/a	n/a	n/a	Destroy
3130	Fake IL OL	16-0005	Hood	E-3	Carmen Ruiz	Area 1	TRD1600041	Closed	Destroy
3136	Fake NY OL	16-0011	Hood	E-3	Matthew Nye	Area 1	TRD1600017	Closed	Destroy
3137	Possible touch-DNA samples	16-0015	Price	F-2	Chaysa Hood	Common Press	CB2016020222	Closed--no appeal filed	Destroy
3138	Possible touch-DNA samples	16-0015	Price	F-2	Chaysa Hood	Common Press	CB2016020222	Closed--no appeal filed	Destroy
3139	DNA sample from N. Wilson (victim)	16-0015	Price	F-2	Chaysa Hood	Common Press	CB2016020222	Closed--no appeal filed	Destroy
3140	Chairs (multiple left by suspects)	16-0015	Price	F-2	Chaysa Hood	Common Press	CB2016020222	Closed--no appeal filed	Destroy
3141	Blot samples	16-0015	Price	F-2	Chaysa Hood	Common Press	CB2016020222	Closed--no appeal filed	Destroy
3142	Multi-colored jeans pipe w/ MI residue	16-0015	Price	Cab 1-4	Chaysa Hood	Common Press	CB2016020222	Closed	Destroy
3143	THREE w/ MI (CB)	16-0015	Price	Cab 1-4	Chaysa Hood	Common Press	CB2016020222	Closed	Destroy
3144	THREE w/ MI (CB)	16-0015	Price	Cab 1-4	Chaysa Hood	Common Press	CB2016020222	Closed	Destroy
3147	Blunt tobacco retrieved from dumpster	16-0015	Price	F-2	Chaysa Hood	Common Press	CB2016020222	Closed--no appeal filed	Destroy
3183	Fake RI OL	16-0008	Carlsen	E-3	Alexander Mallory	Area 1	CB81600109	Closed	Destroy
3186	Brass knuckles	16-0023	Campbell	E-3	Unknown owner/suspect, victim refusal	n/a	n/a	n/a	Destroy
3170	Seg double-bladed knife	16-0026	Huff	E-3	Unknown owner at confiscation	n/a	n/a	n/a	Destroy
3174	Knife and leather belt sheath	15-2089	S. Sierra	Ne-2	Unknown owner at confiscation	n/a	n/a	n/a	Destroy
3177	Rx. Bottle	15-2089	S. Sierra	Cab 1-1	Monica Gregory	n/a	n/a	n/a	Destroy
3190	St. Michael standard (St. patron saint)	15-3150	Hood	B-3	Unknown suspect--case closed	n/a	n/a	n/a	Destroy
3246	Red Bluetooth speaker	16-0069	Huff	Cab 1-1	Symeon Gordon	Area 1	CB81600050	Closed	Destroy
3249	Fake IL OL	16-0071	Huff	E-3	William Myers	Area 1	TRD1600100	Closed	Destroy
3250	Purple wristband	16-0071	Huff	E-3	William Myers	Area 1	TRD1600100	Closed	Destroy
3251	White/red wristband	16-0071	Huff	E-3	William Myers	Area 1	TRD1600100	Closed	Destroy
3258	Glass bong w/ MI residue	16-0084	Huff	Cab 1-2	Confiscated from Kyle Huff	n/a	n/a	n/a	Destroy
3259	Blue/black glass pipe w/ MI residue	16-0084	Huff	Cab 1-2	Confiscated from Kyle Huff	n/a	n/a	n/a	Destroy
3321	2.3 g MJ	16-0096	Huff	F-1	Justin Reed	Area 1	CB81600067	Closed	Destroy
3322	Alcohol sample in vial	16-0096	Huff	F-1	Justin Reed	Area 1	CB81600067	Closed	Destroy
3324	Crème de Menthe bottle	16-0096	Huff	F-1	Justin Reed	Area 1	CB81600067	Closed	Destroy
3328	Two fake NY OL	16-5100	Hayes	E-3	Justin Reed	Area 1	CB81600067	Closed	Destroy
3329	Crème de Cacao bottle	16-0104	Fenig	Cab 1-1	Jack Baglin-Alimder	Area 1	CB81600067	Closed	Destroy
3329	Toy pistol (pistol rounds)	16-0104	Fenig	A-2	Everado Bustamante (lv)	Area 1	TRD1600135	Closed	Destroy
3332	Plastic cup w/ alcohol sample	15-0111	Huff	F-2	Everado Bustamante (lv)	Juvetile	Sealed	Sealed	Destroy
3333	Alcohol sample in vial	15-0111	Huff	F-2	Everado Bustamante (lv)	Juvetile	Sealed	Sealed	Destroy
3334	Alcohol sample in vial	15-0111	Huff	F-2	Quinn Walsh	Area 1	CB81600084	Closed	Destroy
3335	Beer/wine bottle	15-0112	Huff	F-2	Quinn Walsh	Area 1	CB81600084	Closed	Destroy
3336	Alcohol sample in vial	15-0112	Huff	F-2	Silphaz Zermak-Traker	Area 1	n/a	Sealed	Destroy
3338	Fake OH OL	16-0120	Hayes	E-3	Silphaz Zermak-Traker	Area 1	n/a	Sealed	Destroy
3348	Toy airplane, scale, MI cigarettes	16-0120	Campbell	Cab 1-3	Unknown owner/no suspect	n/a	n/a	n/a	Destroy
3348	Toy airplane, scale, MI cigarettes	16-0120	Campbell	Cab 1-3	Unknown owner/no suspect	n/a	n/a	n/a	Destroy
3351	Alcohol sample in vial	15-0127	Wagers	E-1	Tristen Hall	Area 1	CB81600104A	Closed	Destroy
3353	Plastic cup	15-0127	Wagers	F-1	Tristen Hall	Area 1	CB81600104A	Closed	Destroy
3353	Fake NY OL	15-0148	Huff	E-3	Maxwell Kasher	Area 1	CB81600104A	Closed	Destroy
3362	MJ and drug paraphernalia	16-0180	Under	F-1	Brian Goldstein	Area 1	TRD1600180	Closed	Destroy
3366	Fake PA OL (2)	16-0177	Wagers	E-3	Ronan Semblay	Area 1	CB81600140	Closed	Destroy
3403	Fake MD OL (2)	16-0202	Terrell	E-3	William Davis	Area 1	TRD1600289	Closed	Destroy
3408	Fake MD OL	16-0202	Terrell	E-3	Michael Glaze	Area 1	TRD1600289	Closed	Destroy
3410	Alcohol sample in vial	16-0218	Huff	E-3	Kristen Kleeman	Area 1	TRD1600286	Closed	Destroy
3411	Plastic cup	16-0218	Huff	E-3	Kristen Kleeman	Area 1	TRD1600286	Closed	Destroy
3412	Blue/white wristband	16-0218	Huff	E-3	Kristen Kleeman	Area 1	TRD1600286	Closed	Destroy
3413	Fake CO OL	16-0218	Huff	E-3	Kristen Kleeman	Area 1	TRD1600286	Closed	Destroy
3414	Jack Daniel's whiskey bottle	16-0214	Hayes	F-1	Stephanie Espino	Area 1	TRD1600286A	Closed	Destroy
3415	Fake ME OL	16-0210	Hood	E-3	Sean Volians	Area 1	TRD1600300	Closed	Destroy

3620	Fake MI OL	16-0208	Reha	E-3	Andrew Hida	Area 1	TBD1600592	Closed	Destroy
3621	Fake CT OL	16-0208	Reha	E-3	Andrew Hida	Area 1	TBD1600592	Closed	Destroy
3622	Marijuana cigarette in cigar	16-0208	Jones	Cab 1-3	Brett Hammer	Area 1	C8B1600314	Closed	Destroy
3623	Drug paraphernalia	16-0208	Jones	Cab 1-3	Brett Hammer	Area 1	C8B1600314	Closed	Destroy
3624	Suspected MDMA	16-0208	Jones	Cab 1-3	Brett Hammer	Area 1	C8B1600314	Closed	Destroy
3625	Glass samples from ATM bank window	16-0208	Terrell	F-1	Michael Lee King (juvenile)	Juvenile	n/a	Sealed	Destroy
3626	Natural light beer can	16-0215	S. Sikora	F-1	Jennifer Vermont	Area 1	Sealed	Closed	Destroy
3627	Alcohol sample in vial	16-0215	S. Sikora	F-1	Jennifer Vermont	Area 1	C8B1600366A	Closed	Destroy
3628	Plastic baggie w/ MJ	16-0227	Huff	F-1	Chetley Pressler	Area 1	C8B1600337	Closed	Destroy
3630	Alcohol sample in vial	16-0227	Huff	F-1	Chetley Pressler	Area 1	C8B1600337	Closed	Destroy
3631	37 white pills imprinted "43790"	16-0235	Fennick	E-3	Danielle Ruth	Juvenile	n/a	Closed	Destroy
3634	Fake MO OL	16-0242	Wagers	Cab 1-1	Unnamed Juvenile	Juvenile	no charges filed	Closed	Destroy
3639	15 purple pills imprinted "3"	16-0462	Wagers	Cab 1-1	Unnamed Juvenile	Juvenile	no charges filed	Closed	Destroy
3640	37 white pills imprinted "43790"	16-0462	Wagers	Cab 1-1	Unnamed Juvenile	Juvenile	no charges filed	Closed	Destroy
3642	Open can of Bud Light	16-0578	Huff	F-1	Ashley Williams	Area 1	TBD1600783	Sealed	Destroy
3647	1 blue pill w/ imprint TEVA 3927	16-0579	Blauvelt	Cab 1-1	John P. Lee	Area 1	n/a	Closed	Destroy
3680	Fake ME OL	16-0608	Jenkins	E-3	Dustin Smith	Area 1	C8B1600488A	Closed	Destroy
3681	50 ml Southern Comfort bottle	16-0593	Jenkins	F-1	Christopher Lelli	Area 1	TBD1600809	Closed	Destroy
3682	Fake KY OL	16-0593	Jenkins	E-3	Abigail Grooms	Area 1	C8B160047A	Closed	Destroy
3683	White B&B, no handle	16-0609	Campbell	D-2	Abigail Grooms	Area 1	TBD1600883	Closed	Destroy
3684	Broken beer bottle	16-0592	Hayes	F-2	Unknown suspects - case closed	n/a	n/a	Closed	Destroy
3691	Plastic cup w/ alcohol sample	16-0600	S. Sikora	F-1	Unknown suspects - case closed	n/a	n/a	Closed	Destroy
3692	Alcohol sample in vial	16-0600	S. Sikora	F-1	Ruth Payne	Area 1	C8B1600430	Closed	Destroy
3693	Fake CT OL	16-0600	S. Sikora	F-1	Ruth Payne	Area 1	C8B1600430	Closed	Destroy
3694	Hunting knife/bag	16-0597	S. Sikora	F-1	Ruth Payne	Area 1	TBD1603828	Closed	Destroy
3695	Fake MI OL	16-0597	S. Sikora	F-1	Audrey Callender	Area 1	C8B1600424	Closed	Destroy
3698	Alcohol sample in vial	16-0597	S. Sikora	F-1	Olivia Terrell	Area 1	C8B1600419	Closed	Destroy
3700	Fake CT OL	16-0598	S. Sikora	F-1	Olivia Terrell	Area 1	C8B1600419	Closed	Destroy
3701	Plastic cup	16-0598	S. Sikora	F-1	Olivia Terrell	Area 1	C8B1600419	Closed	Destroy
3702	Alcohol sample in vial	16-0598	S. Sikora	F-1	Abigail Austin	Area 1	TBD1600819	Closed	Destroy
3703	Alcohol sample in vial	16-0598	S. Sikora	F-1	Abigail Austin	Area 1	TBD1600819	Closed	Destroy
3704	Fake OH OL, alcohol sample	16-0606	Hayes	E-3	Ben Starnes	Area 1	C8B1600417	Closed	Destroy
3721	Plastic cup w/ alcohol sample	16-0600	Hardin	E-3	Chase Hobart	Area 1	TBD1600833	Closed	Destroy
3725	Glass jar w/ MJ (unweighed)	16-0645	Terrell	Cab 1-2	Nadison Collier	Area 1	C8B1600479	Closed	Destroy
3730	2 metal printers (B&B, red) w/ MJ residue	16-0645	Terrell	Cab 1-2	Kevin Furlong	Area 1	C8B1600480A	Closed	Destroy
3731	Blk. Neutropolis succinate, 50 mg.	16-0645	Terrell	Cab 1-2	Timothy Fresh (deceased)	n/a	n/a	Closed	Destroy
3733	Daily pill dispenser w/ medication	16-0645	Terrell	Cab 1-2	Timothy Fresh (deceased)	n/a	n/a	Closed	Destroy
3735	Plastic cup	16-0645	Terrell	Cab 1-2	Timothy Fresh (deceased)	n/a	n/a	Closed	Destroy
3736	Vial w/ alcohol sample	16-0655	S. Sikora	F-2	Madison Pearing	Area 1	C8B1600483	Closed	Destroy
3738	Three B rubber catheter/unk. substance	16-0645	Terrell	Cab 1-2	Madison Pearing	Area 1	C8B1600483	Closed	Destroy
3739	R. Bl w/ assorted pills - James Williams'	16-0645	Terrell	Cab 1-2	Timothy Fresh (deceased)	n/a	n/a	Closed	Destroy
3740	Plastic cup	16-0653	S. Sikora	F-2	Juliana Swain	Area 1	n/a	Closed	Destroy
3741	Vial w/ alcohol sample	16-0653	S. Sikora	F-2	Juliana Swain	Area 1	C8B1600485	Closed	Destroy
3742	Fake CT OL	16-0653	S. Sikora	F-2	Juliana Swain	Area 1	C8B1600485	Closed	Destroy
3744	Signed Mirra Warning	16-0605	Hardin	E-3	Brooks Sperry	Area 1	C8B1600890	Closed	Destroy
3745	Fake RI OL	16-0648	King	F-2	Brooks Sperry	Area 1	TBD1600890	Closed	Destroy
3747	Bud light pitcher and alcohol sample	16-0648	King	F-2	Maxwell Settle	Area 1	C8B1600899	Closed	Destroy
3748	Fake CT OL	16-0644	King	F-2	Maxwell Settle	Area 1	C8B1600899	Closed	Destroy
3749	Non-pitcher and alcohol sample in vial	16-0644	King	F-2	John Igel	Area 1	TBD1600907	Closed	Destroy
3750	Four white pills ("OH 4")	16-0655	Hardin	Cab 1-3	John Igel	Area 1	TBD1600907	Closed	Destroy
3754	Alcohol sample in vial	16-0658	S. Sikora	Cab 1-3	Brooks Sperry	Area 1	TBD1600890	Closed	Destroy
3755	Four glass vials w/ MJ residue	16-0658	S. Sikora	Cab 1-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3756	Four glass vials w/ MJ residue	16-0658	S. Sikora	Cab 1-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3757	White oval pill	16-0658	S. Sikora	Cab 1-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3759	Vial w/ imprinted head	16-0658	S. Sikora	Cab 1-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3761	Black metal printer w/MJ residue	16-0668	S. Sikora	Cab 1-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3763	Orange ladder notebook	16-0668	S. Sikora	Cab 1-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3764	Maroon glass pipe w/ MJ residue	16-0668	S. Sikora	Cab 1-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3765	Alcohol sample in vial	16-0705	Price	E-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3777	Fake CT OL, LEAD5 printout	16-0705	Price	E-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3778	Alcohol sample in vial	16-0705	Price	E-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3779	Kryptonite light beer can	16-0705	Price	E-3	Brooks Sperry	Area 1	C8B1600481A/B/C	Closed	Destroy
3780	Fake KY OL	16-0711	Hayes	E-3	Brooks Sperry	Area 1	TBD1600922	Closed	Destroy

37381	Fake SC OL, LEADS pinstock, Miranda card	16-07319	Price	Cab 1-2	Danica Washington	Area 1	n/a	Sealed	Destroy
37382	075 on MJ	16-07356	Hayes	Cab 1-2	Taylor Kern	Area 1	CRB1600567A	Closed	Destroy
37383	MJ evidence	16-07356	Hayes	Cab 1-2	Taylor Kern	Area 1	CRB1600567A	Closed	Destroy
37384	Pipe w/ MJ residue	16-07356	Hayes	Cab 1-2	Taylor Kern	Area 1	CRB1600567A	Closed	Destroy
37385	Bud Light can; sample to NWPLCL	16-06509	Ledermeyer	F-2	Thomas Sowers	Area 1	CRB1600493	Closed	Destroy
37386	Alcohol sample in vial	16-07054	Ledermeyer	F-2	Shane McCracken	Area 1	CRB1600514	Closed	Destroy
37387	Natural Light can; sample to NWPLCL	16-06688	S. Sierra	F-2	Shane McCracken	Area 1	CRB1600514	Closed	Destroy
37388	Plastic cup	16-06688	S. Sierra	F-2	Jacob Mullert	Area 1	CRB1600513	Closed	Destroy
37389	Alcohol sample in vial	16-07000	S. Sierra	F-2	Jacob Mullert	Area 1	CRB1600504	Closed	Destroy
37390	Alcohol sample in vial	16-07000	S. Sierra	F-2	Seriah Wells	Area 1	CRB1600504	Closed	Destroy
37391	Fake PA	16-07000	S. Sierra	F-2	Seriah Wells	Area 1	CRB1600504	Closed	Destroy
37392	Plastic beer shifter/cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37393	Plastic beer shifter/cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37394	Alcohol sample in vial	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37395	Alcohol sample in vial	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37396	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37397	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37398	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37399	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37400	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37401	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37402	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37403	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37404	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37405	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37406	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37407	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37408	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37409	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37410	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37411	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37412	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37413	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37414	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37415	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37416	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37417	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37418	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37419	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37420	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37421	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37422	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37423	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37424	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37425	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37426	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37427	Plastic cup	16-06095	S. Sierra	F-2	Clara Garmen	Area 1	CRB1600504	Closed	Destroy
37428	Alcohol sample in vial	16-06843	S. Sierra	F-2	Peggy Brown	Area 1	CRB1600255	Closed	Destroy
37429	Fake IL OL	16-08833	Huff	C-3	Jeremy Glaszoff	Area 1	TRD1601068	Closed	Destroy
37430	Orange and white wristband	16-08833	Huff	C-3	Jeremy Glaszoff	Area 1	TRD1601068	Closed	Destroy
37431	Plastic cup	16-08842	S. Sierra	C-3	Diego Sepulveda-Aguirre	Area 1	n/a	Sealed	Destroy
37432	Alcohol sample in vial	16-08842	S. Sierra	C-3	Diego Sepulveda-Aguirre	Area 1	n/a	Sealed	Destroy
37433	National Identification card--Spain	16-08842	S. Sierra	C-3	Diego Sepulveda-Aguirre	Area 1	n/a	Sealed	Destroy
37434	Plastic cup	16-08844	S. Sierra	F-2	Evan Krueger	Area 1	TRD1601094	Closed	Destroy
37435	Alcohol sample in vial	16-08844	S. Sierra	F-2	Evan Krueger	Area 1	TRD1601094	Closed	Destroy
37436	Fake PA OL	16-08844	S. Sierra	F-2	Evan Krueger	Area 1	TRD1601094	Closed	Destroy
37437	Plastic bottle w/ alcohol sample in vial	16-09946	King	F-2	Kenneth Sherry	Area 1	CRB1600643C	Closed	Destroy
37438	Fake IL OL	16-09335	Hayes	C-3	John Schatzinger	Area 1	CRB1600559A	Closed	Destroy
37439	Green leafy vegetation admitted as MJ	16-09355	Dorson	Cab 1-1	John Groom	Area 1	CRB1600560	Closed	Destroy
37440	Yellowed century plant	16-09355	Dorson	Cab 1-1	John Groom	Area 1	CRB1600560	Closed	Destroy
37441	Black knife, crime borders	16-09554	Quinn	Cab 1-1	John Groom	Area 1	CRB1600564	Closed	Destroy
37442	Black knife, crime borders	16-09554	Quinn	Cab 1-1	John Groom	Area 1	CRB1600564	Closed	Destroy
37443	NY BMV Document	12-2027	Squibb	C-3	Michael A. Hamblin	Area 2	CRB88000613	Closed	Destroy
37444	451 duty round and casing	12-2074	Feeling	B-3	Owner unknown/unlabeled	n/a	n/a	n/a	Destroy
37445	Power cord for X-box	12-2804	n/a	A-2	Department Involuntary-AQ	n/a	n/a	n/a	Destroy
37446	Fake OH OL	09-05121	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37447	Fake OH OL	09-06713	S. Sierra	G-3	Jonathan Clancy	Common Pleas	n/a	Sealed	Destroy
37448	Fake OH OL	09-06713	S. Sierra	G-3	Katherine Bassolino	Common Pleas	n/a	Sealed	Destroy
37449	Fake OH OL	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37450	Fake MA ID Katherine Bassolino	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37451	11 Alfa Romeo	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37452	Assorted business cards and coupons	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37453	Assorted colors worthards, lock pick tool	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37454	Black meter dash box	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37455	Canon video camera	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37456	Swimlane State of Ohio walk for OL	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37457	Swimlane State of Ohio walk for OL	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37458	Fake NY OL	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37459	Fake OH OL	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy
37460	Fake OH OL	09-07880	S. Sierra	G-3	Ronald Ashton III	Common Pleas	CR2009050817	Sealed	Destroy

[illegible]

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: October 4, 2016

Kim Newton

Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

September 29, 2016

Date Prepared

Agenda Title:

Report regarding the September 28, 2016 Civil Service Commission Regular Meeting.

Recommendation:

Discussion: The Civil Service Commission held a regular meeting on Wednesday, September 28, 2016. Those members present were: Karen Martino, Chair; Brian Martin, Greg Smith and Bill Brewer. James Burchyett, Vice-Chair was excused.

Candi Turpin, Human Resources Director and Kim Newton, Recording Secretary were in attendance for the City of Oxford. Geoff Robinson, Lieutenant, was also in attendance.

The Commission reviewed and approved the protocol for the Dispatcher/Clerk position. The Commission also reviewed and approved the retirement of the current Police Officer Eligibility list as well as the Police Department's protocol for the Police Officer position.

The next Civil Service Commission meeting is scheduled for Wednesday, November 30, 2016 at 5:30 p.m.

Approved By:

Initial Date

Department Head:

City Manager:

CNF 9/30/16
DRE 9/30/16