



Office of the Mayor

Proclamation

Whereas: the Miami University President's Diversity, Equity, and Inclusion Task Force provided expertise, advice, and insights on DEI efforts across the university and its campuses; and

WHEREAS, the Miami University President's Diversity, Equity, and Inclusion Task Force examined the University's efforts and acknowledged that despite years of effort to elevate the campus culture at Miami, including the values it upholds, the University fell short of important progress; and

WHEREAS, the Task Force worked for seven weeks examining five focus areas: Dialogue and Allyship, Cultural Consciousness, Advocacy and Partnerships, Structural and Resource Support, and Inclusion and Accountability; and

WHEREAS, the Task Force has created a comprehensive set of ideas that will further solidify Miami's commitment to and advancement of its efforts in inclusive excellence for students, faculty, staff and alumni; and

WHEREAS, President Crawford has said Miami will move aggressively to implement the plan and enhance the diversity that is part of the core values at Miami; and

WHEREAS, the Oxford City Council personally and collectively and on behalf of the government and the citizens of the City recognizes and congratulates the entire Diversity, Equity and Inclusion Task Force for their outstanding efforts for the good of all Oxford residents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 16th day of October 2020.

Michael Smith
MICHAEL SMITH, MAYOR





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:	10/15/2020
COUNCIL MEETING DATE:	10/20/2020
AGENDA TITLE:	CARES Act Funding
BUDGETED AMOUNT:	\$248,000
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10-16-20</i>

DISCUSSION:

After the October 6, 2020 City Council meeting and the last round of CARES Act funds allocations there is \$250,404.90 remaining 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. We are recommending two CARES Act resolutions that together will amount to \$248,000 being awarded to community organizations.

Talawanda Oxford Pantry and Social Services (TOPSS): \$53,000

The Talawanda Oxford Pantry and Social Services (TOPSS) has submitted a request of \$53,000. If awarded, these funds will be combined with their first allocation of \$42,000 to allow them to purchase new refrigerated truck, not to exceed the cost of \$95,000. This van will be used to deliver food pantry items to six community locations in the Talawanda School District. This van will also be used by the Oxford Farmers' Market for their new market e-commerce program.

The TOPSS organization will maintain ownership and all usage rights of the van and will develop a partnership model for the van's use with the Farmers' Market Board of Directors. See their attached full request letter.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF FIFTY THREE THOUSAND DOLLARS (\$53,000.00) TO TALAWANDA OXFORD PANTRY & SOCIAL SERVICES (TOPSS) AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS TO ASSIST WITH THE PURCHASE OF A REFRIGERATED TRUCK TO BE USED FOR FOOD DISTRIBUTION BY TOPSS AND BY THE OXFORD FARMER'S MARKET.

WHEREAS, the Federal CARES Act has provided the City of Oxford with funding 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 and at their regular meeting on October 6, 2020 and reached a consensus on how to best utilize the Federal CARES Act funds; and

WHEREAS, the City Manager recommends City Council authorize the donation of fifty three thousand dollars (\$53,000.00) to Talawanda Oxford Pantry & Social Services (TOPSS) as a sub-recipient of Federal CARES Act funds to assist with the purchase of a refrigerated truck to be used for food distribution by TOPSS and by the Oxford Farmer's Market.

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 fifty three thousand dollars (\$53,000.00) to Talawanda Oxford Pantry & Social Services (TOPSS) as a sub-recipient of Federal CARES Act funds to assist with the purchase of a refrigerated truck to be used for food distribution by TOPSS and by the Oxford Farmer's Market.

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)



CARES ACT Funding Application

Organization: Talawanda Oxford Pantry and Social Services; Oxford Farmers Market Uptown Association

Contact Information: Ann Fuehrer, Executive Director, director@topss.org, 513-523-3851; Ross Olson, Manager, info@oxfordfarmersmarket.com, 513-255-3854

Service Area: TOPSS and OFMU : Talawanda School District

EIN: TOPSS: 51-0596248 OFMU: 26-1530969

Mission Statement: The mission of TOPSS is to alleviate hunger and provide nutrition information to the families and individuals in need within the Talawanda School District. The mission of OFMU is to support Local Farmers and Artisans to provide Local and Home Made Craft goods to the Oxford Community, and to "Cultivate Community" between the diverse populations of Oxford, Miami, surrounding areas, Farmers and Artisans.

Briefly describe the funds requested and how you will utilize these funds before December 28, 2020.

In Round 2 of CARES Act funding, City Council approved a gift of \$42,000 to TOPSS for purchase of a used refrigerated truck that will serve as a mobile food pantry. Council recognized that one of the greatest challenges TOPSS has faced since March, 2020, has been how to reach customers and more potential customers in ways that would allow them to quarantine and social distance, while maintaining dignity by being able to choose food items. TOPSS customers are facing greater economic challenges because of lost employment, and greater demands for food when children and all family members are home all day, so there is less to spend on gasoline to travel to a stationary food pantry. Since March 30, 2020, TOPSS has been delivering pre-packed food boxes to all regular customers, to better preserve their health, safety and economic well-being. Within the next few weeks, TOPSS will reopen for shopping, but will also continue to deliver to many customers, for the reasons identified above. A mobile food pantry will allow customers to stay close to home and have choice of the emergency food assistance items they receive.

In Round 3 of CARES Act funding, TOPSS requested an additional \$53,000 to allow purchase and customization of a new, rather than used, refrigerated truck. A gift of a total of **\$95,000** (maximum expenditure) would allow TOPSS to purchase a new 16'-18' refrigerated truck. The truck would have glass fronted fridge and freezers built in, with a generator, an awning on both sides, stainless steel "baker rack" shelving, wrap-around signage, and all the normal amenities of a new truck. We would work with Premier Custom Concepts, Inc., in Cincinnati in the design process. The pantry could travel to each of 6 locations (subsidized housing, mobile home parks, township community centers) once every

two weeks, mirroring the procedures currently in use by the Talawanda School District and St. Mary Backpack Program.

City Council did not support TOPSS' request for additional funding, nor did Council support Oxford Farmers Market's request for a refrigerated truck to make deliveries for their ecommerce program. TOPSS and the Oxford Farmers Market are now jointly submitting this proposal for the same additional amount of \$53,000 for the same purchase, to benefit the operation of both organizations. The truck would be as described above, and would benefit TOPSS in the ways already identified. The truck would be purchased and owned by TOPSS. All decisions related to the truck would be mutually agreeable to both organizations. Use of the truck would be scheduled by designees from both organizations. TOPSS would charge Oxford Farmers Market a rental fee that would cover their share of, based on usage, of costs of maintenance, licensing, insurance, and any other associated costs and fees.

We believe that supporting the Oxford Farmers Market's ecommerce program addresses a number of issues that have been uncovered, created or exacerbated by the pandemic, and can facilitate goals that are mutually shared by TOPSS and the Oxford Farmers Market. Both a mobile food pantry and farmers market ecommerce can serve customers who are not currently being served. They allow customers to spend less on transportation, or access goods when public transportation is not available, and stay safe by staying close to home. They promote distribution of healthful fruits and vegetables. And the Farmers Market ecommerce, and TOPSS' distribution of foodstuffs rescued from the Farmers Market and MOON Co-op Market, both promote economic development for local food producers. Low-income customers of the Oxford Farmers Market, many of whom may be TOPSS customers, can use SNAP/EBT benefits to make ecommerce purchases, and the Produce Perks Program doubles the value of SNAP benefits up to \$25 per day. TANF provides \$40 of fresh produce to low income families that do not qualify for SNAP, and another program, SFMNP through the Ohio Council on Aging, provides \$50 worth of produce to Seniors. The Oxford Farmers Market partnered with Oxford Seniors this year to sign people up for SFMNP, and they hope to provide significantly more support to local seniors-in-need with that program in the future. All customers who lack transportation would benefit from deliveries and a mobile pantry.

Support of this proposal also sets the stage for future collaboration between the two organizations. We have talked about how both organizations could benefit from a mobile kitchen, to be used for cooking demonstrations, nutrition education, and feeding programs. A refrigerated truck would be a necessary complement for a mobile kitchen.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: October 20, 2020

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Oct. 9, 2020

Agenda Title: Oxford Recreation Board Meeting, 10/8/2020

Recommendation: Approve *PRB 10-16-20*

Attendance: Rec Board: Mike Smith, Kevin Ackley, Wes Cole, Craig Bennett, Rich Kammer
OPRD: Casey Wooddell, Deanna Barbour

The Oxford Recreation Board met on Thursday, October 8 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 and Oxford Parks and Recreation Department (OPRD) programs and special events, including the Halloween, Veterans Day and Holiday Fest plans. Some other specifics included the Attic Teen Center event happening on October 9, the ending of the School by the Pool program and updates about the Capital Improvement Plans for Parks and Recreation facilities the next five years.

Mr. Wes Cole shared updates from Talawanda School District, particularly with the playing football game being held on Friday, October 9.

Richard Kammer, Kevin Ackley and Craig Bennett shared updates from Miami University about recreation and student life, Goggin Ice Center programs, and university athletics, particularly the football schedule.

Mr. Wooddell provided a long-term plan idea to the Board members for discussion and consideration in regards to the relationship between the City of Oxford and Talawanda Recreation, Inc. (TRI) and the facilities owned by the TRI. It's an exploratory plan at this time which will continue with discussions at the November board meeting.

Meeting adjourned at 12:32pm. Next meeting scheduled for November 5, 2020 at 11:30am. It will be a virtual meeting.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager's Office
PREPARED BY:	Mary Ann Eaton, Clerk of Council
DATE PREPARED:	October 14, 2020
COUNCIL MEETING DATE:	October 20, 2020
AGENDA TITLE:	Notice to Legislative Authority
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	n/a <i>DRE 10-16-20</i>

DISCUSSION:

NOTICE TO LEGISLATIVE AUTHORITY – NEW PERMIT FOR HOTEL DEVELOPMENT
SERVICES LLC 75-77 S. MAIN STREET OXFORD, OHIO 45056

THE PERMIT IS:

D5A FOR HOTEL OR MOTEL WITH 50 OR MORE ROOMS FOR TRANSIENT GUESTS.

THE OWNERS OF THE ELMS HOTEL ARE STARTING A NEW CONCEPT NOW THAT MIA
HAS CLOSED THEIR BUSINESS. THE LIQUOR LICENSE IS BEING APPLIED FOR BY HDS
SINCE HDS WILL BE OPERATING THE NEW BUSINESS AND MUST HOLD THE LICENSE.

NOTICE TO LEGISLATIVE
AUTHORITY

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

TO

3990878		NEW		HOTEL DEVELOPMENT SERVICES LLC 75-77 S MAIN ST OXFORD OH 45056		RECEIVED 10/13/20
PERMIT NUMBER		TYPE				
ISSUE DATE						
08 24 2020						
FILING DATE						
D5A		PERMIT CLASSES				
09	088	A	C72401			
TAX DISTRICT		RECEIPT NO.				

FROM 10/05/2020

City of Oxford

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



MAILED 10/05/2020 RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/05/2020

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 3990878**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

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

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. **For best results, search only ONE criteria at a time.** If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

	SEARCH CRITERIA
Permit Number	3990878
Permit Name / DBA	
Member / Officer Name	

[Search](#)[Reset](#)[Main Menu](#)

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 3990878; Name: HOTEL DEVELOPMENT SERVICES LLC; DBA: ; Address: 75-77 S MAIN ST OXFORD 45056		
BRIAN KELLY	MANAGE MEM	
ROBERT CIAMPA	MANAGE MEM	
DAVID WESPISER	MANAGE MEM	
JAMES CLAWSON	MANAGE MEM	

- [Ohio.Gov](#)
- [Ohio Department of Commerce](#)

[Commerce Home](#) | [Press Room](#) | [CPI Policy](#) | [Privacy Statement](#) | [Public Records Request Policy](#) | [Disclaimer](#) | [Employment](#) | [Contacts](#)

4303.18 D-5 permit.

Permit D-5 may be issued to the owner or operator of a retail food establishment or a food service operation licensed pursuant to Chapter 3717. of the Revised Code that operates as a restaurant or night club for purposes of this chapter, to sell beer and any intoxicating liquor at retail, only by the individual drink in glass and from the container, for consumption on the premises where sold, and to sell the same products in the same manner and amounts not for consumption on the premises as may be sold by holders of D-1 and D-2 permits. A person who is the holder of both a D-3 and D-3a permit need not obtain a D-5 permit. The fee for this permit is two thousand three hundred forty-four dollars.

Hotel And Motel

Permit Class	Permit Fee	Description
--------------	------------	-------------

D5A	\$2,344	<u>ORC 4303.181</u> for hotel or motel with 50 or more rooms for transient guests.
-----	---------	--



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	October 8, 2020
COUNCIL MEETING DATE:	October 20, 2020
AGENDA TITLE:	October 7, 2020 Environmental Commission Meeting Summary (Virtual Meeting)
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10/16/20</i> <i>10/8/20</i>

This meeting was conducted virtually utilizing Zoom in accordance with Ohio House Bill 197 and the guidelines set forth by the Ohio Department of Health.

Environmental Commission members in attendance for the Wednesday, October 7, 2020 virtual meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken, and Mr. Andor Kiss. Mr. Steven Elliott had previously informed the Commission of his absence at this evening's meeting. A quorum was present. Also present for the virtual meeting was Ms. Suzi Zazycki, Associate Director of the Miami University (MU) Institute for the Environment and Sustainability Department (IES), and IES Graduate Students Ms. Carly Dovale, Mr. Sunmbo Obrunfemi, Mr. Rick Orellana, and Mr. Joe Trivette. Also in attendance was Mr. Matt Kolbinsky of PRO Lighting & Solar LLC.

Mr. Kiss moved for approval of the minutes from the September 2, 2020 monthly Commission meeting; Ms. Raghu seconded. The minutes were unanimously approved as presented.

Discussion: Ms. Zazycki presented the IES Graduate Students to the Commission, as they are the Professional Service Project (PSP) Student Team that will be preparing the community-scale greenhouse gas (GHG) inventory for Oxford during MU's 2020 - 2021 academic year. This inventory is a requirement for Oxford's participation in the Global Covenant of Mayors for Climate and Energy, which Oxford City Council committed to in September 2019. The calendar year for 2019 was selected as the base year, as the complications and restrictions associated with the COVID-19 pandemic will make data for the 2020 calendar year non-representative of a normal situation. This semester, the students are to educate themselves regarding GHG inventories, prepare an outline of their approach to conducting the inventory, and complete MU's training and get permission to interact with the public, with the intent to undertake the actual inventory when MU's "J" Term starts on January 4, 2021. Oxford is to have the local government operation (LGO) inventory



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

questionnaire submitted to the various Departments and Divisions during early next month (November 2020), so that the LGO component of the community-scale GHG inventory is completed and ready for the PSP team prior to January 2021.

Renewable solar energy projects were discussed. Ms. Raghu informed the Commissioners that development of a solar panel “farm” on the surface of the closed landfill was tentatively included in the current Capital Improvement Projects’ funding list, with the intent of initiating development in four to five years. Mr. Bracken re-iterated his desire to have any and all suitable City-owned land to be utilized for solar panel farms, as well as incorporating MU’s open lands, if possible.

Methods to assist the public with installation of roof-mounted solar panels were discussed. Ms. Raghu introduced Mr. Matt Kolbinsky of PRO Light and Solar LLC to provide the Commission with information regarding community “solarization” programs. PRO Light and Solar LLC (PRO Light) is a local company, based out of western greater Cincinnati, and have assisted/are assisting Cincinnati, Silverton, and other regional communities in their solarization projects. To see a price break in the panels and racks (both American-made), Mr. Kolbinsky stated there needs to be at least 25 households commit to the project. PRO Light is currently working with several communities that are interested and/or intending to get involved in assisting their citizens in with obtaining and installing roof-top solar panels. Mr. Kolbinsky estimated that if Oxford was to piggy-back along with the on-going/pending solarization projects, there would only need to be 5 structures in Oxford participating to obtain the volume-based component price reduction. Mr. Bracken requested a table or chart depicting anticipated household expenses and payback estimates for the roof-top solar panels. Mr. Kolbinsky indicated that he would prepare such a summary, but cautioned the information would be generalized, as the actual expense for a structure depends upon factors such as the orientation and pitch of the roof, accessibility to the electrical panel, and if the panel would need to be up-graded to handle the solar system. The solar panels that PRO Light utilizes have a 25 year electrical production warranty, with an expected 40 year life span. The support racks and converters also have a 25 year service warranty. PRO Light works with local contractors and electricians for the installation, and is sponsoring two electrical apprenticeship programs, one in Hamilton County and one in the City of Hamilton. Mr. Kolbinsky believes the City of Hamilton program could easily be incorporated at the Talawanda High School if the school district would be interested. Mr. Kolbinsky offered to conduct a feasibility study for Oxford.

Mr. Ralinovsky informed the Commission that the Parking and Transportation Advisory Board has created a working committee that is to review Oxford’s transportation plan, and to investigate incorporating more and/or better connectivity for bicycle lanes and pedestrian access.

Mr. Bracken informed the Commission that at the last Climate Action Steering Committee meeting, City Staff provided a description of the methodology utilized to obtain emissions monitoring from the landfill’s passive vents. Mr. Bracken also stated that in his discussions with Region 5 USEPA, the USEPA recommended utilizing the actual emissions monitoring data for calculating the carbon dioxide equivalent (CO₂e) value of the landfill emissions rather than the CO₂e estimate from the USEPA’s electronic greenhouse gas reporting tool (e-GGRT). The e-GGRT is only a model and is based upon assumptions that may or may not be applicable to Oxford’s closed sanitary landfill.

Staff updated the Commission on the monthly emission monitoring of the landfill’s 23 passive vents. The September event yielded an estimated CO₂e value for the entire landfill (62.2 metric tonnes CO₂e) that was almost twice of either July’s or August’s value (32 and 39.4 metric tonnes CO₂e, respectively). These values are well below the e-GGRT’s monthly average estimated CO₂e value (397 metric tonnes per month). The same





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

six gas vents that have historically been the largest contributors to the CO₂e value continued with that pattern, accounting for 84.5% of the September's monthly estimated CO₂e value. On September 28th, a technician with SCS Engineers (SCS) was on-site to split monitor the emissions from these six vents with Oxford. Sampling ports were drilled into the vent's casings at least three feet below the top of the casing (TOC) to eliminate any effect from wind blowing over the vent's TOC. SCS took their measurements from the sample port, and Oxford continued to utilize the TOC for access. The methane and carbon dioxide concentrations did not vary too much depending upon the location of the monitoring sample. However, the flow velocity was consistently greater utilizing the sample port as compared to the TOC measurements. The SCS technician indicated this was because the pressure transducer in the probe was measuring a near parallel flow at the TOC as compared to a cross-sectional flow from the sample port. Staff is installing sampling ports in all of the 23 vents and will utilize the port for future monthly monitoring events. Flow measurements will also continue to be obtained from the TOC in an effort to determine if a consistent ratio can be identified between the monitoring locations, thus allowing the use of values from the previous monthly monitoring events.

Staff provided a summary of the on-going residential food scraps drop-off program. Through the end of September, approximately 50,400 pounds (25.2 tons) of food scraps have been collected for composting since April 2019. This is approximately 645 pounds per week on average, with the program's expense coming to \$0.35 per pound.

Commissioners concluded discussions at 8:20 p.m. The next regularly scheduled monthly Commission meeting is to be an online, virtual meeting starting at 7:00 p.m. on November 4, 2020.



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

Staff members participating were Doug Elliott, City Manager, Jessica Greene, Assistant City Manager, Joe Newlin, Finance Director; Director, John Jones, Police Chief, Casey Wooddell, Parks and Recreation Director; Chris Conard, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Snavely moved to approve the agenda. Mr. Ellerbe seconded. The motion passed 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)

PURPOSE

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

DISCUSSION

Ms. Greene shared her screen with everyone and provided an overview of where the City is today noting the remaining amount from the first and second round of CARES Act funding is \$225,224.90. Ms. Greene noted the City will receive an additional allocation of \$832,786 for a total of \$1,058,010.90. Ms. Greene noted the City's partners submitted additional requests for funding reminding everyone the funds need to be expended by the end of December. Ms. Greene provided an overview of what has been expended to date.

Ms. Greene discussed the Basic Needs slide noting staff recommended funding \$25,000 for PUSH to provide emergency home repairs for low-income homeowners. Ms. Greene advised staff did not recommend funding an additional \$53,000 for an upgrade to the refrigerated van TOPSS is purchasing.

Ms. Greene referred to the Educational Support slide and advised staff recommended spending \$327,186 for free Wi-Fi in all public parks and in the home free Wi-Fi for two targeted neighborhoods. Ms. Greene noted the ongoing costs for internet would be \$36,000 per year.

Ms. Greene referred to the Public Health slide and advised staff recommended spending \$250,000 for the installation of a stand-alone public restroom facility in the corner of Lot 52 with ongoing estimated costs of \$25,000 per year for cleaning and supplies. Ms. Greene advised staff recommended spending an additional \$25,000 for new City website upgrades with ongoing costs of \$5,000 per year. Ms. Greene advised staff recommended the expenditure of \$15,000 for Covid-19 testing and \$42,000 to purchase 3 portable ventilators for transport from MHMH to other regional hospitals. Ms. Greene discussed the recommended funding as requested by Oxford Seniors in the amount of \$41,600. Ms. Greene discussed the recommended funding as requested by Age Friendly Oxford in the amount of \$7,840.

Ms. Greene referred to the Economic Sustainability slide and discussed a proposal to turn the City gift card program into a grant, destroy the remaining gift cards, refund the businesses for gift cards already purchased and refund the City's general fund the \$200,000 to use to fund a cold shelter and transitional housing pilot program. Ms. Greene noted the City would not be tied to the December deadline for this proposal. Ms. Greene discussed a proposal to use \$79,000 to provide tents, heaters, tables and public art to attract outdoor dining and visiting in the Uptown area for a period of 13 weeks. Ms. Greene advised staff recommended a proposal from the Chamber of Commerce to use \$10,000 to reimburse businesses for outdoor dining expansion expenses and the purchase of safety equipment (Plexiglas barriers, etc.) Ms. Greene advised staff recommended a proposal from Enjoy Oxford for \$35,000 to fund a winter and holiday advertising campaign.

Ms. Greene discussed her proposal for a Cold Shelter and Transitional Housing 3 year pilot program noting she worked very closely with Brad Hoblitzell from the Family Resource Center to develop the pilot program. Ms. Greene advised this proposal was not on the Council agenda this evening noting if Council was in favor of the program she would bring the legislation forward.

After discussion, Ms. Greene advised she felt the consensus of Council was to approve the proposals to fund PUSH, Oxford Seniors, Age Friendly Oxford, the Chamber of Commerce and Enjoy Oxford. Ms. Greene noted Exhibit "A" would be removed from the City's Economic Sustainability funding Resolution to allow flexibility in distributing the funds. Ms. Greene advised the public restroom funding would be cut and direct grants to businesses would be made. Ms. Greene noted a Resolution would be brought forward on October 20 for TOPSS as a sub-recipient and a Resolution to convert the gift card program to a grant program would also be brought forward.

Ms. Greene advised staff would move forward with the public Wi-Fi project and the advertising campaign.

Mayor Smith and Councilors agreed with Ms. Greene's summary.

ADJOURNMENT

Ms. Southard moved to adjourn at 7:24 p.m. Mr. Snavelly seconded. The motion passed 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)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police

Originating Department

Council Meeting Of: October 20, 2020

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 13, 2020

Date Prepared

Agenda Title: Resolution to sell junk/abandoned motor vehicles to the highest bidder.

Recommendation: Adopt the resolution

Discussion: Pursuant to Oxford City Code and in accordance with ORC 4513.62, the Division of Police requests that City Council approves the sale of salvage/junk/abandoned motor vehicles described in the attached Exhibit A to the highest bidder and that the proceeds from such sale be placed in the General Fund.

Approved By:

Department Head:

City Manager:

Initial Date

DRE \ 10-16-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SALE OF SALVAGED, JUNK AND/OR ABANDONED MOTOR VEHICLES.

WHEREAS, the Police Chief recommends that unclaimed motor vehicles ordered into storage pursuant to Section 4513.62 of the Ohio Revised Code be sold to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The motor vehicles to be sold are listed on Exhibit "A" attached hereto and incorporated herein by reference.

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

SECTION 1: City Council hereby accepts the recommendation of the Police Chief and authorizes the sale of the salvaged, junk and/or abandoned motor vehicles listed on Exhibit "A" to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The proceeds thereof shall be placed in the General Fund.

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)

EXHIBIT "A"

The following vehicles are currently stored at the Oxford Police Department Impound Lot and are unclaimed by the owner after due notice. The Oxford Police Department has obtained salvage titles for the below vehicles and we are requesting they be sold to a salvage dealer.



1. **1991 Toyota**
VIN#: JT3AC11R2M0007170



2. **2002 Chrysler**
VIN#: 1C3EL45R82N144580



3. 2005 Chevrolet
VIN#: 2CNDL73F156075804



4. 2005 Chrysler
VIN#: 2C4GP54L45R337358



5. 2001 Ford
VIN#: 1FMZU73EX1ZA76457



6. 2007 Jeep
VIN#: 1J8FF47W87D427853



7. 2002 Honda
VIN#: JHLRD78882C063625



8. 2006 Toyota
VIN#: 4T1BE32K66U712472



9. 1992 GMC

VIN#: 2GTEK19H0N1517955



10. 2005 Chevrolet

VIN#: 1GNDS13S052293108



11. 2003 Chevrolet
VIN#: 1G1JC12F637253699



12. 2007 Chevrolet
VIN#: 3GNDA23D97S525920



13. 2003 Ford

VIN#: 1FTYR14U43PB49471



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)



Office of the Mayor

Proclamation

Whereas: the Safe Return to Campus Planning and Coordinating Committee provided advise and insight to the President and the President's Executive Cabinet on the University's efforts to prepare for the fall 2020 term, following the outbreak of COVID-19 that required the closing of most on-campus operations during the spring term;

WHEREAS, the Safe Return to Campus Planning and Coordinating Committee operated transparently, provided weekly updates to the University community at large as well as regular updates to the University Senate and the President's Executive Council; and

WHEREAS, the Safe Return to Campus Planning and Coordinating Committee Co-Chairs, Dr. Dana Cox and Dr. Gwen Fears provided a comprehensive update to City Council during their regular City Council meeting on July 7, 2020; and

WHEREAS, the Safe Return to Campus Planning and Coordinating Committee was made-up of Miami University faculty and staff, students and postdoc, external advisors and internal advisors; and

WHEREAS, the Oxford City Council personally and collectively and on behalf of the government and the citizens of the City recognizes and congratulates the entire Safe Return to Campus Planning and Coordinating Committee for their outstanding efforts for the good of all Oxford residents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 16th day of October 2020.


MICHAEL SMITH, MAYOR





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:	10/15/2020
COUNCIL MEETING DATE:	10/20/2020
AGENDA TITLE:	CARES Act Funding
BUDGETED AMOUNT:	\$248,000
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10-16-20</i>

DISCUSSION:

After the October 6, 2020 City Council meeting and the last round of CARES Act funds allocations there is \$250,404.90 remaining 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. We are recommending two CARES Act resolutions that together will amount to \$248,000 being awarded to community organizations.

Talawanda Oxford Pantry and Social Services (TOPSS): \$53,000

The Talawanda Oxford Pantry and Social Services (TOPSS) has submitted a request of \$53,000. If awarded, these funds will be combined with their first allocation of \$42,000 to allow them to purchase new refrigerated truck, not to exceed the cost of \$95,000. This van will be used to deliver food pantry items to six community locations in the Talawanda School District. This van will also be used by the Oxford Farmers' Market for their new market e-commerce program.

The TOPSS organization will maintain ownership and all usage rights of the van and will develop a partnership model for the van's use with the Farmers' Market Board of Directors. See their attached full request letter.



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

Oxford Chamber of Commerce: \$195,000

The Oxford Chamber of Commerce requested \$195,000 to administer a grant program for local businesses. This grant program will be open to all businesses in the City of Oxford that meet an established criteria and will be capped at \$5K per business. The Chamber will take a 20% fee to administer this program. Their assistance in administering this grant program will save City staff time and support our local businesses.

How the program will work:

- Grant program will be managed by the Chamber of Commerce who will take a 20% administration fee.
- All businesses who meet eligibility criteria may apply. They do not need to be chamber members.
- Will work with City to notify all businesses of this program.
- Businesses will need to submit an application and a follow up report on the use of funds.
- Grants will be capped at up to \$5K per business.

Eligibility Criteria:

- Brick and Mortar Businesses located within the City limits of Oxford, Ohio.
- The program is aimed at the for-profit service industry businesses impacted by the COVID-19 pandemic that rely on walk-in customers' activity.
- This includes restaurants/bars, salons/barbershops, retail shops, fitness centers, and the service industry.
- Preference will be given to locally owned businesses.
- The applicant must be the owner of the brick and mortar business.
- Businesses must be currently active, lawful, and have all necessary and required licenses and registrations.
- Businesses must be in good standing in Oxford, Ohio.
- Businesses must have less than 25 FTE employees on their payroll.
- The business cannot be a direct sales company.

Use of funds:

- Funds are to be used for payroll purposes, rent, or direct COVID expenses that occurred from March 1 through December 28, 2020.

See their attached request letter.



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF ONE HUNDRED NINETY FIVE THOUSAND DOLLARS (\$195,000.00) TO THE OXFORD CHAMBER OF COMMERCE AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS TO ADMINISTER A GRANT PROGRAM FOR LOCAL BUSINESSES AS SET FORTH IN EXHIBIT "A" ATTACHED HERETO.

WHEREAS, the Federal CARES Act has provided the City of Oxford with funding 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, the Oxford Chamber of Commerce has requested one hundred ninety five thousand dollars (\$195,000.00) to administer a grant program to aid Oxford small businesses; and

WHEREAS, the City Manager and the Assistant City Manager recommend City Council authorize the donation of one hundred ninety five thousand dollars (\$195,000.00) to the Oxford Chamber of commerce as a sub-recipient of Federal CARES Act funds to administer a grant program for local businesses as set forth in 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 the Assistant City Manager and hereby authorizes the donation of one hundred ninety five thousand dollars (\$195,000.00) to the Oxford Chamber of commerce as a sub-recipient of Federal CARES Act funds to administer a grant program for local businesses as set forth in Exhibit "A" attached hereto.

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)



CARES Act Funding Application

Organization: Oxford Chamber of Commerce

Contact Information: Kelli Riggs. President@OxfordChamber.org 513-523-5200

Service Area: City of Oxford

Briefly describe the funds requested and how you will utilize these funds before December 28, 2020.

EXHIBIT "A"

Amount requested: \$195,000

Program: A Small Business Grant Program

The Oxford Chamber of Commerce proposes a grant program to aid Oxford small business.

How the program will work:

- Grant program will be managed by the Chamber of Commerce who will take a 20% administration fee.
- All businesses who meet eligibility criteria may apply. They do not need to be chamber members.
- Will work with the City to notify all businesses of this program.
- Businesses will need to submit an application and a follow up report on the use of funds.
- Grants will be capped at up to \$5K per business.



Eligibility Criteria:

- Brick and Mortar Businesses located within the City limits of Oxford, Ohio.
- The program is aimed at the for-profit service industry businesses impacted by the COVID-19 pandemic that rely on walk-in customers' activity.
- This includes restaurants/bars, salons/barbershops, retail shops, fitness centers, and the service industry.
- Preference will be given to locally owned businesses.
- The applicant must be the owner of the brick and mortar business.
- Businesses must be currently active, lawful, and have all necessary and required licenses and registrations.
- Businesses must be in good standing in Oxford, Ohio
- Businesses must have less than 25 FTE employees on their payroll
- The business cannot be a direct sales company.

Use of funds:

- Funds are to be used for payroll purposes, rent, or direct COVID expenses that occurred from March 1 through December 28, 2020.

Thank you for your consideration.

Kathryn Marsman

Vice Chair to Oxford Chamber of Commerce

**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

10/14/2020

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)

832,786.05 CARES Receipts

Expense Side

Local Coronavirus Relief Fund (428)

832,786.05 Reimbursements for COVID-19 related expenditures

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

-

Issue 2

To make adjustment to budget for the receipt of gift card purchase revenue and expenditures to reimburse merchants for honoring them.

Action Needed:

Revenue Side

Small Business Loan Fund (427)

15,590.00 Gift Card Purchases

Expense Side

Small Business Loan Fund (427)

15,590.00 Reimbursements for issued gift cards to merchants

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

-

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

-

Breakdown by Fund

Small Business Loan Fund (427)
Local Coronavirus Relief Fund (428)

-

-

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

-

Approved By:

Department Head:

City Manager:

Initials

Date

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:

Small Business Loan Fund 427	15,590.00
Local Coronavirus Relief Fund 428	832,786.05

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

Small Business Loan Fund 427	15,590.00
Local Coronavirus Relief Fund 428	832,786.05

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:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	10/15/2020
COUNCIL MEETING DATE:	10/20/2020
AGENDA TITLE:	Contract with Powernet
BUDGETED AMOUNT:	\$327,186
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10/16/20</i>

DISCUSSION:

On October 6, 2020 City Council voted to use CARES Act funds to establish a Wi-Fi program in the City of Oxford. This program will be facilitated by PNG Telecommunications, Inc., dba Powernet.

The program will include free public Wi-Fi in the following public spaces:

- Uptown Parks
- Oxford Community Park
- Merry Day Park
- Leonard Howell Park and/or TRI Recreation Center

Powernet will install equipment on the Butler County Tower that is located at 945 S. Main Street Oxford, Ohio. This equipment will project a signal that is then picked up by a receiver at each of the public areas.



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

The program will also include free in home internet access in two targeted communities: The Miami Mobile Home Community and Park View Arms. Powernet will run physical infrastructure in each location to allow for in home use.

The internet service will be provided by Spectrum but the program will be managed by Powernet.

The infrastructure set up cost is \$327,186. The yearly Spectrum cost will be \$36,000/yr for the internet service and we are entering into a 3 year agreement with them.

This resolution allows for the City Manager to enter into a contract with Powernet to provide this program.



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PNG TELECOMMUNICATIONS, INC. DBA POWERNET TO INSTALL INFRASTRUCTURE ON THE BUTLER COUNTY CELL TOWER LOCATED AT 945 S. MAIN STREET UTILIZING CARES ACT FUNDS TO PROVIDE WI-FI SERVICES IN SELECTED PORTIONS OF THE CITY OF OXFORD AT A COST NOT TO EXCEED \$327,186.00.

WHEREAS, on October 6, 2020 City Council recommended the use CARES Act funds to establish a Wi-Fi program in the City of Oxford; and

WHEREAS, the City Manager and the Assistant City Manager recommend Council authorize the City Manager to enter into an agreement with PNG Telecommunications, Inc., DBA Powernet to install infrastructure on the Butler County Cell Tower located at 945 S. Main Street utilizing CARES Act funds to provide Wi-Fi services in selected portions of the City of Oxford at a cost not to exceed \$327,176.00.

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

SECTION 1: City Council accepts the recommendation of the City Manager and the Assistant City Manager and further authorizes the City Manager to enter into an agreement with PNG Telecommunications, Inc. dba Powernet to install infrastructure on the Butler County Cell Tower located at 945 S. Main Street utilizing CARES Act funds to provide Wi-Fi services in selected portions of the City of Oxford as set forth on Exhibit "A" attached hereto and incorporated herein by reference at a cost not to exceed \$327,186.00.

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

STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	10/15/2020
COUNCIL MEETING DATE:	10/20/2020
AGENDA TITLE:	Gift Card Program Repeal
BUDGETED AMOUNT:	\$195,400
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10-16-20</i>

DISCUSSION:

Background:

The City Ordinance 3555 created a Small Business Stimulus Program and donated \$200,000 from the General Fund to the Community Improvement Corporation (CIC) to purchase gift cards from local businesses to help during the COVID shut down. This stimulus program was established before the CARES Act was passed and then made funding available to local businesses for their COVID response.

The CIC purchased gift cards and spent \$4,600 to create the physical gift cards to be sold to the general public. Approximately \$15,000 in gift cards have already been purchased by the general public.

Proposed Change:

It is being proposed that the gift card program is canceled. Gift cards will no longer be sold to the general public.



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

Businesses may keep the funds from when the gift cards were purchased and may treat the funds as a grant. The remaining gift cards that have yet to be sold will be destroyed.

Businesses will be reimbursed for the gift cards that have been purchased by the general public. They will be expected to honor the gift cards sold to date. Businesses will be provided an itemized report of which gift cards have been purchased so that the businesses know which gift cards to honor.

Because the original expense of the gift card program came from the City general fund in April 2020, reimbursement to this fund is an allowable expense from the CARES act.

The City will use \$195,400 of the CARES Act funds to pay for this grant program. (\$200,000 of the original donation minus the \$4,600 in the expenses to make the gift cards).



ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 3555 CREATING THE OXFORD SMALL BUSINESS STIMULUS PROGRAM AND DECLARING AN EMERGENCY.

WHEREAS, on April 7, 2020, the City of Oxford Council adopted emergency legislation by way of Ordinance 3555 to support local businesses by appropriating Two Hundred Thousand Dollars (\$200,000.00) from the General; Fund for a gift card program ("Gift Card Program") during the COVID shutdown in Ohio following a statewide declaration of a State of Emergency by the Governor in March 2020; and

WHEREAS, at the time the City adopted Ordinance 3555, the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") has not been adopted by the United States Congress; and

WHEREAS, CARES Act funds are now available to the City and the City has determined that the Gift Card Program should be discontinued; and

WHEREAS, the funds received by the businesses from the CIC for the purchase of the gift cards do not need to be refunded. Instead, these funds may be considered a grant from the City of Oxford under the CARES Act; and

WHEREAS, the City will destroy all of the remaining gift cards purchased by the Community Improvement Corporation and the unexpended funds for the Gift Card Program shall be refunded to the City's General Fund as an allowable expense under the terms of the CARES Act; and

WHEREAS businesses will be reimbursed for all gift cards already sold to the general public; and

WHEREAS businesses will be expected to honor gift cards already sold and the City will provide a detailed report to each business of the quantity and unique identifying number for each of the gift cards that have been sold; and

WHEREAS, this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the peace, property, health and safety of the City and for the further reason that this Ordinance is required to be immediately effective to permit the reimbursement of the General Fund within the calendar year and expenditures of CARES Act Funds in the Local Coronavirus Relief Fund.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS BY THREE-FOURTHS OF ALL COUNCIL MEMBERS ELECTED CONCURRING THAT:

SECTION 1: This Council determines it is necessary and in the best interest of the City to repeal Ordinance No. 3555.

SECTION 2: All funds previously allocated to Ordinance No. 3555 that were not otherwise spent shall be transferred to the General Fund.

SECTION 3: That the City Manager and Finance Director are hereby authorized and directed to take any and all actions necessary to effectuate the repeal of Ordinance No. 3555.

SECTION 4: This Ordinance is hereby declared to be an emergency measure under the home rule powers granted by the Charter for the reasons set forth in the final preamble hereto and shall be in effect from and after its passage.

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:	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.

Date _____

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.

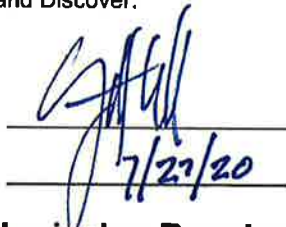
Fees & Receipt

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,

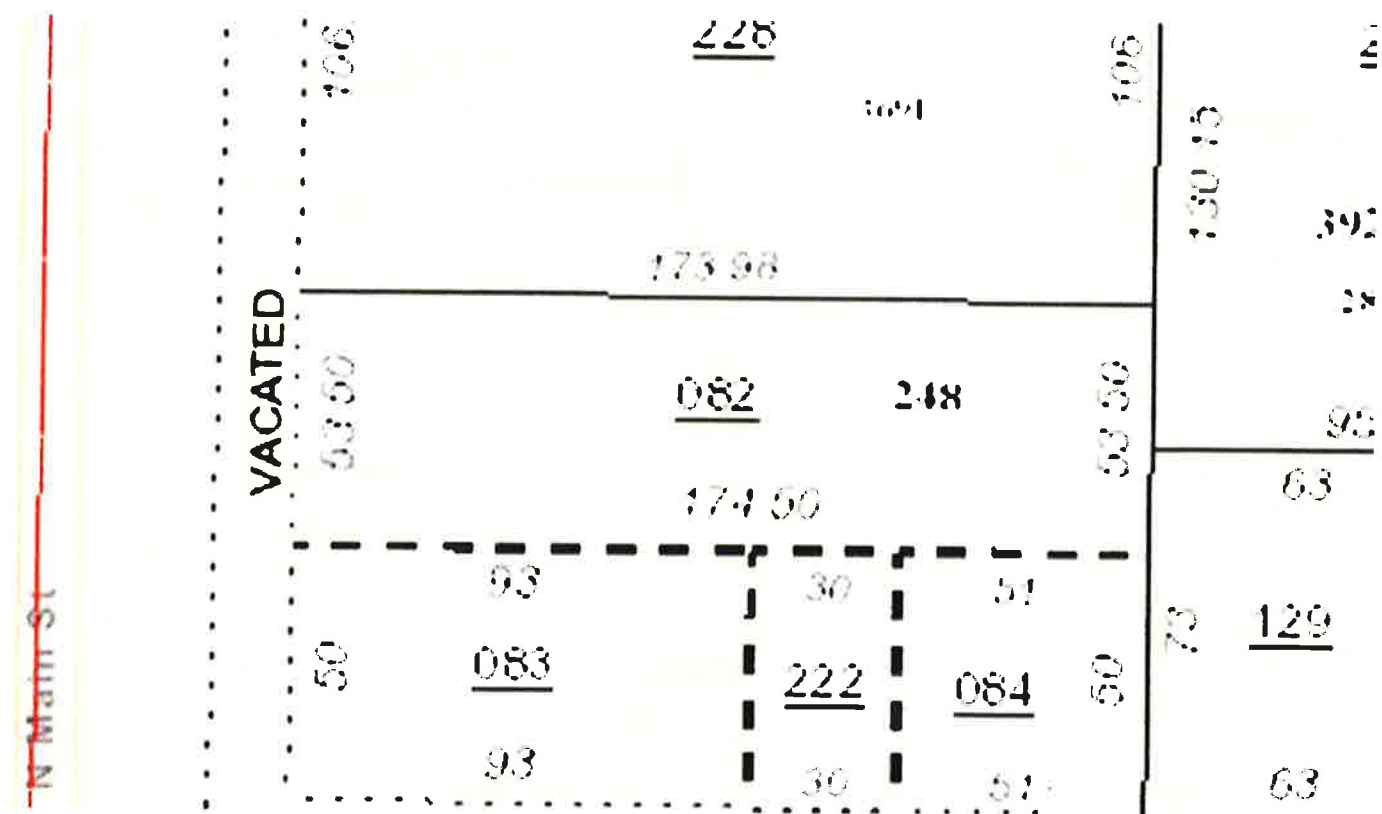
A handwritten signature in black ink, appearing to read 'Scott Webb', written in a cursive style.

Scott Webb, Architect

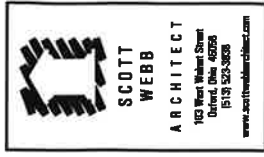
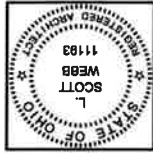
305 North Main Street



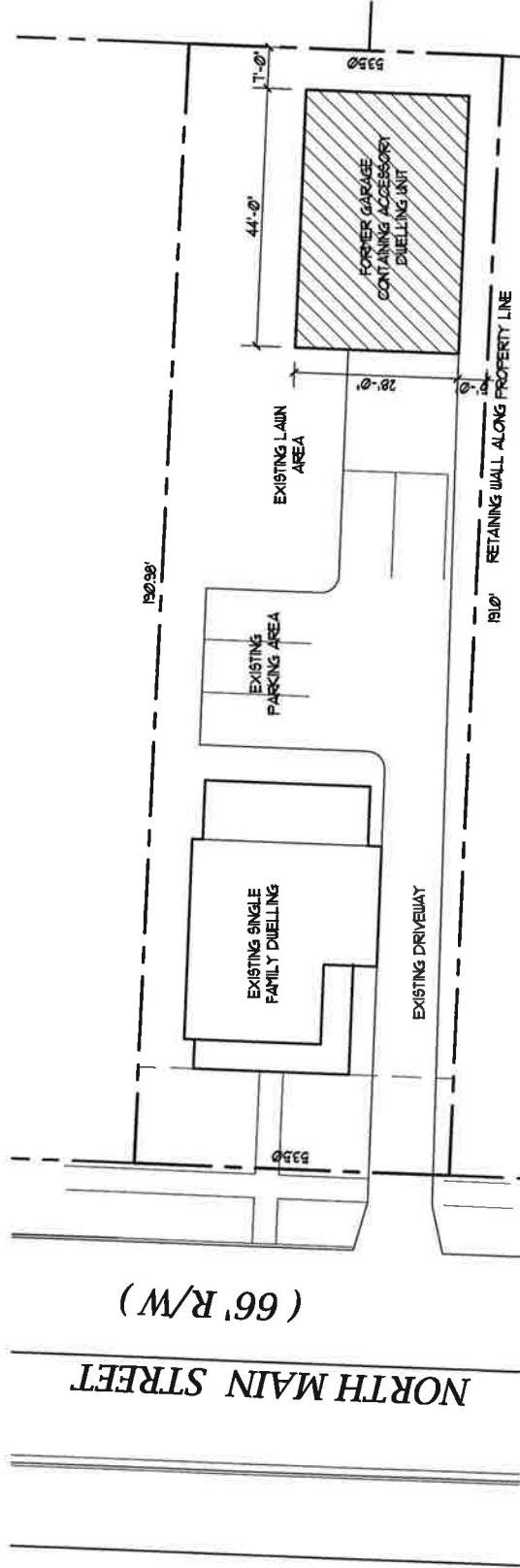
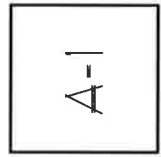
Aerial View showing relationship between main house and existing accessory building



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

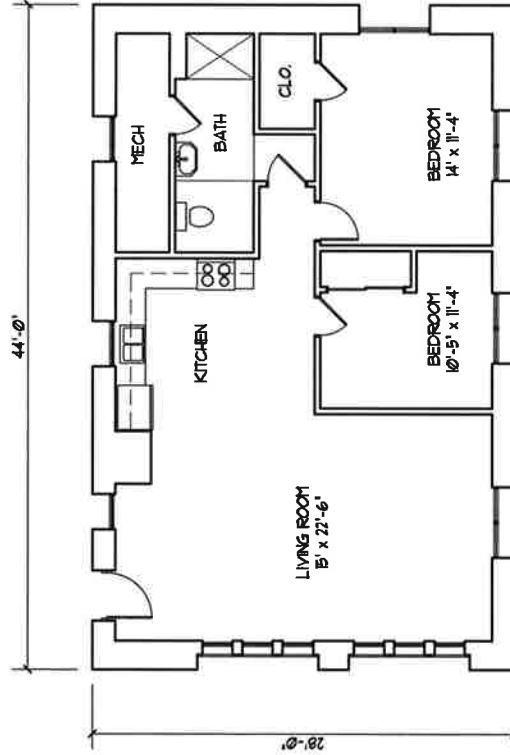
TOTAL: 5,423 SF

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