



Agenda

Oxford City Council

Court House

TUESDAY, OCTOBER 6, 2020

EXECUTIVE SESSION

None.

This meeting is being conducted in accordance with Sub. H.B. 197 and the guidelines set forth by the Ohio Dept. of Health

1. Roll Call. Mike Smith, Mayor; William Snively, Vice-Mayor; David Prytherch; Jason Bracken; Chantel Raghu; Glenn Ellerbe; Edna Southard

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

- A. Update – Local Covid-19 Response. (Doug Elliott, City Manager)
- B. Update – Proposal by Black Lives Matter – Oxford. (Jessica Greene, Assistant City Manager)
- C. Public Comments.

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

4. Consent Agenda.

- A. Minutes of the September 15, 2020 City Council Work Session. (Mary Ann Eaton, Clerk of Council) pg5



Minutes

- B. Minutes of the September 15, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council) pg8



Minutes

- C. Minutes of the September 21, 2020 City Council CIP Work Session. (Mary Ann Eaton, Clerk of Council) pg27



Minutes

- D. Report regarding the September 3, 2020 Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director) pg29



Report

- E. Report regarding the September 16, 2020 Board of Zoning Appeals Meeting. (Sam Perry, Community Development Director) pg31



Report

5. Resolutions.

- 1. A Resolution authorizing the donation of twenty five thousand dollars (\$25,000.00) to People United for Self Help (PUSH) as a sub-recipient of Federal CARES Act funds to

assist with emergency and critical home repairs for low-income homeowners. (Jessica Green, Assistant City Manager) pg33



Staff Report/Resolution

2. A Resolution authorizing the donation of forty one thousand six hundred dollars (\$41,600.00) to Oxford Seniors as a sub-recipient of Federal CARES Act funds to assist with Covid-19 testing, and the purchase of air cleansing equipment, automatic doors, and Adult Day Care personal protection equipment. (Jessica Greene, Assistant City Manager) pg44



Staff Report/Resolution

3. A Resolution authorizing the donation of seven thousand eight hundred forty dollars (\$7,840.00) to Age Friendly Oxford as a sub-recipient of Federal CARES Act funds to assist with communication regarding public health efforts via a mailed newsletter to elderly residents. (Jessica Greene, Assistant City Manager) pg46



Staff Report/Resolution

4. A Resolution authorizing the donation of ten thousand dollars (\$10,000.00) to the Oxford Chamber of Commerce as a sub-recipient of Federal CARES Act funds which shall be used to reimburse businesses for Covid-19 expenses. (Jessica Greene, Assistant City Manager) pg48



Staff Report/Resolution

5. A Resolution authorizing the donation of thirty five thousand dollars (\$35,000.00) to Enjoy Oxford as a sub-recipient of Federal CARES Act funds to assist with creating a winter marketing campaign to engage residents and visitors with local businesses and attractions. (Jessica Greene, Assistant City Manager) pg50



Staff Report/Resolution

6. A Resolution authorizing the expenditure of nine hundred thirty eight thousand one hundred eighty six dollars (\$938,186.00) of Federal CARES Act funds which shall be used for public health upgrades, economic sustainability programs, and educational supports within the City as set forth on Exhibit "A" attached hereto. (Jessica Greene, Assistant City Manager) pg52



Staff Report/Resolution

7. A Resolution establishing a Naming Review Committee per Chapter 149 of the Oxford Codified Ordinances Entitled Facility Naming and/or Renaming to provide recommendations to City Council for naming or renaming a street after the late Mr. Mike Davis, Treasurer/CFO, of the Talawanda School District. (Mike Smith, Mayor) pg55



Staff Report/Resolution

8. A Resolution authorizing the City Manager to submit eligible projects to the Butler County Board of Commissioners for the 2021 Community Development Block Grant Program (CDBG) year application. (Mike Dreisbach, Service Director) pg57



Staff Report/Resolution

9. A Resolution of Council supporting the submission of a grant application for Ohio Public Works Commission Issue 1 funds to be used for the design and reconstruction of Main Street (SR732) between High Street (US27) and Park Place. (Mike Dreisbach, Service Director) pg70



Staff Report/Resolution

6. Ordinances.

A. First Reading.

1. An Ordinance Approving A Conditional Use Permit Application To Allow An Existing Detached Garage Structure At 305 N. Main Street To Be Used As An Accessory Dwelling Unit (ADU) In The R-3MS Single, Two, And Three Family Mile Square Residential District With Conditions. (Sam Perry, Community Development Director) pg79



Staff Report/Ordinance

2. An Ordinance Repealing Oxford Codified Ordinance Section 931.13 Entitled Charges, And Adopting New Oxford Codified Ordinance Section 931.13 Entitled Charges. (Doug Elliott, City Manager) pg109



Staff Report/Ordinance

3. An Ordinance Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin, Finance Director) pg112



Staff Report/Ordinance

B. Second Reading.

1. An Ordinance Approving The Final Dedication And Easement Plat For Lake Forest Drive In The City Of Oxford. (Sam Perry, Community Development Director) pg114



Staff Report/Ordinance

7. A. Announcements & Communications.

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

2. Future Meetings.

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

THUR – Oct 8 Recreation Board Meeting 11:30 a.m.

FRI - Oct 9 Student Community Relations Commission Meeting 3:00 p.m.

TUES - Oct 13 Public Arts Commission of Oxford Meeting 4:30 p.m.

TUES – Oct 13 Planning Commission Meeting Canceled

WED - Oct 14 Historic & Architectural Preservation Commission Meeting 6:15 p.m.

MON - Oct 19 Housing Advisory Commission Meeting 1:30 p.m.

TUES – Oct 20 City Council Meeting 7:30 p.m.

WED - Oct 21 Board of Zoning Appeals Meeting 6:30 p.m.

FRI - Oct 23 Student Community Relations Commission Meeting 3:00 p.m.

8. Adjourn.

A virtual meeting of the Oxford City Council was called to order by Mayor Mike Smith on Tuesday, September 15, 2020 at 7:30 p.m. Members participating were Jason Bracken, Glenn Ellerbe, David Prytherch, Chantel Raghu, William Snavely and Edna Southard.

Staff members participating were: Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Joe Newlin, Finance Director; Mr. Sam Perry, Community Development Director; Mr. Mike Dreisbach, Service Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Geoff Robinson, Police Lieutenant; Ms. Lara Fenning, Police Lieutenant; Mr. Chris Conard, Law Director; and Ms. Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Ms. Southard moved to approve the agenda. Mr. Snavely seconded. The motion passed by the following roll call:

AYE: Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

PUBLIC PARTICIPATION

PROCLAMATION

“HISPANIC HERITAGE MONTH”

Mayor Smith read the Proclamation designating September 15, 2020 through October 15, 2020 “National Hispanic Heritage Month”.

Ms. Jacqueline Rioja Velarde, Miami University, (spoke after Ms. Bailer) thanked Council for the Proclamation celebrating this special month noting she appreciates everything Council has done for the celebration for so long. Ms. Rioja Velarde advised she felt it was important at times like these to still give people an opportunity to celebrate even through virtual meetings. Ms. Rioja Velarde thanked the City of Oxford and Enjoy Oxford noting Enjoy Oxford has been so important in the organization of this event. Ms. Rioja Velarde thanked community members and organizations for their contributions to the event including the NAACP, the League of Women Voters, the Oxford Community Arts Center and different departments at Miami University. Ms. Rioja Velarde noted Latinos and Hispanics in the United States are increasing significantly noting in Ohio they make up approximately 4% of the population. Ms. Rioja Velarde advised Latinos and Hispanics are strong and provide contributions to their communities and to society. Ms. Rioja Velarde thanked Council for everything they do for the community.

DISCUSSION

COMMUNITY COVID UPDATE

Ms. Jenny Bailer, Butler County Health Commissioner, advised the number of Covid-19 cases at Miami University were trending downward averaging approximately 25 cases per day. Ms. Bailer noted the university averaged several hundred per day at the end of August. Ms. Bailer advised in terms of cases in the Oxford area in the 45056 zip code there has been 124 cases total since March. Ms. Bailer noted there were 124 cases in the 45056 zip code compared to 25 per day among Miami students currently. Ms. Bailer advised the best news was that there have been no hospitalizations and no complications that she knows of for any of the students who have contracted covid. Ms. Bailer noted she was asked to comment on testing options in Oxford and advised there were four quadrants, which included uninsured, insured, symptomatic and asymptomatic people. Ms. Bailer noted the biggest need was testing for symptomatic people with no health insurance and advised those were the most vulnerable people and people that are most likely to butt up against university students in bars or restaurants or other service fields where the spread of covid might happen. Ms. Bailer advised that was concerning to her as she wanted those people to have testing available to them should they need it. Ms. Bailer noted there had been 3 outbreaks in Oxford restaurants and bars that she knows of which are places she could see the disease jump from Miami students into the townspeople. Ms. Bailer advised bars, restaurants and the Farmers Market were concerning areas to her. Ms. Bailer noted testing for bar and restaurant workers with no insurance was not very prevalent and suggested CARES Act funding be provided for that testing. Ms. Bailer noted five of her staff will visit Oxford restaurants and bars tomorrow to see what they have in place to prevent the spread of covid and offer suggestions to bar and restaurant owners as to things they might do to decrease the spread of covid. Ms. Bailer asked Council to consider extending the mask order already in place to be inside as well as outside unless someone was exercising or walking with a family member or someone they share a home with. Ms. Bailer noted many groups of people were out in public and not social distancing appropriately.

Mr. Prytherch thanked Ms. Bailer for joining the meeting this evening noting when he requested this to be an agenda item the trends were very scary and advised he was encouraged that even with increased testing it seemed things are turning a corner although Butler County was still right up there in Ohio. Mr. Prytherch noted he was concerned Oxford was heading in the direction of a stay at home order. Mr. Prytherch inquired where Ms. Bailer felt the risk was going to be for covid to reach the more vulnerable population in the community. Ms. Bailer advised she felt she prioritized those already and noted the spread among students was happening inside houses and at house parties. Ms. Bailer advised because those have been mild infections they are concerning but her real concern is about the more vulnerable population. Ms. Bailer noted the places she sees the spread potentially happening is at bars, restaurants, the Farmers Market and other group gatherings.

Mr. Bracken thanked Ms. Bailer for joining the meeting and inquired if she expected the numbers to keep going down noting concern with the upcoming flu season and more students are moving into town. Ms. Bailer noted she felt Oxford was nowhere out of the woods yet with 5,000 more students moving to Oxford, heading into winter, heading into flu season and without a vaccine it was not a rosy picture.

Mr. Bracken advised he appreciated Ms. Bailer's recommendation to augment the City's mask order to include what she mentioned. Mr. Bracken noted students might be going home to their families and extended families for Thanksgiving and Christmas and inquired if Ms. Bailer thought students should be tested prior to leaving to prevent the nation from being affected by Oxford's situation. Ms. Bailer agreed that was a risk and noted testing prior to leaving Oxford was a new idea she would take into consideration.

Ms. Raghu advised she felt anything Council can do to make things happen outside such as the Farmers Market was important in the effort to stop the spread and inquired why that specific event was a concern for Ms. Bailer. Ms. Bailer advised what she observed at the Farmers Market is there is a lot of close contact noting part of the reason for going to the Farmers Market was to get produce but the other part of it is to socialize. Ms. Bailer advised it was cultivating community and people hang out and chat in close proximity. Ms. Bailer noted there is a lot more interaction there than passing people randomly in the Kroger isle.

Ms. Southard advised she knew Ms. Bailer has had many conversations with City and Miami University staff. Ms. Southard noted many citizens are very concerned about what actions can be done. Ms. Southard inquired if there was anything else Council should do or citizens should do noting everyone feels terribly helpless and vulnerable and could use some guidance. Ms. Bailer advised she wished she had a whole list of things she could tell people to do and make it go away although the science tells us there are three important things to do, which are masking, staying apart from each other and cleansing hands. Ms. Bailer noted those things have been true and will remain true and advised they are not things City Council can work on so much. Ms. Bailer noted she felt the biggest challenge in all of this is a communication challenge and getting people to buy-in to what has been said about the science of this disease. Ms. Bailer advised the best thing we can do is protect our vulnerable people and continue to look for ways to protect the townspeople, which is where she is trying to put her energy now. Ms. Bailer encouraged Council to hold public forums and hear from the people about what they think is important.

Mr. Prytherch advised in the spring Oxford had very little exposure locally yet was in total lockdown. Mr. Prytherch noted now the chances are one in ten people plus in town have covid yet Oxford is open for business. Mr. Prytherch advised he felt if it were March this would be a stay at home order condition yet it is not. Mr. Prytherch inquired how to live as a community over the long-term with community spread. Ms. Bailer advised in March we went into lockdown to try to prevent a surge on the healthcare system and we were successful in that. Ms. Bailer noted that is where we were headed and would have run out of ventilators and run out of ICU beds. Ms. Bailer advised we have tried to have a slow gradual opening and figure out a way to live with this disease and still not overwhelm the healthcare system. Ms. Bailer noted southwest Ohio was in good shape in that regard right now and advised she was on a call every Monday with the region of hospitals, public health and long-term care facilities to look at hospital capacity, ventilator capacity and ICU capacity. Ms. Bailer noted we do need to open enough to keep the economy going which was important and a part of health noting a strong economy is good for health. Ms. Bailer advised people need to feed their families, buy their medicines and pay their rent, which was all a part of health. Ms. Bailer noted she wants the economy to be open safely hence, the reason her sanitarians are coming to Oxford tomorrow to help with that.

Mr. Prytherch inquired if Council should encourage alternatives to people partying in their houses such as movies in the park or not. Ms. Bailer advised there was still an order in place that prohibits the meeting of ten people or more in person with certain exceptions.

Mayor Smith inquired if Ms. Bailer had any suggestions for “Trick or Treating”. Ms. Bailer advised the governor has promised to make a declaration about Halloween and she would not weigh-in since he is. Mayor Smith thanked Ms. Bailer noting Council appreciates everything she and her overwhelmed staff are doing. Mayor Smith encouraged Ms. Bailer and her staff to keep up the good work.

PUBLIC COMMENTS

Ms. Debbie Anderson, 3903 Harris Road, advised she would speak in support of the Oxford Police Department. Ms. Anderson thanked City Councilors for their service to the Oxford community. Ms. Anderson reminded each Councilor of their calling as a leader noting they were the highest local leaders in the community and the community chose them to lead. Ms. Anderson advised she has observed Councilors do not take their authority lightly noting she believed while Councilors have individual perspectives she felt they all want what is best for the community. Ms. Anderson encouraged Council not to advocate their authority to the demands of a group of unelected individuals. Ms. Anderson noted while she believed there were many lovely people putting demands on the Police Department she believed it was out of order. Ms. Anderson advised in order for organizations to adopt significant change she felt a needs assessment must be done. Ms. Anderson inquired if change was beneficial to all who are impacted, whether it was cost effective and if it caused damage just for the sake of creating change. Ms. Anderson noted she has not seen hard evidence that alternatives to policing are warranted in our City. Ms. Anderson advised change is always best if it is initiated by those who need to carry it out. Ms. Anderson noted demanding change of this already professional and self-improving Police Department in her mind is dictatorial leadership, which is never good. Ms. Anderson encouraged the Oxford leadership to soberly look at the issue of authority, to guard the resources of finances and manpower. Ms. Anderson inquired if a popular idea was worth losing or demoralizing a very fine professional police force. Ms. Anderson inquired if micromanaging the police force would eradicate every evil of every person’s heart in the City. Ms. Anderson noted justice and equality are of utmost importance and there are safeguards in place for rule breakers. Ms. Anderson referred to recent violence in other cities advised if businesses in town were destroyed due to lack of police or orders to stand down she would be very concerned. Ms. Anderson noted she did not know why Mayors of cities where there has been violence have not been sued for lack of their duty. Ms. Anderson advised she believed inadequate policing rests on the shoulders of those in authority. Ms. Anderson noted she believed the first priority of leadership is to uphold the safety of its citizens, businesses and institutions. Ms. Anderson read a comment she received from an Oxford school principal as follows: “In my time working with OPD I have found them incredibly aware of and respectful to the nature of students who are struggling with mental health issues. Our School Resource Officer was a social worker before becoming an officer. I have never interacted with an OPD officer where I felt they did not yield to our knowledge of a student and their specific needs. OPD’s support to us over the years has lead to a number of students receiving additional help and resources”.

Ms. Anderson advised she collected 180 additional petitions turned into Council today in support of the Oxford Police Department and of their complete funding.

Ms. Brandon Humphrey, 609 Ogden Court, thanked Council for hearing the voices of the community and specifically for considering the proposals made by Black Lives Matter – Oxford. Mr. Humphrey noted at the last Council meeting the Chair of the PCR&RC, Pat Meade, recommended to City Council that OPD be given up to six months to produce comprehensive data on field contacts inclusive of pedestrian stops including the reason for the stops. Mr. Humphrey advised he would like clarification from Council as whether that is something Chief Jones has been formally asked to comply with and if it not he asks it be added as a discussion item on the agenda for the next City Council meeting. Mr. Humphrey noted Mr. Meade mentioned Black Lives Matter’s proposal to remove barriers to reporting by requiring police officers to hand out business cards with instructions for how to file a complaint with the PCR&RC. Mr. Humphrey advised he understood the PCR&RC did not make a formal recommendation about that proposal because efforts are already being made to remove some barriers to reporting and asked that the business card proposal as written also be added as a discussion item on the agenda for the next City Council meeting. Mr. Humphrey mentioned he was happy to be representing Black Lives Matter – Oxford at the next PCR&RC meeting where he will talk about potentially creating a task force to assess the needs of the community to address the third proposal made by Black Lives Matter.

CONSENT AGENDA

Minutes of the September 1, 2020 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the September 1, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Report regarding the August 11, 2020 Planning Commission Meeting. (Sam Perry, Community Development Director)

Report regarding the September 2, 2020 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Report regarding the September 8, 2020 Planning Commission Meeting. (Sam Perry, Community Development Director)

Mr. Snavelly moved to approve the consent agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
PURCHASE AGREEMENT

A Resolution No. 7209 of Oxford City Council authorizing the City Manager to develop a purchase agreement for the sale of a portion of City owned real property located on the west side of Oxford Reily Road in the City of Oxford known as “Western Knolls”. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the City owns 47 acres on the west side of Oxford Reily Road noting in July Council authorized the City Manager to advertise for bids for that property or a portion thereof. Mr. Dreisbach advised staff established a minimum of 5 acres for any bid at a minimum price of \$23,000 per acre. Mr. Dreisbach noted staff developed specifications for the request for proposals, which included the City’s current Land Use Guidelines, Environmental and Economic Objectives as well as design expectations for a firm to develop some or all of the land. Mr. Dreisbach advised the RFP also included the City document known as Western Knolls Design Charrette to give potential bidders an idea of the City’s expectations for this land. Mr. Dreisbach noted one proposal was opened on August 28 from the Model Group representing Episcopal Retirements Services as well as Oxford Senior Citizens, Inc. Mr. Dreisbach shared his screen with everyone and described the proposal to purchase 7 acres at \$25,000 per acre for the development of apartments to serve the needs of seniors 55 and older making 60% or less of area median income. Mr. Dreisbach noted the second phase of the proposal was to purchase 3 acres for use by Oxford Senior Citizens, Inc. at \$25,000 per acre. Mr. Dreisbach advised the sanitary sewer capacity will be increased and extended to the property at the expense of the City during the summer of 2021. Mr. Dreisbach noted the proposal meets the guidelines set forth in the RFP and meets various objectives of the Comprehensive Plan. Mr. Dreisbach advised staff was asking for Council’s approval for the City Manager to develop a purchase agreement with the Model Group. Mr. Dreisbach noted if approved, an Ordinance would come before Council in the future allowing the sale of the property.

Mr. Kevin McKeehan, 2126 Dana Drive, referred to the Design Charrette for the property in question and advised he felt Sunshine Laws were nearly violated which threw him off the deep end because everyone knows better. Mr. McKeehan noted it felt like it was done not to include Western Knolls community members. Mr. McKeehan advised this land was a ‘hot button’ twenty plus years ago and it continues to be a ‘hot button’. Mr. McKeehan noted communication is very important which was part of the problem 20 years ago and advised he could easily see it being a problem now. Mr. McKeehan suggested asking the potential buyer to assist with upgrading the sanitary sewer as has been done for other developments.

Mr. Arron Abbott, 151 Ryan Drive, echoed the concerns of Mr. McKeehan noting he felt more transparency and input from neighbors was needed moving forward. Mr. Abbott noted his hope a thorough financial vetting of the organization purchasing the property was done. Mr. Abbott suggested moving the Adult Day Care Center into the Oxford Seniors building once it was vacated.

Mr. Elliott addressed the comments from Mr. McKeehan and Mr. Abbott.

Ms. Shaunna Tafelski, 2114 Dana Drive, echoed Mr. McKeehan's comments and advised she new noting about the design Charrette meetings and such. Ms. Tafelski advised the neighbors were very concerned with what gets developed there noting she wants to see some quality items going and the neighbors are concerned about their children and whether there will be a buffer. Mr. Tafelski encouraged Council and staff to involve the community members who live in the abutting neighborhood who have great concerns.

Mr. Snavely advised some people in the Charrette were from the neighborhood and assured everyone that Council wanted to protect the integrity of the neighborhood and advised there would be some sort of buffer between the two. Mr. Snavely noted this particular development as submitted is very similar to one or more of the proposals from the Charrette and he felt it made sense. Mr. Snavely advised he was not in favor of a cul-de-sac and would rather see connectivity. Mr. Snavely noted once developed he felt other developers would see it was a place for them.

Mr. Prytherch noted he was excited the City was at this point as the property has sat vacant for too long. Mr. Prytherch advised he was happy community planning was done to come up with a vision and that people are responding to it. Mr. Prytherch noted all that was being agreed upon right now was for the City to enter into the process of developing a purchase agreement. Mr. Prytherch advised there would be multiple steps ahead in this process noting his hope everything would be as transparent as possible.

Ms. Southard noted she felt this meets the needs that have been identified for more fairly low income senior housing. Ms. Southard noted what has been presented is not enormous as it would use a small section of the 47 acres. Ms. Southard advised she has already heard concerns from neighbors about the green spaces although she was confident the Planning Commission will take that into account. Ms. Southard noted Council recently adopted tree Ordinances that will apply to this development.

Ms. Southard moved to adopt Resolution No. 7209. Mr. Snavely seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
CONTRACT WITH
IPS GROUP, INC

A Resolution No. 7210 authorizing the City Manager to enter into a contract with IPS Group, Inc. for the purchase of four (4) pay station multi-space Smart Meters and specified associated equipment, software, and installation at National Cooperative Purchasing Alliance contract pricing at a cost not to exceed \$29,110.20. (John Jones, Police Chief)

Lt. Fenning advised the smart meter trial for single space smart meters in the 0 block of E. High Street and for two multi-space meters in Lot 52 went into effect in January 2020. Lt. Fenning noted staff proposes to move forward with the purchase of the two multi-space smart meters in Lot 52 and recommends the purchase of two additional multi-space smart meters to replace the aging single space meters in the parking garage. Lt. Fenning advised she felt these purchases would be beneficial to the public as well as the City and offered to answer any questions.

Ms. Raghu noted concern there was redundancy between smart meters and the Automatic License Plate Readers already in use. Lt. Robinson advised he felt it was complimentary technology as the software solutions integrate with one another. Lt. Robinson noted while there will be pay stations in Lot 52 and in the parking garage people will be able to use phone apps or log into their phone and pay the meter through their phone app. Lt. Robinson advised the Parking Attendants can drive the ALPR vehicle through a lot and be able to tell who has paid for a station or a parking space without actually going to the pay station. Lt. Robinson noted it will also integrate with the app technology so they can see a space has been rented and no ticket is necessary.

Mr. Prytherch advised the Parking and Transportation Advisory Board met earlier in the week and noted it was great to learn about the big picture strategy OPD has for parking. Mr. Prytherch advised the City had different needs in different places and OPD has different technologies to serve those.

Mr. Snavely noted he was a fan of this technology and advised he sees it all over in his travels. Mr. Snavely noted concern with making the parking fees too high and having an empty parking garage.

Ms. Southard inquired if smart meters could be moved if necessary and Lt. Fenning advised yes.

Mr. Snavely moved to adopt Resolution No.7210 Mr. Prytherch seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
CARES ACT FUNDING (TOPSS)

A Resolution No. 7211 authorizing the donation of forty two thousand dollars (\$42,000.00) to Talawanda Oxford Pantry & Social Services (TOPSS) as a sub-recipient of Federal CARES Act funds to assist with the purchase of a mobile food pantry to serve those in need within the Talawanda School District. (Jessica Greene, Assistant City Manager)

Ms. Greene advised at the last meeting Council narrowed down basic needs, educational supports and public health initiatives that could be funded by the City's CARES Act allocation. Ms. Greene noted she invited Ms. Ann Fuehrer to speak on behalf of Talawanda Oxford Pantry and Social Services (TOPSS) and answer any questions from Council.

Ms. Ann Fuehrer, described the operations of TOPSS and how the pandemic has caused many obstacles. Ms. Fuehrer advised she was thrilled TOPSS now has an opportunity to take advantage of the CARES Act funds to allow them to move in a new creative direction in serving their customers in the future with a mobile food pantry.

Ms. Raghu thanked Ms. Fuehrer for addressing Council noting she thought it was awesome to have a mobile way to make sure TOPSS can bring food towards people so they do not have to leave their home especially as things might get worse with Covid-19.

Mr. Snavelly moved to adopt Resolution No. 7211. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
CARES ACT FUNDING (FRC)

A Resolution No. 7212 authorizing the donation of one hundred forty two thousand dollars (\$142,000.00) to the Family Resource Center as a sub-recipient of Federal CARES Act funds which shall be used for emergency financial assistance for housing and utilities, cold shelters, transportation needs, client eviction history and credit repair, child care and education support services for those in need within the Oxford/Talawanda School District community. (Jessica Greene, Assistant City Manager)

Ms. Greene noted the proposed Resolution was in relation to the CARES Act funding for the Family Resource Center under the areas of basic needs and educational assistance. Ms. Greene advised she invited Mr. Brad Hoblitzell to share a few words about his proposal.

Mr. Brad Hoblitzell, thanked Council for everything they do for the community. Mr. Hoblitzell noted the Family Resource Center was thankful to be a part of what the City is doing with the CARES Act funding. Mr. Hoblitzell discussed his funding request as presented on page 68 of Council's packet and addressed questions and comments from Council.

Mr. Prytherch thanked all of the community partners who submitted CARES Act funding applications noting this was taxpayer dollars from everyone in the United States. Mr. Prytherch advised the City was the pass-through and he was happy Council could act in that role.

Mr. Prytherch thanked the community partners for all the work it will take to use these dollars.

Ms. Southard thanked all of the community partners, their boards and all of the volunteers who are doing this work of making it possible to sustain the community. Ms. Southard advised she was glad to have this taxpayer money available to help those who are most vulnerable.

Mr. Snavley moved to adopt Resolution No. 7212. Mr. Prytherch seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

Mayor Smith advised Directors of each organization the City is awarding CARES Act funds to were available to speak and noted in the interest of time perhaps they only answer questions during Council discussion if Council has any.

RESOLUTION
CARES ACT FUNDING (TSD)

A Resolution No. 7213 authorizing the donation of sixteen thousand dollars (\$16,000.00) to the Talawanda School District as a sub-recipient of Federal CARES Act funds which shall be used for technology to allow for remote schooling. (Jessica Greene, Assistant City Manager)

Ms. Greene advised the funds to allocate were under the category of Educational Support and will be used for the purchase of mobile hotspots and extra laptops for remote learning.

Ms. Shaunna Tafelski, advised she appreciated on behalf of the Talawanda School District Council's consideration of awarding these funds. Ms. Tafelski noted the school district will receive their own CARES Act money and this support will go a long way in helping with remote learning.

Mr. Prytherch moved to adopt Resolution No. 7213. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
CARES ACT FUNDING (OCAC)

A Resolution No. 7214 authorizing the donation of fourteen thousand seventeen dollars (\$14,017.00) to the Oxford Community Arts Center as a sub-recipient of Federal CARES Act funds which shall be used to provide free tuition for virtual music and art lessons and the live stream equipment to host them. (Jessica Greene, Assistant City Manager)

Ms. Green advised Ms. Caroline Croswell was available to answer questions if needed.

There were no comments from the public or from Council.

Mr. Prytherch moved to adopt Resolution No. 7214. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
CARES ACT FUNDING (BBH)

A Resolution No. 7215 authorizing the donation of twenty thousand dollars (\$20,000.00) to Butler Behavioral Health Services as a sub-recipient of Federal CARES Act funds which shall be used to provide expanded mental health counseling to one hundred people within the Oxford community. (Jessica Greene, Assistant City Manager)

Ms. Green advised Mr. Randy Allman was available to answer questions if needed.

Mr. Randy Allman, advised the funds would provide mental healthcare for up to 100 people in the community. Mr. Allman noted one in five individuals experience mental health concerns and advised their target would be business owners, Talawanda educators and staff and other essential community workers.

Mr. Prytherch noted he felt there were many ways in which pandemic hurts people and advised mental health issues and the need for connection to culture as indicated in the previous agenda item are important and he was glad Council was helping people get through a difficult time.

Ms. Raghu inquired if business owners and educators were only part of the demographic to receive the mental health services. Mr. Allman advised the target audience would be those who are struggling with the changes we have all had to make.

Mr. Bracken noted the more needs based it can be and the more open it can be to anyone who needs it at this time the better.

Mr. Snavelly moved to adopt Resolution No. 7215. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
CARES ACT FUNDING (OXFORD SENIORS)

A Resolution No. 7216 authorizing the donation of forty six thousand five hundred dollars (\$46,500.00) to Oxford Seniors as a sub-recipient of Federal CARES Act funds which shall be used for public health and technology upgrades within the Senior Center and transportation for seniors within the Oxford community. (Jessica Greene, Assistant City Manager)

Ms. Greene advised Mr. Steve Schnabl was available to answer questions if needed.

Mr. Steve Schnabl, advised some of the \$46,500 will be invested in the Senior Center building which is owned by the City. Mr. Schnabl noted in moving forward he has found prices from their estimates have increased. Mr. Schnabl advised although he submitted information to Ms. Greene late last week about opportunities that could be helpful to Oxford Seniors those were not considered in the third round of funding. Mr. Schnabl asked for further consideration of some of those items as Oxford Seniors must move forward under state regulations that are now required for Senior Centers and Adult Day Services to reopen.

Mr. Snavelly moved to adopt Resolution No. 7216. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
CARES ACT EXPENDITURES

A Resolution No. 7217 authorizing the expenditure of twenty six thousand six hundred dollars (\$26,600.00) of federal CARES Act funds, which shall be used for public health upgrades within the City of Oxford as set forth on Exhibit "A" attached hereto. (Jessica Greene, Assistant City Manager)

Ms. Greene advised these funds are for the City for CARES response and include water bottle filling stations, intermural programming facilities and additional cleaning of restrooms in City owned parks.

There were no comments from the public.

Mr. Snavelly moved to adopt Resolution No. 7217. Mr. Prytherch seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
FIRST READING
FINAL PLAT

An Ordinance Approving The Final Dedication And Easement Plat For Lake Forest Drive In The City Of Oxford. (Sam Perry, Community Development Director)

Mr. Perry advised the above referenced plat is located in the area of US27 S and Southpointe Parkway and will allow the land to be dedicated for public use. Mr. Perry noted he found the plat is consistent with the Preliminary Planned Development that was originally approved in 2004 before the land was annexed. Mr. Perry advised the proposed Ordinance dedicates the right-of-way and approves the proposed street name.

There were no comments from the public.

Mr. Prytherch inquired if 60 ft. was sufficient width should pedestrian or bicycle infrastructure be added adjacent to the street and Mr. Perry advised yes.

ORDINANCES
SECOND READING

ORDINANCE
NEW SECTION 1141.01(c)

An Ordinance No. 3582 Repealing Oxford Codified Ordinance Section 1141.01(c) Entitled Accessory Use Provisions For All Zoning Districts In Chapter 1141 Entitled Accessory, Temporary, Supplemental And Environmental Regulations And Adopting New Oxford Codified Ordinance Section 1141.01(c) Entitled Accessory Use Provisions For All Zoning Districts In Chapter 1141 Entitled Accessory, Temporary, Supplemental And Environmental Regulations. (Sam Perry, Community Development Director)

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavelly moved to adopt Ordinance No. 3582. Mr. Prytherch seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW SECTIONS IN CHAPTER 1143

An Ordinance No. 3583 Repealing Oxford Codified Ordinance Sections 1143.01(b)(1), 1143.02(b)(1), 1143.03(b)(1), 1143.04(b)(1), 1143.05(b)(1), 1143.06(b)(1), 1143.065(b)(1), 1143.07(b)(1), 1143.09(b)(1) And 1143.15(b)(1) All Entitled Permitted Uses In Chapter 1143 Entitled Districts And Adopting New Oxford Codified Ordinance Sections 1143.01(b)(1), 1143.02(b)(1), 1143.03(b)(1), 1143.04(b)(1), 1143.05(b)(1), 1143.06(b)(1), 1143.065(b)(1), 1143.07(b)(1),

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance and noted Dr. Mark Trumblay who assisted with this project in partnership with Miami University was in the virtual audience if there were any data type questions.

There were no comments from the public.

Mr. Prytherch advised this was the end of a very long road that has engaged many people and taken a lot of staff and board and commission time to get right. Mr. Prytherch thanked all of the people involved in the long road to get the best compromise for the City of Oxford.

Mr. Snavelly moved to adopt Ordinance No. 3583. Mr. Prytherch seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW SECTION 1147.03(b)

An Ordinance No. 3584 Repealing Oxford Codified Ordinance Section 1147.03(b) Entitled Uses In Chapter 1147 Entitled Conditional Uses And Adopting New Oxford Codified Ordinance Section 1147.03(b) Entitled Uses In Chapter 1147 Entitled Conditional Uses To Be In Compliance With Oxford Codified Ordinance Section 1141.01(c) Entitled Accessory Use Provisions For All Zoning Districts. (Sam Perry, Community Development Director)

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavelly moved to adopt Ordinance No. 3584. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW SECTION 1159.03 AND 1159.21

An Ordinance No. 3585 Repealing Oxford Codified Ordinance Section 1159.03 Entitled Definitions (beginning with letter “B”) And Section 1159.21 Entitled Definitions (beginning with letter “T”) In Chapter 1159 Entitled Definitions, And Adopting New Oxford Codified Ordinance Section 1159.03 Entitled Definitions (beginning with letter “B”) And Section 1159.21 Entitled Definitions (beginning with letter “T”) In Chapter 1159 Entitled Definitions To Be In Compliance With Oxford Codified Ordinance Section 1141.01(c) Entitled Accessory Use Provisions For All Zoning Districts. (Sam Perry, Community Development Director)

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavelly moved to adopt Ordinance No. 3585. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW CHAPTER 743

An Ordinance No. 3586 Repealing Oxford Codified Ordinance Chapter 743 Entitled Short Term Rentals And Adopting New Oxford Codified Ordinance Chapter 743 Entitled Bed & Breakfasts; Transient Guest Lodging To Be In Compliance With Oxford Codified Ordinance Section 1141.01 (c) Entitled Accessory Use Provisions For All Zoning Districts. (Sam Perry, Community Development Director)

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavelly moved to adopt Ordinance No. 3586. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Mr. Snavelly
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW SECTION 310 OF THE
PROPERTY MAINTENANCE CODE

An Ordinance No. 3587 Repealing Oxford Property Maintenance Code Section 310 Entitled Rental Permits And Adopting New Oxford Property Maintenance Code Section 310 Entitled Rental Permits. (Sam Perry, Community Development Director)

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavelly moved to adopt Ordinance No. 3587. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly,
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE **SUPPLEMENTAL BUDGET**

An Ordinance No. 3588 Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin, Finance Director)

Mr. Newlin noted a slight change as presented on page 135 of Council's packet.

There were no comments from the public or from Council.

Ms. Southard moved to adopt Ordinance No. 3588. Mr. Snavelly seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott reminded everyone of the virtual CIP Work Session on Monday, September 21 at 7:00 p.m.

Mr. Elliott noted September 30 was the last day to file Census information and encouraged anyone who has not filed to do so. Mr. Elliott advised as of September 10 the Ohio 2020 Census self-response rate was 65.7%.

Lt. Robinson noted Miami University's Police Department was in town everyday working with OPD trying to find ways to improve, do things better and move forward as a community making sure Oxford stays as safe as possible. Lt. Robinson gave kudos to OPD officers noting they have been asked to do a lot more especially as students return to Oxford.

Mr. Dreisbach advised Phase II of the Oxford Area Trail will open next week noting Ms. Greene was planning a virtual ribbon cutting. Mr. Dreisbach noted the project includes two paved parking lots, one at DeWitt Cabin, and one at Pepper Park, 2 new bridges, and 1.5 additional miles of trail. Mr. Dreisbach recognized City Engineer, Scott Otto noting this was the City's first LPA project with ODOT and Mr. Otto handled the local participating agency duties saving the City over \$210,000. Mr. Dreisbach gave kudos to the Engineering Department and to Sunesis Construction who he felt did an excellent job.

Mr. Perry provided an update on the Amtrak rail platform project noting the City partnered with BCRTA in a joint RFP with responses due by October 19.

Ms. Raghu thanked everyone who participated in the meeting virtually this evening making comments and paying attention.

Ms. Raghu noted the election was coming up and early voting would begin in a couple of weeks. Ms. Raghu advised she felt voting was the bare minimum and beyond that people who work in local, state and federal government and run for office. Ms. Raghu advised she appreciated all of the people that take time away from their private life to devote to a good cause. Ms. Raghu noted even though it might not seem like it she felt we were all on the same page with wanting a safe community, food on the table and shelter for everyone.

Mr. Snavely thanked the Engineering and Service Departments for all of their work on the trail system noting he felt it was fabulous and a real addition to the community. Mr. Snavely thanked OPD noting he felt they did an absolutely great job for the City of Oxford. Mr. Snavely noted he and Council know how difficult it is to deal with the pandemic and the students coming back. Mr. Snavely advised although the recent issue got worldwide coverage he was very proud of the police department and how they responded noting he was happy to say that nationally.

Mr. Snavely advised he felt MUPD should do more about enforcing large gatherings noting if Miami makes a message maybe something will happen and the situation will be taken more seriously.

Ms. Southard agreed with Mr. Snavely about enforcement.

Ms. Southard advised the SELF-Board has new headquarters in Hamilton at 415 Monument Avenue noting they help with rent assistance and jobs training. Ms. Southard advised they are doing great work for Butler County and for the community including Oxford. Ms. Southard noted they deserve recognition and advised she was proud to be on their board.

Ms. Southard advised the League of Women Voters, which is a non-partisan organization, is holding a virtual Candidate Forum on September 22 at 6:30 p.m.

Ms. Southard encouraged everyone to participate in the City's gift card program.

Ms. Southard noted she felt the new OATS trail from SR 73 to Pepper Park was great and a bright spot in this rather dark season.

Ms. Southard advised the Jewish New Year begins Friday and wished everyone whether Jewish or not a sweet New Year.

Mr. Bracken advised he supported the recommendations of Dr. Bailer and Age Friendly Oxford in what the community can do to try to prevent community spread of the virus particularly as additional students return to Oxford.

Mr. Prytherch noted he has been proud of the City of Oxford throughout the Covid-19 pandemic and advised he felt it was incredible the City has maintained its basic services while dealing with this enormous new task. Mr. Prytherch noted he felt the City of Oxford has been as much of a model as possible in Southwestern Ohio and needed to stay proactive in making life as livable as possible. Mr. Prytherch noted he would like to see more proactive stances from the university particularly with the off-campus population. Mr. Prytherch advised we did not know we were planning the trail opening during a pandemic although he felt the timing was just right.

Mayor Smith commended the City's first responders and police for all of their efforts. Mayor Smith noted he drives around on Thursday, Friday and Saturday nights between 10 and 11 and advised he felt the police presence and cruisers in town have a real effect on how people party and what they do when they gather.

Mayor Smith welcomed the first and second year students to town. Mayor Smith noted a lot of Miami students are doing what they need to do by hunkering down, wearing masks, keeping gatherings small, not hosting or going to parties and he does not want them to be forgotten. Mayor Smith advised with another 4,000 people in town this weekend, OPD is going to be watching very closely and if parties and gatherings spiral out of control Council may have to look at doing something else. Mayor Smith noted he was the last person in the world that wanted to invoke a curfew.

ADJOURN

Mr. Prytherch moved to adjourn at 10:00 p.m. Mr. Snavelly seconded. The motion passed by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

A virtual Work Session of the Oxford City Council was called to order by Mayor, Mike Smith on Tuesday, September 15, 2020 at 6:30 P.M. Council members participating were Jason Bracken, Glenn Ellerbe, David Prytherch, Chantel Raghu, Bill Snavelly and Edna Southard.

Staff members participating were Doug Elliott, City Manager, Jessica Greene, Assistant City Manager, Joe Newlin, Finance Director; Sam Perry, Community Development Director, Geoff Robinson, Police Lieutenant; Casey Wooddell, Parks and Recreation Director; Chris Conard, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Snavelly moved to approve the agenda. Mr. Ellerbe seconded. The motion passed by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

PURPOSE

The purpose of the Work Session was for Council to discuss options for allocating additional CARES Act funding.

DISCUSSION

Mr. Elliott noted at the last Council meeting a discussion took place regarding the first and second round of CARES Act funding the City received. Mr. Elliott advised there were seven Resolutions on tonight's regular meeting agenda to disperse that money. Mr. Elliott noted there was some funding left from the first and second round of funding and advised the City was notified of receiving a third round of approximately \$832,000 which will be discussed during tonight's Work Session. Mr. Elliott advised Ms. Greene has been in contact with the City's social service agencies and received requests for funding which she will discuss this evening.

Mr. Newlin advised the City would receive the additional funds in approximately two weeks.

Ms. Greene shared her screen with everyone and advised the City will have just over \$1,000,000 to allocate once the third round of funding is received.

Ms. Greene advised the CARES Act money must be used for Basic Needs, Educational Support, Public Health and Economic Sustainability related to the community's Covid-19 response.

Ms. Greene shared her Basic Needs screen, and discussed the funding request from TOPSS for \$53,000 towards a new refrigerated truck, the Family Resource Center for \$500,000 to purchase a Cold Shelter, Oxford Seniors for \$62,000 for testing and various upgrades at the center and PUSH for \$25,000 to assist low-income homeowners with critical home repairs.

Ms. Greene shared her Educational Support screen and discussed options for the City to expend funds in the amount of \$235,806 to provide free Wi-Fi in the community and for upgrading restrooms at the Community Park in the amount of \$15,000 to allow the "School by the Pool" program to continue.

Ms. Greene shared her Public Health screen and discussed options for the City to expend funds in the amount of \$440,000 which included providing Public Restrooms in the Uptown area, technology improvements, Covid-19 testing, portable ventilators, a drone, an Emergency Response Gator and a Mobile Recreation Center. Ms. Greene also discussed a request from Age Friendly Oxford in the amount of \$7,840 for mailing the City E-News to 500 senior residents without computer access for 14 weeks.

Ms. Greene shared her Economic Sustainability screen and discussed options for the City to expend funds in the amount of \$310,000 which included grants to local businesses, rent assistance to businesses and 2 nights of a Drive-In Halloween Circus to replace the Uptown Halloween Festival. Ms. Greene also discussed a request from the Chamber of Commerce in the amount of \$135,000 to reimburse businesses for patio dining expansion and safety equipment, advertising for local businesses, free parking, free Chamber fees and Chamber programming. Ms. Greene advised free parking from Thanksgiving to the end of J-Term would not be allowed as we cannot benefit ourselves and covering Chamber fees for next year would not be allowed as the funds must be allocated for 2020. Ms. Greene noted the Chamber also wanted to sponsor more Red Brick Friday events, a holiday event and extend the DORA. Ms. Greene advised she felt uncomfortable with events being held while the mass gathering Ordinance is in effect although a compromise could be allowing the DORA after students leave and have it open through the winter.

Ms. Greene shared her summary slide, which showed the funding requests were approximately \$680,000 more than what will be available to allocate. Ms. Greene presented two options of recommended cuts for Council's consideration.

After discussion, Mayor Smith advised the consensus of Council was to move forward with the Wi-Fi project while Ms. Greene continues to explore the possibility of providing a cold shelter. Mayor Smith noted if the cold shelter falls through completely or partially Council still has a fair amount of projects to consider funding.

Mayor Smith advised technology improvements would remain on the list so virtual communications can continue.

ADJOURNMENT

Mr. Ellerbe moved to adjourn at 7:26 p.m. Mr. Prytherch seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Ms. Southard, Mr. Snavely, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

A Work Session of the Oxford City Council was called to order by Mayor, Mike Smith on Monday, September 21, 2020 at 7:00 P.M. Council members present were Jason Bracken, David Prytherch, Chantel Raghu, William Snavely and Edna Southard. Glenn Ellerbe was absent.

Staff members present: Doug Elliott, City Manager; Jessica Greene, Assistant City Manager; Mike Dreisbach, Service Director; John Jones, Police Chief; Joe Newlin, Finance Director; Sam Perry, Community Development Director; Casey Wooddell, Parks and Recreation Director; Heidi Hill, Assistant Finance Director; and John Detherage, Fire Chief.

APPROVAL OF AGENDA

Mr. Snavley moved to approve the Agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Snavely, Mr. Bracken, Mr. Prytherch, Ms. Raghu, Ms. Southard
Mayor Smith (6)

NAY: None (0)

ABS: None (0)

CAPITAL IMPROVEMENT PLAN

Mr. Elliott presented the proposed five-year Capital Improvement Plan which included information on the following:

- Funding sources proposed for the 2021 CIP expenditures
- Detailed list of proposed construction projects
- Detailed list of proposed equipment purchases

Mr. Elliott addressed questions and comments from Council members.

The CIP figures will be incorporated into the City Manager's proposed budget for 2021 and will be submitted to Council on September 25, 2020.

ADJOURNMENT

Mr. Snavelly moved to adjourn at 8:07 p.m. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Bracken, Mr. Prytherch, Ms. Raghu, Ms. Southard, Mr. Snavelly
Mayor Smith (6)

NAY: None (0)

ABS: None (0)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: October 6, 2020

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Sept. 11, 2020

Agenda Title: Oxford Recreation Board Meeting, 09/03/2020
--

Recommendation: Approve

Attendance: <u>Rec Board:</u> Mike Smith, Kevin Ackley, Holli Morrish, Ken Bogard <u>OPRD:</u> Casey Wooddell, Deanna Barbour

The Oxford Recreation Board met on Thursday, September 3, 2020 at 11:30am via Zoom. Parks and Recreation Director Casey Wooddell provided an update to the Recreation Board members about a variety of topics including the current status of the TRI Community Center, Oxford Parks and Recreation Department (OPRD) programs and activities, OPRD projects, and the Oxford Aquatic Center. The most recent updates for OPRD programs, activities and facilities can be found at www.cityofoxford.org/OPRD. Some specifics included the opening of the Attic Teen Center, beginning of the School by the Pool program and a new idea for a Halloween Event this year.

Holli Morrish shared updates from Talawanda School District, including information about Talawanda's fall athletics plans, ticket sales, capacity restrictions, etc.

Richard Kammer and Kevin Ackley shared updates from Miami University about recreation and student life, including the number of positive COVID tests amongst students, some steps Miami is taking to discipline students not following city or university policies and effects on fall sports.

Mr. Wooddell provided an update about recommending a joint Parks and Recreation plan with a new City Comprehensive Plan. The Oxford Recreation Board provided a letter of recommendation to the City Manager about the need for an updated Parks and Recreation Master Plan. The existing plan was dated 1997.

Meeting adjourned at 12:33pm. Next meeting scheduled for October 8, 2020 at 11:30am. It will be a virtual meeting.

Approved By:	Initial Date
Department Head:	<u>CDW</u> \ <u>9/11/2020</u>
City Manager:	<u>DRE</u> \ <u>10/2/20</u>



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	October 1, 2020
COUNCIL MEETING DATE:	October 6, 2020
AGENDA TITLE:	September 16, 2020 Board of Zoning Appeals Summary (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10/2/20 Sam Perry</i>

Chair Michael Schnipper ran the meeting, with Planner Zachary Moore providing staff reporting. All five BZA members attended. Director Sam Perry conducted the virtual hosting and Attorney Ben Mazer provided legal support.

BZA-2020-05, 420 N. Beech Street, Variances to Section 1143.05(c) front yard setback in an R-2MS District; Section 1149.04(a)(3) minimum parking setback; Section 1149.04(a)(1) maximum two parking spaces in the front yard setback, **Lindsey Myers, Appellant**

This case involved a new 2-story duplex to be built on a vacant triangular lot on a dead end street with a narrow right of way. The proposal was to build the building at 9.5 feet instead of 20 feet. The proposed setback matches the existing building line. The applicant also requested parking variances due to the lot geometry. The board heard from staff and the applicant. The board discussed the case using the seven decision standards. There was one written public comment, but no attendees. The board approved two requests 5-0-0, allowing the project to move forward as-proposed.

BZA-2020-06, 822 S. Beech Street, Variance to Section 1143.03(c) front and rear yard setback in an R-1MS District, **Scott Webb, Appellant**

This case involved a new 2-story single family home to be built on a vacant lot on the section of Beech Street near Chestnut Street. The proposed front setback distance was 13 feet instead of 20. The proposed rear setback distance was 28 feet 10 inches instead of 35 feet. The board heard from staff and the applicant. One attendee from an adjacent property prepared a detailed analysis opposing the requests. The board discussed the case using the seven decision standards. The board approved both requests 5-0-0, allowing the project to move forward as-proposed.



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

BZA-2020-07, 650 S. Campus Avenue, Variances to Section 1143.05(c) lot width and area for a 2-family structure in an R-2MS District, Section 1143.05(c) lot coverage in an R-2MS District, and Section 1149.03(c) minimum aisle width for parking, **Scott Webb, Appellant**

This case involved a new 2-story duplex to replace the existing 1-story single family across the street from the Miami Recreation Center. The lot width and lot area were both deficient for a duplex. The lot area is 6,832 square feet instead of 7,500. The lot width is 61 feet instead of 75. The proposed lot coverage is 50.4% instead of the maximum of 45%. The board heard from staff and the applicant. A lot width and area analysis of the vicinity was provided. The board discussed the case using the seven decision standards.

There were two written public comments opposing the requests, but no attendees. The board approved the requests 4-1-0, allowing the project to move forward as-proposed.

BZA-2020-08, 25 W. Spring Street, Variance to Section 1143.07(c) lot width for a 3-family structure in an R-3MS District, **Scott Webb, Appellant**

This case involved a new 2-story triplex to replace the existing 8-person lodging house near Stewart Square. The lot width is insufficient for a triplex. The requirement is 60 feet. The lot is 57.75 feet wide. The board heard from staff and the applicant. The board discussed the case using the seven decision standards. There were no public comments or attendees. The board approved the request 5-0-0, allowing the project to move forward as-proposed.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	9/29/2020
COUNCIL MEETING DATE:	10/06/2020
AGENDA TITLE:	CARES Act Funding
BUDGETED AMOUNT:	\$1,057,626
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10/2/20

DISCUSSION:

The City of Oxford anticipates that the CARES Act will provide the City a third round of funding in the amount of \$832,786 to use toward our Coronavirus response. Combined with the remaining \$225,224.90 from the first two rounds of CARES Act funding, there is \$1,058,010.90 to use toward our community's coronavirus response. These funds are to be used in the areas of Basic Needs, Educational Supports, Public Health and Economic Sustainability. Funds are to be used by December 28, 2020 and cannot roll over into 2021.

Local community partners, department heads and Council members were asked to submit their proposals of how we can help support our residents during this COVID pandemic. Doug Elliott, Joe Newlin and myself reviewed the proposals and have prepared a recommendation for City Council to respond to. This recommendation will be reviewed in detail during a work session prior to the City Council meeting on October 6, 2020. There will be a resolution prepared for reach recommended funding proposal.



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

Below is an outline of the recommended funding proposals:

Organization	Purpose	Amount
People United For Self Help (PUSH)	Basic Needs: Emergency and critical home repairs for low income home owners (not renters)	\$25,000
Oxford Seniors	Public Health: Testing for staff, air cleansing, auto doors, and adult day care PPE.	\$41,600
Age Friendly Oxford	Public Health: Communication about public health efforts via a mailed newsletter to elderly residents.	\$7,840
Chamber of Commerce	Economic Sustainability: Reimbursement for business COVID expenses. (Plexiglas, outdoor seating, sanitation supplies etc.).	\$10,000
Enjoy Oxford	Economic Sustainability: Winter Marketing Campaign to engage residents and visitors with local businesses and attractions. (Graphic Design, Video Production, Print, Online, Radio ad spots)	\$35,000





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

City of Oxford	Public Health: (\$332,000) Public Restroom in the Uptown Park, Technology Improvements, and Free COVID tests for those without insurance, portable ventilators. Economic Sustainability: (\$279,000) Turning the gift card program into a business grant, winter outdoor dining supports (tents, heaters, tables,) and a series of public art displays to encourage residents and visitors to come to town. Educational Supports: (\$327,186) Free Wi-Fi in all public parks and in targeted neighborhoods.	\$938,186
----------------	---	-----------

A full explanation of the requested dollars and subsequent recommended cuts in each category can be found on the attached chart.

A Cold Shelter and Transitional Housing option was expressed as an interest by City Council during the previous CARES Act discussion. We found this difficult to implement within the restriction of the CARES Act guidelines but believe we can possibly fund this project through the City General Fund. To fund the Cold Shelter and Transitional Housing we are exploring the possibility of using the \$200,000 returned to the City General Fund (from the gift card program) to then provide the Family Resource Center with funds for a pilot Cold Shelter and Transitional Housing Project for 3 years. There will be more information on this research on a later date.



DRAFT

CARES ACT PROPOSED EXPENDITURES

Remaining Amount 1st and 2nd Rounds	\$	225,224.90			
3rd Round	\$	832,786.00			
Remaining to allocate	\$	1,058,010.90			
Category		Possible Expenditure			
Basic Needs	\$	134,600.00			
Educational Support	\$	342,186.00			
Public Health	\$	377,340.00			
Economic Sustainability	\$	434,000.00			
Total Proposed	\$	1,288,126.00			
Overage	\$	(230,115.10)			
Recommended Cuts					
Tops Van improvement	\$	53,000.00			
Seniors Van Improvement	\$	15,000.00			
Asymptomatic Testing	\$	37,500.00			
Chamber	\$	60,000.00			
Farmers' Market Van	\$	50,000.00			
Restroom at OCP	\$	15,000.00			
Total Cut	\$	230,500.00			

Basic Needs				
	Organization	Item	Est. Cost	Red= Recommended Cut
		In addition to the first round \$42K, to allow for a new refrigeration truck, instead of a used vehicle.	\$53,000	
	TOPPS			
		Total TOPPS	\$53,000	
		Emergency and critical home repairs for low income home owners (not renters)	\$25,000	
	PUSH (People United For Self Help)			
		Total PUSH	\$25,000	
	TOTAL		\$134,600	

Educational Support					
	Organization	Item	Est. Cost	Red= Recommended Cut	Ongoing Costs
	City of Oxford	FREE Wi-Fi at Public Parks (Uptown, Merry Day, OCP, Leonard Howell) + Targeted neighborhoods (Mobile Home Park and Park View Arms)	\$327,186		\$36,000/yr.
		Install heat in restrooms at OCP to allow for extended "school by the pool" supervised online learning	\$15,000		
		Total City of Oxford	\$342,186	\$327,186	
	TOTAL		\$342,186		

Public Health

Organization	Item	Est. Cost	Red= Recommended Cut	Continuing Costs
City	Public Restroom (LCNB rental or trailer rental). Includes clearing and maintenance. Allows for handwashing in Uptown area.	\$ 250,000.00		\$25K/year cleaning & supplies
	Technology improvements.			
	\$50K Website and communication improvements to allow for engaging virtually.	\$ 25,000.00		\$5K-\$18K/yr.
	COVID Testing for 500 Asymptomatic Community Members (\$75 per test)	\$ 37,500.00		
	COVID Testing for 200 community members without insurance WITH Symptoms (\$75 per test)	\$ 15,000.00		
	3 portable ventilators for transport from MHMH to other regional hospitals	\$ 42,000.00		
	Total City	\$ 369,500.00	\$ 332,000.00	
Oxford Seniors	Testing for staff and participants every 2 weeks	\$10,000		
	Transportation (in addition to previous \$30K for a new van instead of SUV)	\$15,000		
	Increase in auto door installation	\$1,600		
	Air cleansing system	\$8,000		
	Adult Day Care cleansing at doorway entry	\$4,000		
	Adult Day Care PPE	\$18,000		
	Total Oxford Seniors	\$56,600	\$41,600	
	Communication Mailer of City E-News to 500 senior residents for 14 weeks with out access to computer.	\$ 7,840.00		
Age Friendly Oxford	Total Age Friendly Oxford	\$ 7,840.00		

Economic Sustainability			
Organization	Item	Est. Cost	Red = Recommended Cut
City of Oxford	City grant to businesses. (Limit gift card resales)	\$ 200,000.00	
	Tents/Heaters/Tables 13 weeks	\$ 65,000.00	
	Public art to attract outdoor dining and visiting	\$ 14,000.00	
	Total City	\$ 279,000.00	
Oxford Farmers' Market	Used refrigerated truck to pick up perishable food from farmers' and deliver to Oxford e-commerce buyers.	\$ 50,000.00	
	Total Farmers' Market	\$ 50,000.00	
Chamber of Commerce	Equipment reimbursement for patio dining expansion and safety equipment (Plexiglas barriers etc.)	\$ 10,000.00	
	Chamber Programming (General programming and classes on how to sell online and do digital marketing)	\$ 60,000.00	
	Total Chamber	\$ 70,000.00	\$ 10,000.00
Enjoy Oxford	Advertising campaign including digital, print and radio. Holiday and Winter Campaigns	\$ 35,000.00	
	Total Enjoy Oxford	\$ 35,000.00	
TOTAL		\$ 434,000.00	

Cold Shelter and Transitional Housing						
Cold Shelter:						
Long-term lease at hotel.						
Single Rooms for short temporary stays						
Time Frame (4 months)	Quantity	Cost Per Unit	Annual Cost	3 Year Lease		
	120	6 \$ 38.00	\$ 27,360.00	\$ 82,080.00		
Total Cost Cold Shelter			\$ 27,360.00	\$ 82,080.00		
Transitional Housing						
2 homes for longer term transition and families						
Unit	Monthly Cost	Avg. Utilities	Annual Cost	3 year lease		
Unit 1: 4 bedroom	\$ 600.00	\$ 400.00	\$12,000	\$ 36,000.00		
Unit 2: 6 bedroom	\$ 700.00	\$ 400.00	\$13,200	\$ 39,600.00		
Total Cost Transitional Homes			\$25,200	\$ 75,600.00		
Cottage Community						
12 unit tiny home project for transitional living						
Design and Engineering Cost Match			\$30,000			
Total for Cottage Community			\$30,000			
Case Management						
Assist with helping shelter and transitional home users to connect to resources and support						
Item			Annual Cost	3 year lease		
Case Management			\$ 21,600.00	\$ 64,800.00		
.3FTE				\$ 64,800.00		
Total Cost Case Management				\$ 64,800.00		
			Annual	3 year		
Total			\$ 104,160.00	\$ 222,480.00		

Already Expended					
Organization	Category	Item	Est. Cost	Est. Timeline	
City of Oxford	Public Health	PPE	\$ 20,045.59	Completed	
		Staff to provide extra sanitation and cleaning of City property and facilities	\$ 24,714.25	Completed	
		Staff to backfill quarantined EMS staff	\$ 4,339.09	Completed	
		Signage Boards	\$ 29,259.76	Completed	
		Let's Stay Healthy Together Educational Campaign	\$ 5,833.96	Completed	
		Zoom Subscription	\$ 4,941.79	Completed	
		Technology to allow for remote work for City Staff	\$ 16,298.98	Completed	
		Total Public Health	\$ 105,433.42		
	Economic Sustainability	Red Brick Fridays staff and supplies	\$ 2,186.92	Completed	
		Expanded patio safety equipment	\$ 3,314.00	Completed	
		Total Economic Sustainability	\$ 5,500.92		
		Total	\$ 110,934.34		
Prior Award Amounts					
	Talawanda Oxford Pantry & Social Services		\$42,000		
	Family Resource Center		\$142,000		
	Talawanda School District		\$16,000		
	Oxford Community Arts Center		\$14,017		
	Butler Behavioral Health		\$20,000		
	Oxford Seniors		\$46,500		
	City of Oxford Public Health		\$26,600		
	Total		\$307,117		

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF TWENTY FIVE THOUSAND DOLLARS (\$25,000.00) TO PEOPLE UNITED FOR SELF HELP (PUSH) AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS TO ASSIST WITH EMERGENCY AND CRITICAL HOME REPAIRS FOR LOW- INCOME HOMEOWNERS.

WHEREAS, the City of Oxford anticipates the Federal CARES Act will provide the City a third round of funding in the amount of \$832,786.00 to use toward its Coronavirus response, combined with the remaining \$225,224.90 from the first two rounds of Federal CARES Act funding there is \$1,058,010.90 to use toward the City's Coronavirus response; and

WHEREAS, these funds are to be used in the areas of Basic Needs, Educational Supports, Public Health and Economic Sustainability and must be used by December 28, 2020; and

WHEREAS, local community partners, department heads and City Council members submitted proposals for how the City of Oxford can best support its residents during the Coronavirus pandemic; and

WHEREAS, City Council discussed said proposals at their Work Session on October 6, 2020; and

WHEREAS, the City Manager recommends City Council authorize the donation of twenty five thousand dollars (\$25,000.00) to People United for Self Help (PUSH) as a sub-recipient of Federal CARES Act funds to assist with emergency and critical home repairs for low income homeowners.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the donation of twenty five thousand dollars (\$25,000.00) to People United for Self Help (PUSH) as a sub-recipient of Federal CARES Act funds to assist with emergency and critical home repairs for low-income homeowners.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF FORTY ONE THOUSAND SIX HUNDRED DOLLARS (\$41,600.00) TO OXFORD SENIORS AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS TO ASSIST WITH COVID-19 TESTING, AND THE PURCHASE OF AIR CLEANSING EQUIPMENT, AUTOMATIC DOORS, AND ADULT DAY CARE PERSONAL PROTECTION EQUIPMENT.

WHEREAS, the City of Oxford anticipates the Federal CARES Act will provide the City a third round of funding in the amount of \$832,786.00 to use toward its Coronavirus response, combined with the remaining \$225,224.90 from the first two rounds of Federal CARES Act funding there is \$1,058,010.90 to use toward the City's Coronavirus response; and

WHEREAS, these funds are to be used in the areas of Basic Needs, Educational Supports, Public Health and Economic Sustainability and must be used by December 28, 2020; and

WHEREAS, local community partners, department heads and City Council members submitted proposals for how the City of Oxford can best support its residents during the Coronavirus pandemic; and

WHEREAS, City Council discussed said proposals at their Work Session on October 6, 2020; and

WHEREAS, the City Manager recommends City Council authorize the donation of forty one thousand six hundred (\$41,600.00) to Oxford Seniors as a sub-recipient of Federal CARES Act funds to assist with Covid-19 testing, and the purchase of air cleansing equipment, automatic doors, and Adult Day Care personal protection equipment.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the donation of forty one thousand six hundred (\$41,600.00) to Oxford Seniors as a sub-recipient of Federal CARES Act funds to assist with Covid-19 testing, and the purchase of air cleansing equipment, automatic doors, and Adult Day Care personal protection equipment.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

Below is an outline of the recommended funding proposals:

Organization	Purpose	Amount
People United For Self Help (PUSH)	Basic Needs: Emergency and critical home repairs for low income home owners (not renters)	\$25,000
Oxford Seniors	Public Health: Testing for staff, air cleansing, auto doors, and adult day care PPE.	\$41,600
Age Friendly Oxford	Public Health: Communication about public health efforts via a mailed newsletter to elderly residents.	\$7,840
Chamber of Commerce	Economic Sustainability: Reimbursement for business COVID expenses. (Plexiglas, outdoor seating, sanitation supplies etc.).	\$10,000
Enjoy Oxford	Economic Sustainability: Winter Marketing Campaign to engage residents and visitors with local businesses and attractions. (Graphic Design, Video Production, Print, Online, Radio ad spots)	\$35,000

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF SEVEN THOUSAND EIGHT HUNDRED FORTY DOLLARS (\$7,840.00) TO AGE FRIENDLY OXFORD AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS TO ASSIST WITH COMMUNICATION REGARDING PUBLIC HEALTH EFFORTS VIA A MAILED NEWSLETTER TO ELDERLY RESIDENTS.

WHEREAS, the City of Oxford anticipates the Federal CARES Act will provide the City a third round of funding in the amount of \$832,786.00 to use toward its Coronavirus response, combined with the remaining \$225,224.90 from the first two rounds of Federal CARES Act funding there is \$1,058,010.90 to use toward the City's Coronavirus response; and

WHEREAS, these funds are to be used in the areas of Basic Needs, Educational Supports, Public Health and Economic Sustainability and must be used by December 28, 2020; and

WHEREAS, local community partners, department heads and City Council members submitted proposals for how the City of Oxford can best support its residents during the Coronavirus pandemic; and

WHEREAS, City Council discussed said proposals at their Work Session on October 6, 2020; and

WHEREAS, the City Manager recommends City Council authorize the donation of seven thousand eight hundred forty dollars (\$7,840.00) to Age Friendly Oxford as a sub-recipient of Federal CARES Act funds to assist with communication regarding public health efforts via a mailed newsletter to elderly residents.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the donation of seven thousand eight hundred forty dollars (\$7,840.00) to Age Friendly Oxford as a sub-recipient of Federal CARES Act funds to assist with communication regarding public health efforts via a mailed newsletter to elderly residents.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

Below is an outline of the recommended funding proposals:

Organization	Purpose	Amount
People United For Self Help (PUSH)	Basic Needs: Emergency and critical home repairs for low income home owners (not renters)	\$25,000
Oxford Seniors	Public Health: Testing for staff, air cleansing, auto doors, and adult day care PPE.	\$41,600
Age Friendly Oxford	Public Health: Communication about public health efforts via a mailed newsletter to elderly residents.	\$7,840
Chamber of Commerce	Economic Sustainability: Reimbursement for business COVID expenses. (Plexiglas, outdoor seating, sanitation supplies etc.).	\$10,000
Enjoy Oxford	Economic Sustainability: Winter Marketing Campaign to engage residents and visitors with local businesses and attractions. (Graphic Design, Video Production, Print, Online, Radio ad spots)	\$35,000

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF TEN THOUSAND DOLLARS (\$10,000.00) TO THE OXFORD CHAMBER OF COMMERCE AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS WHICH SHALL BE USED TO REIMBURSE BUSINESSES FOR COVID-19 EXPENSES.

WHEREAS, the City of Oxford anticipates the Federal CARES Act will provide the City a third round of funding in the amount of \$832,786.00 to use toward its Coronavirus response, combined with the remaining \$225,224.90 from the first two rounds of Federal CARES Act funding there is \$1,058,010.90 to use toward the City's Coronavirus response; and

WHEREAS, these funds are to be used in the areas of Basic Needs, Educational Supports, Public Health and Economic Sustainability and must be used by December 28, 2020; and

WHEREAS, local community partners, department heads and City Council members submitted proposals for how the City of Oxford can best support its residents during the Coronavirus pandemic; and

WHEREAS, City Council discussed said proposals at their Work Session on October 6, 2020; and

WHEREAS, the City Manager recommends City Council authorize the donation of ten thousand dollars (\$10,000.00) to the Oxford Chamber of Commerce as a sub-recipient of Federal CARES Act funds, which shall be used to reimburse businesses for Covid-19 expenses.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the donation of ten thousand dollars (\$10,000.00) to the Oxford Chamber of Commerce as a sub-recipient of Federal CARES Act funds, which shall be used to reimburse businesses for Covid-19 expenses.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

Below is an outline of the recommended funding proposals:

Organization	Purpose	Amount
People United For Self Help (PUSH)	Basic Needs: Emergency and critical home repairs for low income home owners (not renters)	\$25,000
Oxford Seniors	Public Health: Testing for staff, air cleansing, auto doors, and adult day care PPE.	\$41,600
Age Friendly Oxford	Public Health: Communication about public health efforts via a mailed newsletter to elderly residents.	\$7,840
Chamber of Commerce	Economic Sustainability: Reimbursement for business COVID expenses. (Plexiglas, outdoor seating, sanitation supplies etc.).	\$10,000
Enjoy Oxford	Economic Sustainability: Winter Marketing Campaign to engage residents and visitors with local businesses and attractions. (Graphic Design, Video Production, Print, Online, Radio ad spots)	\$35,000

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF THIRTY FIVE THOUSAND DOLLARS (\$35,000.00) TO ENJOY OXFORD AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS TO ASSIST WITH CREATING A WINTER MARKETING CAMPAIGN TO ENGAGE RESIDENTS AND VISITORS WITH LOCAL BUSINESSES AND ATTRACTIONS.

WHEREAS, the City of Oxford anticipates the Federal CARES Act will provide the City a third round of funding in the amount of \$832,786.00 to use toward its Coronavirus response, combined with the remaining \$225,224.90 from the first two rounds of Federal CARES Act funding there is \$1,058,010.90 to use toward the City's Coronavirus response; and

WHEREAS, these funds are to be used in the areas of Basic Needs, Educational Supports, Public Health and Economic Sustainability and must be used by December 28, 2020; and

WHEREAS, local community partners, department heads and City Council members submitted proposals for how the City of Oxford can best support its residents during the Coronavirus pandemic; and

WHEREAS, City Council discussed said proposals at their Work Session on October 6, 2020; and

WHEREAS, the City Manager recommends City Council authorize the donation of thirty five thousand dollars (\$35,000.00) to Enjoy Oxford as a sub-recipient of Federal CARES Act funds to assist with creating a winter marketing campaign to engage residents and visitors with local businesses and attractions.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the donation of thirty five thousand dollars (\$35,000.00) to Enjoy Oxford as a sub-recipient of Federal CARES Act funds to assist with creating a winter marketing campaign to engage residents and visitors with local businesses and attractions.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

Below is an outline of the recommended funding proposals:

Organization	Purpose	Amount
People United For Self Help (PUSH)	Basic Needs: Emergency and critical home repairs for low income home owners (not renters)	\$25,000
Oxford Seniors	Public Health: Testing for staff, air cleansing, auto doors, and adult day care PPE.	\$41,600
Age Friendly Oxford	Public Health: Communication about public health efforts via a mailed newsletter to elderly residents.	\$7,840
Chamber of Commerce	Economic Sustainability: Reimbursement for business COVID expenses. (Plexiglas, outdoor seating, sanitation supplies etc.).	\$10,000
Enjoy Oxford	Economic Sustainability: Winter Marketing Campaign to engage residents and visitors with local businesses and attractions. (Graphic Design, Video Production, Print, Online, Radio ad spots)	\$35,000



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE EXPENDITURE OF NINE HUNDRED THIRTY EIGHT THOUSAND ONE HUNDRED EIGHTY SIX DOLLARS (\$938,186.00) OF FEDERAL CARES ACT FUNDS WHICH SHALL BE USED FOR PUBLIC HEALTH UPGRADES, BASIC NEEDS, ECONOMIC SUSTAINABILITY PROGRAMS, AND EDUCATIONAL SUPPORTS WITHIN THE CITY OF OXFORD AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO.

WHEREAS, the Coronavirus Aid, Relief and Economic Security ("CARES") Act provided funds for the City's use during the Coronavirus pandemic ("Covid-19 Response") to be used for public health upgrades, supporting economic sustainability programs and providing educational support: and

WHEREAS, the City of Oxford anticipates the Federal CARES Act will provide the City a third round of funding in the amount of \$832,786.00 to use toward its Covid-19 Response, combined with the remaining \$225,224.90 from the first two rounds of Federal CARES Act funding there is \$1,058,010.90 to use toward the City's Covid-19 Response; and

WHEREAS, given the short time frame with which the CARES Act funds must be expended or access to the funds will be forever lost and the desire to address COVID-19 Response related community needs, including but not limited to the health safety and welfare of the public, Council agrees to suspend the City's formal purchase and advertising requirements for items in excess of \$20,000 as it pertains solely to CARES Act fund expenditures; and

WHEREAS, Counsel hereby requires the City Manager to obtain price quotes where feasible when a supplier is not determined to be sole source; and

WHEREAS, these funds are to be used in the areas of Public Health Upgrades, Basic Needs, Economic Sustainability Programs and Educational Supports, and must be expended by December 28, 2020; and

WHEREAS, local community partners, department heads and City Council members submitted proposals for how the City of Oxford can best support its residents during the Covid-19 Response; and

WHEREAS, City Council discussed said proposals at their Work Session on October 6, 2020; and

WHEREAS, the City Manager has engaged in due diligence, obtained price estimates and quotes, if not sole source, from suppliers, and

WHEREAS, the City Manager recommends City Council authorize the expenditure of nine hundred thirty eight thousand one hundred eighty six dollars (\$938,186.00) of Federal CARES Act funds which shall be used for public health upgrades, economic sustainability programs, and educational supports within the City of Oxford as set forth on Exhibit "A" attached hereto.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the expenditure of nine hundred thirty eight thousand one hundred eighty six dollars (\$938,186.00) of Federal CARES Act funds which shall be used for public health upgrades, economic sustainability programs, and educational supports within the City of Oxford as set forth on Exhibit "A" attached hereto.

SECTION 2: Council further finds that the expenditures meet the requirements of the CARES Act and promote and protect the public health, safety and welfare of citizens during the Covid-19 response.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

EXHIBIT “A”

City of Oxford	Public Health: (\$332,000) Public Restroom in the Uptown Park, Technology Improvements, and Free COVID tests for those without insurance, portable ventilators. Economic Sustainability: (\$279,000) Turning the gift card program into a business grant, winter outdoor dining supports (tents, heaters, tables,) and a series of public art displays to encourage residents and visitors to come to town. Educational Supports: (\$327,186) Free Wi-Fi in all public parks and in targeted neighborhoods.	\$938,186
----------------	---	-----------



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Mayor/Council
PREPARED BY:	Mary Ann Eaton, Clerk of Council
DATE PREPARED:	September 28, 2020
COUNCIL MEETING DATE:	October 6, 2020
AGENDA TITLE:	Establishing a Naming Review Committee
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	DRE 10/2/20

DISCUSSION:

AS REQUESTED BY MAYOR SMITH.



RESOLUTION NO.

A RESOLUTION ESTABLISHING A NAMING REVIEW COMMITTEE PER CHAPTER 149 OF THE OXFORD CODIFIED ORDINANCES ENTITLED FACILITY NAMING AND/OR RENAMING TO PROVIDE RECOMMENDATIONS TO CITY COUNCIL FOR NAMING OR RENAMING A STREET AFTER THE LATE MR. MIKE DAVIS, TREASURER/CFO, OF THE TALAWANDA SCHOOL DISTRICT.

WHEREAS, the Mayor and the City Manager recommend City Council establish a Naming Review Committee to provide recommendations to City Council for naming or renaming a street after the late Mr. Mike Davis, Treasurer/CFO, of the Talawanda School District.

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

SECTION 1: Council herewith establishes a Naming Review Committee per Chapter 149 of the Oxford Codified Ordinances entitled Facility Naming and/or Renaming to provide recommendations to City Council for naming or renaming a street after the late Mr. Mike Davis, Treasurer/CFO, of the Talawanda School District.

SECTION 2: The Naming Review Committee shall be composed of seven persons including three citizens; two former Oxford Mayors; one current member of City Council and the City Manager or designee as follows:

Kevin McKeehan, Kate Rousmaniere, Mary Jane Roberts, Jim Squance,
Dan Umbstead, Mike Smith and Doug Elliott.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	September 2, 2020
COUNCIL MEETING DATE:	October 6, 2020
AGENDA TITLE:	Resolution Authorizing Staff to Submit a CDBG Application to Butler County for Installation of Handicap Ramps in the City's Sidewalk System.
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10/2/20</i> <i>WED 9/22/20</i>

Discussion:

The City expects to receive approximately \$113,000 in FY2021 from Community Development Block Grant (CDBG) funds administered by the Butler County Board of Commissioners. Of this amount, \$96,000 will be available for eligible improvements in the City of Oxford. These funds have traditionally been used for the removal of architectural barriers from street corners in the City and the installation of new handicapped accessible ramps to improve access to the City's sidewalk network. The balance of the funds (\$17,000) will be used for administration of the CDBG program.

Application for these funds requires a Resolution of Council recommending the project. Staff is completing the City's application, due November 6, 2020 and has compiled a listing of proposed sidewalks and curb ramps for reconstruction to meet ADA requirements; this listing is attached as Exhibit "A". It is Staff's recommendation that the City Council authorize the City Manager to submit an application to Butler County for 2021 CDBG funds for these purposes.

Should the City Council authorize this application and the construction is completed, it will take approximately three to four years to construct curb ramps at locations where they currently do not exist or are in need of maintenance for compliance with ADA standards. The current estimate to complete this work (excluding the 2021 program year) is approximately \$300,000.

Once funds have been approved by the federal government (HUD), Staff will advertise the project for bids (typically in fourth quarter of the year), and present a recommended contract for construction to the City Council for contract authorization.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT ELIGIBLE PROJECTS TO THE BUTLER COUNTY BOARD OF COMMISSIONERS FOR THE 2021 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) YEAR APPLICATION.

WHEREAS, the City Manager authorizes construction projects for sidewalk and handicap ramp improvements by utilizing CDBG funds administered by the Butler County Board of Commissioners; and

WHEREAS, the City will receive approximately \$113,000.00 from CDBG funds in 2021. Of these funds, \$96,000.00 will be used for sidewalk and handicap ramp improvements within the City of Oxford as set forth on Exhibit "A" attached hereto. The remaining \$17,000.00 or approximately fifteen percent (15%) of the funds will be used for the administration of the program.

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

SECTION 1: The City Manager is authorized to submit the recommended projects for year 2021 funds and to take all actions necessary to comply with all requirements and commitments for approval of the projects.

SECTION 2: Once HUD has approved the funds for the projects, the City will advertise the projects for bids and present a recommended contract for construction to City Council for authorization.

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

MAYOR

ADOPTED:

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

CDBG Sidewalks and Handicap Ramp Improvements

9/3/2020

ONGOING LIST OF INTERSECTIONS WHICH ARE NOT UP TO ADA STANDARDS (Rough Est. Qtys)

Location	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	NOTES
Homestead & Campus				Possible 2021
NE	50	200	2	
NW	50	200	2	
SE	50	200	2	
SW	50	200	2	
Homestead & University				Possible 2021
NE	25	100	2	
NW	25	150	2	
SE	25	150	2	
SW	30	175	2	
Homestead & Poplar				Possible 2021
NE	25	135	1	
SE	45	200	1	
Vine & College				Possible 2021
NE	40	200	2	
NW	40	200	2	
SE	40	200	2	
SW	40	200	2	
Vine & Elm				Possible 2021
NE	40	250	2	
NW	40	200	2	
SE	35	250	2	
SW	110	250	2	
College & Sycamore				Possible 2021
SW	28	375	1	
Southpointe & Ironwood				Possible 2021
NW	0	288	2	
Southpointe & Private Dr				Possible 2021
NE	10	50	1	
NW	12	50	1	
Southpointe Parkway				Possible 2021
Curb @ catch Basins	100			
	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	

TOTALS OF EACH

2020 CDBG Price (2019 Funds)	\$	910	\$	4223	\$	39
2020 CDBG Price +20%	\$	36.00	\$	10.00	\$	210.00
Estimated Cost	\$	43.20	\$	12.00	\$	252.00
	\$	39,312.00	\$	50,676.00	\$	9,828.00

Total Estimate \$ 99,816.00

Location		Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	NOTES
Kelly & Brown					
	NE	12	100	1	
	SE	12	100	1	
Kelly & Jeffrey Cir					
	NE	20	150	1	
	NW	20	150	1	
	SW	20	100	1	
Kelly & Christopher					
	NE	40	200	1	
	NW	60	250	2	
	SW	20	100	1	
Jeffrey Dr & Christopher					
	NE	30	200	1	
	SE	20	150	1	
	SW	12	100	1	
Jeffrey Dr & Jeffrey Cir					
	NW	15	100	1	
	SE	30	125	1	
	SW	30	125	1	
Jeffrey Dr & Brown Rd					
	NE	20	100	1	
	SE	20	100	1	
Northridge & Brown					
	NW	15	100	1	
	SW	15	100	1	
Northridge & Miami Trail					
	NW	12	100	1	
	SE	20	100	1	
	SW	20	100	1	
Northridge & Red Cedar					
	SE	20	150	1	
	SW	25	120	1	
Northridge & Honor					
	NE	0	100	1	
	NW	20	225	1	New Bollards
Hester & Jacob					
	NE	12	100	1	Move Stop Sign
	SE	50	250	1	
High & Locust					MILE SQUARE
	NE	50	150	2	
	NW	40	150	2	
	SE	40	200	2	
	SW	40	150	2	Add sidewalk to West
Contreras & Lynn					
	NW	20	100	1	
	SW	12	150	1	
		Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	

TOTALS OF EACH	792	4495	38
2020 CDBG Price (2019 Funds)	\$ 36.00	\$ 10.00	\$ 210.00
2020 CDBG Price +20%	\$ 43.20	\$ 12.00	\$ 252.00
Estimated Cost	\$ 34,214.40	\$ 53,940.00	\$ 9,576.00
Total Estimate	\$ 97,730.40		

Spring & Union St					
NE	0	50	1		
NW	0	50	1		
Jeff Pohlman Driveway (Spring & Union)					MILE SQUARE
NE	0	50	1		
NW	0	50	1		
Spring & Locust					MILE SQUARE
NE	0	150	1		
NW	0	150	1		
SE	0	150	1		
SW	0	150	1		
Lynn & Vereker (Lower)					
NW	40	250	1		
SW	40	250	1		
Contreras & Jaqueline					
NE	0	100	1		
NW	0	100	1		
Jaqueline & Vicki Anda					
NE	40	180	1		
SE	50	180	1		
Jaqueline & Marti					
SE	20	125	1		
NW	60	150	1		
Jaqueline & Meadow					
SE	24	125	1		
NW	30	125	1		Pour Around CB
Contreras & Hilltop					
NE	0	100	1		
NW	0	100	1		
Contreras & Olde Farm					
NE	0	90	1		
NW	0	90	1		
Country Club @ Grace Lane					
NE	50	120	1		
NW	30	80	1		
SE	30	80	1		
SW	0	80	1		
Contreras & Stone Creek					
SE	0	100	1		
SW	0	100	1		
Stone Creek & Stone Creek					
NE	0	60	1		
NW	0	60	1		
Contreras & Prevalent					
NE	0	100	1		
NW	0	100	1		
Prevelant & Savannah					
NE	25	100	1		
NW	25	100	1		
SE	25	100	1		
SW	25	100	1		
Old Stone Ct & Savannah					
SE	25	100	1		
SW	25	100	1		

TOTALS OF EACH	564	4245	38
2020 CDBG Price (2019 Funds)	\$ 36.00	\$ 10.00	\$ 210.00
2020 CDBG Price +20%	\$ 43.20	\$ 12.00	\$ 252.00
Estimated Cost	\$ 24,364.80	\$ 50,940.00	\$ 9,576.00
Total Estimate	\$ 84,880.80		

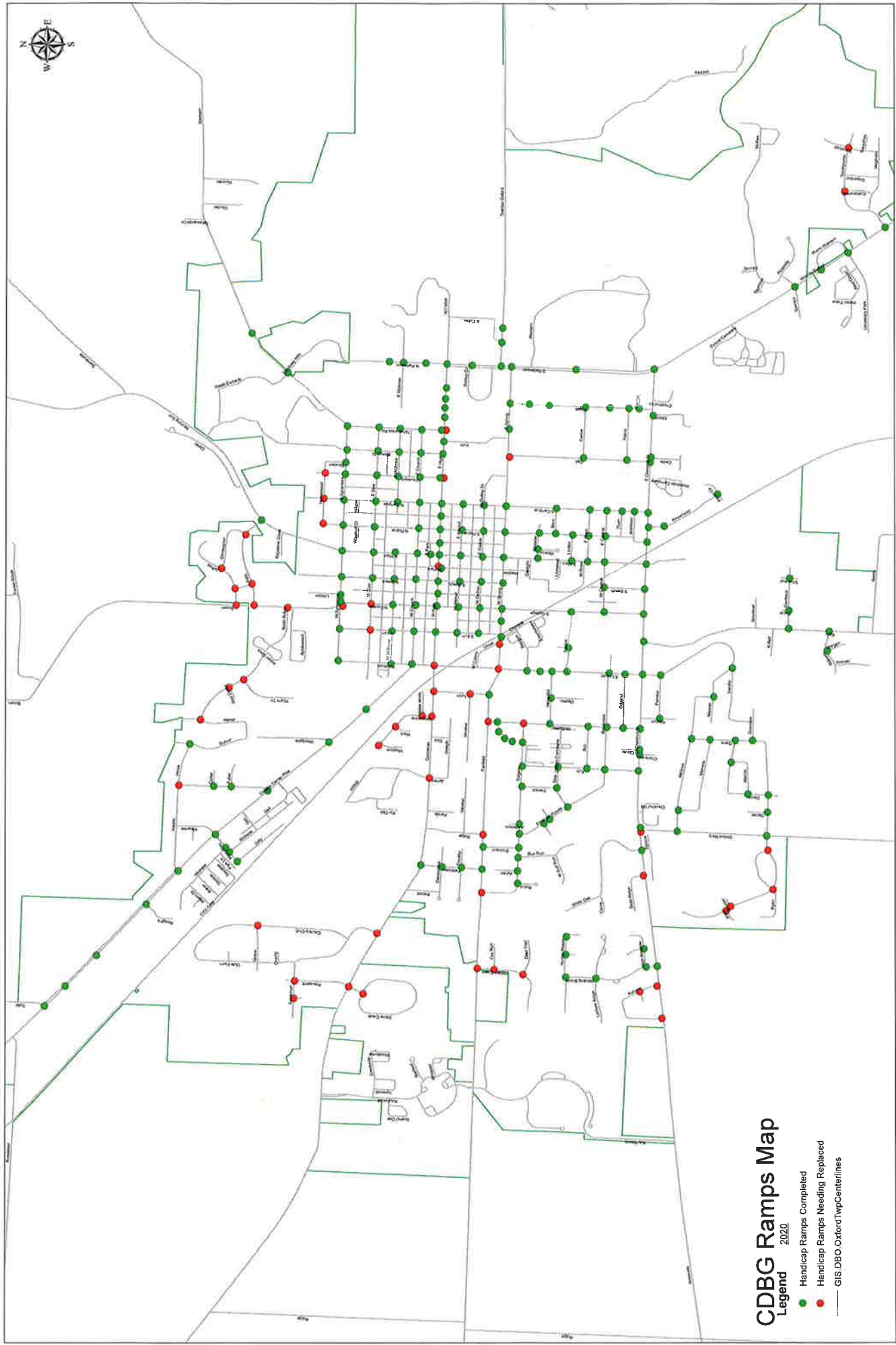
Fairfield & Ridge					
NE	40	100	1		
NW	30	150	1		
Fairfield & Tollgate					
SE	20	125	1		
SW	0	125	1		
Fairfield & Hidden Creek					
SE	0	175	1		
SW	0	60	1		
Fox Run & Hidden Creek					
NE	0	150	1		
SE	22	80	1		
East Batch Basin	15				
Hidden Creek & Deer Trail					
NE	20	60	1		
50 Hidden Creek Catch Basin	12				
McGuffey & Fairfield					
NE	0	150	1		
SE	0	150	1		
SW	0	150	1		
McGuffey & Tollgate					
NE			1		Surface Mount?
NW	350	250	2		TRI Curb
SE	20				Catch Basin
SW	40	180	1		
Dana & Ryan (East)					
NE	20	125	1		
NW	20	125	1		
Dana & Ryan (West)					
NE	20	100	1		
NW	20	100	1		
SE	20	100	1		
SW	20	100	1		
Dana & Randall					
NE	0	125	1		
SE	0	125	1		
Dana & Josie					
NW	0	125	1		
SW	0	125	1		
Oxford Reily & Brookville					
NW	0	75	1		
SE	0	75	1		
SW	0	200	2		
Brookville & Quail Ridge					
NE	15	75	1		
NW	15	75	1		
Brookville & Autumn (East)					
NE	0	75	1		
NW	0	75	1		
Autumn & Harvest					
NW	0	50	1		
SW	0	50	1		
Brookville & Autumn (West)					
NE	0	50	1		
NW	0	50	1		

TOTALS OF EACH		719		3905		38
2020 CDBG Price (2019 Funds)	\$	36.00	\$	10.00	\$	210.00
2020 CDBG Price +20%	\$	43.20	\$	12.00	\$	252.00
Estimated Cost	\$	31,060.80	\$	46,860.00	\$	9,576.00
Total Estimate	\$	87,496.80				

Oak & Spring	MIAMI UNIVERSITY	Talked to Ethan Dole, Never completed ????????		
SW	0	50	1	
High & W Park Place		Possible replacement with Main St brick Project		
NE	0	0	0	
NW	0	0	0	
High & University	MIAMI UNIVERSITY	Will Be Completed with High St Project 2021?		
NE	35	200	2	
SE	10	75	1	
Tallawanda & High	MIAMI UNIVERSITY	Will Be Completed with High St Project 2021?		
NW	0	660	2	
SE	0	150	1	
SW	0	150	1	

TOTALS FOR ALL YEARS	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	
----------------------	-----------------------------------	---	--	--

Totals of ALL qtys to complete	2985	16868	153
2020 CDBG Price (2019 Funds)	\$ 36.00	\$ 10.00	\$ 210.00
2020 CDBG Price +20%	\$ 43.20	\$ 12.00	\$ 252.00
Estimated Cost	\$ 128,952.00	\$ 202,416.00	\$ 38,556.00
Total Estimate	\$ 369,924.00		



CDBG Ramps Map

2020

Legend

- Handicap Ramps Completed
- Handicap Ramps Needing Replaced
- GIS DBO OxfordTwpCenterlines

Applicant: _____
 Project Title: _____
 Project Priority: # _____ of _____ Application Submissions

Departmental Use Only:	
Date Received:	_____
Received By:	_____



BUTLER COUNTY COMMUNITY DEVELOPMENT
2021 Application for: CDBG & HOME Programs

Due Date: November 6, 2020 4:00 pm



SECTION I: APPLICANT INFORMATION

CLEAR FORM

Applicant: _____
 Contact Person: _____
 Title: _____
 Address: _____
 Phone 1: _____ Phone 2: _____
 Fax: _____ E-Mail: _____

SECTION II: PROJECT DESCRIPTION

A. NATIONAL OBJECTIVE *(select one)*

- ☐ Benefits low and moderate income people: Area Benefit Complete Section III - A-1
- ☐ Benefits low and moderate income people: Limited Clientele Complete Section III - A-2
- ☐ Eliminates slum and blight. Complete Section III - B
- ☐ Corrects an urgent need. Complete Section III - C

B. PROJECT TYPE *(select one)*

- ☐ Housing Project Complete Section VI - A
- ☐ Public Improvement Project Complete Section VI - B
- ☐ Public Service Project Complete Section VI - C

C. DIRECT IMPACT

Number of Households who will directly benefit from this project.
 Number of People who will directly benefit from this project.

D. PROJECT NARRATIVES *(answer questions in narrative form at box below)*

1. How will this project impact the community?
2. How does this project address the National Objective?
3. What is the current status of the project?
4. What are the quantifiable results? *(i.e. feet of sidewalk, number of buildings renovated, number of people assisted, additional jobs created, etc...)*
5. How do you expect to measure the success of the project?

D. PROJECT NARRATIVES SECTION- Answer questions from above and include additional narrative as needed.

Type narrative here or include as an attachment to the application.

A-1. Low / Moderate Income Benefit: Area

This project qualifies as an LMI area as determined by which of the following:

☐ **Census**

Census Tract:
 Census Block Group(s):
 Population:
 LMI percentage:

☐ **Income Survey** *Provide Surveys & Survey Summary as Attachment.*

Number of Households:
 Number of LMI Households:
 Percentage of LMI Households:
 Number of Residents:
 Number of LMI Residents:
 Percentage of LMI Residents:

A-2. Low / Moderate Income Benefit: Limited Clientele

Who does this project primarily benefit?

☐ Disabled ☐ Elderly ☐ Homeless ☐ Other

How many people will benefit from this project?

B. Elimination of Slum or Blighted Condition (Municipal Resolution required.)

1. What is the condition to be addressed by the project?

2. Describe the strategy that will be implemented to address the condition:

C. Urgent Need

1. What is the condition that is causing a threat to the health and welfare of the community?

2. When did this condition occur?

3. From what sources did the community seek to address this problem?

SECTION IV: PROJECT LOCATION**A. Address:**

City: Zip:

Jurisdiction:

B. Census: Tract: Block Group:

C. Base Map: *Provide a Base Map as an Attachment, clearly indicating the following:*

- ♦ Location of the project. ♦ Service area of the project.

SECTION V: BUDGET

A. GENERAL

- Original cost estimate is required as an Attachment.
- Estimate must be itemized and prepared by a third party, and signed by a qualified source.
- Any project above \$2,000 must adhere to Federal Prevailing Wages.
- Local funding match must include a Resolution / Ordinance of financial commitment.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Prevailing wages have been included in the estimate. | ☐ | ☐ |
| 2. Architectural / Engineering fees are included in the estimate. | ☐ | ☐ |
| 3. Estimate provided is valid for what time period? | <input type="text"/> | |

B. FUNDING

HUD	\$	gh
Local	\$	fgh
Other*	\$	
TOTAL PROJECT COST:	\$	

** Explain any additional resources which have been applied for, and the status.*

Butler County Engineers Office needs 30 days notice to prepare your estimate. Contact Melissa Taylor at BCEO by PH: 513-785-4115 or email: TaylorM@bceo.org **by October 1, 2020** to request an estimate. Villages and Cities should use their own engineer.

SECTION VI: PROJECT DEVELOPMENT

A. HOUSING PROJECT

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do you own the property? | ☐ | ☐ |
| 2. Does this project involve real property acquisition? | ☐ | ☐ |
| 3. Will this project cause the relocation of residents? | ☐ | ☐ |
| 4. How many households will directly benefit from this project? | | <input type="text"/> |
| 5. Who will be responsible for the maintenance of this project upon completion? | <input type="text"/> | |

B. PUBLIC IMPROVEMENT PROJECT

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Does this project involve real property acquisition? | ☐ | ☐ |
| 2. Will this project cause the relocation of residents? | ☐ | ☐ |
| 3. Has engineering been completed on this project? | ☐ | ☐ |
| 4. Will this project result in assessments to residents? | ☐ | ☐ |
| 5. How many households will directly benefit from this project? | | <input type="text"/> |
| 6. Who will be responsible for the maintenance of this project upon completion? | <input type="text"/> | |

7. Are there any current situations that may affect the timing of this project?

C. PUBLIC SERVICE PROJECT

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Is this project a continuation of an existing service? | ☐ | ☐ |
| 2. Is this project an expansion of an existing service? | ☐ | ☐ |
| 3. If this service is not currently provided, are there sufficient staff to implement this service? | ☐ | ☐ |
| 4. Has CDBG funding been received previously to provide this service? | ☐ | ☐ |
| If yes, when? _____ | | |
| 5. How many people will directly benefit from this service? | <input type="text"/> | |

SECTION VII: ENDORSEMENT

I, the undersigned, as official representative of the applicant, hereby acknowledge that if a grant is awarded, the terms, conditions, and budget pursuant to the Action Plan submitted to the U.S. Department of Housing and Urban Development, and the sequential Project Agreement between Butler County Board of Commissioners and the applicant will be the limit of participation from the Board of Commissioners of Butler County.

I also hereby certify that the information contained in this application is true and accurate to the best of my knowledge.

Name

Title

Signature

Date

Municipalities:

Each application from a municipality must contain a copy of a resolution from the Board of Trustees or Village / City Council endorsing the submission of the project application, stating the amount of the grant request in the application, and the amount to be contributed by the municipality for the project.

Not-For-Profit Organizations:

Each application from a not-for-profit organization must contain a resolution from the organization's Board of Directors endorsing the submission of the application, stating the amount of the grant request in the application, and stating the amount to be contributed by the organization.

A SEPARATE RESOLUTION IS REQUIRED FOR EACH APPLICATION



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	September 2, 2020
COUNCIL MEETING DATE:	October 6, 2020
AGENDA TITLE:	Resolution Authorizing Staff to Submit an Application for Financial Assistance to Ohio Public Works Commission
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10/2/20</i> <i>MB 9/22/20</i>

Discussion:

The City has identified a section of brick pavement on Main St. (SR732) from High St. (US 27) to Park Place that is in need of reconstruction. A combination of base failure and water main breaks has led to settling in some areas as well as the loss of some surface brick. The estimate to remove and replace this segment of Main St. is \$350,000.

Ohio Public Works Commission - Issue One funds, administered by the Butler County Engineer's Office, are available to local governments for projects that improve safety. The City of Oxford, through an application process, has the opportunity to apply for Issue One funds to be used for the removal and reconstruction of this roadway segment. Total project costs are estimated to be approximately \$350,000. The City may be eligible to receive approximately \$276,500 from the Commission (79%). The City would be required to provide approximately \$73,500 as the local match to completely fund the project (21%). The local funding would be required in 4Q FY 2021 as we would contract for the work in December of 2021 for construction in the summer of 2022. Construction would be timed to try to minimize impact on area residents, BCRTA operations, and school bus transportation for Talawanda School District. **Construction during the summer will have an impact on events held in the Uptown Parks during the project period.**

The City's application for funding, should Council approve the project, will include the following project schedule with **construction in 2022**:

Project Engineering	October 2020 – October 2021
Bid Advertising and Award	October 2021 – December 2021
Construction	June 2022 through July 31, 2022

RESOLUTION NO.

A RESOLUTION OF COUNCIL SUPPORTING THE SUBMISSION OF A GRANT APPLICATION FOR OHIO PUBLIC WORKS COMMISSION ISSUE 1 FUNDS TO BE USED FOR THE DESIGN AND RECONSTRUCTION OF MAIN STREET (SR732) BETWEEN HIGH STREET (US27) AND PARK PLACE.

WHEREAS, Ohio Public Works Commission Issue One Funds, administered by the Butler County Engineer's Office, are available to local governments for safety improvement projects; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to apply for and sign all documents necessary to receive a grant from the Ohio Public Works Commission for the design and reconstruction of Main Street (SR732) between High Street (US27) and Park Place.

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

SECTION 1: Council, having determined the reconstruction of Main Street (SR732) between High Street (US27) and Park Place to be beneficial to the City, hereby supports the use of grant funds to assist with the cost.

SECTION 2: Council hereby authorizes the City Manager to submit a grant application to the Ohio Public Works Commission requesting Issue 1 funds for the design and reconstruction of Main Street (SR732) between High Street (US27) and Park Place.

SECTION 3: The City Manager is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

It is Staff's recommendation that Council authorize the City Manager to apply for and sign all documents necessary to receive a grant from the Ohio Public Works Commission for the design and reconstruction of Main Street (SR732) between High St. (US27) and Park Place.



State of Ohio
Public Works Commission
Application for Financial Assistance

IMPORTANT: Please consult "Instructions for Financial Assistance for Capital Infrastructure Projects" for guidance in completion of this form.

Applicant

Applicant: City of Oxford Subdivision Code: 017-59234

District Number: 10 County: Butler Date: 08/25/2020

Contact: Scott Otto Phone: (513) 524-5208
(The individual who will be available during business hours and who can best answer or coordinate the response to questions)

Email: sotto@cityofoxford.org FAX: _____

Project

Project Name: Main St. Brick Repairs Zip Code: 45056

Subdivision Type	Project Type	Funding Request Summary
(Select one)	(Select single largest component by \$)	(Automatically populates from page 2)
☐ 1. County	☒ 1. Road	Total Project Cost: <u>350,000 .00</u>
☒ 2. City	☐ 2. Bridge/Culvert	1. Grant: <u>276,500 .00</u>
☐ 3. Township	☐ 3. Water Supply	2. Loan: <u>0 .00</u>
☐ 4. Village	☐ 4. Wastewater	3. Loan Assistance/ Credit Enhancement: <u>0 .00</u>
☐ 5. Water (6119 Water District)	☐ 5. Solid Waste	Funding Requested: <u>276,500 .00</u>
	☐ 6. Stormwater	

District Recommendation (To be completed by the District Committee)

Funding Type Requested	SCIP Loan - Rate: _____ % Term: _____ Yrs	Amount: _____ .00
(Select one)		
☐ State Capital Improvement Program	RLP Loan - Rate: _____ % Term: _____ Yrs	Amount: _____ .00
☐ Local Transportation Improvement Program	Grant:	Amount: _____ .00
☐ Revolving Loan Program	LTIP:	Amount: _____ .00
☐ Small Government Program	Loan Assistance / Credit Enhancement:	Amount: _____ .00
District SG Priority: _____		

For OPWC Use Only

STATUS	Grant Amount: _____ .00	Loan Type: ☐ SCIP ☐ RLP
Project Number: _____	Loan Amount: _____ .00	Date Construction End: _____
_____	Total Funding: _____ .00	Date Maturity: _____
Release Date: _____	Local Participation: _____ %	Rate: _____ %
OPWC Approval: _____	OPWC Participation: _____ %	Term: _____ Yrs

1.0 Project Financial Information (All Costs Rounded to Nearest Dollar)

1.1 Project Estimated Costs

Engineering Services

Preliminary Design:	_____	.00	
Final Design:	_____	.00	
Construction Administration:	_____	.00	
Total Engineering Services:	a.) _____	0 .00	0 %
Right of Way:	b.) _____	.00	
Construction:	c.) _____	318,182 .00	
Materials Purchased Directly:	d.) _____	.00	
Permits, Advertising, Legal:	e.) _____	.00	
Construction Contingencies:	f.) _____	31,818 .00	10 %
Total Estimated Costs:	g.) _____	350,000 .00	

1.2 Project Financial Resources

Local Resources

Local In-Kind or Force Account:	a.) _____	.00	
Local Revenues:	b.) _____	73,500 .00	
Other Public Revenues:	c.) _____	.00	
ODOT / FHWA PID: _____	d.) _____	.00	
USDA Rural Development:	e.) _____	.00	
OEPA / OWDA:	f.) _____	.00	
CDBG:	g.) _____	.00	
☐ County Entitlement or Community Dev. "Formula"			
☐ Department of Development			
Other: _____	h.) _____	.00	
Subtotal Local Resources:	i.) _____	73,500 .00	21 %

OPWC Funds (Check all requested and enter Amount)

Grant: <u>100</u> % of OPWC Funds	j.) _____	276,500 .00	
Loan: <u>0</u> % of OPWC Funds	k.) _____	.00	
Loan Assistance / Credit Enhancement:	l.) _____	0 .00	
Subtotal OPWC Funds:	m.) _____	276,500 .00	79 %
Total Financial Resources:	n.) _____	350,000 .00	100 %

1.3 Availability of Local Funds

Attach a statement signed by the Chief Financial Officer listed in section 5.2 certifying all local resources required for the project will be available on or before the earliest date listed in the Project Schedule section. The OPWC Agreement will not be released until the local resources are certified. Failure to meet local share may result in termination of the project. Applicant needs to provide written confirmation for funds coming from other funding sources.

2.0 Repair / Replacement or New / Expansion

2.1 Total Portion of Project Repair / Replacement:	<u>350,000</u> .00	<u>100</u> %
2.2 Total Portion of Project New / Expansion:	<u>0</u> .00	<u>0</u> %
2.3 Total Project:	<u>350,000</u> .00	<u>100</u> %

A Farmland
Preservation letter is
required for any
impact to farmland

3.0 Project Schedule

3.1 Engineering / Design / Right of Way	Begin Date: <u>08/03/2020</u>	End Date: <u>10/01/2021</u>
3.2 Bid Advertisement and Award	Begin Date: <u>10/01/2021</u>	End Date: <u>12/31/2021</u>
3.3 Construction	Begin Date: <u>06/01/2022</u>	End Date: <u>08/01/2022</u>

Construction cannot begin prior to release of executed Project Agreement and issuance of Notice to Proceed.

Failure to meet project schedule may result in termination of agreement for approved projects. Modification of dates must be requested in writing by project official of record and approved by the Commission once the Project Agreement has been executed.

4.0 Project Information

If the project is multi-jurisdictional, information must be consolidated in this section.

4.1 Useful Life / Cost Estimate / Age of Infrastructure

Project Useful Life: 25 Years Age: 2001 (Year built or year of last major improvement)

Attach Registered Professional Engineer's statement, with seal or stamp and signature confirming the project's useful life indicated above and detailed cost estimate.

4.2 User Information

Road or Bridge: Current ADT 4,884 Year 2019 Projected ADT 6,000 Year 2039

Water / Wastewater: Based on monthly usage of 4,500 gallons per household; attach current ordinances.

Residential Water Rate Current \$ _____ Proposed \$ _____

Number of households served: _____

Residential Wastewater Rate Current \$ _____ Proposed \$ _____

Number of households served: _____

Stormwater: Number of households served: _____

4.3 Project Description

- A: SPECIFIC LOCATION (Supply a written location description that includes the project termini; a map does not replace this requirement.) 500 character limit.

The project is located on Main St. (SR 732) between High St. and E. & W. Park Place.

- B: PROJECT COMPONENTS (Describe the specific work to be completed; the engineer's estimate does not replace this requirement) 1,000 character limit.

Remove existing curb and gutter, brick pavers and concrete base. Install new underdrains and concrete base. Install new brick pavers and curb and gutter. Replace curb ramps and sidewalk as needed.

- C: PHYSICAL DIMENSIONS (Describe the physical dimensions of the existing facility and the proposed facility. Include length, width, quantity and sizes, mgd capacity, etc in detail.) 500 character limit.

The existing and proposed facility is approximately 150' x 40'.

5.0 Project Officials

Changes in Project Officials must be submitted in writing from an officer of record.

5.1 Chief Executive Officer

(Person authorized in legislation to sign project agreements)

Name: Douglas R. Elliott, Jr.

Title: City Manager

Address: 15 S. College Avenue

City: Oxford State: OH Zip: 45056

Phone: (513) 524-5201

FAX: _____

E-Mail: delliott@cityofoxford.org

5.2 Chief Financial Officer

(Can not also serve as CEO)

Name: Joseph Newlin

Title: Finance Director

Address: 15 S. College Avenue

City: Oxford State: OH Zip: 45056

Phone: (513) 524-5202

FAX: _____

E-Mail: jnewlin@cityofoxford.org

5.3 Project Manager

Name: Scott Otto

Title: City Engineer

Address: 15 S. College Avenue

City: Oxford State: OH Zip: 45056

Phone: (513) 524-5208

FAX: _____

E-Mail: sotto@cityofoxford.org

6.0 Attachments / Completeness review

Confirm in the boxes below that each item listed is attached (Check each box)

- ☐ A certified copy of the legislation by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts. This individual should sign under 7.0, Applicant Certification, below.
- ☐ A certification signed by the applicant's chief financial officer stating the amount of all local share funds required for the project will be available on or before the dates listed in the Project Schedule section. If the application involves a request for loan (RLP or SCIP), a certification signed by the CFO which identifies a specific revenue source for repaying the loan also must be attached. Both certifications can be accomplished in the same letter.
- ☐ A registered professional engineer's detailed cost estimate and useful life statement, as required in 164-1-13, 164-1-14, and 164-1-16 of the Ohio Administrative Code. Estimates shall contain an engineer's seal or stamp and signature.
- ☐ A cooperative agreement (if the project involves more than one subdivision or district) which identifies the fiscal and administrative responsibilities of each participant.
- ☐ Farmland Preservation Review - The Governor's Executive Order 98-IV, "Ohio Farmland Protection Policy" requires the Commission to establish guidelines on how it will take protection of productive agricultural and grazing land into account in its funding decision making process. Please include a Farm Land Preservation statement for projects that have an impact on farmland.
- ☐ Capital Improvements Report. CIR Required by O.R.C. Chapter 164.06 on standard form.
- ☐ Supporting Documentation: Materials such as additional project description, photographs, economic impact (temporary and/or full time jobs likely to be created as a result of the project), accident reports, impact on school zones, and other information to assist your district committee in ranking your project. Be sure to include supplements which may be required by your local District Public Works Integrating Committee.

7.0 Applicant Certification

The undersigned certifies: (1) he/she is legally authorized to request and accept financial assistance from the Ohio Public Works Commission as identified in the attached legislation; (2) to the best of his/her knowledge and belief, all representations that are part of this application are true and correct; (3) all official documents and commitments of the applicant that are part of this application have been duly authorized by the governing body of the applicant; and, (4) should the requested financial assistance be provided, that in the execution of this project, the applicant will comply with all assurances required by Ohio Law, including those involving Buy Ohio and prevailing wages.

Applicant certifies that physical construction on the project as defined in the application has NOT begun, and will not begin until a Project Agreement for this project has been executed with the Ohio Public Works Commission. Action to the contrary will result in termination of the agreement and withdrawal of Ohio Public Works Commission funding from the project.

Certifying Representative (Printed form, Type or Print Name and Title)

Original Signature / Date Signed



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	September 18, 2020
COUNCIL MEETING DATE:	October 6, 2020
AGENDA TITLE:	PC-2020-09, CONDITIONAL USE, 305 N. Main Street, to allow for an accessory dwelling unit in an R3MS Zoning District, Scott Webb, Applicant, Agent
CITY MANAGER/DEPT HEAD APPROVAL:	<i>PRE 10/2/20</i>

Proposal Summary:

Scott Webb Architect, acting as agent for the property owner, has requested Conditional Use approval to enable an existing detached garage structure at 305 N Main Street to be used as an accessory dwelling unit (ADU). The structure is 1,242 square feet in size and is situated in southeastern corner of the rear yard, and shares the lot with a principal single-family dwelling located at the front. The structure in question has an outward appearance as a garage (with two garage doors facing the street), though it has already been configured to be utilized as a dwelling unit, complete with 2 bedrooms, a bathroom, and a kitchen. A Building Permit was issued in 2001 for a renovation project, followed by a Certificate of Occupancy (CO) in 2003 which stipulated that the building was not to be used as a dwelling unit. The applicant has communicated the desire is to officially acknowledge the use of the existing accessory structure so that a Rental Permit can be obtained to allow renting to tenants. No other changes to the site are proposed.

The purpose of a Conditional Use, as a discretionary review process by Planning Commission and Council, is to address the appropriateness of the proposed land use in the given location, as well as address the mitigation of any potential adverse impacts to the neighborhood resulting from the use.

Background:

A number of legislative actions were undertaken by City Council in 2017 in order to facilitate the densification of student housing areas in the eastern half of the Mile Square, given the proximity to campus. One such action was adopting an allowance for ADUs in the R3MS district, but only through the



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

Conditional Use process. The applicant hopes to utilize the ADU process and provisions to enable the official use of a detached accessory dwelling on the subject property. The existing structure is larger than the base threshold permitted by Code (the threshold being 50% of the principal structure footprint or 1,000 square feet, whichever is smaller), though Planning and Council may approve a larger size.

Discussion and Recommended Conditions:

The staff report for the September 8 Planning Commission meeting recommended tabling the application, pending additional plans and details demonstrating how the structure can be made to appear more like a dwelling than a garage. The Fire and Police Chiefs had expressed safety concerns due to the deceiving exterior appearance. Following the report's release, the applicant brought to the meeting a new rendering illustrating how the two garage doors could be replaced with a front door and window. The Planning Commission reviewed the proposal, with much of the discussion and questions relating to a few key points: (1) the current conditions and whether the structure would be safe for occupancy; (2) the legality of the present use with respect to past history of permits/approvals; and (3) the design of the structure with respect to the Mile Square Design Guidelines and ensuring adequate identification for emergency purposes. General agreement was expressed that this type of use was beneficial in consideration of the previous 2017 action, and voted 5-0-0, with 1 recusing and 1 absent, to recommend approval of the Conditional Use subject to the following conditions:

1. Design to address Mile Square Guidelines as determined by CDD staff
2. Addressing and building identification as approved by Fire Chief
3. Inspected by Building Official
4. Inspected by Property Maintenance Code Supervisor
5. Comply with any outstanding code violations

Staff Follow-Up:

Following the September 8 meeting, staff was able to locate an additional memorandum in City records which clarified that although the detached structure had an arrangement of habitable space, it was not recognized as a dwelling unit "for zoning purposes." Staff also arranged a time for an inspector from National Inspection Corporation (NIC), the City's contracted building and property maintenance officials, to visually inspect the interior of the building. The inspector found that some minor work was needed in



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

order for the structure to comply with applicable codes, but this could be accomplished through a change of use permit. Staff believes this visit fulfilled the spirit of condition #s 3 and 4. The structure could allow up to 3 unrelated occupants based on bedroom sizes.

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT APPLICATION TO ALLOW AN EXISTING DETACHED GARAGE STRUCTURE AT 305 N. MAIN STREET TO BE USED AS AN ACCESSORY DWELLING UNIT (ADU) IN THE R-3MS SINGLE, TWO, AND THREE FAMILY MILE SQUARE RESIDENTIAL DISTRICT WITH CONDITIONS.

SECTION 1: the Planning Commission met pursuant to Oxford Codified Ordinance Section 1147.02 on September 8, 2020 for the purpose of considering the request of Scott Webb, Applicant, Agent for a conditional use permit to allow an existing detached garage structure at 305 N. Main Street to be used as an accessory dwelling unit (ADU) in the R-3MS Single, Two, and Three Family Mile Square Residential District.

SECTION 2: the Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of the conditional use application to allow an existing detached garage structure at 305 N. Main Street to be used as an accessory dwelling unit (ADU) in the R-3MS Single, Two, and Three Family Mile Square Residential District with the following conditions:

1. The design shall address Mile Square Guidelines as determined by staff.
2. The addressing and building identification shall be approved by the Fire Chief.
3. The owner shall comply with any outstanding code violations.

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

SECTION 1: Council hereby accepts the action of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to allow an existing detached garage structure at 305 N. Main Street to be used as an accessory dwelling unit (ADU) in the R-3MS Single, Two, and Three Family Mile Square Residential District with the following conditions:

1. The design shall address Mile Square Guidelines as determined by staff.
2. The addressing and building identification shall be approved by the Fire Chief.
3. The owner shall comply with any outstanding code violations.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

MEMO

To: File

From: Lisa Colwell, NIC

Date: September 16, 2020

Subject: 305 N Main (garage)

On Tuesday, September 15, 2020, an inspection was conducted on the garage at the above referenced property. The purpose of the inspection was to determine if the structure could be used as a dwelling unit.

The outcome of the inspection is as follows:

1. The structure can be used as a dwelling, provided that a change of use permit is filed through the building department and that the proper zoning is obtained through the planning commission.
2. Minor work to the structure will have to occur and a rental inspection must be passed to occupy the structure as a dwelling. The minor work includes, but is not limited to: ensuring the windows are in working order for egress; ensuring the area outside of egress windows are clear from debris, brush or other items that may interfere with safe egress; functional smoke detectors and CO2 detectors complying with Section 704 of Oxford's Property Maintenance code must be installed; drywall or other approved materials must be patched/installed in the utility closet, for firestopping purposes; all electrical outlets and switches must have protective covers installed; a fire extinguisher must be provided in or near the kitchen; food preparation spaces shall contain appropriate equipment to store, prepare and serve food in a sanitary manner.

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	Scott Webb Architect
Location	305 N Main Street
Owner	Redhawk Rental Properties LLC
Action Request	Conditional Use Application for a new Accessory Dwelling Unit (ADU)
Current Use	Single-Family Dwelling with detached accessory structure
Current Zoning	R3MS Single, Two-, and Three-Family Dwelling Mile-Square Residential District
Lot Size	10,218 square feet
Surrounding Land Uses	Single-Family Residential
Staff Recommendation	Table, pending a more suitable design & additional plans/details

PROPOSAL SUMMARY

On behalf of the property owner, Scott Webb Architect is requesting a Conditional Use permit to enable an existing detached garage structure at 305 N Main Street to be used as an accessory dwelling unit (ADU). The garage is 1,242 square feet in size and is located in the southeastern corner of the rear yard, and shares the site with an existing principal single-family dwelling oriented toward N Main Street. The existing dwelling has a 1,500 square-foot footprint, and contains 1,950 square feet of gross living area according to the Butler County Auditor. The applicant has submitted a site plan showing existing conditions which are proposed to remain as-is, including a paved surface driveway with enough room for parking five vehicles.

According to the applicant, the unit has already been configured to be utilized as a dwelling unit. The submitted floor plan documents the current layout, which contains 2 bedrooms, a bathroom, and open kitchen & living space, with the intention of continuing this same layout as an ADU. City records show a Building Permit was issued in August 2001 for a garage renovation, though the corresponding Certificate of Occupancy (CO) on file specified that the building could not be used as a dwelling unit. The applicant has communicated the desire is to legalize the use of the existing accessory structure so that a Rental Permit can be obtained to allow renting to tenants. The principal structure already has a valid Rental Permit for up to 4 unrelated occupants.

This is the first Conditional Use application for an ADU received by the Community Development office since provisions were first adopted into the Oxford Zoning Code in 2017.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property. The notice specifically addressed possible changes to the date, location and format of the meeting due to the COVID-19 pandemic, including the possibility of a video conference and/or teleconference format. One phone call was received from a tenant at the property, who was curious about the posted sign, and informed of the pending matter. One comment form was received.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Jessica Greene, Assistant City Manager	Returned with Comments
<i>This development could complement the existing home there and stretch the capacity of that lot. I'm support the increased density but would like to see property improvements come with it and make the structure look less like a garage and more like a living space.</i>		
Engineering	Scott Otto, City Engineer	Returned with Comments
<i>Please provide a plan showing the as-built locations of the water service and sanitary sewer that serve this structure.</i>		
Fire	John Detherage, Fire Chief	Returned with Comments
<i>The fire department is not in favor of this change. Not only are residences located behind a primary residence hard to locate in an emergency situation, this application states that the building will continue to have the garage doors on it. In the middle of the night when we pull up to a garage fire, no one is going to expect that there is someone (or numerous people) living in a detached garage behind garage doors. This is a recipe for disaster.</i>		
Police	John Jones, Police Chief	Returned with Comments
<i>Would echo the comments of the fire department. The detached garage should not be used as a residence.</i>		

COMMENTARY

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

- **Land Use:** The allowance of accessory dwelling units (ADUs) as a Conditional Use in the R3MS district was adopted into the Oxford Zoning Code in September 2017. The staff report composed at the time reveals the purpose of the amendment was to encourage increased residential density for student housing units in close proximity to campus, while at the same time allowing for redevelopment of existing structures in order to preserve historic character as much as possible. To this end, allowing property owners to build brand new accessory dwelling units to complement existing principal structures was seen as a solution which achieved a density increase without always necessitating a complete demolition and rebuild for an entire property. The Code specifies that in no case can there be any more than 3 dwelling units on a single lot, inclusive of an ADU.
- **Architecture:** Because the standards adopted in 2017 generally anticipated the design and construction of new accessory structures, there is somewhat of a mismatch between the current Code provisions and the situation currently under consideration. More specifically, **Section 1143.07(d)(16)** provides that ADUs are to be *designed* as a smaller structure compared to the main house, and comply with the R3MS accessory building design guidelines which call for compatibility in architectural style and materials. The request at hand differs from what was originally conceived,

since the structure in question already exists and no exterior changes are proposed. However, it is staff's viewpoint that the Conditional Use process can allow for conditions relating to architectural modifications which bring the resulting structure more in-line with the spirit and intent of the ADU zoning provisions. It should be noted that the applicant did contact staff ahead of the application's submission, since the prospect involved differs from what the ADU provisions anticipate.

- **Parking:** While the Zoning Code does not provide parking space standards pertaining specifically to ADUs, the acceptability of a proposed parking arrangement may be reviewed on a more discretionary basis due to "vehicle management" being cited as a potential concern in the Conditional Use chapter. Staff agrees with the applicant's assessment that ample parking is already provided which will serve both the principal dwelling and accessory dwelling.
- **Public Safety:** The Fire and Police Chiefs have commented that they are not in favor of the proposal, citing the potential for confusion whereby emergency responders cannot immediately locate the scene of an emergency due to the structure's outward appearance as a garage. Despite the previously adopted Zoning Code provisions which call for new ADUs to be located in rear yards of properties, the Fire Chief is not in favor of this type of unusual arrangement in a dense area like the Mile Square where it is not readily apparent or expected that separate detached structures would be utilized as residential dwellings.
- **Utilities:** The City Engineer has communicated the need to see details on any existing and/or proposed utility connections for the ADU. Utility details are typically reviewed by the Engineering Division upon submittal of a Building/Zoning Permit. In response to this request, if the Commission is inclined to recommend approval, Community Development staff recommends a condition be added which clearly states a Building/Zoning Permit is to be submitted and approved no matter the degree of modifications which may or may not be done to the structure. At a bare minimum, a Permit review and approval would be needed to acknowledge the structure's "change of use."

DECISION CRITERIA

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

- A. The proposed use is in fact a Conditional Use appropriate in the zoning district in which it is proposed.**
The Oxford Zoning Code provides for allowance of ADUs as a Conditional Use in only the R3MS district, whereby the unit may be *in a stand-alone structure or located above a garage*.
- B. The use and site will satisfy the general intent of the Zoning Code.**
Staff believes the general intent of the Zoning Code provisions for ADUs is to produce smaller dwelling-like structures which have a similar architectural appearance to their associated larger principal dwellings. In order to comply with the general intent, there should be more of an attempt to redesign the garage structure in a way which creates a more obvious external appearance as a dwelling, or perhaps more ideally, the garage should be demolished and rebuilt as a brand new ADU which more strictly adheres and conforms to the prescribed standards. It should be noted that the garage structure, comprising 1,242 square feet in area, actually exceeds the Code's stated maximum square footage of 1,000 square feet, though flexibility is expressly provided for the Planning Commission and Council to decide otherwise.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.**
The Comprehensive Plan calls for preservation and enhancement of the college town character, prioritizing infill and redevelopment over new development, and preserving historic resources in

the Mile Square. The utilization of an existing structure which enables residential densification while also avoiding demolition of an older principal structure is in keeping with the general intent.

- D. **The size and shape of the site are sufficient for the proposed use.**
Since the scope of the request concerns an existing structure and preserving a site as already developed, staff does not believe this criterion is applicable.
- E. **The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
The existing garage is located in very close proximity to another single-family dwelling to the south. The applicant notes that the garage is located five feet away from a retaining wall along the southern property line, thus the overall proximity between the structures is likely not too far off from this distance. However, the actual interaction between these structures may not prove to be problematic. Staff contacted the Building Official for information on whether fire ratings or separation standards could come into play when reviewing for compliance with the Residential Code – the answer received was it would not, since the structure already exists.
- F. **The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.**
This criterion is meant more for commercial or industrial type uses, and thus is not relevant in this case.
- G. **The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.**
As the Code amendments were written, the implied notion is that an ADU is a potentially acceptable use that is incidental to the principal residential use of the property, even though the operation and function of the two resulting dwelling units may be more separate in nature.
- H. **The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.**
There are significant concerns relating to the adequate provision of police and fire protection for the proposed use, consistent with comments received from the Fire and Police Chiefs. The primary concern is the proposed retention of the structure's exterior appearance as a garage, which could confuse or delay response in an emergency situation. The existing structure is composed of concrete block with two garage doors at front.
- I. **Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
It appears the garage structure already has utility connections. The owner would likely be responsible for any upgrades or connections deemed necessary. The applicant indicates no public expense is anticipated.
- J. **The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.**
While it may be true that keeping the garage structure the way it is will in a sense not cause an impact to the character of the surrounding area, it can also be said that the Zoning Code poses questions regarding an ADU's qualities, including architectural style, material, orientation, and overall relationship to an associated principal dwelling. To this regard, the repurposing of the

subject structure as an ADU should be considered an alteration and thus have a more obvious residential appearance reminiscent of other residential buildings in the area.

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

Sufficient parking and vehicular access is already provided and would remain in place.

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

According to the Butler County Auditor, the existing house on this property was constructed in 1909. In the pursuit of increasing density, redeveloping or constructing an ADU on this site could have the beneficial effect of preventing the historic home from being demolished. There are no other noteworthy natural or scenic features for this site.

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

Should the Conditional Use request be approved, a Building/Zoning Permit will be required in order to officially recognize the change of use for the structure and approve any other modifications needed.

STAFF RECOMMENDATION

Based upon a review of the Decision Standards, staff recommends the Conditional Use request be **tabled** so that the applicant may have a chance to reach an agreement with the Fire Chief on a suitable structure design, and in turn submit additional plans/details demonstrating how the structure can be made to appear more like a dwelling rather than a garage.

SUBMITTED BY:



Zachary Moore, AICP
Planner

DATE: September 2, 2020

EXHIBIT A

RELEVANT ZONING CODE PROVISIONS

Chapter 1147 governs the Conditional Use application and outlines the potential concerns and use regulations for each permissible Conditional Use. Section 1143.07 contains standards affecting the R3MS district, including a separate subsection specifically devoted to Accessory Dwelling Units, which in turn references standards affecting garages and accessory buildings.

1147.02(c) Planning Commission Review

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

(1) Burden of Proof.

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

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

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

- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

1147.02(d) Action by Planning Commission

- (1) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
- (2) The Planning Commission shall base its recommendation to Council upon how well the application satisfies the General Decision Standards and the Decision Standards for the proposed use. In its recommendation, Planning Commission may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code.

1147.03(b)(39) Accessory Building to be used as a dwelling unit

- A. Potential Concerns
 - 1. Vehicle management
 - 2. Location of the accessory building
- B. Regulations
 - 1. Relationship of its size, mass, height and square footage to the principal building
 - 2. Building style and material
 - 3. Building orientation consistent with the principal building.

1143.07(d)(16) Accessory Dwelling Units

In addition to the standards applicable to all conditional use reviews, any new accessory dwelling unit shall be subject to the following standards:

- A. An accessory dwelling unit may be in a stand-alone structure or may be located above a garage.
- B. In no case shall there be more than three dwelling units on any single lot, including any approved accessory dwelling unit.
- C. Accessory dwelling units shall only be allowed on lots with a area of 5,000 square feet.
- D. The maximum square footage of an accessory dwelling unit shall not exceed 1000 square feet or 50% of the footprint of the principal structure whichever is smaller, unless approved by the Planning Commission and City Council.
- E. The accessory dwelling unit shall be located in the rear yard.
- F. The accessory dwelling unit shall be designed to be smaller in mass, height, and square footage than the principal dwelling.
- G. The accessory dwelling unit structure shall be subject to the accessory building design guidelines of this section.

1143.07(d)(8) Garages & Accessory buildings.

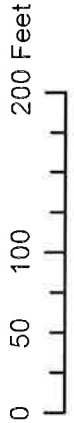
- A. Street facing garages shall not comprise more than 50 percent of the ground floor building frontage. Any garage with more than two (2) car parking capacity should not directly face onto any street. The garage with more than two parking bays should have the side wall facing the street (i.e., side loading garage). All garage doors shall be compatible with the dwelling style and colors.
- B. The front façade of any garage facing on to the street shall be set back a distance equal to or more than the front façade of the remainder of the principal building.
- C. To the maximum extent feasible, a detached garage shall be accessed from the alley if alleys are available for vehicular traffic.
- D. The architectural style and materials of any accessory building generally shall be

compatible with the principal building as should the roof type and roof slope. Roofs for any accessory building shall be subject to the same standards as for principal structures pursuant to Subsection (4) above.

Location Map



Site Parcel(s)





Location Map



Site Parcel(s)





Memo
Service Department
Engineering Division
513/524-5208

TO: Community Development Department

FROM: Scott Otto, P.E.
City Engineer

RE: Application #PPC-2020-09
305 N. Main – Conditional Use Dwelling in Detached Garage

DATE: September 2, 2020

The Engineering Division offers the following comment:

- Please provide a plan showing the as-built locations of the water service and sanitary sewer that serve this structure.



PC-2020-09

Surrounding Property Owners Notifications Map

Legend



Subject Area



200 Ft. Buffer



Oxford Corp. Limit



Address Point



Parcel

16.5' Vacated ROW



Building Footprint



Paved Roadway



1 inch = 100 feet

Prepared on Monday, August 24, 2020

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





DATE OF HEARING: September 8, 2020, 7:00 p.m.

The subject property at 305 N Main Street currently supports a single-family home and a detached garage in the back corner. The applicant wishes to convert the garage structure into additional living space as an accessory dwelling unit. At this time, no exterior or site-related changes are proposed - all work to be completed would take place inside the garage structure. The R3MS district, which the site is zoned, allows accessory dwelling units to be approved through the Conditional Use review process which requires a Planning Commission recommendation and Council approval.

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

No. I am surrounded as it is by Miami students. Their parties, on average, have 150-200 of them in attendance.

18

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford's Planning Commission & City Council regarding a Conditional Use for an accessory dwelling unit at our property at 305 North Main Street.

Thank you,

Signed: Adele Daake, Redhawk Rentals 7/27/20
Adele Daake, Redhawk Rental Properties LLC Date:



Internal Use Only:	
Case No.	PC-2020-09
Date Filed	7/27/20

Conditional Use Permit Application

Applicant Information

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

Name * Scott Webb, Architect

Mailing Address * 103 West Walnut Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 523-3838

Email Address scott@scottwebbarchitect.com

Owner Information

Name * Redhawk Rental Properties LLC

Mailing Address * 26 Portland Place

City, State & Zip Code * St. Louis Mo. 63108

Telephone Number(s) * (314) 368-2277

Email Address azd326@gmail.com

Location and Lot Information

Location of Property * 305 North Main Street

Legal Description * Parcel #H4100007000082

Zoning District * R3MS

Total Area * 10,218 → Check One * Acres ☐ Square Feet ☒

Existing Use Description * Single Family with detached Garage

Proposed Use Description * Dwelling Unit in Detached Garage

Submission Requirements and Documentation

From Section 1147.02(a)¹.

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

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

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

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

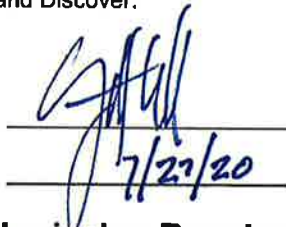
Fees & Receipt

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

Sign and Date

Applicant Signature *

Date *



Submit Application, Submission Requirements and Documentation, and Fees

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

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

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

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

For Staff Use Only

Fee Paid Date *

Receipt Number *

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

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

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



**SCOTT
WEBB**

A R C H I T E C T

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

www.scottwebbarchitect.com

Re: Application for Conditional Use
Proposed Accessory Dwelling Unit
305 North Main Street

July 27, 2020

Dear Mr. Perry,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Conditional Use for an Accessory Dwelling Unit in the R3MS Zoning District.

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

A. *A description of the proposed use.*

B. *Description of Use and Site*

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

1. *Description of Use and Site*

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

Property Owners:

Redhawk Rentals. LLC
Saint Louis, Missouri 63108

Architect:

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

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

A letter of Agency has been provided from the property owners

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

Parcel Number: H4100007000082

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

The site is currently occupied by a single family residence that has been used as a student rental for many years. The existing detached garage is the subject of this application.

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

The site is zoned R3MS – Single, Two, and Three Family Mile Square Residential District.

6. *A description of the proposed use.*

The proposal at hand is to allow the adaptive reuse of the original detached garage as an accessory dwelling unit.

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

Not Applicable.

b. *Hours of operation*

Not Applicable

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

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

This area of the Mile Square is predominately student rentals in former single family homes and was recently upzoned in the last Mile Square Zoning Map Amendment to encourage infill development based on its adjacency to Campus.

Rather than replace the existing house and garage in favor of a new 2 or 3-family structure, the owners are proposing to provide an additional dwelling unit in the original garage building.

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

With all buildings existing, design changes will be minimal and will preserve the neighborhood.

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

The proposed residential use will not create any new nuisances.

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

No negative effects are anticipated.

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

Planning Commission specifically created this conditional use for this zoning district.

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

Planning Commission and City Council decided to encourage infill development and allow increased density in an area near campus through the latest zoning map amendment. Additionally, they created this conditional use to allow new opportunities for dwelling units on some large lots in this district, potentially saving the original Mile Square houses

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

1147.03 (39) Accessory Dwelling Unit

A. Potential Concerns:

1. Vehicle Management

The existing site provides ample off-street parking on a paved area between the main house and the existing garage. No change is proposed in this application.

2. Location of Accessory Building

The accessory structure is existing, located at the rear of the property and is offset from the property lines as required.

B. Regulations:

1. Relationship of its size, mass, height and square footage to the principal building

At 1,242 square feet the existing building exceeds the maximum area allowed for new construction. Set back at the rear of the property its mass and square footage do not compete with the existing two-story historic house on the street

2. Building style and material.

The original garage was constructed of concrete block painted white with a simple gable roof. The owners intend to construct the dwelling unit behind the existing garage doors, leaving them in place to maintain the look of a secondary accessory structure

3. Building orientation consistent with the principal building

As shown on the attached aerial views, the building is appropriately located behind the house.

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

List of adjacent property owners is attached.

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

While the existing building exceeds the limits prescribed in the Zoning Code. It is exactly the type of building and adaptive reuse model envisioned by the Planning Commission when this conditional use was added to the R3MS district.

C. Site Plan

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

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

As all buildings are existing with no proposed changes, photographs are provided in lieu of elevations.

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

Photos are included with this application.

In response to the Decision Standards outlined in 1147.2(c), we offer the following:

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

1143.07(a)(2)K. Accessory Dwelling Units

The proposal at hand describes the adaptive reuse of an existing garage for an accessory dwelling unit

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

The conditional use for an accessory dwelling unit in the R3MS Zoning district was recently adopted for this purpose

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

The Comprehensive Plan calls specifically for the preservation of the historic housing stock in the Mile Square and its general character.

Planning Commission & City Council created this conditional use as a means to increase density in this quadrant of the Mile Square to encourage infill development while preserving original Mile Square houses

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

All buildings, drives, and parking areas are existing to remain. No change in the site is required by this conditional use

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

This additional dwelling unit will not be disturbing or hazardous to the neighborhood.

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

Only Residential occupancies are permitted in this district.

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

The additional dwelling unit is the same as the principal use as was intended by the Zoning Code.

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

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

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

No public expense is anticipated by this project.

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

All buildings, drives, and parking areas are existing.

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

The site provides off-street parking as required. No change is anticipated by this new dwelling unit

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

There are no scenic or natural resources in this area

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

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

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

Respectfully,

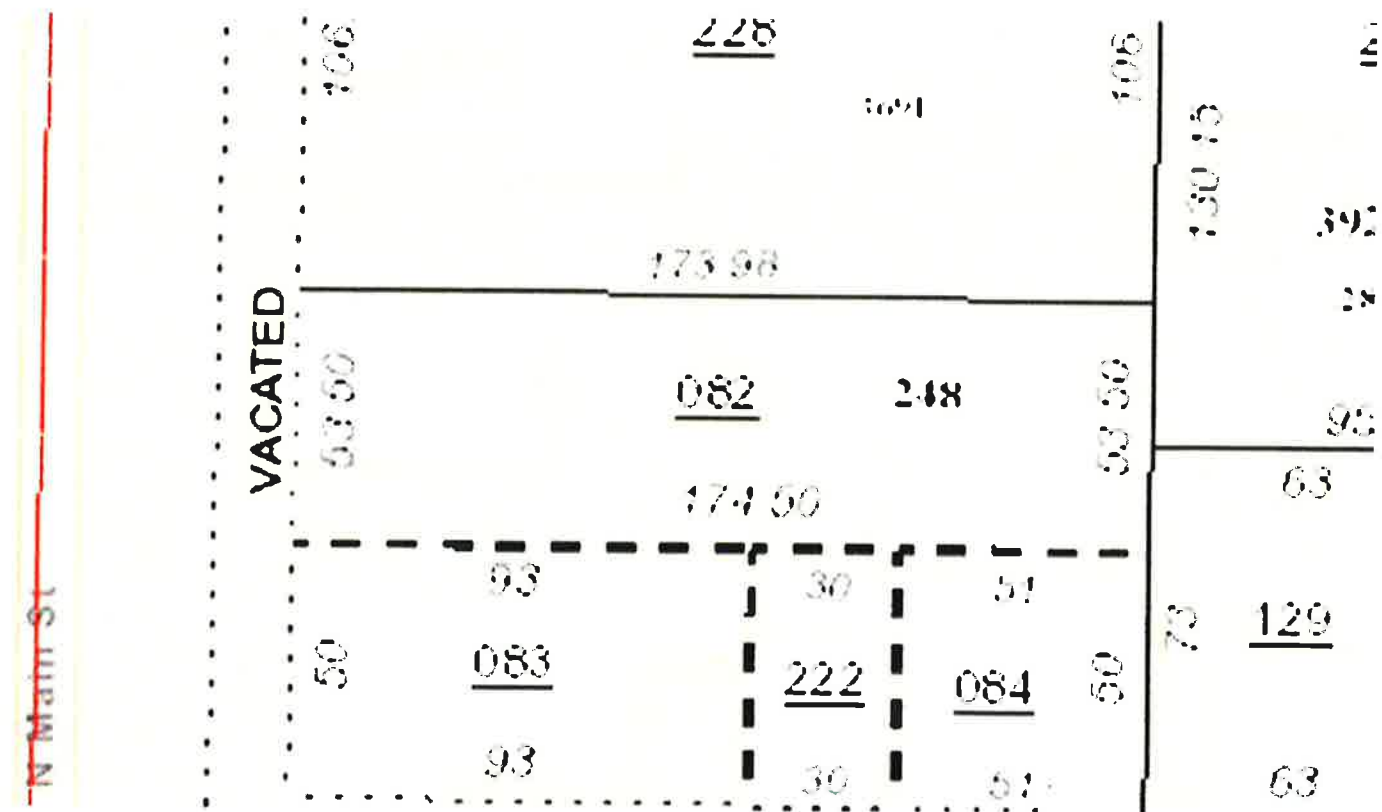
A handwritten signature in black ink, appearing to read 'Scott Webb', written in a cursive style.

Scott Webb, Architect

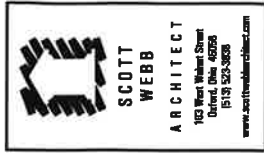
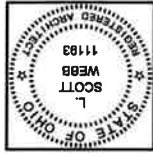
305 North Main Street



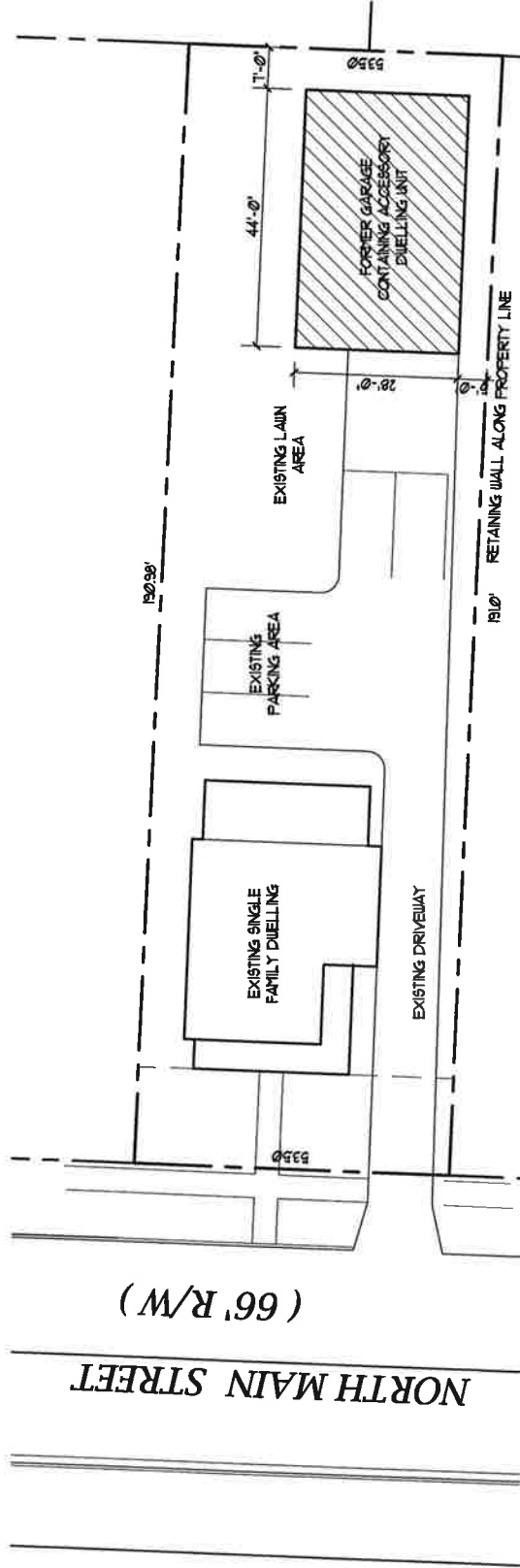
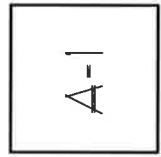
Aerial View showing relationship between main house and existing accessory building



Butler County Engineer's Property Dimensions & Building Locations



DATE	August 28, 2020
REVISIONS	



SITE PLAN
1" = 20'-0"

ACCESSORY DWELLING UNIT

ZONING (R3MS ZONING DISTRICT)

OVERALL LOT AREA: (6,000 SF MIN. FOR 2-FAMILY) 10,218 SF

OVERALL LOT WIDTH: (50' MIN.) 53.50 FEET

LOT COVERAGE

EXISTING 2-STORY HOUSE & PORCH: 1,500 SF

EXISTING GARAGE CONTAINING DWELLING UNIT: 1,242 SF

EXISTING PAVED AREA (PARKING & DRIVES): 2,681 SF

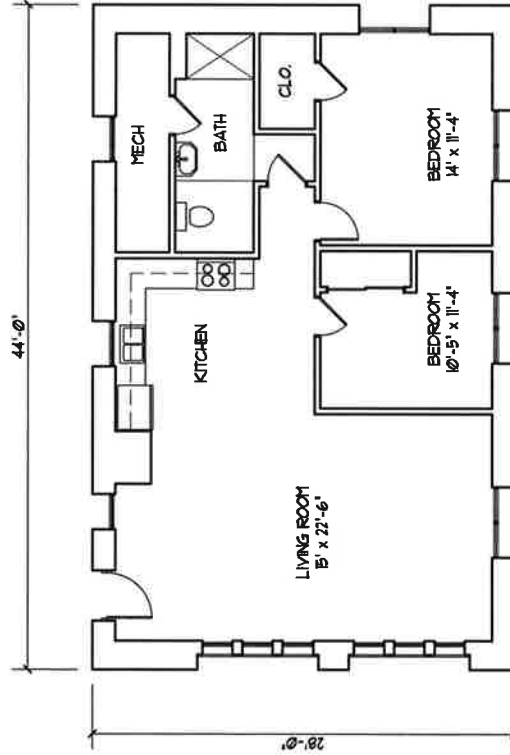
TOTAL: 5,423 SF

ACTUAL LOT COVERAGE: 5,423 SF / 10,218 SF = 53.1%

ALLOW LOT COVERAGE: R3MS = 45%

PARKING

(4) SPACES REQUIRED @ 2 PER UNIT - (5) PROVIDED



FLOOR PLAN
1/8" = 1'-0"
ACCESSORY DWELLING UNIT



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott, City Manager
DATE PREPARED:	September 28, 2020
COUNCIL MEETING DATE:	October 6, 2020
AGENDA TITLE:	Text Amendment – Oxford Codified Ordinance Section 931.13 entitled Charges.
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Adopt the Ordinance <i>DRE 10/2/20</i>

DISCUSSION:

OXFORD CODIFIED ORDINANCE SECTION 931.13 SUBSECTION (D) STATES
“COMPACTOR USERS WHO CONTRACT DIRECTLY WITH THE REFUSE SERVICE
PROVIDER ARE REQUIRED TO PAY THE LANDFILL CHARGE OF \$1.2246 PER CUBIC YARD
DISPOSED, (WHICH WILL BE CHARGED AS \$5.30 PER CUBIC YARD PER MONTH)
MEASURED AFTER COMPACTION”. THIS PROVISION MAY HAVE BEEN ADOPTED IN
1992 TO OFFSET THE DEBT SERVICE COST OF THE LANDFILL CLOSURE AND ANNUAL
POST CLOSURE MONITORING FEES. THE DEBT SERVICE IS PAID IN FULL AND OXFORD
CODIFIED ORDINANCE SECTION 931.13 (D) NO LONGER SERVES ANY PURPOSE.

ORDINANCE NO.

ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 931.13 ENTITLED CHARGES, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 931.13 ENTITLED CHARGES.

WHEREAS, the City Manager and the Finance Director recommend Oxford Codified Ordinance Section 931.13 be repealed to delete subsection (d) regarding landfill charges as it no longer serves any purpose.

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

SECTION I: Council accepts the recommendation of the City Manager and the Finance Director and hereby repeals Oxford Codified Ordinance Section 931.13 entitled Charges and adopts new Oxford Codified Ordinance Section 931.13 entitled Charges as follows:

931.13 CHARGES.

(a) Refuse Service. Refuse Service rates and charges are located in the current City of Oxford Fee Ordinance.

(b) Each residential customer may dispose of up to ten (10) properly prepared containers of solid waste once per week.

(c) Commercial customers requiring additional garbage or refuse to be picked up which is not otherwise in the regular container shall be required to purchase a tag, which tag shall be clearly placed upon the item or bundled items which is (are) to be picked up. Tags shall cost ten dollars (\$10.00) per tag. One tag shall be placed on each non-container or bundled items to be picked up. The waste contractor shall not be required to pick up multiple items unless each item or bundled item has a tag attached. It shall be a violation of Section 931.99 to remove, deface, destroy, or damage a tag.

~~(d) Compactor users who contract directly with the refuse service provider are required to pay the landfill charge of \$1.2246 per cubic yard disposed, (which will be charged as \$5.30 per cubic yard per month) measured after compaction.~~

(e) (d) Any commercial customer requiring more than one scheduled refuse or recycling pickup per week will be billed by the City for each additional pickup requested at the contract cost to the City. Unscheduled special pickups will also be billed at the contract cost to the City.

~~(f)~~ (e) All customers shall be charged a fee for the collection of recyclable materials which is included in the base rates. The fee is listed in the current City of Oxford Fee Ordinance.

(1) For residential customers, recyclable materials shall be placed in a designated 14-gallon bin unless said customer wishes to use a larger container which the customer shall provide. The customer may purchase or rent a larger container through the City, as provided by the contractor. The City will bill customers for additional recyclable pickups and containers requested by the customer at the contract cost to the City. Recyclable materials shall be placed for curbside pickup as is garbage or refuse. Each customer shall be responsible for maintenance and care of the recyclable material container, and each customer shall be charged for the cost to the City of said container should the same be lost, damaged or destroyed. Each customer will affix the service address to the recyclable materials container.

(2) Commercial customers will be permitted to set at curbside up to three thirty-gallon containers for recyclable materials. Each container must be clearly marked recycling. Customers may use a recycling waste wheeler or dumpster (rental or purchase). If a waste wheeler is used, the container should be placed by the customer's refuse waste wheeler or dumpster.

~~(g)~~ (f) A customer may have special refuse service needs, due to physical space or similar limitations, preventing them from using normal containers (example - in an alley.) The City Manager with the assistance of the Finance Director is authorized to establish rates appropriate for the volume disposed using the same volume-cost basis used for pricing standard containers.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

10/6/2020

Account Code No. :

see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

9/29/2020
Date Prepared

Agenda Title: 2020 Supplemental Budget #7

Recommendation: Approve

Issue 1

To make adjustment to budget for the receipt of our third CARES funding and the reimbursement for COVID-19 related expenditures. The time frame for the related expenditures is March 1, 2020 thru December 28, 2020.

Action Needed:

Revenue Side

Local Coronavirus Relief Fund (428) 832,786.50 CARES Receipts

Expense Side

Local Coronavirus Relief Fund (428) 832,786.50 Reimbursements for COVID-19 related expenditures

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

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

Breakdown by Fund

Local Coronavirus Relief Fund (428) -

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

Approved By:

Department Head:

City Manager:

DN / 9/29/20
DRE / 10/2/20

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 7 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

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

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

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

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

Local Coronavirus Relief Fund 428	832,786.50
-----------------------------------	------------

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

Local Coronavirus Relief Fund 428	832,786.50
-----------------------------------	------------

SECTION 4: In all other respects, Ordinance No. 3538 shall remain in full force and effect.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	September 8, 2020
COUNCIL MEETING DATE:	September 15, 2020
AGENDA TITLE:	Final Plat - Right of Way Dedication and Street Naming – Lake Forest Drive – City of Oxford / Bayer Becker Engineers, Applicant
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 9/11/20</i>

Staff Summary:

As follow-up to Council action on October 15, 2019, a new public roadway is being constructed connecting U.S. 27 South to Southpointe Parkway, per a 2006 Development Agreement. Per Oxford Code Section 1101.203 a Final Plat/Dedication Plat/Record Plat must be approved by a City of Oxford Ordinance for this public land to be formally set aside for public use, removing the land from the tax roll.

Per the above code section cited, city staff have determined that the Final Plat submitted on behalf of the City, by Bayer & Becker Engineers, complies with Oxford Code of Ordinances. Specifically, the code requires that the plat “substantially correspond to the approved Preliminary Plat.” The approval, in this case, took place by another jurisdiction, Butler County/Oxford Township, in 2004, when the project was conceived and approved outside of the City corporate limits. The City of Oxford later accepted the approved PUD, as part of the 2006 annexation and development agreement. There are two main differences between the requested approval and the preliminary approval: **1)** right of way length and **2)** right of way width. **1)** The Tax Increment Financing funds for the roadway project are limited to the area of land being dedicated. **2)** The width has been reduced from 100 feet to 60 feet because the roadway is no longer planned to extend to S.R. 73.

Street names are approved, by default, as part of the approval of Subdivisions and Planned Developments per Chapter 101.404 and Chapter 149. Staff has researched the proposed name “Lake Forest Drive” and found no conflicts with other streets and facilities within the City of Oxford. The Annex used specific tree names at the request of Planning Commission. This plat was not required to go through Planning Commission because no new lots are being created at this time.

ORDINANCE NO.

AN ORDINANCE APPROVING THE FINAL DEDICATION AND EASEMENT PLAT FOR LAKE FOREST DRIVE IN THE CITY OF OXFORD.

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.203, the City of Oxford's Community Development Department received the Final Dedication and Easement Plat for Lake Forest Drive (Exhibit "A") on August 25, 2020 consisting of 3.108 acres; and

WHEREAS, the Community Development Director has reviewed the Final Dedication and Easement Plat and the approved Preliminary Plat and finds the Final Dedication and Easement Plat substantially corresponds to the approved Preliminary Plat; and

WHEREAS, the Community Development Director further finds that the Final Dedication and Easement Plat meets the requirements of Oxford Codified Ordinance Section 1101.203; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve the Final Dedication and Easement Plat attached hereto as Exhibit "A" for Lake Forest Drive in the City of Oxford as submitted.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the Final Dedication and Easement Plat attached hereto as Exhibit "A" for Lake Forest Drive in the City of Oxford as submitted.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

