



Agenda

Oxford City Council

Court House

TUESDAY, OCTOBER 21, 2014

EXECUTIVE SESSION

7:00 P.M.

1. Roll call. Kevin McKeehan, Mayor; Kate Rousmaniere, Vice-Mayor; Mike Smith; Bob Blackburn; Steve Snyder; Richard Keebler; Edna Southard

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

- A. Presentation - Share Fest - Carol Michaels.
- B. Public Comments.

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

4. Consent Agenda.

- A. Minutes of the October 7, 2014 City Council Work Session. (Mary Ann Eaton, Clerk of Council)



Minutes

- B. Minutes of the October 7, 2014 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

- C. Minutes of the October 9, 2014 City Council Work Session. (Mary Ann Eaton, Clerk of Council)



Minutes

- D. Report regarding the October 1, 2014 Environmental Commission Meeting. (Mike Dreisbach, Service Director)



Report

5. Resolutions.

- 1. A Resolution of Council accepting the petition as required by Oxford Codified Ordinance Section 1146.03 to establish a Neighborhood Conservation Overlay District for that area of Country Club Drive, Olde Farm Road, and part of Contreras Road as set forth on Exhibit "A" attached hereto and referring the petition to the Oxford Planning Commission for recommendations to City Council. (Jung-Han Chen, Community Development Director)



Staff Report/Resolution

- 2. A Resolution of Council accepting the petition as required by Oxford Codified Ordinance Section 1146.03 to establish a Neighborhood Conservation Overlay District for that area of Fieldcrest Avenue, Devonshire Drive, Patrick Drive, Timothy Lane and Contreras Road as set forth on Exhibit "A" attached hereto and referring the petition to the Oxford Planning Commission for recommendations to City Council. (Jung-Han Chen, Community Development Director)



Staff Report/Resolution

3. A Resolution of Council accepting the petition as required by Oxford Codified Ordinance Section 1146.03 to establish a Neighborhood Conservation Overlay District for that area of Emerald Woods Drive, Glos Drive, Brigid Circle, Stone Hedge Circle and French Drive as set forth on Exhibit "A" attached hereto and referring the petition to the Oxford Planning Commission for recommendations to City Council. (Jung-Han Chen, Community Development Director).



Staff Report/Resolution

4. A Resolution accepting the bid submitted by Belgray, Inc. and authorizing the City Manager to enter into a contract with Belgray, Inc. for the reconstruction of High Street between Poplar Street and Campus Avenue and the intersection of High Street and Tallawanda Road at a cost of \$553,232.14 plus a contingency amount of ten percent (10%) of the contract price or \$55,323.00 for a total cost not to exceed \$608,555.14. (Mike Dreisbach, Service Director).



Staff Report/Resolution

5. A Resolution of Council amending Resolution No. 4790 adopted November 4, 2013 and authorizing the full payment of \$143,035.00 to Bellefeuil, Szur, and Associates, Inc. for the acquisition of computer software and on site training plus \$13,710.00 for the second year annual software fee for a total cost not to exceed \$156,745.00. (Joe Newlin, Finance Director).



Staff Report/Resolution

6. A Resolution authorizing the City Manager to accept the Ohio Bureau of Workers Compensation Safety Grant in an amount not to exceed \$ 23,377.50 with a 25% match by the City in an amount not to exceed \$ 7,792.50 for the purchase of three (3) Ferno Power Traxx Stair Chairs and one (1) Rollnrack Hose Management System designed to reduce injuries to firefighters and emergency medical technicians. (John Detherage, Fire Chief).



Staff Report/Resolution

6. Ordinances. Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading.

1. An Ordinance Amending Section 521.08(b) Of The Codified Ordinances Of The City Of Oxford, Ohio, Entitled Littering Or Allowing Litter To Remain Upon Property; Corrupting Or Altering A Watercourse. (Bob Holzworth, Police Chief)



Staff Report/Ordinance

2. An Ordinance Amending Ordinance No. 3249. Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2014. (Joe Newlin,

Finance Director)



Staff Report/Ordinance

B. Second Reading.

1. An Ordinance Approving A Conditional Use Permit To Allow For Professional Office Use In A R3 (Multi-Family Residential) District To Be Located At 10 Reagh's Way, Oxford, Ohio 45056. (Jung-Han Chen, Community Development Director).



Staff Report/Ordinance

2. An Ordinance Amending Ordinance No. 3249. Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2014. (Joe Newlin, Finance Director).



Staff Report/Ordinance

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

1. Remarks from City Council and City Staff.

- B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)

WED - Oct 22 Civil Service Commission Meeting 6:00 p.m.

FRI - Oct 24 Community Improvement Corporation Meeting 12:00 p.m. LCNB

TUES - Nov 4 City Council Meeting 7:30 p.m.

WED - Nov 5 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

WED - Nov 5 Environmental Commission Meeting 7:00 p.m. Municipal Building

TUES - Nov 11 Planning Commission Meeting 7:30 p.m.

THUR - Nov 13 Community Relations Commission Meeting 4:15 p.m. Municipal Building

FRI - Nov 14 Student Community Relations Commission Meeting 1:00 p.m. LCNB

MON - Nov 17 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

TUES - Nov 18 City Council Meeting 7:30 p.m.

WED - Nov 19 Board of Zoning Appeals Meeting 7:30 p.m.

WED - Nov 26 Civil Service Commission Meeting 6:00 p.m.

THUR - Nov 27 Holiday - City Offices Closed

FRI - Nov 28 Holiday - City Offices Closed

8. Adjourn.

A Work Session of the Oxford City Council was called to order by Vice Mayor Kate Rousmaniere on Tuesday, October 7, 2014 at 6:30 P.M. Those Council members present were, Bob Blackburn, Richard Keebler, Mike Smith, Steve Snyder and Edna Southard. Mayor McKeegan was excused.

Staff members present: Doug Elliott, City Manager; Mike Dreisbach, Service Director; Alan Kyger, Economic Development Director; Joe Newlin, Finance Director; Jung-Han Chen, Community Development Director; Steve McHugh, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Ms. Southard moved approval of the Agenda. Mr. Snyder seconded. The motion carried 6-0-0.

PURPOSE

The purpose of the Work Session was for Council to review information regarding the possible development of City owned land on Oxford Reily Road.

DISCUSSION

Vice Mayor Rousmaniere advised she was filling in for Mayor McKeegan who was on vacation. Vice Mayor Rousmaniere noted she would turn the discussion over to Mr. Elliott.

Mr. Elliott advised Council would discuss the property known as 'Western Knolls' and concepts for developing it this evening. Mr. Elliott noted Council should provide some direction to staff along with some goals for the land in question.

Mr. Kyger advised ReMax Alpha Commercial was hired to represent the City for the sale of this property and noted Dan Mawer was in attendance on behalf of ReMax. Mr. Kyger provided background information regarding the property noting 47.46 of land was purchased in December of 2008. Mr. Kyger discussed the road frontage, zoning and existing water and sanitary lines on the property. Mr. Kyger and Mr. Mawer discussed the concept of developing patio type homes on the property for people with active styles and for empty nesters.

Mr. Keebler advised at some point a RFP would be needed for such a project even if only one proposal was submitted.

Mr. McHugh discussed ways to finance such a development by creating Tax Increment Financing Districts (TIF). Mr. McHugh explained the difference between a Developer Funded TIF, a City Funded TIF and a Variation TIF and the risks associated with each option. Mr. McHugh and Mr. Kyger answered questions from Council members regarding TIFs.

After discussion, Mr. Keebler suggested scheduling another Work Session regarding the Western Knolls property after the budget process was complete and on an evening when there were no time constraints.

Mr. McHugh advised realistic numbers with regard to the cost of lots etc., for such a development should be established prior to the next Work Session.

Mr. Kyger asked Council members to create a folder for the handouts from tonight to be referred to at the next Work Session.

ADJOURNMENT

Mr. Blackburn moved to adjourn at 7:17 p.m. Mr. Keebler seconded. The motion carried 6-0-0.

A Regular meeting of the Oxford City Council was called to order by Vice Mayor Kate Rousmaniere on Tuesday, October 7, 2014 at 7:15 p.m. Those members present were Bob Blackburn, Richard Keebler, Mike Smith, Steve Snyder and Edna Southard. Mayor McKeehan was excused.

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

ADJOURN TO EXECUTIVE SESSION

Mr. Keebler moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22 (G) 1 and 3 for the purpose of discussing appointments to Boards and Commissions and pending court action. Mr. Blackburn seconded. The motion passed by the following roll call:

AYE: Mr. Smith, Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere (6)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Snyder moved to adjourn from Executive Session at 7:35 p.m. Mr. Blackburn seconded. The motion passed 6-0-0.

PLEDGE OF ALLEGIANCE

Vice Mayor Rousmaniere requested the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC PARTICIPATION

APPOINTMENTS TO BOARDS AND COMMISSIONS

Mr. Keebler moved to appoint Jamie Mahaffey to the Recreation Board for a term ending in 2015 as a Talawanda School District representative and C. David Rogers to the Community Relations Commission for a term ending in 2017. Mr. Snyder seconded. The motion passed 6-0-0.

PUBLIC COMMENTS

Mr. David Brown, Butler County Auditor's Office, advised the Auditor's Office had almost completed the 2014 reappraisals and they were currently doing informal reviews. Mr. Brown noted everyone should have their tentative value and if they disagreed with the value they could schedule an informal review with the Auditor's Office or schedule one online through the end of this month. Mr. Brown advised the Auditor's Office wanted to establish a fair, conservative value for all properties in Butler County. Mr. Brown noted the Auditor's Office held 4 Town Hall Meetings across the county to discuss the 2014 reappraisal process and they had been very well attended.

Mr. Brown advised Auditor, Roger Reynolds had returned 6 million dollars of unused funds to entities over the last 6 years noting the unused funds were from the administration of levies. Mr. Brown noted the Talawanda School District received \$80,900 this year and the City of Oxford received approximately \$4,000.

Mr. Brown encouraged those with any questions to contact him at the Auditor's Office at 887-3159 or by emailing him at browndp@butlercountyohio.org.

Mr. Snyder inquired when the next property tax bill was due and Mr. Brown advised in February, 2015.

CONSENT AGENDA

MINUTES

Minutes of the September 16, 2014 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the September 9, 2014 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the September 17, 2014 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

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

RESOLUTIONS

RESOLUTION **OVERLAY DISTRICT**

A Resolution No. 4859 of Council accepting the petition as required by Oxford Codified Ordinance Section 1146.03 to establish a Neighborhood Conservation Overlay District for that area of Hilltop Road, part of Contreras Road, Panda Lane and Pin Oak Drive as set forth on Exhibit "A" attached hereto and referring the petition to the Oxford Planning Commission for recommendations to City Council. (Jung-Han Chen, Community Development Director)

Mr. Smith recused himself as a resident of the neighborhood in question.

Mr. Chen advised 72 parcels were contained in the proposed overlay district boundary and the signatures on the petition (53) exceeded the two-thirds requirement of parcel owners in the petitioned area. Mr. Chen noted this was the fifth petition to come before Council and two more were slated for the October 21, 2014 meeting. Mr. Chen advised this petition, if approved by Council, would go to the Planning Commission for recommendations before coming back to Council for legislative action.

Vice Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Vice Mayor Rousmaniere noted this was the first step in the process by which a neighborhood conservation overlay district was created and it would go to the Planning Commission and then back to Council.

Mr. Snyder moved to adopt Resolution No. 4859. Mr. Keebler seconded. The motion passed 5-0-0.

RESOLUTION **SETTLEMENT**

A Resolution No. 4860 Authorizing the settlement of Butler County Common Pleas Cases CV 2013 12 3427 and CV 2013 12 3433 with defendants Tracy Beckelhymer and Christopher Umbstead respectively, husband and wife, and authorizing the City Manager to take all steps necessary to resolve these cases. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised construction for improvements on 27 South was well underway and the City had to work with approximately 42 property owners to acquire the necessary right-of-way for the project. Mr. Dreisbach noted the City had settled with all but 8 of the property owners to date and with Council's approval tonight, two more could be settled. Mr. Dreisbach advised he, the City Manager and the Law Director had a mediation hearing with the defendants last week and they came to a reasonable agreement for the Beckelhymer property to be settled for \$14,000 and the Umbstead property for \$7,000. Mr. Dreisbach noted this was a fair and just settlement from the City's perspective and with the settlement of these two, there would be six more to settle.

Vice Mayor Rousmaniere inquired if there were any comments from the public or from Council and there were none.

Mr. Snyder moved to adopt Resolution No. 4860. Mr. Blackburn seconded. The motion passed 6-0-0.

RESOLUTION
REVISION OF THE SOLID WASTE
GENERATION FEE

A Resolution No. 4861 to adopt the revision of the solid waste generation fee and amend Section VIII of the Solid Waste Management Plan of Butler County, Ohio. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the county operated the solid waste and recycling district funded by trash generated in Butler County. Mr. Dreisbach noted in 2013 the County Commissioners reduced the generation fee from \$2.00 per ton to \$1.00 per ton. Mr. Dreisbach advised tonight Council would discuss further reducing the generation fee from \$1.00 per ton to \$ 0.82 per ton. Mr. Dreisbach advised the county would continue to operate a recycling incentive program for municipalities and townships for successful recycling programs and they would continue the household hazardous waste program. Mr. Dreisbach noted there was no downside to approving the reduction and the county balanced their revenues against their expected expenses and felt they could reduce the fee.

Vice Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Vice Mayor Rousmaniere referred to the staff report on page 34 of the agenda and noted the City was saving money and the fees were being reduced.

Mr. Snyder moved to adopt Resolution No. 4861. Mr. Blackburn seconded. The motion passed 6-0-0.

RESOLUTION
WWTP IMPROVEMENT

A Resolution No. 4862 accepting the bid submitted by Danis Industrial Construction Co. and authorizing the City Manager to enter into a contract with Danis Industrial Construction Co. for the replacement of the belt filter press at the City's Wastewater Treatment Plant at a cost of \$266,800.00 plus a contingency amount of ten percent (10%) of the contract price or \$26,680.00 for a total cost not to exceed \$293,480.00. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the belt filter press was a critical piece of equipment at the City's Wastewater Treatment Plant and it had been running continually since 1998 or so. Mr. Dreisbach noted the City budgeted \$300,00 to replace the machine and received 3 bids just under the estimated cost. Mr. Dreisbach advised the City had good experience with Danis and recommended that Council award the contract to them for the replacement of the machine.

Vice Mayor Rousmaniere inquired if there were any comments from the public or from Council and there were none.

Mr. Keebler moved to adopt Resolution No. 4862. Mr. Blackburn seconded. The motion passed 6-0-0.

RESOLUTION
PAYMENT TO CSX

A Resolution No. 4863 of Council authorizing the full payment of \$21,243.27 to CSX Transportation, Inc. for construction engineering and inspection expenses for improvements to the City's water and wastewater utilities on Chestnut Street through the railroad right-of-way. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised with the redevelopment of the former Wal-Mart site staff identified a bottleneck in the sanitary sewer system under the Chestnut Street railroad track. Mr. Dreisbach noted as part of the development agreement to redevelop that property the City installed new sanitary and water conduits underneath the railroad. Mr. Dreisbach advised to get approval to do that, as the railroad owned that land on Chestnut Street, the City had to work with CSX for construction engineering and inspection expenses. Mr. Dreisbach noted staff expected those costs to be just under \$20,000 and in the end they were just over \$21,000 and Council authorization was required to make the payment to CSX.

Mr. Blackburn noted an additional conduit was installed at the same time for future use, saving the City money and Mr. Dreisbach advised there was an extra 30" tunnel under the railroad and at some point in the future a water main could be used in that conduit.

Vice Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Keebler noted personally, he felt this was highway robbery by CSX but nothing could be done about it.

Mr. Snyder moved to adopt Resolution No. 4863. Ms. Southard seconded. The motion passed 6-0-0.

RESOLUTION
CURB, GUTTER & SIDEWALK REPAIRS

A Resolution No. 4864 declaring that it is necessary to improve those portions of certain properties on High Street, Campus Avenue, Beech Street and Locust Street in the City of Oxford, Ohio by repaving, re-curb-ing and repairing the sidewalks, curbs and gutters. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the City would reconstruct High Street between Poplar Street and Campus Avenue next summer and in advance of that project certain sections of curb, gutter and sidewalks needed to be repaired or replaced.

Mr. Dreisbach noted staff identified 11 parcels where repairs were necessary and staff had talked to many owners already and they knew the project was scheduled and what their obligations were. Mr. Dreisbach advised staff would follow Ohio Revised Code Section 729.02 which allowed for special assessments for property owners when the City performed the work for them. Mr. Dreisbach noted there would be several pieces of legislation regarding this process and tonight's resolution of necessity was the first step which would put owners on notice that repairs were necessary. Mr. Dreisbach advised owners had the option to make the repairs themselves and should they choose not to do that, the City would go out for bids and present a construction Resolution to Council. Mr. Dreisbach noted once the work was complete a Resolution showing the actual expenses would be presented to Council and finally an Ordinance to levy the special assessment cost to the property owners. Mr. Dreisbach advised 9 of the 11 parcels were specific to the High Street construction project and 2 were identified as being hazardous and in need of repair. Mr. Dreisbach noted staff was asking for Council's approval to proceed with the repair process.

Vice Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Snyder inquired when the repairs would be made. Mr. Dreisbach advised bids would likely go out this fall and weather permitting the work would proceed, otherwise it would be done in February or March. Mr. Snyder referred to the Resolution on page 46 of the agenda and noted repairs by owners had to be made no later than 30 days after receipt of the notice. Mr. Dreisbach advised that was what the ORC allowed but the City would work with owners who wanted to contract the work themselves if they needed more time.

Vice Mayor Rousmaniere thanked Mr. Dreisbach for explaining the process.

Mr. Blackburn moved to adopt Resolution No. 4864. Mr. Smith seconded. The motion passed 6-0-0.

RESOLUTION

2015 CDBG FUNDS

A Resolution No. 4865 authorizing the City Manager to submit eligible projects to the Butler County Board of County Commissioners for the 2015 Community Development Block Grant Program (CDBG) Year application. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised he and Mr. Elliott discussed how to spend next year's CDBG dollars (\$96,701) on street improvements. Mr. Dreisbach noted in prior years the City had built a lot of handicap ramps and made sidewalk improvements. Mr. Dreisbach referred to Exhibit "A" and "B" on pages 51 and 52 of the agenda and advised staff was recommending to Council that next year's CDBG dollars focused on alley improvements in the mile square.

Vice Mayor Rousmaniere inquired if the Resolution authorized staff to submit proposals to CDBG. Mr. Dreisbach advised the Resolution was necessary to submit to Butler County and they would forward it to the Housing and Urban Development office of the Federal Government.

Vice Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Keebler moved to adopt Resolution No. 4865. Mr. Smith seconded. The motion passed 6-0-0.

RESOLUTION
SENIOR CENTER LEASE

A Resolution No. 4866 authorizing the City Manager to enter into a new lease with Oxford Seniors for the use of the Oxford Senior Citizen Community Center. (Gail Brahier, Parks and Recreation Director)

Ms. Brahier advised the proposed Resolution would continue the lease offering Oxford Seniors a place to host their programs and events. Ms. Brahier noted very minor adjustments were made to the lease agreement and it was for a period of 5 years.

Vice Rousmaniere inquired if there were any comments from the public or from Council and there were none.

Mr. Snyder moved to adopt Resolution No. 4866. Mr. Smith seconded. The motion passed 6-0-0.

ORDINANCES
FIRST READING

ORDINANCE
CONDITIONAL USE PERMIT

An Ordinance Approving A Conditional Use Permit To Allow For Professional Office Use In A R3 (Multi-Family Residential) District To Be Located At 10 Reagh's Way, Oxford, Ohio 45056. (Jung-Han Chen, Community Development Director)

Mr. Chen advised the applicant was Oxford Women's Care Center and they would like to reuse the vacant single-family dwelling as their office in the future. Mr. Chen noted currently their office was located on the second floor of an Uptown building which posed some challenges for the clients they served. Mr. Chen advised the proposed location would provide easy access to the office and traffic would be minimal in the cul-de-sac, there were only two part-time employees and the hours were minimal as well. Mr. Chen advised the zoning code allowed professional offices in a R3 district as a conditional use. Mr. Chen noted the Planning Commission felt this was a very good reuse of the property which had been vacant for two years and the Oxford Women's Care Center got consent from Habitat for Humanity to use and purchase the property for their office. Mr. Chen advised the site was adequate for any future expansion and the Planning Commission voted 7-0-0 to recommend approval of the conditional use.

Vice Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Keebler noted Mr. Chen covered the rationale behind the Planning Commission's decision and the Planning Commission did not see any down side to the proposal.

Vice Mayor Rousmaniere advised the Planning Commission also liked the fact that the proposed new office would be close to the Family Resource Center.

Mr. Blackburn noted being near the Family Resource Center was a win-win and the Oxford Women's Care Center had already been partnering with the Family Resource Center. Mr. Blackburn advised the Oxford Women's Care Center was no longer Uptown and were presently located at the Berean Bible Church on College Corner Pike. Mr. Blackburn noted he felt the proposed use was a great reuse of the vacant property.

ORDINANCE **SUPPLEMENTAL BUDGET**

An Ordinance Amending Ordinance No. 3249. Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2014. (Joe Newlin, Finance Director)

Mr. Newlin referred to page 84 of the agenda and advised the first item dealt with a Bureau of Worker's Compensation grant that Chief Detherage obtained in the amount of 23,337.50 with a local match of \$7,792.50. Mr. Newlin noted the funds would be used to purchase 3 stair chairs and a hose-reel system. Mr. Newlin advised the second item dealt with making payments to National Inspection Corporation for the balance of the year and the additional funds were needed due to the large amount of construction that took place in the City this year. Mr. Newlin advised an additional item would be added for the second reading which dealt with revenue from underage drinking citations.

Vice Mayor Rousmaniere inquired what a 'stair chair' was and Chief Detherage advised it was for transporting patients from upper floors of buildings to the life squad.

Vice Mayor Rousmaniere inquired if there were any comments from the public and there were none.

ANNOUNCEMENTS

Mr. Elliott advised the City's Issue 2 would appear on the November ballot and the question was whether or not the City would be able to establish a Municipal Electric Aggregation Program. Mr. Elliott noted presently consumers in Oxford had two choices one of which was Duke's standard rate and the other one was to participate in the Ohio Electric Choice Program where consumers could choose their own generating supplier for electricity. Mr. Elliott advised this issue if passed by the voters on November 4th would allow the City to move forward with an electric aggregation program by collecting the consumer load in Oxford and trying to obtain a better price than a consumer could get through the standard Duke rate or the Ohio Electric Choice Program. Mr. Elliott noted the City was proposing an opt-out program. Mr. Elliott advised he had spoken to the Oxford League of Women Voters along with Don Marshall of Eagle Energy about the proposed program and he had spoken to the Lions Club. Mr. Elliott advised he planned to speak with members of the Rotary and Kiwanis organizations.

Mr. Elliott noted his hope the voters would adopt the issue so the City could move forward with the program.

Mr. Elliott reminded everyone that a Work Session was scheduled for Thursday, October 9th at 6:30 p.m. and he would present the City Manager's 2015 proposed budget.

Mr. Elliott updated Council and the public regarding the City's Deer Management Program noting 2 deer had been taken so far this season. Mr. Elliott advised the goal was to restore the natural balance not to eliminate white tailed deer.

Mr. Elliott advised the Butler County Commissioners adopted a Resolution approving the annexation petition for 137.622 acres of land on Bonham Road and after 60 days Council would consider adopting an Ordinance to accept the annexation.

Mr. Elliott noted a US 27 S construction meeting took place today and a temporary road would be constructed on the west side of US 27 which was scheduled to be paved October 20th weather permitting. Mr. Elliott advised the project was proceeding quite well.

Chief Holzworth advised this was day 2 of a strike at Schneider Electric on College Corner Pike. Chief Holzworth noted so far it had been congenial and OPD would continue to have a Police presence on the scene for the duration of the strike.

Ms. Brahier advised Saturday, October 18th in the Uptown Park from nine until noon the Coalition for a Healthy Community would kick off their new healthy living initiative. Ms. Brahier noted this was a partnership between the Talawanda School District, the City of Oxford, McCullough-Hyde Memorial Hospital and Miami University. Ms. Brahier advised this was another example of how the community comes together to make a positive change. Ms. Brahier noted the event would include family activities and a one mile walk.

Mr. Kyger noted the America's Best Communities committee had been hard at work and a public session would take place October 22 at 5:00 at the Oxford Community Arts Center to discuss ideas, concepts and to get feedback from citizens of Oxford. Mr. Kyger advised some of the ideas discussed so far were to create incubator space in the City, expand the OATS Trail from the City to Hueston Woods and to install Wi Fi in the Uptown Parks. Mr. Kyger noted this initiative was hosted by Frontier Communications and Dish Network and there were multiple prizes along the way with the big prize being a \$3,000,000 grant. Mr. Kyger advised 280 communities were eligible to apply. Mr. Kyger noted those with ideas for the grant could contact him, Ms. Rousmaniere, or the Visitors Bureau.

Mr. Keebler noted the passing of Dr. Bhattacharjee last evening and advised he was a very active professor at Miami University and he was very active with the Oxford Community Foundation and the Oxford United Way. Mr. Keebler noted Dr. Bhattacharjee's death was untimely and way too early and he would certainly be missed.

Ms. Southard advised the League of Women Voters Candidate Forum would take place tomorrow evening from 7-9 p.m. at the Knolls of Oxford. Ms. Southard noted this was an opportunity to meet and hear from all candidates running in the local election on November 4th.

Ms. Southard advised the Institute for Learning in Retirement began its 5 week semester and she coordinated a class on how local governments runs. Ms. Southard thanked the City Manager, Police Chief, Vice Mayor Rousmaniere, the Law Director, Community Development Director and Fire Chief who would speak during the semester. Ms. Southard noted 20 people had signed up for the class so far and it was a great program for seniors in Oxford.

Mr. Blackburn advised he attended a presentation on Electric Aggregation at a Lions Club meeting and watched one on television. Mr. Blackburn noted he wanted people to understand that the City was not benefitting from this at all, it was for the public and the City was doing the ground work and spending time, energy and City money to get the proposal passed.

Mr. Blackburn noted Eric Robinette wrote a nice article for the Oxford Press about bike lanes and the proper way to use them and he hoped the Miami Student Newspaper could pick up the article.

Vice Mayor Rousmaniere echoed Councilor Keebler's comments about Dr. Bhattacharjee noting he was a real model of civic engagement at the local level. Vice Mayor Rousmaniere advised Dr. Bhattacharjee inspired her to run for City Council and he inspired a lot of people in many ways. Vice Mayor Rousmaniere sent condolences to his wife Tripti and their children and families. Vice Mayor Rousmaniere noted Dr. Bhattacharjee would be missed at the Candidates Forum tomorrow night.

Vice Mayor Rousmaniere advised tomorrow was National Walk and Bike to School Day and encouraged people to meet at the Talawanda Middle School at 7:00 a.m. or Kramer Elementary School at 8:45 a.m. to support children and families biking or walking to school. Vice Mayor Rousmaniere noted this was part of a larger community effort spearheaded by the Coalition for Health Communities to apply for a federal grant for Safe Routes to School which would improve lighting and other safety issues near the two schools that were located within the City limits.

ADJOURN

Mr. Smith moved to adjourn at 8:27 p.m. Ms. Southard seconded. The motion passed 6-0-0.

A Work Session of the Oxford City Council was called to order by Vice Mayor Kate Rousmaniere on Thursday, October 9, 2014 at 6:30 P.M. Those Council members present were, Bob Blackburn, Richard Keebler, Mike Smith, Steve Snyder and Edna Southard. Mayor McKeehan was excused.

Staff members present: Doug Elliott, City Manager; Bob Holzworth, Police Chief, Alan Kyger, Economic Development Director; Joe Newlin, Finance Director; Heidi Hill, Assistant Finance Director Jung-Han Chen, Community Development Director; Gail Brahier, Parks and Recreation Director and John Detherage, Fire Chief.

APPROVAL OF AGENDA

Mr. Snyder moved approval of the Agenda. Mr. Blackburn seconded. The motion carried 6-0-0.

PURPOSE

The purpose of the Work Session was for Council to review and discuss the 2015 proposed budget.

2015 BUDGET

Mr. Elliott presented the proposed budget for 2015 followed by Council discussion. Questions were raised about retirement pay-outs which Mr. Elliott addressed and noted he would provide a memo to Council with additional information.

ADJOURNMENT

Mr. Blackburn moved to adjourn at 8:15 p.m. Mr. Snyder seconded. The motion carried 6-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: October 21, 2014

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

October 6, 2014
Date Prepared

Agenda Title: Environmental Commission Meeting of October 1, 2014

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, October 1, 2014 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Mr. Vince Hand; City Council Representative, Ms. Kate Rousmaniere; and Mr. Ted Wong. A quorum was present. Planning Commission Representative, Mr. Robert Bell, and Mr. Kevin Armitage had previously notified the Commission that they would be unable to attend the October meeting. Mr. Russell Auwae, a Miami University Institute for the Environment & Sustainability (IES) graduate student, was also in attendance.

The minutes from the September 3, 2014 Environmental Commission meeting were unanimously accepted as presented.

Mr. Russell Auwae was on the IES graduate student team that undertook the identification and location mapping of structural stormwater best management practices (BMP) in the community. The IES student team did not complete surveying the northern portion of the community for structural stormwater BMP. Mr. Auwae outlined a proposed Practicum for his degree that will complete the locating structural BMP features, and prepare an interactive map locating the structural BMP throughout the community. Having a current inventory of structural BMP in the community will assist Oxford to ensure maintenance of a development's post-construction BMP, which is a newly added requirement included in the recently issued Ohio Environmental Protection Agency's Small Municipal Separate Storm Sewer System General Permit renewal.

Ms. Rousmaniere updated the Commissioners on a proposal for a residential development on Southpointe Parkway. Commissioners were concerned with the lack of conservation development features, and the amount of driveway/parking lots, roofing, and pavement features (sidewalks pool-area patio, etc.). The potential effect of this amount of impermeable area on stormwater discharge generated from the development (both in total volume and the duration of the discharge) was troublesome. Commissioners suggested requiring the use of permeable pavements throughout the proposed development.

Ms. Rousmaniere informed Commissioners that following a September 24th meeting hosted by the League of Women Voters to discuss the pending electrical energy aggregation ballot issue (Issue 2), the League's
(Continued)

Approved By:

Department Head:
City Manager:

Initial Date
NRD \ 10/7/14

DRE \ 10/17/14

Ms. Sandy Woy Hazleton prepared a one page educational flyer on electrical aggregation. Ms. Rousmaniere will provide an electronic copy of the flyer to the Commissioners for potential distribution. Pending the approval of Issue 2 at the November 4th elections, any component of renewable energy requirements can then be considered. There are tentatively two public hearings that would be scheduled allowing for citizens to voice concerns, opinions, and desires regarding the electrical aggregation program.

Commissioners discussed recycling in public places. Review of other programs in other communities indicate that to give public recycling the opportunity to succeed requires (at the least): extensive public education (and regularly repeated), the recycling containers to be easily differentiated from refuse containers, recycling containers to be in close proximity/next to refuse containers, and numerous recycling containers should be widely available in the target area(s). The Butler County Recycling and Solid Waste District suggested that an initial step to public recycling could entail making recycling available at local farmers markets and other public gatherings and/or festivals.

Staff provided the Commission with a draft, revised Stormwater Management Design Manual, including the Commission's information on stormwater best management practices (Chapter 4, and Appendixes I through IV). The Commission approved of the format's set-up and appearance, and indicated that they would like to have City Staff complete the revisions and updates to the Stormwater Management Design Manual by the end of November 2014.

Staff updated Commissioners on progress with the pending refuse and recycling contract. The contract documents and specifications were publicly announced starting on September 19th, with a pre-bid meeting on September 30th. Two haulers were in attendance at the pre-bid meeting, Best Way and Rumpke of Ohio. The bids are due at 3:00 pm on Thursday, October 9, 2014.

The Commission adjourned at 8:35 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, November 5, 2014 at 7:00 p.m., in the Municipal Building's Second Floor Conference Room.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 21, 2014

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

October 13, 2014
Date Prepared

Agenda Title:	Resolution Accepting a Petition to Establish a Neighborhood Conservation Overlay District and Referring the Petition to the Planning Commission for Recommendation
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Recommendation: Approval
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Discussion:

The Residential Conservation Overlay District legislation was adopted by the City Council in 2012 to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment by restricting residential properties to be rented to no more than two unrelated individuals. The process to establish an overlay district begins with a petition with signatures of more than two-thirds of property owners within the proposed district. This petition goes before City Council for acceptance and the petition is then referred to the Planning Commission for review. There have been two petitions to come before the City Council previously.

This petition for acceptance was filed by residents in the neighborhood of Country Club Drive, Olde Farm Road, and part of Contreras Road on September 16, 2014. There are a total of 91 parcels contained in the proposed overlay district boundary. The petition shows 70 signatures obtained and the date when the owners signed the petition. A map of the proposed area is attached illustrating the area for consideration.

The signatures in this petition exceed the two-thirds requirement of the parcel owners of this petitioned area. The signatures represent 70 parcels within the boundary, which is 77%. Additionally, the boundary of the proposed overlay district also satisfies the general boundary requirements of Section 1146 of the Codified Ordinances.

This is the first step in creating a neighborhood conservation overlay district and requires City Council to formally accept the petition and forward this petition to the Planning Commission for review. Staff recommends approval of this resolution

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>10/14/14</u>
City Attorney:	<u>[Signature]</u>	
City Manager:	<u>[Signature]</u>	<u>10/17/14</u>

RESOLUTION NO.

RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR THAT AREA OF COUNTRY CLUB DRIVE, OLDE FARM ROAD, AND PART OF CONTRERAS ROAD AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO THE OXFORD PLANNING COMMISSION FOR RECOMMENDATIONS TO CITY COUNCIL.

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

SECTION 1: The Clerk of Council and the Community Development Director having determined pursuant to Oxford Codified Ordinance §1146.03(b) that the Petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto conforms to the petition requirements of Oxford Codified Ordinance §1146.03 and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

SECTION 2: City Council accepts the recommendation of the Clerk of Council and the Community Development Director and further refers the petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto to the Oxford Planning Commission to make recommendations to City Council.

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

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

Country Club Olde Farm Contreras Neighborhood Conservation Overlay District Petition Boundaries

Legend

-  Petition Area
-  Petition Parcel: Signed
-  Petition Parcel: Not Signed
-  Oxford Corporation Limit
-  Address Point
-  Parcel
-  Building Footprint
-  Paved Roadway

1 inch = 350 feet



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

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

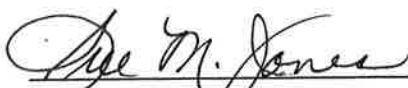
OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONER TO INITIATE A ZONING MAP AMENDMENT TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:
INCLUDES ALL PLATTED PROPERTIES IN HERITAGE I, II, III AND IV AND 6392 CONTRERAS ROAD.

PETITION INITIATORS:


SUE AND EDWARD JONES,
118 COUNTRY DRIVE

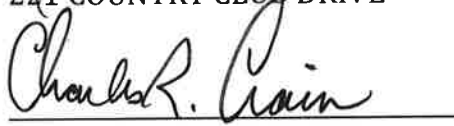



DOUGLAS BROOKS,
227 COUNTRY CLUB DRIVE


GERALD SCHINDLER
121 COUNTRY CLUB DRIVE


ANDOR KISS,
221 COUNTRY CLUB DRIVE


BRIAN REVALEE
113 COUNTRY CLUB DRIVE


CHARLES AND ROBERTA CRAIN
115 COUNTRY CLUB DRIVE



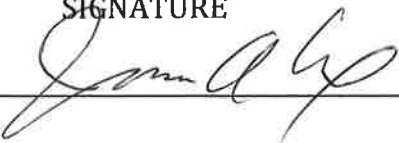
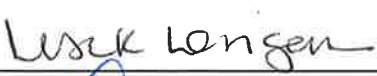
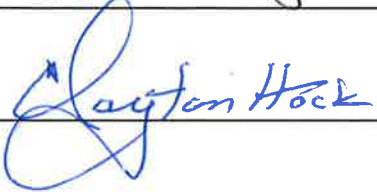
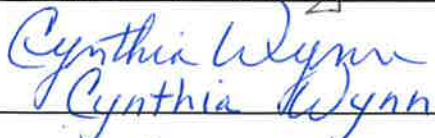
PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

DATE	NAME	SIGNATURE	ADDRESS
9-6-14	Claudia Pavloff	Claudia Pavloff	6392 CONTRERAS
9/6/14	MaryAnn Fox	MaryAnn Fox	5 OLDE FARM ROAD
9/5/14	ELAINE D. WEBER	Elaine D. Weber	2 OLDE FARM ROAD
	Kathryn A. Cook	Declined	6424 CONTRERAS
	Patricia Reynaud	no response letter sent	6434 CONTRERAS
9/5/14	David W Smetana	David W Smetana	6444 CONTRERAS
9/5/14	Shelley D. Stearns	Shelley D Stearns	6454 CONTRERAS
9/5/14	MICHAEL SMITH	Michael L Smith	6458 CONTRERAS
9/5/14	Amy Ansorg	Amy D. Ansorg	6462 CONTRERAS
9/5/14	ERROL GUNDLER	Errol Gundler	6466 CONTRERAS

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

DATE	NAME	SIGNATURE	ADDRESS
9-15-14	ROSEMARY KILDAY Rosemary Kilday	MIKE KILDAY Mike Kilday	7 OLDE FARM ROAD
9/9/14	DENIS MULLALLY Denis Mullally	KIMBERLY R. CAUDILL Kimberly R. Caudill	9 OLDE FARM ROAD
9/9/14	JAMES CLARK James R. Clark	MARY CLARK Mary Clark	10 OLDE FARM ROAD
	Terry Dudley	letter sent, no response	11 OLDE FARM ROAD
9/10/14	J. MARCUS JOBE J. Marcus Jobe		15 OLDE FARM ROAD
	EVALON MIDDLEAUGH EVALON MIDDLEAUGH		17 OLDE FARM ROAD
9/9/14	JAMES SCOTT James R. Scott	JIM JOBE Jim Jobe	18 OLDE FARM ROAD
9/14/14	Valerie L. Schmitt Valerie L. Schmitt	(Karagos)	102 OLDE FARM ROAD
9/9/14	CHAD REYNOLDS Chad Reynolds	Virginia Reynolds Virginia Reynolds	106 OLDE FARM ROAD
	Christopher Scorti	No Response to letter	PARCEL H4000022000006

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

DATE	NAME	SIGNATURE	ADDRESS
9/9/14	James Cox		108 OLDE FARM ROAD
	Michael D. Beck	Declined	110 OLDE FARM ROAD
9/6	Daniel J. Smith		111 OLDE FARM ROAD
9/5	Judith Solenbaugh		114 OLDE FARM ROAD
9/6/14	RICHARD W. MOORE		115 OLDE FARM ROAD
9/5	Lisak Lorigan		118 OLDE FARM ROAD
9/6	CLAYTON HOCK		119 OLDE FARM ROAD
	Nancy Wedleigh	See attached form	120 OLDE FARM ROAD
9/6	Zevi Miller, Ruth Miller - Declined		121 OLDE FARM ROAD
09/16	Takuto Takagi		122 OLDE FARM ROAD
9/9	Richard O'Connell		123 OLDE FARM ROAD
9/8	ZAC ZEDRICK		124 OLDE FARM ROAD
	MIRIAM SALZARULO		
9/15/14	Miriam Salzarulo		125 OLDE FARM ROAD
9-6-14	Cynthia Wynn		126 OLDE FARM ROAD

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

DATE	NAME	SIGNATURE	ADDRESS
9/10/14	Judith TRENT	Judith Trent	101 COUNTRY CLUB DR
	Equity Trust	letter sent	
	Denny R. Bourne	No response	102 COUNTRY CLUB DR
9/10/14	William and Jonilea Mottola	Declined	105 COUNTRY CLUB DR
	Amrit Shukla	Letter Sent	
		No Response	106 COUNTRY CLUB DR
9/10/14	Martha Brown	Martha Brown	107 COUNTRY CLUB DR
9/10/14	Lorvely Brady		109 COUNTRY CLUB DR
	Zafer Ozdemir	Letter Sent	
		no response	110 COUNTRY CLUB DR
9/9/14	ALLAN PANTLE	Allan J. Pantle	111 COUNTRY CLUB DR
	Larry Ezsol	declined	112 COUNTRY CLUB DR
9/5/14	Brian Devaloe	B R De	113 COUNTRY CLUB DR
	W. Sherman Jackson	Declined	114 COUNTRY CLUB DR
9/9/14	Robert M. Cain	Charles R. Cain	115 COUNTRY CLUB DR
9/8/14	Alice Phillips	Alice Phillips	116 COUNTRY CLUB DR
	Douglas J. Havelka	(see attached approval)	117 COUNTRY CLUB DR

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

DATE	NAME	SIGNATURE	ADDRESS
9/5/14	Sue M. Jones	<i>Sue M. Jones</i>	118 COUNTRY CLUB DR
9/7/14	CHARLES TECKMAN	<i>Charles Teckman</i>	119 COUNTRY CLUB DR
9/8/14	George J. McCabe	<i>George J. McCabe</i>	120 COUNTRY CLUB DR
9/7/14	Gerald J. Schneider	<i>Gerald J. Schneider</i>	121 COUNTRY CLUB DR
9/10/14	Mary K. Allen	<i>Mary K. Allen</i>	122 COUNTRY CLUB DR
9/7/14	Anna Holzworth	<i>Anna Holzworth</i>	123 COUNTRY CLUB DR
9-7-14	TIMOTHY A. WHITE	<i>Timothy A. White</i>	124 COUNTRY CLUB DR
9-8-14	Barbara K. Arlinghaus	<i>Barbara K. Arlinghaus</i>	125 COUNTRY CLUB DR
9/7/14	Lara Freidline	<i>Lara Freidline</i>	126 COUNTRY CLUB DR
9/6/14	Vasant B. Waike	<i>Vasant Waike</i>	127 COUNTRY CLUB DR
9/8/14	LAURA J. Kelly	<i>Laura J. Kelly</i>	128 COUNTRY CLUB DR
9/6/14	William Rauckhorst	<i>William Rauckhorst</i>	129 COUNTRY CLUB DR
9/7/14	Don Lipp	<i>Don Lipp</i>	130 COUNTRY CLUB DR
9/7/14	Scott Johnston	<i>Scott Johnston</i>	131 COUNTRY CLUB DR

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

9/8/14 WILLIAM CONDUCT  132 COUNTRY CLUB DR

DATE NAME SIGNATURE ADDRESS

Janet Cox Personal Contact ^{No} Response 201 COUNTRY CLUB DR

9/11/14  THOMAS GAMA 202 COUNTRY CLUB DR

9/12/14 Constance J. Biggs Constance J. Biggs 203 COUNTRY CLUB DR

9/12/14 Rodger Cromer Rodger Cromer 204 COUNTRY CLUB DR

9/14 Ernest Cantrell White Ernest Cantrell White 205 COUNTRY CLUB DR

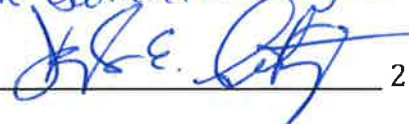
9/16/14 Ivonne J. Ortiz  206 COUNTRY CLUB DR

9/16/14 Michelle Hendricks Michelle Hendricks 207 COUNTRY CLUB DR

Li Yi
letter sent, no response 209 COUNTRY CLUB DR

9/7 Joyce Morison Joyce Morison 211 COUNTRY CLUB DR

Gary Antonius ^{Declined}
PAMALA A SITZLER Gemala L. Sitzler 212 COUNTRY CLUB DR

9/5/14 DOUGLAS SITZLER  213 COUNTRY CLUB DR

9/6/14 Gary Hetterich I Gary Hetterich I 215 COUNTRY CLUB DR

9/6/14 Teresh L. Davis  216 COUNTRY CLUB DR

9/6/14 Douglas A. Day Douglas A. Day 217 COUNTRY CLUB DR

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

DATE	NAME	SIGNATURE	ADDRESS
	Gerald Sanders	declined	200 COUNTRY CLUB DR
	Michael Matix	declined	210 COUNTRY CLUB DR

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

DATE	NAME	SIGNATURE	ADDRESS
9-6-14	Thomson & Thompson	Thomson & Thompson	219
9-6-14	Dev Thompson	Dev Thompson	218 COUNTRY CLUB DR
9-7-14	Timothy E Jones	Timothy E Jones	218
9-7-14	Carol Jones	Carol Jones	219 COUNTRY CLUB DR
9-9-14	Rachael Kiss	Rachael Kiss	
9-10-14	Andor Kiss	Andor Kiss	221 COUNTRY CLUB DR
9-7-14	Robert McCarrick	Robert McCarrick	
9-9-14	Katy McCarrick	Katy McCarrick	222 COUNTRY CLUB DR ✓
9-9-14	Anita Wilson	Anita Wilson	
			223 COUNTRY CLUB DR
9/9/14	Julie Campbell-Ruggard	Julie Campbell-Ruggard	225 COUNTRY CLUB DR ✓
6 SEP 2014	PETER LINDSAY	Peter Lindsay	226 COUNTRY CLUB DR
9/6/14	DOUGLAS M. BROOKS	Douglas M Brooks	227 COUNTRY CLUB DR
9/6/14	William HENZICH	William HENZICH	
9/6/14	April HENZICH	April HENZICH	229 COUNTRY CLUB DR
	Elia Mae Lawson	Letter Sent	
	Oxford Country Club	No Response	PARCEL A COUNTRY CLUB DR
	Square D Company	Letter Sent	
		No Response	PARCEL B COUNTRY CLUB DR

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY
DISTRICT FOR HERITAGE I, II, III, AND IV AND 6392 CONTRERAS ROAD, OXFORD
OHIO

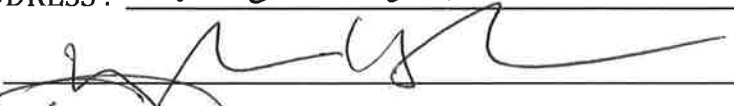
I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONER TO INITIATE A ZONING MAP AMENDMENT TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PROPERTY OWNED: 117 COUNTRY CLUB DRIVE

NAME DOUGLAS HAVELEA

MAILING ADDRESS: 881 EAGLESKNOLL COURT, FORESTVILLE,
OH 45255

SIGNATURE 

☒ APPROVE ☐ DISAPPROVE

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY
DISTRICT FOR HERITAGE I, II, III, AND IV AND 6392 CONTRERAS ROAD, OXFORD
OHIO

I, the undersigned, do hereby state that I am an owner of a property within the
boundaries designated by the petition.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONER TO INITIATE A
ZONING MAP AMENDMENT TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT
TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS
PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PROPERTY OWNED : 120 Olde Farm

NAME Nancy Wadleigh
MAILING ADDRESS PO Box 101, OXFORD, OH 45056

SIGNATURE Nancy Wadleigh
☒ APPROVED ☐ DISAPPROVED

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY
DISTRICT FOR HERITAGE I, II, III, AND IV AND 6392 CONTRERAS ROAD, OXFORD
OHIO

I, the undersigned, do hereby state that I am an owner of a property within the
boundaries designated by the petition.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONER TO INITIATE A
ZONING MAP AMENDMENT TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT
TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS
PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PROPERTY OWNED : 17 OLDE FARM ROAD

NAME: EVALOU MIDDAUGH
MAILING ADDRESS 6470 POST ROAD, DUBLIN, OH 43016

SIGNATURE Evalou Middaugh Date September 14, 2014

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

DATE NAME

SIGNATURE

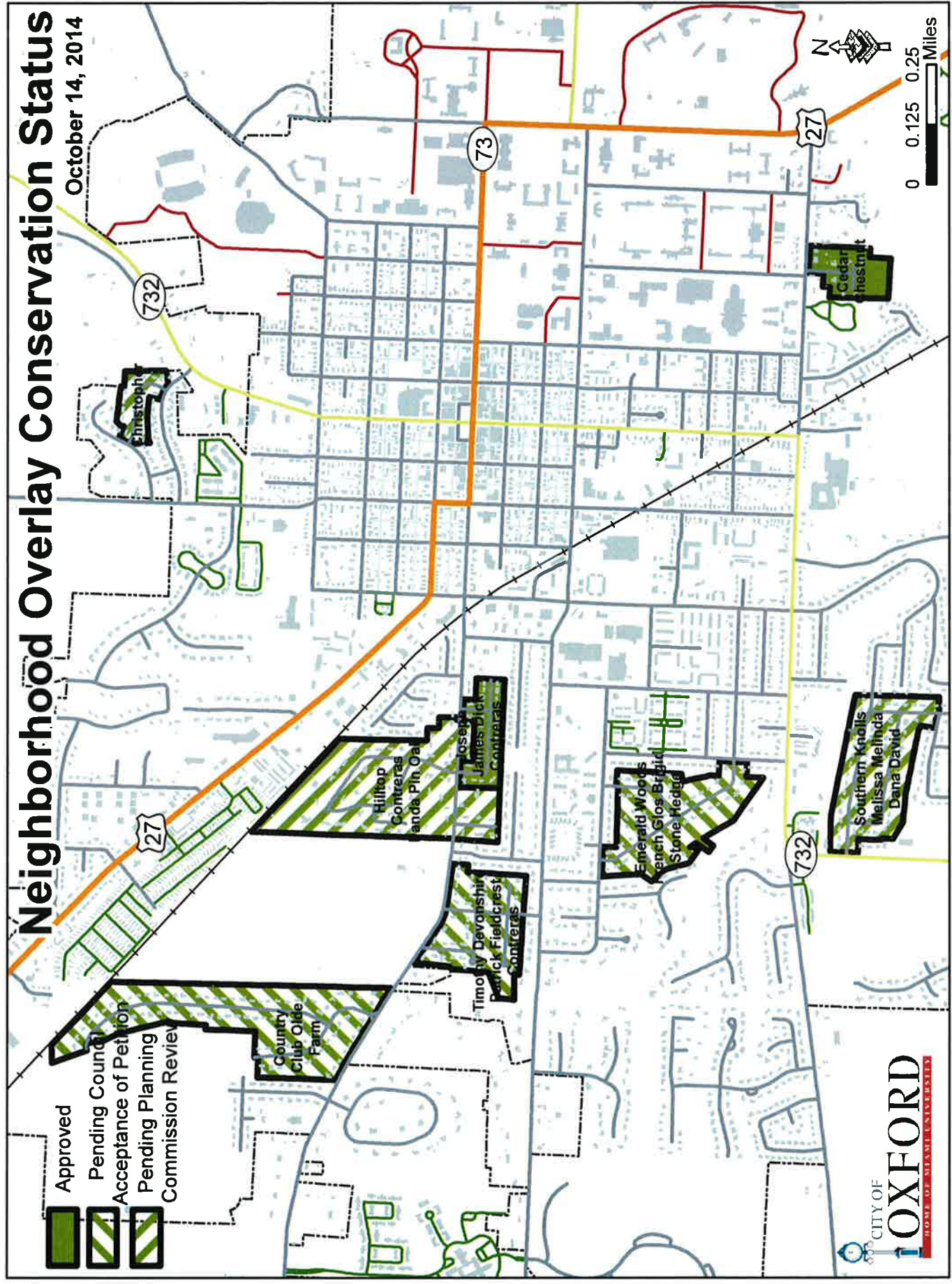
ADDRESS

9/28 Christy Whalen *Personal Contact Declined to sign* 105 OLDE FARM ROAD

Neighborhood Overlay Conservation Status

October 14, 2014

-  Approved
-  Pending Council Acceptance of Petition
-  Pending Planning Commission Review



Name	Parcels	Signed	Not Signed	Signed %	Parcels, as Approved	Approval Date
Joseph James Dick Contreras	29	21	8	72%	29	3/18/2014
Cedar Chestnut	17	13	4	76%	15	9/16/2014
Christopher	17	12	5	71%		
Southern Knolls Melissa Melinda Dana David	70	52	18	74%		
Emerald Woods French Glos Brigid Stone Hedge	57	47	10	82%		
Country Club Olde Farm Contreras	91	71	20	78%		
Hilltop Contreras Panda Pin Oak	72	57	15	79%		
Timothy Devonshire Patrick Fieldcrest Contreras	55	44	11	80%		

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 21, 2014

Account Code No. #:

Jung-Han CHen
Prepared By

Budgeted Amount:

October 7, 2014
Date Prepared

Agenda Title:	Resolution Accepting a Petition to Establish a Neighborhood Conservation Overlay District and Referring the Petition to the Planning Commission for Recommendation
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Recommendation: Approval

Discussion:

The Residential Conservation Overlay District legislation was adopted by the City Council in 2012 to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment by restricting residential properties to be rented to no more than two unrelated individuals. The process to establish an overlay district begins with a petition with signatures of more than two-thirds of property owners within the proposed district. This petition goes before City Council for acceptance and the petition is then referred to the Planning Commission for review. There have been two petitions to come before the City Council previously.

This petition for acceptance was filed by residents in the neighborhood of Fieldcrest, Devonshire, Patrick, Timothy and Contreras Roads on September 26, 2014. There are a total of 56 parcels contained in the proposed overlay district boundary. The petition shows 44 signatures obtained and the date when the owners signed the petition. A map of the proposed area is attached illustrating the area for consideration.

The signatures in this petition exceed the two-thirds requirement of the parcel owners of this petitioned area. The signatures represent 45 parcels within the boundary, which is 80%. Additionally, the boundary of the proposed overlay district also satisfies the general boundary requirements of Section 1146 of the Codified Ordinances.

This is the first step in creating a neighborhood conservation overlay district and requires City Council to formally accept the petition and forward this petition to the Planning Commission for review. Staff recommends approval of this resolution

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>10/13/14</u>
City Attorney:	<u>[Signature]</u>	
City Manager:	<u>[Signature]</u>	<u>10/17/14</u>

RESOLUTION NO.

RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR THAT AREA OF FIELDCREST AVENUE, DEVONSHIRE DRIVE, PATRICK DRIVE, TIMOTHY LANE, AND CONTRERAS ROAD AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO THE OXFORD PLANNING COMMISSION FOR RECOMMENDATIONS TO CITY COUNCIL.

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

SECTION 1: The Clerk of Council and the Community Development Director having determined pursuant to Oxford Codified Ordinance §1146.03(b) that the Petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto conforms to the petition requirements of Oxford Codified Ordinance §1146.03 and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

SECTION 2: City Council accepts the recommendation of the Clerk of Council and the Community Development Director and further refers the petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto to the Oxford Planning Commission to make recommendations to City Council.

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

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

**Timothy Devonshire
Patrick Fieldcrest
Contreras
Neighborhood
Conservation
Overlay District
Petition Boundaries**

Legend

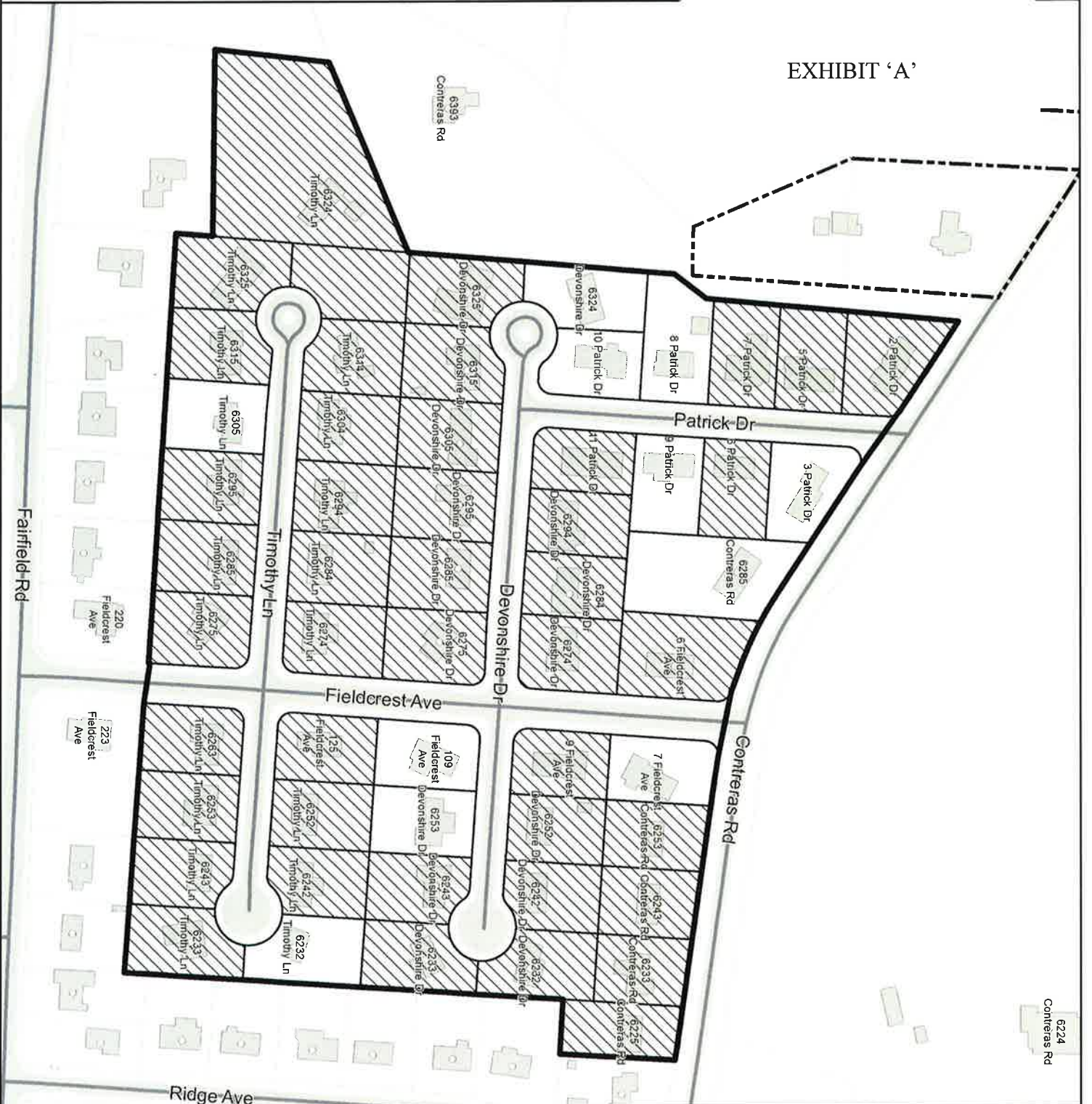
-  Petition Area
-  Petition Parcel: Signed
-  Petition Parcel: Not Signed
-  Oxford Corporation Limit
-  Address Point
-  Parcel
-  Building Footprint
-  Paved Roadway



1 inch = 200 feet

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

EXHIBIT 'A'



Voting Signature
One owner

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

THE PETITION IS SUBMITTED PURSUANT TO OXFORD ZONING CODE CHAPTER 1146 TO REQUEST CITY COUNCIL TO INTRODUCE AN ORDINANCE ACCEPTING A PETITION WHICH WOULD ALLOW THE INITIATION OF A ZONING MAP AMENDMENT TO CREATE A DISTRICT WITHIN THE DESCRIBED BOUNDARIES WHICH WOULD RESTRICT THE ABILITY OF PROPERTY OWNERS TO RENT THEIR PROPERTY TO MORE THAN TWO UNRELATED INDIVIDUALS.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONER TO INITIATE A ZONING MAP AMENDMENT TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

EAST BOUNDARY: West side of Ridge Properties

NORTH BOUNDARY: Contreras Rd.

WEST BOUNDARY: West side of Properties on Patrick & Cul-de-sacs on Timothy + Devonshire

SOUTH BOUNDARY: South side of Properties on Timothy

CIRCULATOR'S FULL NAME: Shirley A. Younts

CIRCULATOR'S ADDRESS: 62294 Devonshire Dr.

CIRCULATOR'S SIGNATURE: Shirley Younts **DATE SUBMITTED:** 9/16/14

(THE PETITION MUST CONTAIN THE SIGNATURE OF AN OWNER OR RECORD OF AT LEAST TWO-THIRDS OF THE PARCELS WITHIN THE PROPOSED DISTRICT. SIGNATURES OVER SIX MONTHS OLD ARE VOID.)

Properties on Timothy, Devonshire, Patrick, Fieldcrest (Timothy to Contreras) and Contreras (Patrick to, and including, 6225 Contreras)

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

THE PETITION IS SUBMITTED PURSUANT TO OXFORD ZONING CODE CHAPTER 1146 TO REQUEST CITY COUNCIL TO INTRODUCE AN ORDINANCE ACCEPTING A PETITION WHICH WOULD ALLOW THE INITIATION OF A ZONING MAP AMENDMENT TO CREATE A DISTRICT WITHIN THE DESCRIBED BOUNDARIES WHICH WOULD RESTRICT THE ABILITY OF PROPERTY OWNERS TO RENT THEIR PROPERTY TO MORE THAN TWO UNRELATED INDIVIDUALS.

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PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

EAST BOUNDARY:

West side of Ridge Properties

NORTH BOUNDARY:

Centreas Rd

WEST BOUNDARY:

West side of Properties on Patrick & side-sas on Timothy & Devonshire

SOUTH BOUNDARY:

South side of Properties on Timothy

CIRCULATOR'S FULL NAME:

Anne Searle Koehler

CIRCULATOR'S ADDRESS:

9 Fieldcrest Ave, Oxford, OH

CIRCULATOR'S SIGNATURE:

Anne B. Koehler

DATE SUBMITTED:

7/22/14

(THE PETITION MUST CONTAIN THE SIGNATURE OF AN OWNER OR RECORD OF AT LEAST TWO-THIRDS OF THE PARCELS WITHIN THE PROPOSED DISTRICT. SIGNATURES OVER SIX MONTHS OLD ARE VOID.)

Properties on Timothy, Devonshire, Patrick, Fieldcrest (Timothy to Centreas) and Centreas (Patrick to, and including, 6225 Centreas).

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

THE PETITION IS SUBMITTED PURSUANT TO OXFORD ZONING CODE CHAPTER 1146 TO REQUEST CITY COUNCIL TO INTRODUCE AN ORDINANCE ACCEPTING A PETITION WHICH WOULD ALLOW THE INITIATION OF A ZONING MAP AMENDMENT TO CREATE A DISTRICT WITHIN THE DESCRIBED BOUNDARIES WHICH WOULD RESTRICT THE ABILITY OF PROPERTY OWNERS TO RENT THEIR PROPERTY TO MORE THAN TWO UNRELATED INDIVIDUALS.

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PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

EAST BOUNDARY:

West side of Ridge Properties

NORTH BOUNDARY:

Centreras Rd.

WEST BOUNDARY:

West side of Properties on Patrick & Cul-de-sacs on Timothy & Devenshire

SOUTH BOUNDARY:

South side of Properties on Timothy

CIRCULATOR'S FULL NAME:

Matthew A. Troy

CIRCULATOR'S ADDRESS:

6 Patrick Drive Oxford, OH 45056

CIRCULATOR'S SIGNATURE:

Matthew A. Troy

DATE SUBMITTED:

9/15/14

(THE PETITION MUST CONTAIN THE SIGNATURE OF AN OWNER OR RECORD OF AT LEAST TWO-THIRDS OF THE PARCELS WITHIN THE PROPOSED DISTRICT. SIGNATURES OVER SIX MONTHS OLD ARE VOID.)

Properties on Timothy, Devenshire, Patrick, Fieldcrest (Timothy to Centreras) and Centreras (Patrick to land including) 6225 Centreras

Signature for Voting
One owner

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

THE PETITION IS SUBMITTED PURSUANT TO OXFORD ZONING CODE CHAPTER 1146 TO REQUEST CITY COUNCIL TO INTRODUCE AN ORDINANCE ACCEPTING A PETITION WHICH WOULD ALLOW THE INITIATION OF A ZONING MAP AMENDMENT TO CREATE A DISTRICT WITHIN THE DESCRIBED BOUNDARIES WHICH WOULD RESTRICT THE ABILITY OF PROPERTY OWNERS TO RENT THEIR PROPERTY TO MORE THAN TWO UNRELATED INDIVIDUALS.

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PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

EAST BOUNDARY: West side of Ridge Properties

NORTH BOUNDARY: Contreras Rd.

WEST BOUNDARY: West side of Properties on Patrick & Cul-de-sacs on Timothy & Devonshire

SOUTH BOUNDARY: South side of Properties on Timothy

CIRCULATOR'S FULL NAME: Jennifer A. Wade

CIRCULATOR'S ADDRESS: 6274 Timothy Lane

CIRCULATOR'S SIGNATURE: [Signature]

DATE SUBMITTED: 7/13/14

(THE PETITION MUST CONTAIN THE SIGNATURE OF AN OWNER OR RECORD OF AT LEAST TWO-THIRDS OF THE PARCELS WITHIN THE PROPOSED DISTRICT/SIGNATURES OVER SIX MONTHS OLD ARE VOID.)

Properties on Timothy, Devonshire, Patrick, Fieldcrest (Timothy to Contreras) and Contreras (Patrick to land including 6225 Contreras)



CITY OF OXFORD

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

PROPERTY ADDRESS	PROPERTY OWNER	SIGNATURE	DATES	NOTES
9 Fieldcrest Ave.	Anne Searle Kuehler	Anne B. Kuehler Anne Bramble Kuehler	9/5/14	
6 Fieldcrest Ave.	Jennifer B. Morrison	Jennifer B. Morrison	9/5/14	
7 Fieldcrest Ave.	David Miller and Janet			9/8/14 gave info used in person considered Johnson's with names
125 Fieldcrest Ave.	George Leinke Jr.	George Leinke Jr.	9/7/14	
6252 Devonshire Dr.	Kelly L. Osborn	Kelly Osborn	9/7/14	
6243 Devonshire Dr.	Laura M. Livingston	Laura Livingston	9/6/14	
6242 Devonshire Dr.	Roy H & Angela F Poston	Roy Poston	9/6/14	
6233 Devonshire Dr.	Michael M. Cameron	Michael Cameron	9/6/14	
6232 Devonshire Dr.	Matt S. Smith & Sarah L. Smith	Matt Smith	9/6/14	
88 Fatrick	Koontz, Frank & Jan			Jan said she would sign but failed to see her 9/16/14 sent letter in to + petition

RECEIVED
SEP 26 2014

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

PROPERTY ADDRESS	PROPERTY OWNER	SIGNATURE	DATES	NOTES
109 Elders Ave 109 Elders Ave	Jonathan and Kathleen Slagter			9/15/14 Sent letter info & petition to owners.
6253 Devonshire Dr	Nathaniel S & Emily R Lie			9/18/14 Sent letter info & petition to owners
2 Patrick Dr.	Foley, Charles T. TR et al	Mary E. Foley	9/16/14	9/18/14 Sent letter info & petition to Liz Foley
5 Patrick Dr.	Reardon, John O TR et The Georgetown Second	Sed attached page		9/15/14 Sent letter info & petition to Jack & George Reardon
7 Patrick Dr.	Smith, Franklin L. II & Jill C.			9/18/14 Sent letter info & petition to Frank & Jill Smith
9 Patrick Dr.	Wakenga, Gail A. & Schuhle, Steven K.			9/15/14 Sent letter info & petition to owners.
6285 6285 Devonshire Dr.	Vela ZCO, David H. & Rosalya D.			9/18/14 Sent letter info & petition to David Vela ZCO.
6325 Timothy Ln.	Miller, Sibyl A TR u/a DTD 11-30-09			9/13/14 Sent letter info & petition to Sibyl Miller
6232 Timothy Ln.	Wax, Merrel J			9/15/14 Sent letter info & petition to owner.
6305 Timothy Ln.	Carrano, Ellen			9/15/14 Sent letter info & petition to owner

RECEIVED
SEP 26 2014

CITY OF OXFORD

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

[illegible]

RECEIVED
SEP 20 2014
CITY OF OXFORD

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

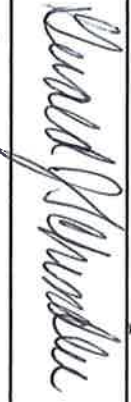
PROPERTY ADDRESS	PROPERTY OWNER	SIGNATURE	DATES	NOTES
6 Patrick Dr.	Troy, Matthew A & Elizabeth M	<i>Matthew A. Troy</i>	9/5/2014	
3 Patrick Dr.	Gung, Benjamin	See other for Matthew A. & B.K.		9/14/14 Given information in person.
8 Patrick Dr.	Kornitz, Frank & Jean	See other for Kornitz.		
10 Patrick Dr.	Perkins, John A. & Kimberly W.			Spoke to John on 9/15. Declined to sign.
11 Patrick Dr.	Smith, Donald C. & Marcia B.	<i>Donald C. Smith</i>	9/13/14	

RECEIVED

 SEP 26 2014

CITY OF OXFORD

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

PROPERTY ADDRESS	PROPERTY OWNER	SIGNATURE	DATES	NOTES
6225 Contreras Rd.	Schindler, Gerald J		9/8/2014	
6233 Contreras Rd.	Cole, Richard D. & Linda J.		Sept 14	
6243 Contreras Rd.	Riegel, Carolyn K et. al.	See attached page		9/14 sent letter, into petition re John Riegel
6253 Contreras Rd.	Stearns, Dale K. & Hong Le		9/7/2014	
6285 Contreras Rd	Mitchell, Maureen			9/14 sent letter, into petition to Maureen Mitchell
3 Patrick Dr	Gung, Benjamin			9/15/14 declined to sign.

RECEIVED
SEP 26 2014

CITY OF OXFORD

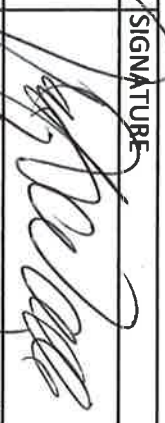
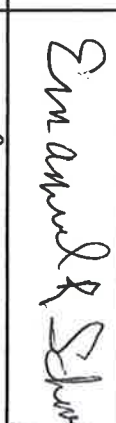
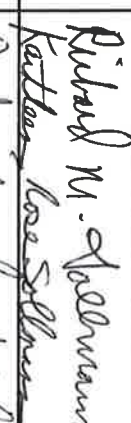
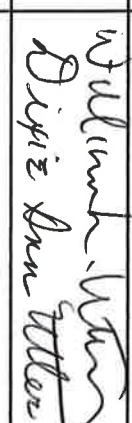
OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

PROPERTY ADDRESS	PROPERTY OWNER	SIGNATURE	DATES	NOTES
6294 Devonshire Dr.	Younts, Shirley A. TR	Shirley A Younts	9/7/14	
6274 Devonshire Dr	Schrimper, Marilyn M.	Marilyn M Schrimper	9/7/14	
6284 Devonshire Dr.	Kelb, Richard F. TR et.al.	Richard F. Kelb	9/7/14	
6225 Devonshire Dr.	Welborn, Max Jr.	Max Welborn Jr.	9/8/14	
6295 Devonshire Dr	Taylor, Christopher & Elizabeth	Chris Taylor	9/14/14	
6305 Devonshire Dr.	Osborne, Kenneth J. & Alice A.	Alice A. Osborne	9-11-14	
6315 Devonshire Dr	Berg, William P. & Kai Heeyoung	William P. Berg	9/7/14	
6324 Devonshire Dr	Perkins, Marilyn T.			9/8/14 gave info. 9/10/14 called did not sign
6325 Devonshire Dr	DeWitt, David S & Carolyn K.	Carolyn K. DeWitt	9/8/14	
6295 Devonshire Dr				




 SEP 29 2014
 CITY OF OXFORD

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

PROPERTY ADDRESS	PROPERTY OWNER	SIGNATURE	DATES	NOTES
6274 Timothy Ln.	Jennifer A. Wade		9-6-14	
6275 Timothy Ln.	Nancy Wadley		9/9/14	
6284 Timothy Ln.	Nelson, Ian M & Heather M.		9-7-14	
6285 Timothy Ln.	Kleibschied, Joseph P & Alison		9-7-14 9/7/14	
6294 Timothy Ln.	Stad Schwegman, Emanuel R.		9/7/14	
6295 Timothy Ln.	Soliman, Richard M & Kathleen		9/7/14 9-7-14	
6304 Timothy Ln.	Mueller, Jens & Bechtel Gabriele		9/7/14	
6305 Timothy Ln.	Carrang Ellen			Name moved to "enter" list
6314 Timothy Ln.	Utter, William L. & Dixie C.		9/7/2014	
6315 Timothy Ln.	Martin, Ralph Ed		9/7/14	

RECEIVED

SEP 29 2014

CITY OF OXFORD

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

PROPERTY ADDRESS	PROPERTY OWNER	SIGNATURE	DATES	NOTES
6253 Timothy Ln.	Strippel, Hazel Jane	Hazel Jane Strippel	9/7/14	
6263 Timothy Ln.	Zimmerman, Andrew D. & Megan N.	Andrew D. Zimmerman	9/7/14	
6252 Timothy Ln.	Byrd, Diana D	Diana Byrd	9/13/14	
6243 Timothy Ln.	Zimmerman, David Lee & Alice Lucille	Alice Lucille Zimmerman	9-14-14	
6242 Timothy Ln	Pehlabe, Cathy G	Cathy G Pehlabe	9-7-14	
6233 Timothy Ln	Suarez, Scott A.	Scott A. Suarez	9-9-14	
6232 Timothy Ln.	Wax, Morrel J.	Morrel J. Wax		Name moved to "Hard to contact" list



**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 21, 2014

Account Code No. #:

Jung-Han CHen
Prepared By

Budgeted Amount:

October 7, 2014
Date Prepared

Agenda Title:	Resolution Accepting a Petition to Establish a Neighborhood Conservation Overlay District and Referring the Petition to the Planning Commission for Recommendation
----------------------	---

Recommendation: Approval
--

Discussion:

The Residential Conservation Overlay District legislation was adopted by the City Council in 2012 to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment by restricting residential properties to be rented to no more than two unrelated individuals. The process to establish an overlay district begins with a petition with signatures of more than two-thirds of property owners within the proposed district. This petition goes before City Council for acceptance and the petition is then referred to the Planning Commission for review. There have been two petitions to come before the City Council previously.

This petition for acceptance was filed by residents in the neighborhood of Emerald Woods, Glos Drive, Brigid Circle, Stone Hedge Circle and French Drive on September 15, 2014. There are a total of 57 parcels contained in the proposed overlay district boundary. The petition shows 47 signatures obtained and the date when the owners signed the petition. A map of the proposed area is attached illustrating the area for consideration.

The signatures in this petition exceed the two-thirds requirement of the parcel owners of this petitioned area. The signatures represent 57 parcels within the boundary, which is 82%. Additionally, the boundary of the proposed overlay district also satisfies the general boundary requirements of Section 1146 of the Codified Ordinances.

This is the first step in creating a neighborhood conservation overlay district and requires City Council to formally accept the petition and forward this petition to the Planning Commission for review. Staff recommends approval of this resolution

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>10/14/14</u>
City Attorney:	<u>[Signature]</u>	<u>10/17/14</u>
City Manager:	<u>[Signature]</u>	<u>10/17/14</u>

RESOLUTION NO.

RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR THAT AREA OF EMERALD WOODS DRIVE, GLOS DRIVE, BRIGID CIRCLE, STONE HEDGE CIRCLE AND FRENCH DRIVE AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO THE OXFORD PLANNING COMMISSION FOR RECOMMENDATIONS TO CITY COUNCIL.

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

SECTION 1: The Clerk of Council and the Community Development Director having determined pursuant to Oxford Codified Ordinance §1146.03(b) that the Petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto conforms to the petition requirements of Oxford Codified Ordinance §1146.03 and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

SECTION 2: City Council accepts the recommendation of the Clerk of Council and the Community Development Director and further refers the petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto to the Oxford Planning Commission to make recommendations to City Council.

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

MAYOR

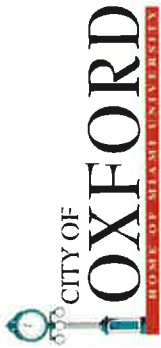
ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

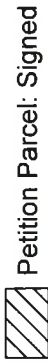


**Emerald Woods
French Glos
Brigid Stone Hedge
Neighborhood
Conservation
Overlay District
Petition Boundaries**

Legend



Petition Area



Petition Parcel: Signed



Petition Parcel: Not Signed



Oxford Corporation Limit

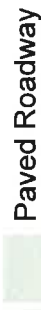
Address Point



Parcel



Building Footprint



Paved Roadway



1 inch = 230 feet

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

EXHIBIT 'A'



**PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR
EMERALD WOODS DRIVE, STONE HEDGE CIRCLE, BRIGID CIRCLE, GLOS
DRIVE AND FRENCH DRIVE, OXFORD, OHIO**

Petitioners:

Mary Daniels 451 Emerald Woods Drive
Beth Swailes 443 Emerald Woods Drive
Bonnie Mason 421 Emerald Woods Drive

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated along with my name and signature below.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONERS TO INITIATE A ZONING MAP AMENDMENT PURSUANT TO CHAPTER 1146 OF THE CITY'S ZONING CODE TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

East Boundary: The east property lines of the properties on the east side of French Dr. and Emerald Woods Dr.; the east property lines of 913 Glos Dr. and 465 Emerald Woods Dr.

North Boundary: The north property lines of the properties on 605 and 606 French Dr., 15 and 19 Brigid Cir. and 400, 401 and 404 Emerald Woods Dr.

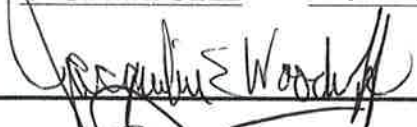
West/South Boundaries: The west and south property lines of the properties on the west side of Emerald Woods Dr. and the properties and vacant lots on 16, 24 and 28 Stone Hedge Cir.

<u>DATE</u>	<u>PROPERTY ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>	<u>NOTES</u>
-------------	-------------------------	-------------	------------------	--------------

8/26/14	451 Emerald Wds.	Mary Daniels	Mary Daniels	
8/26/14	446 EMERALD WOODS	JAKE BOWERS	Jake Bowers	
8/26/14	442 Emerald Woods	Karen deSaintRat	Karen deSaintRat	
8/26/14	439 Emerald Woods	Robin Thomas	Robin Thomas	

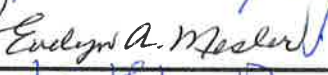
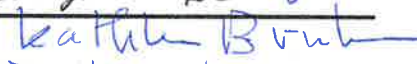


**PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR
EMERALD WOODS DRIVE, STONE HEDGE CIRCLE, BRIGID CIRCLE, GLOS
DRIVE AND FRENCH DRIVE, OXFORD, OHIO**

<u>DATE</u>	<u>PROPERTY ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>	<u>NOTES</u>
8/26/14	431 Emerald Woods Dr	Jackie Woodh		
08/26/14	425 EMERALD WOODS DR	Corey Watt		
08/26/14	421 Emerald Woods Dr	Bonnie Mason	BONNIE MASON	
8/26/14	417 Emerald Woods Dr	Warren Mandrell	Warren Mandrell	
8/26/14	447 Emerald Woods Dr	Keli Puzo	Keli Puzo	
8/26/14	465 EMERALD WOODS DR	MARILYN THORNE	Marilyn Thorne	
8/26/14	454 Emerald Woods Dr	ROXANN SOMMER	Roxann Sommer	
8/26/14	455 Emerald Woods Dr	ROSELEA RODRIGUEZ	Roselea Rodriguez	
8/26/14	443 Emerald Woods Dr	Elizabeth Swailes	Elizabeth Swailes	
8/26/14	435 Emerald Woods Dr	Robin Parker	Robin Parker	
8/26/14	408 EMERALD WOODS DR	GRET ROBERTS	G. Roberts	
8/26/14	401 Emerald Woods Dr	Bill & Julie Frode	Julie Frode	
8/26/14	400 Emerald Woods Dr	Mike & Eileen		

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR
EMERALD WOODS DRIVE, STONE HEDGE CIRCLE, BRIGID CIRCLE, GLOS
DRIVE AND FRENCH DRIVE, OXFORD, OHIO

3

<u>DATE</u>	<u>PROPERTY ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>	<u>NOTES</u>
9/3/14	430 Emerald Woods	Emily Kuhn		
9/7/14	424 Emerald Woods	Reed Vaughn		
9/7/14	438 Emerald Woods	Mindy Stephens		
9/8/14	405 Emerald Woods Dr.	^{Evelyn Mesler} Evelyn Mesler		
9/12/2014	404 EMERALD WOODS	KATHLEEN BRINKMAN		

45A	EMERALD WDS		OWNER IS TRUST RESIDENT IN NURSING HOME
463	"	"	FAMILY GONE FOR 1 YR
450	"	"	OWNER IN CLEVELAND
434	"	"	OWNER IN DAYTON
420	"	"	NO

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR
EMERALD WOODS DRIVE, STONE HEDGE CIRCLE, BRIGID CIRCLE, GLOS
DRIVE AND FRENCH DRIVE, OXFORD, OHIO

DATE PROPERTY ADDRESS

NAME

SIGNATURE

NOTES

9/1/14 433 EMERALD WOODS DR. / BRADLEY D. COTTERMAN *Bradley D. Cotterman*
OXFORD, OH 43056

4

9-8-2014 409 Emerald Woods Dr. Dianne Hutchinson Deane C. Hutchinson

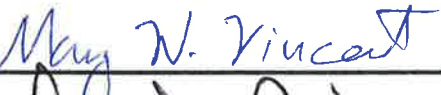
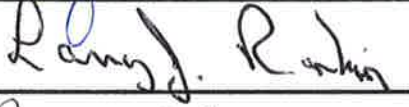
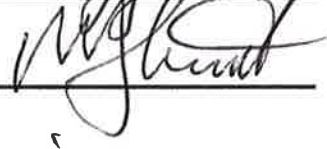
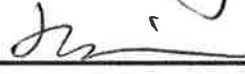
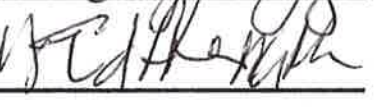
**PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR
EMERALD WOODS DRIVE, STONE HEDGE CIRCLE, BRIGID CIRCLE, GLOS
DRIVE AND FRENCH DRIVE, OXFORD, OHIO**

6

<u>DATE</u>	<u>PROPERTY ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>	<u>NOTES</u>
8/21/14	11 Brigid Cir	NORMAN BUTT	NORMAN BUTT	
8/29/14	15 Brigid Cir	Tao Jiang	Tao Jiang	NO RESPONSE FIVE VISITS
8/29/14	19 Brigid Cir	Lisa Raabe	Lisa Raabe	
8/29/14	21 Brigid Cir	Mary H. Johnson	Mary H. Johnson	
8/29/14	25 Brigid Cir	Layne A. Listerman	Layne A. Listerman	
9/4/14	29 Brigid Cir	Kathleen Killian	Kathleen Killian	
9/8/14	12 STONE HEDGE	Carol Shulman (Edie Gintner)	Carol Shulman	
9/6/14	16 STONE HEDGE	Kalinde Webb	KC Webb, POA / daughter	
9/6/14	24 STONE HEDGE	Anne Nielson	Anne Nielson	
9/6/14	(2 ⁴) VACANT LOT	Anne Nielson	Anne Nielson	
9/6/14	28 STONE HEDGE	Tim Poff	Tim Poff	
9/6/14	Vacant LOT Stone Hedge	Mauveen Kelly	Mauveen Kelly	11 Bull Run - owner
10/9/14	11 Brigid Circle	Patti J. Butt	Patti J. Butt	

French +
Glos

**PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR
EMERALD WOODS DRIVE, STONE HEDGE CIRCLE, BRIGID CIRCLE, GLOS
DRIVE AND FRENCH DRIVE, OXFORD, OHIO**

<u>DATE</u>	<u>PROPERTY ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>	<u>NOTES</u>
8/26/14	925 Glos Dr. Oxford	Jennifer Timmerman		
8-26-14	619 FRENCH DR OXFORD	DONNA BAKER		
8/26/14	609 French Drive Oxford	Mary W. Vincent		
8/26/14	610 French Dr Oxford	Larry S Rankin		
8-26-14	605 French	Janet Clegg		
8/26/14	616 French dr	Robert M. Schneider		
8/26/14	918 Glos Dr	Wan Xia Xia		
8/26/14	926 Glos Dr	Cheryl Young		
8/28/14	625 French	Sandra Harkness		
	606 FRENCH			NO
	620 FRENCH			NO RESPONSE 5 VISITS
8/28/14	919 GLOS			NO
	913 GLOS			NO RESPONSE 5 VISITS
	613 FRENCH			VACANT - OWNED BY MORTGAGE COMPANY

**PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR
EMERALD WOODS DRIVE, STONE HEDGE CIRCLE, BRIGID CIRCLE, GLOS
DRIVE AND FRENCH DRIVE, OXFORD, OHIO**

<u>DATE</u>	<u>PROPERTY ADDRESS</u>	<u>NAME</u>	<u>SIGNATURE</u>	<u>NOTES</u>
9/20/14	435 Emerald Woods	Robin Parker	RLH	

- undeveloped parcel

9/20/14 435 Emerald Woods Robin Parker Rd
undeveloped parcel

undentged parcel

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: October 21, 2014

Account Code #: 141.720.63132 (aka 141.720.50903)

Budgeted Amount: \$660,000

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

October 15, 2014
Date Prepared

Agenda Title: Reconstruction of High Street Roadway between Poplar Street and Campus Ave. and the intersection of High St. and Tallawanda Road.

Recommendation: Approve

Discussion: The 2014 Capital Improvement Budget includes \$660,000 for the reconstruction of High St. between Poplar Street and Campus Avenue as well as the reconstruction of the High St. / Tallawanda Road intersection. The City has already completed the rehabilitation of three other blocks of High Street brick roadway between Poplar Street and College Avenue as well as three blocks of College Ave. between Spring St. and High St. This rehabilitation consists of the removal of the existing asphalt surface and brick base, correcting all sub-grade deficiencies, installation of a new aggregate sub-base, 10" concrete base, 1" sand blanket, and placing new brick pavers. The City has obtained a grant from the Ohio Public Works Commission (OPWC) that will reimburse Oxford for 86% of the project's cost, to a maximum amount of \$568,700. Prior to the roadway improvements, the City's Water Distribution Division will be installing new water services and fire lines as necessary to avoid as many future road cuts as possible.

The Engineering Division prepared drawings and specifications for this project that were advertised in the *Hamilton Journal* on Sept 27, 2014 and October 3, 2014. The City opened bids from six bidders on October 10, 2014 with the following results:

<u>Contractor</u>	<u>BID</u>
Belgray, Inc.	\$553,232.14
Adleta Construction	582,295.30
Ford Development Corp.	583,049.00
R.A. Miller Construction Co.	597,253.80
Prus Construction Co.	628,966.84
Fred Nemann Co.	668,964.00

As Belgray, Inc. is the apparent lowest and best bidder, Staff conducted reference checks on the company. All references, including ODOT, Clermont County Engineer's Office, and City of Kettering, gave the company high marks for the quality and timeliness of Belgray's work.

Approved By:

Department Head: Initial Date
MBD \ 10/15/14

City Manager:

MBD \ 10/17/14

Project Schedule:

Water service and fire line installations will commence in late winter 2015 and will be completed in approximately two weeks. Roadway construction will begin immediately following May graduation at Miami University. Work on the project should be completed by July 31, 2015.

It is important to note that the current street surface is asphalt that has been placed over a failed brick surface. The original brick currently in the roadway have been coated with tar and damaged by milling in the past. **The original brick will not be in a usable condition for this project.** The project's construction price includes funding for the purchase of new brick pavers. Staff has worked to specify new brick with a color palette that matches the existing original brick along High St, but it will be difficult to exactly match the wear and texture of the original brick. With time and wear on the new surface, it is expected that the colors of the new brick will blend nicely with the original.

It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with Belgray, Inc. for the reconstruction of High Street, from Poplar Street to Campus Ave. and the intersection of High St. and Tallawanda Rd, at a cost of \$553,232.14. Staff is requesting a ten percent contingency in the amount of \$55,323.00; therefore the final contract amount shall not exceed **\$608,555.14.**

The City may expect a maximum reimbursement in the amount of \$523,357 from the Ohio Public Works Commission based on the final contract amount not to exceed. Given this level of investment by OPWC, the local dollars funding the project will not exceed \$85,198.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID SUBMITTED BY BELGRAY, INC. AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BELGRAY, INC. FOR THE RECONSTRUCTION OF HIGH STREET BETWEEN POPLAR STREET AND CAMPUS AVENUE AND THE INTERSECTION OF HIGH STREET AND TALLAWANDA ROAD AT A COST OF \$553,232.14 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR \$55,323.00 FOR A TOTAL COST NOT TO EXCEED \$608,555.14

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

SECTION 1: The City advertised for bids in the *Hamilton Journal* on September 27, 2014 and October 3, 2014. Six (6) sealed bids were opened and publicly read on October 10, 2014. The lowest and best bid was provided by Belgray, Inc. in the amount of \$553,232.14.

SECTION 2: The City Manager and the Service Director recommend City Council accept the bid of Belgray, Inc. as the lowest and best bid for the reconstruction of High Street between Poplar Street and Campus Avenue and the intersection of High Street and Tallawanda Road at a cost of \$553,232.14 and authorize the City Manager to enter into a contract with Belgray, Inc. for the reconstruction of High Street between Poplar Street and Campus Avenue and the intersection of High Street and Tallawanda Road at a cost of \$553,232.14.

SECTION 3: City Council hereby accepts the recommendation of the City Manager and the Service Director and finds Belgray, Inc. to be the lowest and best bidder and accepts the bid of \$553,232.14 for the reconstruction of College Avenue between Spring Street and High Street.

SECTION 4: City Council hereby authorizes the City Manager to enter into a contract with Belgray, Inc., at a cost of \$553,232.14 plus a contingency amount of ten percent (10%) of the contract price or \$55,323.00 for a total cost not to exceed \$608,555.14 for the reconstruction of high street between Poplar Street and Campus Avenue and the intersection of High Street and Tallawanda Road utilizing funds in an amount up to a maximum of \$523,357.00 designated to the City by the Ohio Public Works Commission.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 10/21/2014

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/15/2014
Date Prepared

Agenda Title: Resolution Authorizing City Manager To Enter Into A Revised Pricing Agreement With BS&A For The Acquisition Of Computer Software

Recommendation: Approve

Discussion:

Our original agreement (resolution # 4790) had 27 total days of training (\$1,000 per day). BS&A staff spent a total of 29 days during our implementation. As a compromise they only billed us for 28 so we need an additional \$1,000 added to the initial contracted price of \$142,035 for implementation plus \$13,710 for the second year's annual software fee for a total of \$155,745. The new totals being \$143,035 for implementation plus \$13,710 for the second year's annual software fee for a total of \$156,745. There is currently \$2,003.99 in unencumbered balances available, so no additional appropriations are needed.

Approved By:

Department Head:
City Manager:

Initial Date

10/15/14
10/17/14

RESOLUTION NO.

A RESOLUTION OF COUNCIL AMENDING RESOLUTION NO. 4790 ADOPTED NOVEMBER 4, 2013 AND AUTHORIZING THE FULL PAYMENT OF \$143,035.00 TO BELLEFEUIL, SZUR, & ASSOCIATES, INC. FOR THE ACQUISITION OF COMPUTER SOFTWARE AND ON SITE TRAINING PLUS \$13,710.00 FOR THE SECOND YEAR ANNUAL SOFTWARE FEE FOR A TOTAL COST NOT TO EXCEED \$156,745.00.

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

SECTION:1 The City Manager and the Finance Director recommend that Council amend Resolution No. 4790 adopted November 4, 2013 and authorize the full payment of \$143,035.00 to Bellefeuil, Szur, & Associates, Inc. for the acquisition of computer software and on site training plus \$13,710.00 for the second year annual software fee for a total cost not to exceed \$156,745.00.

SECTION 2: Council hereby amends Resolution No. 4790 adopted November 4, 2013 and authorizes the full payment of \$143,035.00 to Bellefeuil, Szur, & Associates, Inc. for the acquisition of computer software and on site training plus \$13,710.00 for the second year annual software fee for a total cost not to exceed \$156,745.00.

SECTION 3: Council hereby finds that sufficient funds for the payment of \$156,745.00 to Bellefeuil, Szur, & Associates, Inc. have been appropriated.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

RESOLUTION NO. 4790

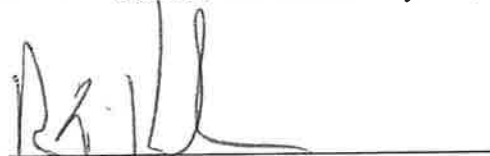
A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BELLEFEUIL, SZUR, & ASSOCIATES, INC. FOR THE ACQUISITION OF COMPUTER SOFTWARE AT A COST NOT TO EXCEED \$142,035.00 PLUS \$13,710.00 FOR THE SECOND YEAR ANNUAL SOFTWARE FEE FOR A TOTAL COST OF \$155,745.00 CONTINGENT UPON THE ADOPTION OF SUPPLEMENTAL BUDGET NUMBER 4 FOR FISCAL YEAR 2013.

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

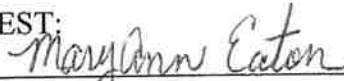
SECTION 1: The City Manager and the Finance Director recommend the City enter into a contract with Bellefeuil, Szur, & Associates, Inc. for the purchase of a new financial management software package at a total cost of \$142,035.00 and authorizing the payment of the annual software fee for the second year of \$13,710.00 contingent upon the adoption of Supplemental Budget Number 4 for fiscal year 2013.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Finance Director and hereby authorizes the City Manager to enter into a contract with Bellefeuil, Szur, & Associates, Inc. for the purchase of a new financial management software package at a total cost of \$142,035.00 and authorizing the payment of the annual software fee for the second year of \$13,710.00 contingent upon the adoption of Supplemental Budget Number 4 for fiscal year 2013.

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


MAYOR

ADOPTED: November 4, 2013

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Fire

Originating Department

Council Meeting Of: October 21, 2014

Account Code No. #: 418.152.52520

John Detherage

Prepared By

Budgeted Amount: \$31,170.00

October 13, 2014

Date Prepared

Agenda Title: A Resolution authorizing the Oxford Division of Fire to purchase three (3) Ferno Power Traxx Stair Chairs and one (1) ROLLNRACK Hose Management System with the Bureau of Workers Compensation Safety Grant (75%) and local match (25%).

Recommendation: Adopt the Resolution.

Discussion: The fire division applied for and received a grant from the BWC for equipment designed to reduce firefighter injuries. The two items described below will assist with patient movement and the handling of fire hose, traditionally two areas that produce a significant amount of injuries.

The three powered stair chairs will replace our current manual units. The powered units remove the stress placed on the operators by carrying the entire load of the patient on the tracks and moving the patient with the use of the direct drive electric motor to navigate stairs. \$21,000.50

The hose management system allows the firefighter to roll and drain large diameter hose with a powered roller, lessening the chance of back injury while bent over. The system also provides a loading rack to allow hose to be loaded onto the truck directly from the roll, without moving the truck or requiring a firefighter to manually unroll the hose. This system allows hose to be handled more safely by fewer firefighters. \$8,195.00

75% or \$21,896.63 of this project will be funded by the BWC Grant and the remaining 25% or \$7,298.87 will come from the Life Squad Gift Fund.

Approved By:

Department Head:

City Manager:

Initial Date

JPH \ *MAE*
JPH \ *10/17/14*

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE OHIO BUREAU OF WORKERS COMPENSATION SAFETY GRANT IN AN AMOUNT NOT TO EXCEED \$23,377.50 WITH A 25% MATCH BY THE CITY IN AN AMOUNT NOT TO EXCEED \$7,792.50 FOR THE PURCHASE OF THREE (3) FERNO POWER TRAXX STAIR CHAIRS AND ONE (1) ROLLNRACK HOSE MANAGEMENT SYSTEM DESIGNED TO REDUCE INJURIES TO FIREFIGHTERS AND EMERGENCY MEDICAL TECHNICIANS.

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

SECTION 1: The City Manager and the Fire Chief recommend the City Manager be authorized to accept the Ohio Bureau of Workers Compensation Safety Grant in an amount not to exceed \$23,377.50 with a 25% match by the City in an amount not to exceed \$7,792.50 for the purchase of three (3) Ferno Power Traxx Stair Chairs and one (1) Rollnrack Hose Management System designed to reduce injuries to firefighters and emergency medical technicians.

SECTION 2: The City Manager is hereby authorized to accept the Ohio Bureau of Workers Compensation Safety Grant in an amount not to exceed \$23,377.50 with a 25% match by the City in an amount not to exceed \$7,792.50 for the purchase of three (3) Ferno Power Traxx Stair Chairs and one (1) Rollnrack Hose Management System designed to reduce injuries to firefighters and emergency medical technicians.

SECTION 3: The twenty five percent (25%) match by the City shall be paid from the Life Squad Gift Fund.

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

MAYOR

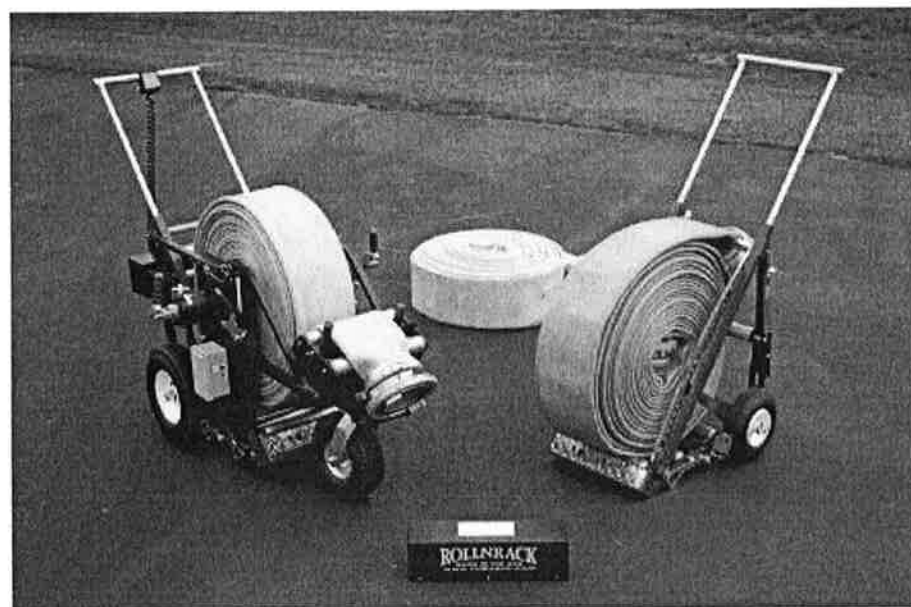
ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)







CITY OF OXFORD

STAFF SUMMARY REPORT

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

Police

Originating Department

Council Meeting Of: October 21, 2014

Robert Holzworth

Account Code No. #:

Prepared By

Budgeted Amount:

October 14, 2014

Date Prepared

Agenda Title: Ordinance amending Section 521.08 of the Codified Ordinances of the city of Oxford, Ohio, entitled Littering Or Allowing Litter To Remain Upon Property; Corrupting Or Altering A Watercourse.

Recommendation: Amend OCC 521.08 to consistently identify those parties that can be cited for a violation of 521.08(b).

Discussion:

A defendant was found not guilty in Area One Court because of inconsistent wording in OCC 521.08, the litter ordinance. The first sentence of 521.08(b) reads "No person, being the owner, manager or person in charge of any property or business..." The last sentence basically repeats the first sentence, except for the addition of the word "tenant", which makes it read "The owner, manager, tenant (my emphasis) or person in charge of any property or business..."

The Division of Police recommends amending the ordinance to include the word "tenant" in the first sentence of 521.08(b) in order to consistently identify those parties that can be cited for a violation of 521.08(b).

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

RP 10/15/2014

[Signature] 10/17/14

ORDINANCE NO.

ORDINANCE AMENDING SECTION 521.08 (b) OF THE CODIFIED ORDINANCES OF THE CITY OF OXFORD, OHIO, ENTITLED LITTERING OR ALLOWING LITTER TO REMAIN UPON PROPERTY; CORRUPTING OR ALTERING A WATERCOURSE.

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

- SECTION I: The City Manager and the Police Chief recommend Section 521.08(b) of the Codified Ordinances of the City of Oxford, Ohio be amended to consistently identify those parties that can be cited for a violation of Chapter 521.
- SECTION II: City Council hereby accepts the recommendation of the City Manager and the Police Chief that Section 521.08(b) of the Codified Ordinances of the City of Oxford, Ohio be modified to make Chapter 521 read consistently throughout.
- SECTION III: Section 521.08(b) of the Codified Ordinances of the City of Oxford, Ohio, is hereby amended to read as follows (language to be adopted is in **bold**):

521.08 LITTERING OR ALLOWING LITTER TO REMAIN UPON PROPERTY;
CORRUPTING OR ALTERING A WATERCOURSE.

(a) No person shall, without lawful authority, place, or dispose of in any manner, upon any public property, private property, semi-public property or upon the premises of another, any paper, trash, garbage, waste, rubbish, refuse, junk or any substance or material which is or may become noxious, offensive, unsightly, or injurious to others or to the public.

(b) No person, being the owner, manager, **tenant** or person in charge of any property or business, shall allow paper, trash, garbage, waste, rubbish, junk or any substance or material which is or may become noxious, offensive, unsightly or injurious to others or to the public, to remain on the property of said owner, manager, or person in charge of the property or business, or, upon the public sidewalks or grass strips adjacent to such property or business, or, upon public or private alley upon which the business has its main or primary entrance. The owner, manager, tenant or person in charge of any property or business shall immediately cause any material forbidden herein to be removed.

(c) No person shall unlawfully obstruct, impede, divert, alter, corrupt or render unwholesome or impure any natural water course, ditch or drainage area.

(d) Whoever violates subsections (a) or (b) hereof shall be guilty of a minor misdemeanor and shall be subject to a fine not to exceed one hundred fifty dollars (\$150.00).

(e) Whoever violates subsection (c) hereof is guilty of a misdemeanor in the fourth degree on the first offense; for the second offense the person is guilty of a misdemeanor in the third degree; for the third offense the person is guilty of a misdemeanor in the second degree; and each subsequent offense after the third offense shall render such person guilty of a misdemeanor of the first degree.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of : 10/21/2014

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

10/15/2014
Date Prepared

Agenda Title: 2014 Supplemental Budget #7

Recommendation: Approve

Issue 1

- Encumber funds for Acquisition of Property & Renovation Municipal Buildings

Action Needed:

Revenue Side

- N/A

Expense Side

Municipal Facilities Capital Improvement Fund 143 2,000,000.00 Increase of unencumbered fund balance

Net Effect on Fund Balance/(s) (2,000,000.00)
Increase/(Decrease)

Total Net Effect on Fund Balance/(s) (2,000,000.00)
Increase/(Decrease)

Total Net Effect on Fund Balance/(s) (2,000,000.00)
Increase/(Decrease)

Breakdown by Fund

Municipal Facilities Capital Improvement Fund 143 (2,000,000.00)

Net Effect on Fund Balance/(s) (2,000,000.00)
Increase/(Decrease)

Approved By:	Department Head:	Initials Date 10/15/14
	City Manager:	Initials Date 10/17/14

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3249. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 7 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2014.

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

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

SECTION 2: The following increase/(decrease) in appropriations from unencumbered balances be made:

Municipal Facilities Capital Improvement Fund 143 2,000,000

SECTION 3: In all other respects, Ordinance No. 3249 shall remain in full force and effect.

SECTION 4: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 7, 2014

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

September 19, 2014
Date Prepared:

PC-2014-11 CONDITIONAL USE, 10 Reagh's Way, to allow for a professional office use in an R3 (Multi-Family Residential) District, Oxford Women's Care Center, Coralee Shearer, Applicant

Recommendation: Approval

Discussion:

This application is seeking the Planning Commission's consideration to reuse an existing vacant single family dwelling by the Oxford Women's Care Center, as an office to provide counseling services and necessary materials for women during and after pregnancy.

The existing single family structure has been vacant for several years and belongs to Habitat for Humanity of Greater Cincinnati. The current owner has provided consent to allow Ms. Shearer to represent them for this Conditional Use Permit application.

The Oxford Women's Care Center has been located in Oxford for over 30 years. The current Uptown location, as indicated in the narrative provided by the applicant, is on the 2nd floor and poses physical challenges to the clients the Center serves. Additionally, many of their clients are from mobile home parks and apartment complexes along College Corner Pike, who do not have vehicles for travel to the current location.

The benefit to relocate the Center at this new location is the close proximity to the Family Resource Center, since both entities overlap some clients they serve, so a "co-location" of services would be greatly beneficial to their clients to be able to visit both places conveniently. The current plan for the operation of the Center is open 18 hours a week with two part-time staff. The hours are 12- 6 p.m. on Monday and Wednesday, and 9 am -3 pm on Friday.

The Commission voted, 7-0-0, after the public hearing determining that the proposed use would be compatible with the neighborhood and the combined services by this Center and the Family Resources Center would be very beneficial to the community. The Commission recommended approval to Council for legislative action.

Approved By:

Department Head:
City Attorney:
City Manager:

JHC 9/22/14
DRE 10/3/14

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR PROFESSIONAL OFFICE USE IN A R3 (MULTI-FAMILY RESIDENTIAL) DISTRICT TO BE LOCATED AT 10 REAGH'S WAY, OXFORD, OHIO 45056.

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

SECTION 1: Council hereby finds that the Planning Commission held a public hearing on September 9, 2014 in accordance with Section 1147.02 of the Codified Ordinances of the City of Oxford, on the application of Coralee Shearer, Applicant, for a conditional use permit to allow for Professional Office use in a R3 (Multi-Family Residential) District to be located at 10 Reagh's Way Oxford, Ohio 45056.

SECTION 2: The Planning Commission, after a public hearing and discussion, voted to approve a motion recommending approval of the conditional use permit application to allow for Professional Office use in a R3 (Multi-Family Residential) District to be located at 10 Reagh's Way, Oxford, Ohio 45056.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to allow for Professional Office use in a R3 (Multi-Family Residential) District to be located at 10 Reagh's Way, Oxford, Ohio 45056.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

Certification of Action

Oxford Planning Commission

Recommendation to City Council

<u>Report Date</u>	October 7, 2014
<u>Case Number</u>	PC-2014-11
<u>Applicant Information</u>	Coralee Shearer, Oxford Women's Care Center Habitat for Humanity
<u>Requested Action</u>	Conditional Use 10 Reagh's Way
<u>Summary of Request</u>	Allow for a Professional Office Use in an R3 (Multi-Family Residential) District
<u>Public Hearing Information</u>	On September 9, 2014 a Public Hearing took place at 118 W. High Street. A Public Hearing notice was published in the Oxford Press on August 8, 2014. Courtesy notices were mailed to adjacent property owners on August 27, 2014.
<u>Commission Action</u>	The Planning Commission voted 7-0-0 recommending approval of the Conditional Use as submitted.
<u>Commission Findings and Conclusions</u>	The Planning Commission discussed the current vacant structure being used to house the Oxford Women's Care Center as an office and continue with their providing of counseling services and necessary materials for women during pregnancy. Relocating the center is close proximity to the Family Resource Center, where the entities overlap their services. The Planning Commission agreed the new location would be compatible with the neighborhood, the hours of operation would not place a burden on the neighborhood, the Center would continue to serve the community, and a vacant property would become something productive in the neighborhood. In reviewing the decision standards, it was agreed that the location would not create any potential negative impact to the neighborhood. Signage for the Women's Center was also discussed. After discussion the Planning Commission voted to approve the Conditional Use.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated August 28, 2014 2. Interoffice Review Transmittal Sheets 3. Property Notification Map 4. Photographs 5. Letter of Agency 6. Conditional Use Permit Application Dated July 25, 2014 7. Supporting Documents 8. Photograph, Plot Plan

City of Oxford
Community Development Department
STAFF REPORT

Planning Commission

Case # PC-11-2014

Date – September 9, 2014

APPLICATION

Applicant:	Coralee Shearer/Oxford Women's Care Center
Location:	10 Reagh's Way
Owner:	Habitat for Humanity
Agent:	Coralee Shearer
Action Request:	Conditional Use Permit Application – Allow for a Professional Office Use in an R3 (Multi-Family Residential) District
Current Use:	Vacant Single Family Dwelling
Surrounding Existing Land Uses:	Predominantly Residential Rental, Office Uses

DESCRIPTION

This application is seeking the Planning Commission's positive consideration to reuse an existing vacant single family dwelling unit to be used by the Oxford Women's Care Center, as an office to provide counseling services and necessary materials for women during pregnancy.

The existing single family structure has been vacant for several years and belongs to Habitat for Humanity of Greater Cincinnati. The current owner has provided consent to allow Ms. Shearer to represent them for this Conditional Use Permit Application.

The Oxford Women's Care Center has been located in Oxford for over 30 years. The current Uptown location, as indicated in the narrative provided by the applicant, is on the 2nd floor and poses physical challenges to the clients the Center serves. Additionally, many of their clients are from mobile home parks and apartment complexes along College Corner Pike, who do not have vehicles to the current location.

The benefits to relocate the center at this new location is the close proximity to the Family Resource Center, since both entities overlap some clients they serve, so a "co-location" of services would be greatly beneficial to their clients to be able to visit both places conveniently. The current plan for the operation of the center is that the center will be open 18 hours a week with two part-time staff. The hours are 12- 6 on Monday and Wednesday, and 9-3 on Friday.

The average client visit is about 45 clients per month so far this year. It does not appear there is a large number of vehicular traffic generated from clients.

The site has a handicapped ramp that would be useful for the center clients with strollers and is accessible for everyone. There is also a driveway that could accommodate two vehicles at any time. There is also a six foot fence in the rear of this property. The future plan includes a storage shed and a concrete slab to the back of the house. A small 1X2 foot sign would be installed to the left of the front door for the time being. A bigger sign may be needed in the future that will be reviewed and subject to the sign regulations of the City.

The purpose of the Conditional Use Permit review process is to review the potential integration of the proposed land use within the existing surrounding land uses. In this case, it would be using an existing single family dwelling as an office. Therefore, the Commission can now consider any existing compatibility concerns and what impacts an expansion might have on that compatibility. The Commission may not find any compatibility concerns. However, if there are any potential negative impacts as a result of the expansion and site development, this is the appropriate time to discuss and recommend any mitigation measures. Additionally, the Commission could request more information prior to a decision, if it felt appropriate.

SURROUNDING NEIGHBORHOOD

All property owners within 200 feet have been notified by letter, a sign has been posted on the property and a notice has been placed in the newspaper. At the time of this writing, **no public comment has been received. City staff did receive one phone call in support of.**

The property is located at the start of a dead-end street to a City park and is primarily surrounded by single family dwellings, a manufacturing facility to the north, and office to the south.

PLANNING COMMISSION AND BOARD OF ZONING APPEALS SITE HISTORY

1998-PC-19 – PUD to create 4 lots for Habitat for Humanity.

COMPREHENSIVE PLAN (2008)

There are several specific strategies or objectives directly related to the proposed use. There are as follows:

Land Use Chapter –Principles excerpt (page 3.9)

Infill development and redevelopment of underutilized sites is a priority

Staff comments: this is to reuse an existing single family dwelling

Community Facilities and Services – Objectives excerpt (page 9.5)

Objective 5 – Expand and improve services for economically-disadvantaged residents

CF 5.1 Consider establishing a “one-stop” city service center.

CF 5.2 Continue to support housing and utility assistance efforts.

Staff comments: this may not be consider as a “one-stop” center, but proximity of different agencies would be beneficial to clients that can easily walk between the two agencies.

ZONING CODE REGULATIONS EXCERPTS

§1143.09 R3 MULTI-FAMILY RESIDENTIAL DISTRICT.

(a) **Purpose.** This district is intended to accommodate multi-family structures suited to the lifestyles of individuals and families, generally located in areas adjacent to major thoroughfares and commercial areas.

(b) **Uses**

1. Permitted Uses
2. Conditional Uses

J. Professional Offices.

(Ord . 3186. Passed 9-18-12)

Conditional Use

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

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

§1143.09(b)(2)H.: Conditional Uses in R3:

STAFF FINDINGS: Professional Offices are specifically listed as a Conditional Use in the R3 District.

§1143.09(c): R3 Site Development Regulations:

STAFF FINDINGS: _Not applicable at this time, since it is to repurpose an existing single family dwelling for office use.

§1147.03 USE SPECIFIC REGULATIONS & POTENTIAL CONCERNS

There are no specific regulations or potential concerns listed under this section with respect to professional offices in a residential district. However, practical issues such as **traffic from client visits**, any **hours of operation**, **adequate size for future expansion** may be considered.

Traffic from client visits: how often and how many visits from client to the center that could cause excessive traffic volume in a residential district.

Staff comment: The applicant indicated in her narrative that monthly average is about 45 visits from clients. Based on the hours of operation, it is about less than 1 per hour (45 visits by 72 hours). Furthermore, the site is the first dwelling of this dead-end street, so no client traffic would go beyond this center.

Hours of operations: The applicant also indicates in her narrative that the hours are fairly limited, about 18 hours per week, with two part-time staff. Therefore, the hours of operation should not be a concern for the residential area.

Ability for future expansion: the house is approximately over 1000 square feet that may be sufficiently large for any additional office space or additional staff. However, the traffic issue could be revisited at that time.

AGENCY REVIEWS

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

Police:	Returned without comments
Fire:	Returned without comments
Engineering:	Returned without comments
Econ. Dev.	No comment received

DECISION CRITERIA

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

ANALYSIS

The applicant did not provide a detailed, scaled drawing of the site. However, this is to reuse an existing building for office space, so they are sufficient to conduct the Conditional Use Permit review. It would seem that the applicant has attempted to minimize any alteration of the neighborhood.

Additionally, locating the Care Center here would further enhance the partnership relationship that is already exists between the Family Resource Center and Women's Center, since there is overlapping clients that may benefit from both entities.

At this point, there is very minimal proposal to alter the appearance of the existing house, other than adding a 1'X2' sign at the entry door. No other signage is being proposed, other than in the future there might be a need for a bigger sign allowable under the sign regulations.

Revisiting the decision standards, it would appear the proposed use would not create any potential negative impact to the neighborhood and no additional public services would be required. The site is sufficient for the proposed use and should be sufficient in the near future.

RECOMMENDATION

Staff does not see any concern of allowing this proposal to be granted. Additionally, future changes to an approved Conditional Use Permit will be evaluated by the Chair of the Planning Commission and the Community Development Director to discern potential impact and determine whether the proposed changes would require the Commission review.

SUBMITTED

BY:

Jung-Han Chen
Jung-Han Chen,
Community Development Director

DATE: August 28, 2014

ATTACHMENT

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

(1) Burden of proof.

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

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

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

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 22, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

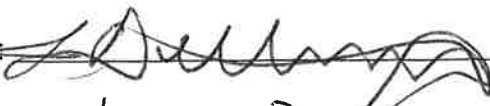
PC-2014-11 CONDITIONAL USE, 10 Reagh's Way, to allow for a professional office use in an R3 (Multi-Family Residential) District, Oxford Women's Care Center, **Coralee Shearer, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **9/3/14** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by: 

Date: 8-25-14

John Detherage

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 22, 2014



To: Fire Department **Engineering Division** Police Department Economic Development

From: Community Development

PC-2014-11 CONDITIONAL USE, 10 Reagh's Way, to allow for a professional office use in an R3 (Multi-Family Residential) District, Oxford Women's Care Center, **Coralee Shearer, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **9/3/14** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by: _____

Date: 8-22-14

VICTOR POPESCU

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 22, 2014

To: Fire Department Engineering Division ~~Police Department~~ Economic Development

From: Community Development

PC-2014-11 CONDITIONAL USE, 10 Reagh's Way, to allow for a professional office use in an R3 (Multi-Family Residential) District, Oxford Women's Care Center, **Coralee Shearer, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **9/3/14** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:


R. B. HOLZWORTH
PRINTED NAME

Date: 8/26/2014



PC-2014-11 Surrounding Property Owners Map

Legend

 Oxford Corporation Limit

 Subject Parcel

 200 Ft. Buffer

 Address Point

 Parcel

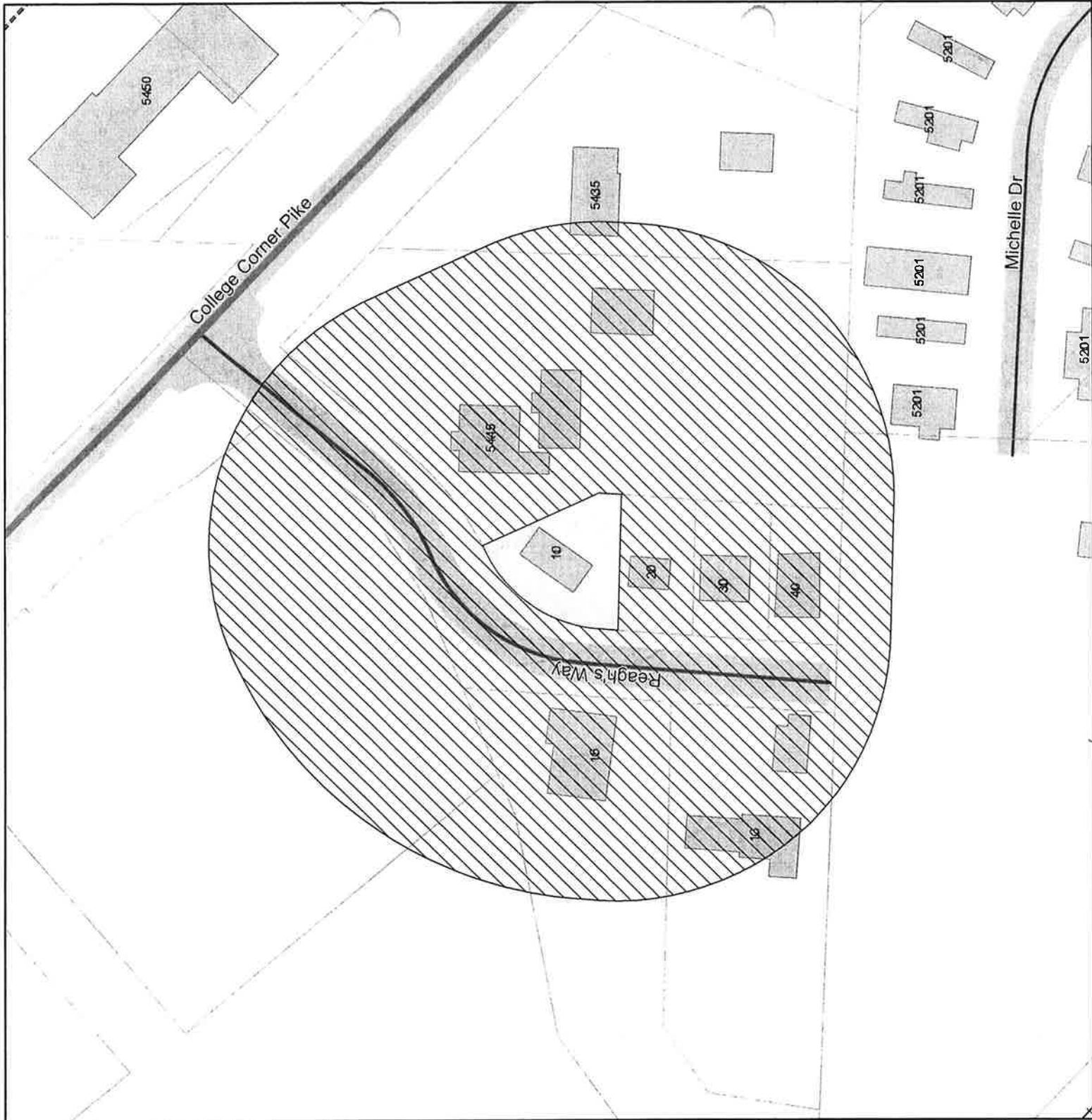
 Building Footprint

 Paved Roadway

K

1 inch = 100 feet

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





09/04/2014





Serving the TriState region

Habitat
for Humanity®
Greater Cincinnati

ReStore

"Your home improvement discount store"

July 22, 2014

To Whom It May Concern:

Habitat for Humanity of Greater Cincinnati has agreed to sell 10 Reaghs Way, Oxford, Ohio 45056 as is to the Oxford Women's Care Center. As such, Coralee K. Shearer (Director, Oxford Women's Care Center) has permission to act on my behalf concerning the Conditional Use Permit for 10 Reagh's Way.

Sincerely,

Edward W. Lee
CEO/President

4910 Para Drive • Cincinnati, OH 45237 • (513) 621-4147 • www.habitatcincinnati.org • ReStore:
(513) 721-GIVE (4483)





Internal Use Only:

Case No.

Date Filed

 PC-2014-11
 7/25/14

Conditional Use Permit Application

Applicant Information

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

Name * Oxford Women's Care Center, Coralee K. Shearer,
 Mailing Address * P.O. Box 1 Director
 City, State & Zip Code * Oxford, OH 45056
 Telephone Number(s) * 513-523-1814
 Email Address driftwoodpoint@yahoo.com

Owner Information

Name * Habitat for Humanity, Edward W. Lee, CEO
 Mailing Address * 4910 Para Drive
 City, State & Zip Code * Cincinnati, OH 45237
 Telephone Number(s) * 513-621-4147
 Email Address www.habitatcincinnati.org

Location and Lot Information

Location of Property * 10 Reagh's Way
 Legal Description * The Pines Lot #1
 Zoning District * R3
 Total Area * → Check One * Acres 1.61 ^{approx} Square Feet 7,000
 Existing Use Description * Vacant property - house
 Proposed Use Description * Professional Office Category

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.

A. Application Fee.

B. Description of Use and Site.

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

1. The name, mailing address, and telephone number of the applicant and the property owner.
2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
3. 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 fee is \$400.00, plus postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover. To calculate the postage charge, multiply the number of adjoining properties by current postage rate³.

Sign and Date

Applicant Signature *

Date *

Coranne K. Shearer
July 29, 2014

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 charges made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

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

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the 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 *

7/25/14

Receipt Number *

355

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

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

³ The United States Postal Service: <http://www.usps.com/>

Conditional Use Permit Application ~ 10 Reagh's Way

Submitted by Coralee K. Shearer, Director

Oxford Women's Care Center

A. An application Fee is attached.

B. 1. The Oxford Women's Care Center, P.O. Box 1, Oxford, OH, is purchasing this property from Habitat for Humanity. The Center's phone number is 523-1814. This property has been vacant for years and had been foreclosed. Like Habitat we are a 501C3 non-profit, tax exempt, faith based group. We have been serving the Oxford area for 30 years.

The Oxford Women's Center has been located the past 20 years at 23 E. High Street. The 22 steps to the suites has always been a challenge with pregnant women, those with infants and those donating items. Also many of our clients are at Park View Arms and the Mobil Home Park and many of those do not have a vehicle. This location at 10 Reagh's Way could not be more perfect for our Center.

2. This is a letter (attached) from Ed Lee who is in charge of the Cincinnati area Habitat for Humanity stating that Coralee K. Shearer, Director for the Oxford Women's Care Center, may act in their behalf concerning the Conditional Use Permit Application. We will sign for a loan as soon as the zoning is approved.

3. The site plan. The legal description is The Pines Lot # 1

4. 10 Reagh's Way is a foreclosed Habitat for Humanity house that has been vacant for several years.

5. R3

6. a. This house would become the home of the Oxford Women's Care Center. We are a tax-exempt, non-profit Center. We provide free pregnancy tests for women facing unplanned pregnancies. We give them guidance, support and give them information on other groups that can help in the area. We provide material goods for newborns to two year olds. Items such as maternity clothes, formula, diapers, wipes, used furniture and products (such as baby shampoo, diaper cream, powder, etc). We are averaging about 45 clients a month this year so far. Many of our clients walk and many also go to the Oxford Family Resource Center which is located next door. We use no delivery or service vehicles. This would fit in with the Professional Office Category.

b. We are open Monday and Wednesday from 12-6 and Friday 9-3. We are open 18 hours a week. We have two part time employees. A Director and an Office Manager.

7. a. This property is the first home as you come onto Reagh's Way so the few cars would not enter the rest of the neighborhood. The Family Resource Center is just before this house and we deal with many of the same clients. We "partner" with the Resource Center and the Oxford Food Pantry and they send clients to us since we provide items for newborns and they do not. This property really sits between the Family Resource Center which faces College Corner Pike and the Oxford Pet Retreat Inc. at 15 Reagh's Way

b. The house will stay the same as it is. At some point we would like a cement slab in the back with a possible storage building to store donations before they come into the house to sort. We would like a slab so that it will not be wet or muddy. The house already has a high privacy fence so anything in the back should not affect the surrounding buildings.

c. Our Center produces no noise, odors, fumes, vibrations or emissions. There will be no large lights.

d. N/A

8. We feel for this non-profit that this is the perfect spot for us. The layout of the house will function well for us. It has a handicapped ramp which with mothers accompanying small children in strollers will make for safe entry and exit. Many of our clients live at the Mobil Home Park and Park View Arms. Many of our clients do not own a car so walking distance is vital for them. Plus located next to the Family Resource Center and working with many of the same clients it will be more convenient to serve them.

9. We really feel we will enhance this neighborhood since this house has been vacant for years and that is never good for a neighborhood. The grass has been mowed but the bushes and plants were way overgrown and it appeared unkempt. The porch has never had the ceiling enclosed and we feel that is an open invitation for animals to live there. We noticed some graffiti on one wall which also may be due to the vacancy. We plan to keep the house neat and attractive with seasonal flowers and having it fit nicely into the neighborhood.

10 N/A

11. On a separate sheet there is a list of 13 properties within 200 feet

12. We feel we will have very little impact on the neighborhood. We are the first house past the Resource Center so no extra traffic will affect the other houses. Walking traffic has a sidewalk and many from the Mobile Home Park walk that way to go to Wal-Mart and to the Family Resource Center.

C. Site plan

On a separate sheet

Basic information is in black

This is a typical ranch style home with a full basement. The driveway can handle two cars.

Future proposed slab outside of the back door is in red. Also a future storage shed to store items to be sorted and heavier items such as high chairs and playpens.

A small 1x2 foot sign would be to the left of the front door on the building to code. In the future a nice sign, per code, less than 12 square feet in the front yard.

Oxford Women's Care Center

~A Pregnancy Care Ministry

Coralee Shearer, **Director**

Susan Downie, **Office Manager**

Board of Directors

Christopher Owens **Chairman**, Treena Newcomer, **Vice Chair**,

Maggie Cooper, **Secretary**, Susan Downie, **Treasurer**,

Pat Haizman, **Member**

Connie Clements, **Member**

Alice Adkins, **Member**

Jade Conaster, **Member**

Advisory Committee

Bob Shearer, Tim Goldner

P.O. Box 1; Oxford, OH 45056

513-523-1814



The Oxford Women's Care Center began in Oxford in 1984. We serve the City of Oxford and surrounding communities. We are a 501C3 non-profit, tax exempt Center.

I have been the Director since July of 2012. We "partner" with several groups in town. The Family Resource Center and the Oxford Food Pantry send clients to us on a regular basis since we deal with pregnancies and support newborns to two years old's. We also "partner" with the Lane Public Library. Last year they donated about 1500 books to the Center. We encourage each client when they visit to take two books home to keep. We also have a "Learn to Earn" program where clients can put some effort in, learn information that will help them with parenting and can receive a new car seat or crib set up. We use the DVD's from the Library and clients also can attend their reading programs to earn points.

The Oxford OBGYN just partnered with us about eight months ago and now give us all of their samples so that we can get them into the hands of those who could benefit from them. Dr. Stein is the doctor that we work with at the Center.

Most of the churches in the area are involved the Center in some way. Many individuals stand behind the Center and we send several newsletters out each year to about 600 recipients. Many club groups have been involved also, to name a few, The Oxford Lion's Club, PEO chapters and Delta Theta Tau.

I am a member of the Community Impact group that is made up of most of the non-profits in the area. We also receive a wonderful grant from the Oxford Community Foundation to help with our "Learn to Earn" program.

We work with Officer Buchholz in providing a place to volunteer for the Community Service workers. We also have had several Miami Interns who help the Center. We are members of the Chamber of Commerce.

Sincerely, Coralee K. Shearer, Director



PLOT PLAN SCALE APPROX 1" = 30'

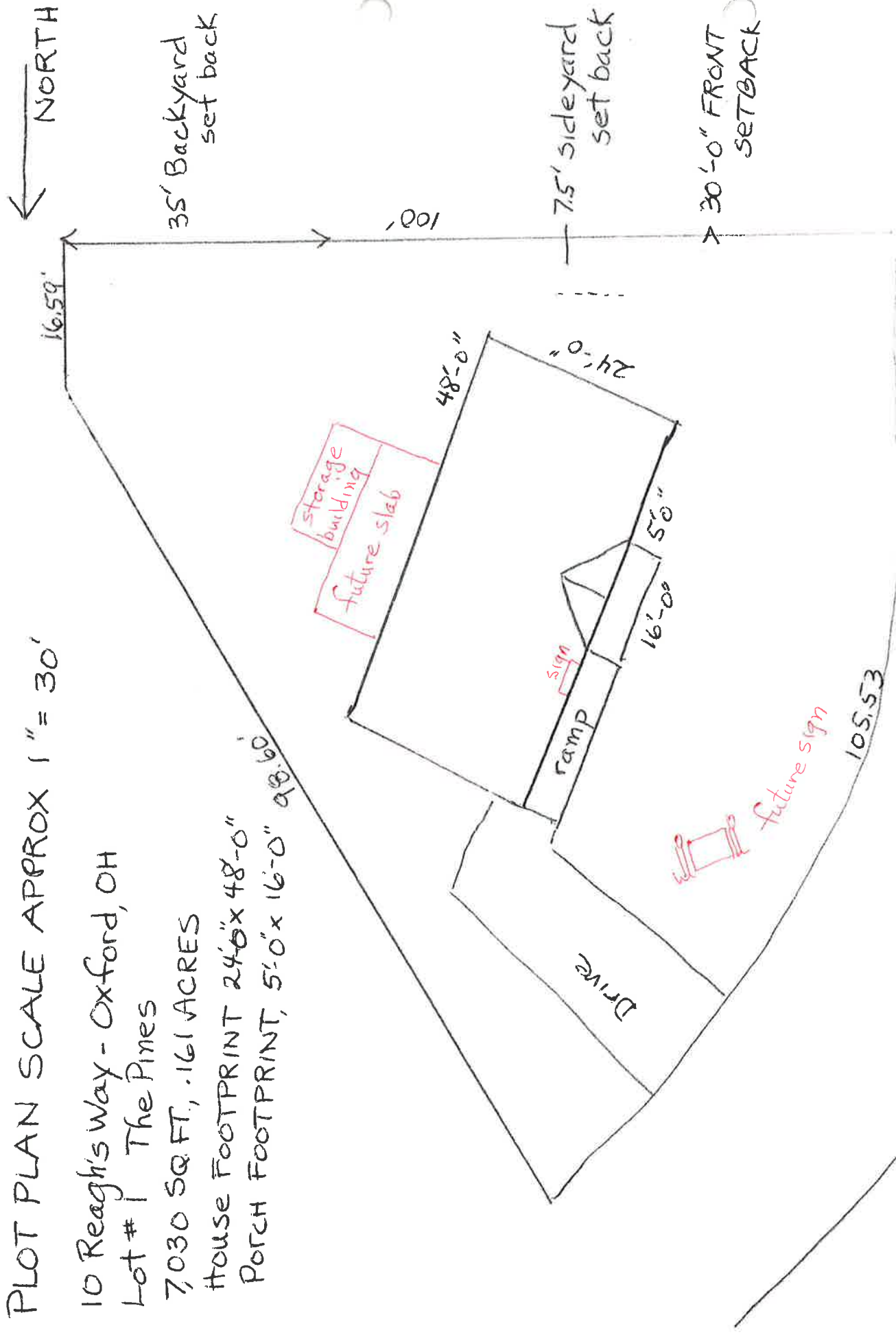
10 Reagh's Way - Oxford, OH

Lot #1 The Pines

7,030 SQ. FT., .161 ACRES

House FOOTPRINT 24'-0" x 48'-0"

PORCH FOOTPRINT, 5'-0" x 16'-0"



10 Reagh's Way

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager

Finance
Originating Department

Council Meeting Of : 10/7/2014

Joe Newlin

Account Code No. : see below

Prepared By

Budgeted Amount :

10/15/2014
Date Prepared

Agenda Title:	2014 Supplemental Budget #6
----------------------	------------------------------------

Recommendation:	Approve
------------------------	----------------

Issue 1

- BWC Grant for Fire/EMS to purchase 3 chair stairs & hose roller system, \$7,792.50 City match out of Life Squad Fund

Action Needed:

Revenue Side

Fire/EMS Fund 418	23,377.50	Grant proceeds
--------------------------	------------------	-----------------------

Expense Side

Fire/EMS Fund 418	23,377.50	Increase of unencumbered fund balance
Life Squad Fund 210	7,792.50	Increase of unencumbered fund balance

Net Effect on Fund Balance/(s)	(7,792.50)
Increase/(Decrease)	

Total Net Effect on Fund Balance/(s)	(7,792.50)
Increase/(Decrease)	

Issue 2

- Additional funding needed for NIC charges due to increased construction related expenditures

Action Needed:

Revenue Side

General Fund 110	33,500.00	Increase in permits & fees
-------------------------	------------------	---------------------------------------

Expense Side

General Fund 110	54,000.00	Increase of unencumbered fund balance
------------------	-----------	---------------------------------------

Net Effect on Fund Balance/(s)	(20,500.00)
Increase/(Decrease)	

Issue 3

- Additional funding needed for Alcohol Education & Reimbursements due to increased

Action Needed:

Revenue Side

Enforcement & Education Fund 412	25,000.00	Increase in Fines
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Expense Side

Enforcement & Education Fund 412 **15,000.00** Increase of unencumbered fund balance

Net Effect on Fund Balance/(s) 10,000.00
Increase/(Decrease)

Total Net Effect on Fund Balance/(s) (18,292.50)
Increase/(Decrease)

Breakdown by Fund

General Fund 110 (20,500.00)
Enforcement & Education Fund 412 10,000.00
Fire/EMS Fund 418 -
Life Squad Fund 210 (7,792.50)

Net Effect on Fund Balance/(s) (18,292.50)
Increase/(Decrease)

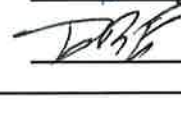
Approved By:

Department Head:

City Manager:

Initials

Date

 10/12/14 10/17/14

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3249. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 6 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2014.

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

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

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

General Fund 110	33,500.00
Enforcement & Education Fund 412	25,000.00
Fire & EMS Fund 418	23,377.50

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

General Fund 110	54,000.00
Enforcement & Education Fund 412	15,000.00
Fire & EMS Fund 418	23,377.50
Life Squad Fund 210	7,792.50

SECTION 4: In all other respects, Ordinance No. 3249 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: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)