

# 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 Treleven  
**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 24<sup>th</sup> 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 4<sup>th</sup> 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 19<sup>th</sup>, with a pre-bid meeting on September 30<sup>th</sup>. 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: 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

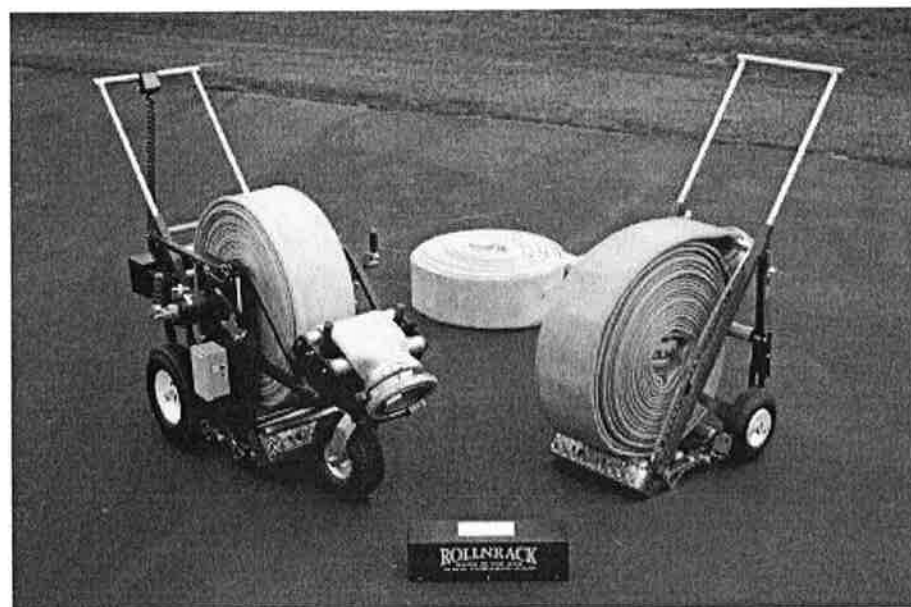
ADOPTED:

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

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.

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

**RESOLUTION NO. 4790**

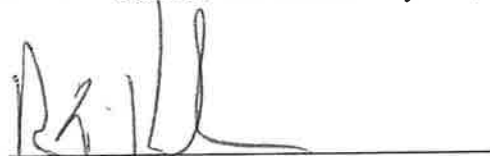
A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BELLEFEUIL, SZUR, & ASSOCIATES, INC. FOR THE ACQUISITION OF COMPUTER SOFTWARE AT A COST NOT TO EXCEED \$142,035.00 PLUS \$13,710.00 FOR THE SECOND YEAR ANNUAL SOFTWARE FEE FOR A TOTAL COST OF \$155,745.00 CONTINGENT UPON THE ADOPTION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

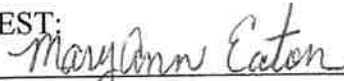
SECTION 1: The City Manager and the Finance Director recommend the City enter into a contract with Bellefeuil, Szur, & Associates, Inc. for the purchase of a new financial management software package at a total cost of \$142,035.00 and authorizing the payment of the annual software fee for the second 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**

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**

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

|                                        |
|----------------------------------------|
| <b>Recommendation:</b> <b>Approval</b> |
|----------------------------------------|

**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:**

|                         | <b>Initial</b>     | <b>Date</b>     |
|-------------------------|--------------------|-----------------|
| <b>Department Head:</b> | <u>JHC</u>         | <u>10/13/14</u> |
| <b>City Attorney:</b>   | <u>[Signature]</u> |                 |
| <b>City Manager:</b>    | <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)



|                                                                                   |                             |
|-----------------------------------------------------------------------------------|-----------------------------|
|  | Petition Area               |
|  | Petition Parcel: Signed     |
|  | Petition Parcel: Not Signed |
|  | Oxford Corporation Limit    |

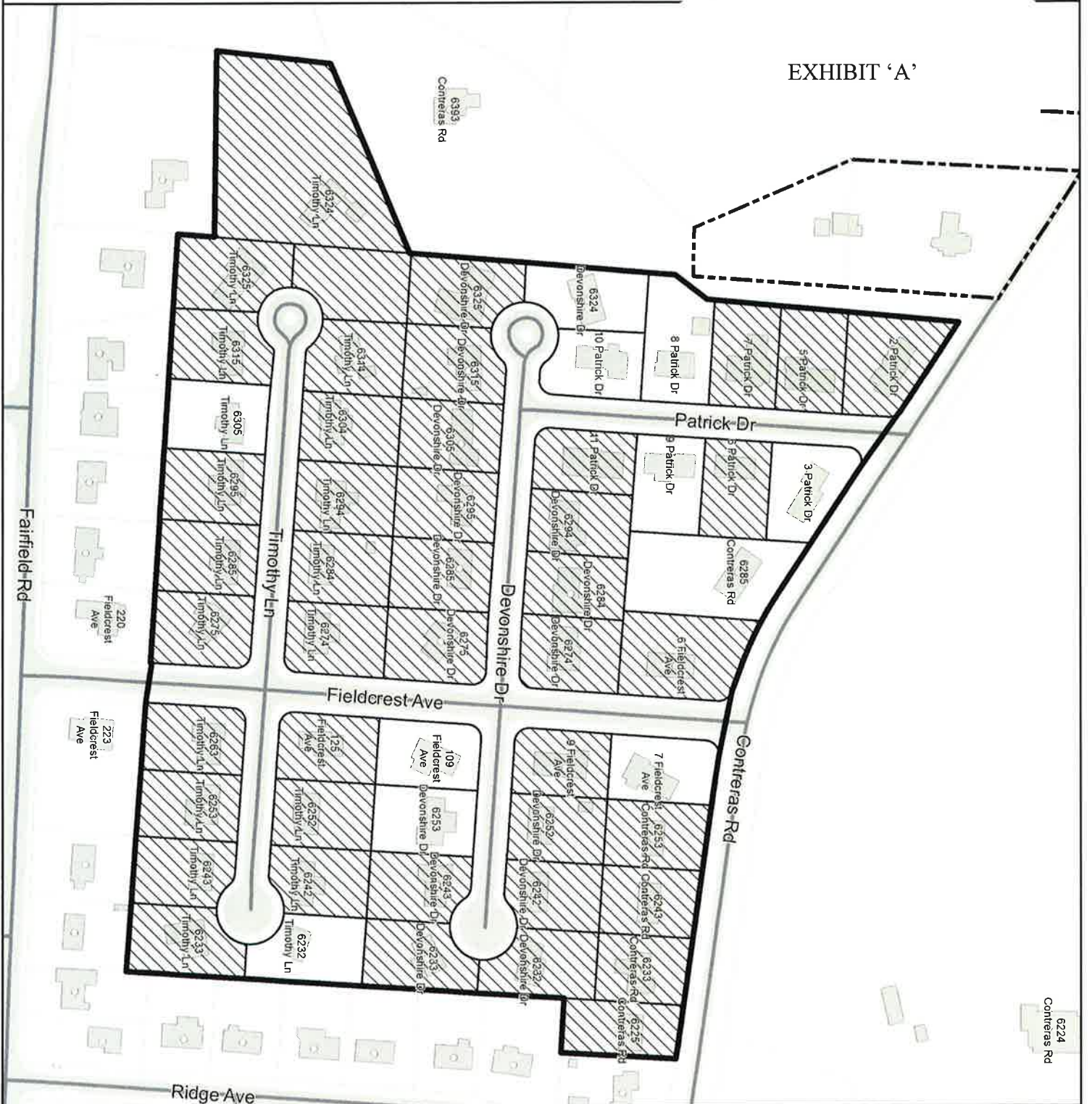
Parcel  
Building Footprint  
Paved Roadway



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

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EAST BOUNDARY:

West side of Ridge Properties

NORTH BOUNDARY:

Centreras 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:

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, Devonshire, 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)*

SEP 26 2014

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<br>Anne Bramble Kuehler | 9/5/14 |                                                                                    |
| 6 Fieldcrest Ave.   | Jennifer B. Morrison           | Jennifer B. Morrison                    | 9/5/14 |                                                                                    |
| 7 Fieldcrest Ave.   | David Miller<br>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<br><del>109 Elders Ave</del> | Jonathan and<br>Kathleen Slagter                           |                                  |         | 9/15/14 Sent letter<br>info & petition<br>to owners.                                    |
| 6253 Devonshire Dr                          | Nathaniel S & Emily R<br>Lie                               |                                  |         | 9/18/14 Sent letter<br>info & petition<br>to owners                                     |
| 2 Patrick Dr.                               | Foley, Charles T. TR et al                                 | Mary E. Foley                    | 9/16/14 | 9/18/14 Sent letter<br>info & petition<br>to Liz Foley                                  |
| <del>5 Patrick Dr.</del>                    | <del>Reardon, John O TR et<br/>The Georgetown Second</del> | <del>Sed attached<br/>page</del> |         | <del>9/15/14 Sent letter<br/>info &amp; petition to<br/>Jack &amp; George Reardon</del> |
| 7 Patrick Dr.                               | Smith, Franklin L. II<br>& Jill C.                         |                                  |         | 9/18/14 Sent letter<br>info & petition to<br>Frank & Jill Smith                         |
| 9 Patrick Dr.                               | Wakenga, Gail A.<br>& Schuhle, Steven K.                   |                                  |         | 9/15/14 Sent letter<br>info & petition<br>to owners.                                    |
| <del>6285</del> 6285 Devonshire Dr.         | Vela ZCO, David H. &<br>Rosalya D.                         |                                  |         | 9/18/14 Sent letter<br>info & petition to<br>David Vela ZCO.                            |
| 6325 Timothy Ln.                            | Miller, Sibyl A TR u/a<br>DTD 11-30-09                     |                                  |         | 9/13/14 Sent letter<br>info & petition<br>to Sibyl Miller                               |
| 6232 Timothy Ln.                            | Wax, Merrel J                                              |                                  |         | 9/15/14 Sent letter<br>info & petition<br>to owner.                                     |
| 6305 Timothy Ln.                            | Carrano, Ellen                                             |                                  |         | 9/15/14 Sent letter<br>info & petition<br>to owner                                      |

RECEIVED  
SEP 26 2014

CITY OF OXFORD



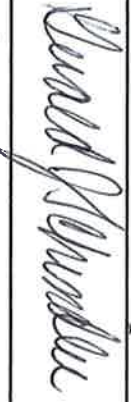
# OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

| PROPERTY ADDRESS         | PROPERTY OWNER                       | SIGNATURE                                                                            | DATES              | NOTES                                    |
|--------------------------|--------------------------------------|--------------------------------------------------------------------------------------|--------------------|------------------------------------------|
| 6 Patrick Dr.            | Troy, Matthew A & Elizabeth M        |  | 9/5/2014<br>9/5/14 |                                          |
| <del>3 Patrick Dr.</del> | <del>Gung, Benjamin</del>            | <del>See other for Matthew A. BK</del>                                               |                    | 9/14/14<br>Given information in person.  |
| <del>8 Patrick Dr.</del> | <del>Kornitz, Frank &amp; Jean</del> | <del>See other for Kornitz.</del>                                                    |                    |                                          |
| 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.          |    | 9/13/14            |                                          |
|                          |                                      |                                                                                      |                    |                                          |
|                          |                                      |                                                                                      |                    |                                          |
|                          |                                      |                                                                                      |                    |                                          |
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|                          |                                      |                                                                                      |                    |                                          |


  
 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  |                                                           |
| <del>6243 Contreras Rd.</del> | <del>Riegel, Carolyn K et. al.</del> | <del>See attached page</del>                                                         |          | <del>9/14 sent letter, into petition re John Riegel</del> |
| 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.                                 |
|                               |                                      |                                                                                      |          |                                                           |
|                               |                                      |                                                                                      |          |                                                           |
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RECEIVED  
SEP 26 2014

CITY OF OXFORD

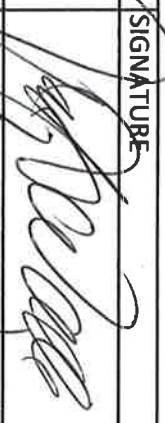
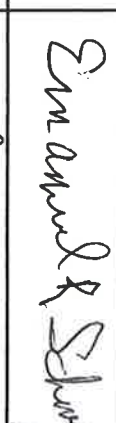
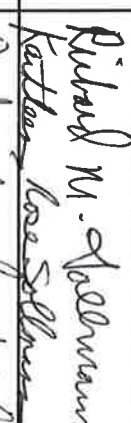
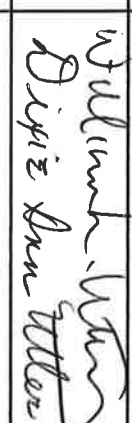


# OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

| 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.     | 9/10/14 |                                                        |
| 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 material<br>9/10/14 called<br>did not sign |
| 6325 Devonshire Dr            | DeWitt, David S<br>& Carolyn K. | Carolyn DeWitt      | 9/8/14  |                                                        |
| <del>6295 Devonshire Dr</del> |                                 |                     |         |                                                        |


  
 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 Wadleigh                        |  | 9/9/14           |                            |
| 6284 Timothy Ln.            | Nelson, Ian M & Heather M.            |  | 9-7-14           |                            |
| 6285 Timothy Ln.            | Kleibschied, Joseph P & Alison        |   | 9-7-14<br>9/7/14 |                            |
| 6294 Timothy Ln.            | <del>Stad</del> Schwegman, Emanuel R. |    | 9/7/14           |                            |
| 6295 Timothy Ln.            | Soliman, Richard M & Kathleen         |    | 9/7/14<br>9-7-14 |                            |
| 6304 Timothy Ln.            | Mueller, Jens & Bechtel Gabriele      |    | 9/7/14           |                            |
| <del>6305 Timothy Ln.</del> | <del>Carrang Ellen</del>              |                                                                                      |                  | 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                                                 |
|-----------------------------|-----------------------------------------------------|--------------------------------------------|--------|-------------------------------------------------------|
| <del>6325 Timothy Ln.</del> | <del>Miller, Sibel A. TR W/A<br/>DTD 11-30-09</del> |                                            |        | <del>Name moved to<br/>Hard to Contact<br/>list</del> |
| 6324 Timothy Ln.            | King, William L. TR &<br>Susan H. TR                | William L. King<br>Susan H. King<br>9/7/14 | 9-7-14 |                                                       |
| Timothy Ln.                 | King, William L. TR<br>& Susan H. TR                | William L. King<br>Susan H. King<br>9/7/14 | 9-7-14 |                                                       |
|                             |                                                     |                                            |        |                                                       |
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RECEIVED  
SEP 26 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.<br>& Megan N.      | Andrew D. Zimmerman     | 9/7/14  |                                            |
| 6252 Timothy Ln. | Byrd, Diana D                           | Diana Byrd              | 9/13/14 |                                            |
| 6243 Timothy Ln. | Zimmerman, David<br>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<br>"Hard to contact"<br>list |
|                  |                                         |                         |         |                                            |
|                  |                                         |                         |         |                                            |
|                  |                                         |                         |         |                                            |
|                  |                                         |                         |         |                                            |



**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: | <div style="display: inline-block; text-align: left;"><div style="display: inline-block; text-align: center;">Initials</div><div style="display: inline-block; text-align: center;">Date</div></div> <div style="margin-top: 10px;"> 10/15/14</div> |
|              | City Manager:    | <div style="margin-top: 10px;"> 10/17/14</div>                                                                                                                                                                                                      |

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

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>          |
|------------------------------|---------------------|
| <b>Belgray, Inc.</b>         | <b>\$553,232.14</b> |
| 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.

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MAYOR

ADOPTED:

ATTEST:

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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 2<sup>nd</sup> 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.

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

# **Certification of Action**

## **Oxford Planning Commission**

### **Recommendation to City Council**

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Report Date</u></b>                          | October 7, 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>Case Number</u></b>                          | PC-2014-11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>Applicant Information</u></b>                | Coralee Shearer, Oxford Women's Care Center<br>Habitat for Humanity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>Requested Action</u></b>                     | Conditional Use<br>10 Reagh's Way                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>Summary of Request</u></b>                   | Allow for a Professional Office Use in an R3 (Multi-Family Residential) District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>Public Hearing Information</u></b>           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>Commission Action</u></b>                    | The Planning Commission voted 7-0-0 recommending approval of the Conditional Use as submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>Commission Findings and Conclusions</u></b>  | <p>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.</p> <p>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.</p> <p>After discussion the Planning Commission voted to approve the Conditional Use.</p> |
| <b><u>Exhibits Submitted to the Commission</u></b> | <ol style="list-style-type: none"><li>1. Staff Report Dated August 28, 2014</li><li>2. Interoffice Review Transmittal Sheets</li><li>3. Property Notification Map</li><li>4. Photographs</li><li>5. Letter of Agency</li><li>6. Conditional Use Permit Application Dated July 25, 2014</li><li>7. Supporting Documents</li><li>8. Photograph, Plot Plan</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**City of Oxford**  
*Community Development Department*  
**STAFF REPORT**

**Planning Commission**

**Case # PC-11-2014**

**Date – September 9, 2014**

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**APPLICATION**

|                                 |                                                                                                                              |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Applicant:                      | Coralee Shearer/Oxford Women's Care Center                                                                                   |
| Location:                       | 10 Reagh's Way                                                                                                               |
| Owner:                          | Habitat for Humanity                                                                                                         |
| Agent:                          | Coralee Shearer                                                                                                              |
| Action Request:                 | <b>Conditional Use Permit Application</b> – 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 2<sup>nd</sup> 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:



John Detherage

PRINTED NAME

Date: 8-25-14

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



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](http://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 <sup>approx</sup> 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)<sup>1</sup>.

- (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 rate<sup>3</sup>.

## 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*

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

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

<sup>3</sup> 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'

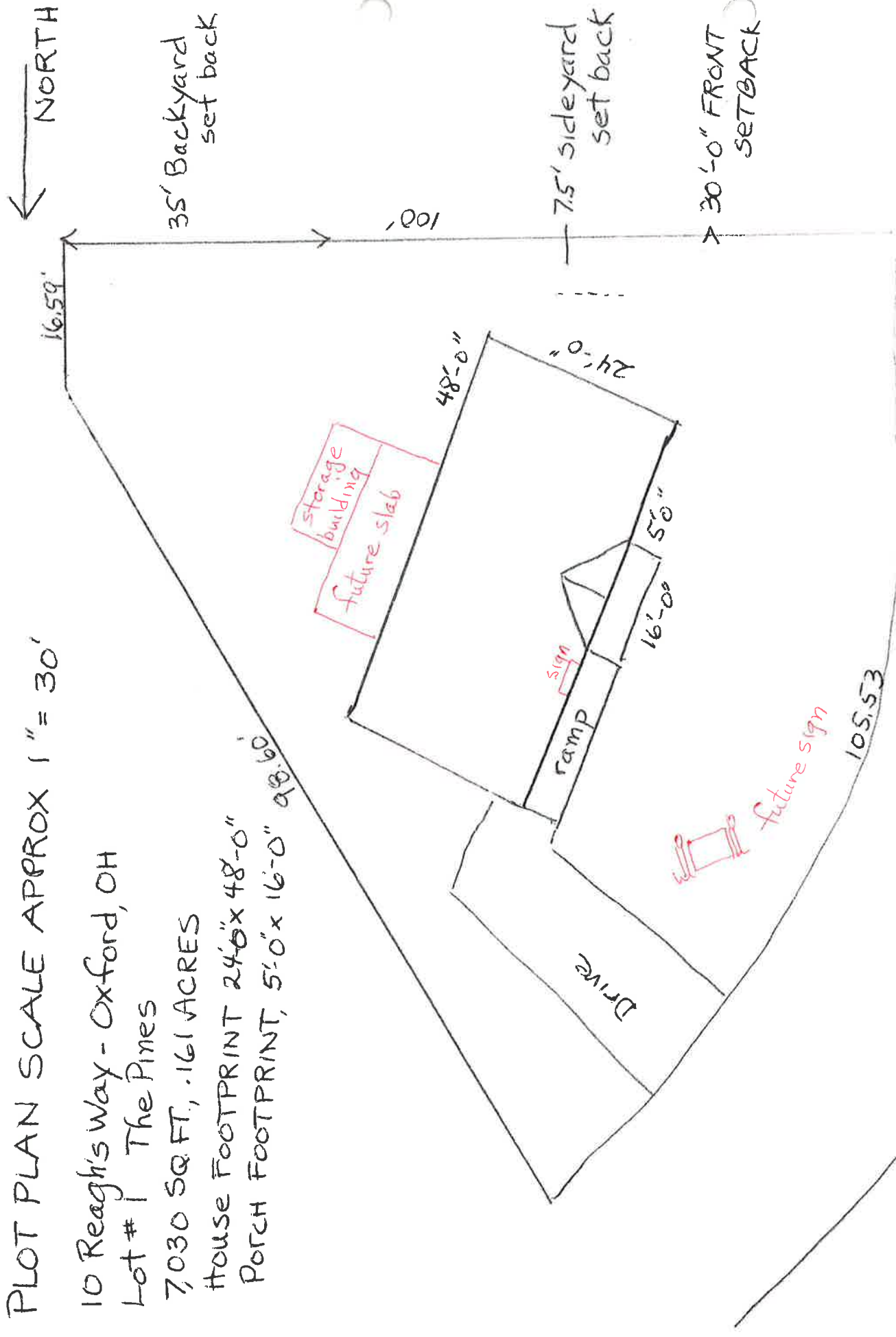
10 Reagh's Way - Oxford, OH

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

|                      |                                    |
|----------------------|------------------------------------|
| <b>Agenda Title:</b> | <b>2014 Supplemental Budget #6</b> |
|----------------------|------------------------------------|

|                        |                |
|------------------------|----------------|
| <b>Recommendation:</b> | <b>Approve</b> |
|------------------------|----------------|

**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

|                          |                  |                       |
|--------------------------|------------------|-----------------------|
| <b>Fire/EMS Fund 418</b> | <b>23,377.50</b> | <b>Grant proceeds</b> |
|--------------------------|------------------|-----------------------|

Expense Side

|                          |                  |                                              |
|--------------------------|------------------|----------------------------------------------|
| <b>Fire/EMS Fund 418</b> | <b>23,377.50</b> | <b>Increase of unencumbered fund balance</b> |
| 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

|                         |                  |                                       |
|-------------------------|------------------|---------------------------------------|
| <b>General Fund 110</b> | <b>33,500.00</b> | <b>Increase in permits &amp; fees</b> |
|-------------------------|------------------|---------------------------------------|

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

|                                             |                  |                          |
|---------------------------------------------|------------------|--------------------------|
| <b>Enforcement &amp; Education Fund 412</b> | <b>25,000.00</b> | <b>Increase in Fines</b> |
|---------------------------------------------|------------------|--------------------------|

## 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)

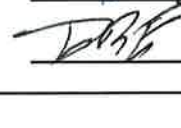
Approved By:

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)

# 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 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**

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

|                                        |
|----------------------------------------|
| <b>Recommendation:</b> <b>Approval</b> |
|----------------------------------------|

**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:**

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



EXHIBIT 'A'

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.

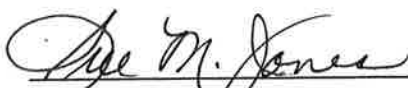
OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

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

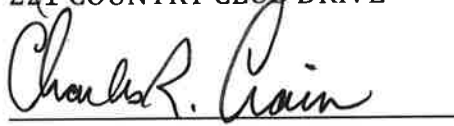


  
DOUGLAS BROOKS,  
227 COUNTRY CLUB DRIVE

  
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



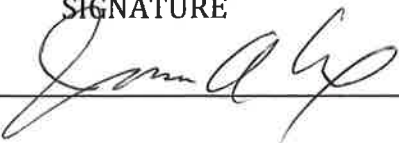
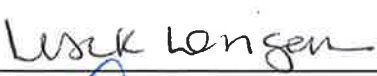
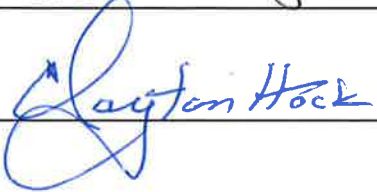
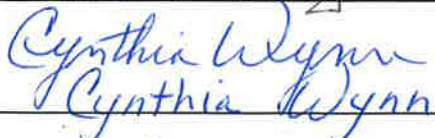
PETITION FOR RESIDENTIAL CONSERVATION OVERLAY FOR HERITAGE I, II, III, AND IV  
SUBDIVISION, AND 6392 CONTRERAS ROAD, OXFORD, OH.

| 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<br>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<br>Rosemary Kilday   | MIKE KILDAY<br>Mike Kilday                 | 7 OLDE FARM ROAD      |
| 9/9/14  | DENIS MULLALLY<br>Denis Mullally     | KIMBERLY R. CAUDILL<br>Kimberly R. Caudill | 9 OLDE FARM ROAD      |
| 9/9/14  | JAMES CLARK<br>James R. Clark        | MARY CLARK<br>Mary Clark                   | 10 OLDE FARM ROAD     |
|         | Terry Dudley                         | letter sent, no response                   | 11 OLDE FARM ROAD     |
| 9/10/14 | J. MARCUS JOBE<br>J. Marcus Jobe     |                                            | 15 OLDE FARM ROAD     |
|         | EVALOU MIDDLEAUGH<br>JAMES SCOTT     |                                            | 17 OLDE FARM ROAD     |
| 9/9/14  | JAMES R. SCOTT<br>Valerie L. Schmitt | Jim Jobe                                   | 18 OLDE FARM ROAD     |
| 9/14/14 | Valerie L. Schmitt<br>CHAD REYNOLDS  | (Karagos)                                  | 102 OLDE FARM ROAD    |
| 9/9/14  | Chad 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 Ezzol                 | 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 <sup>No</sup> 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

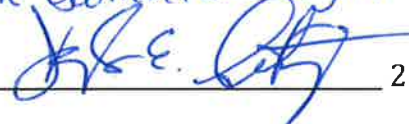
9/6/14 Ivonne J. Ortiz  206 COUNTRY CLUB DR

9/6/14 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 <sup>Declined</sup>  
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 |
|            | Squared 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

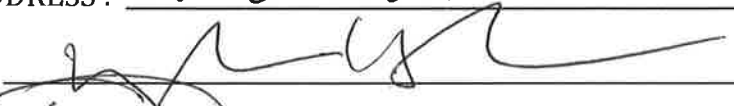
I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

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

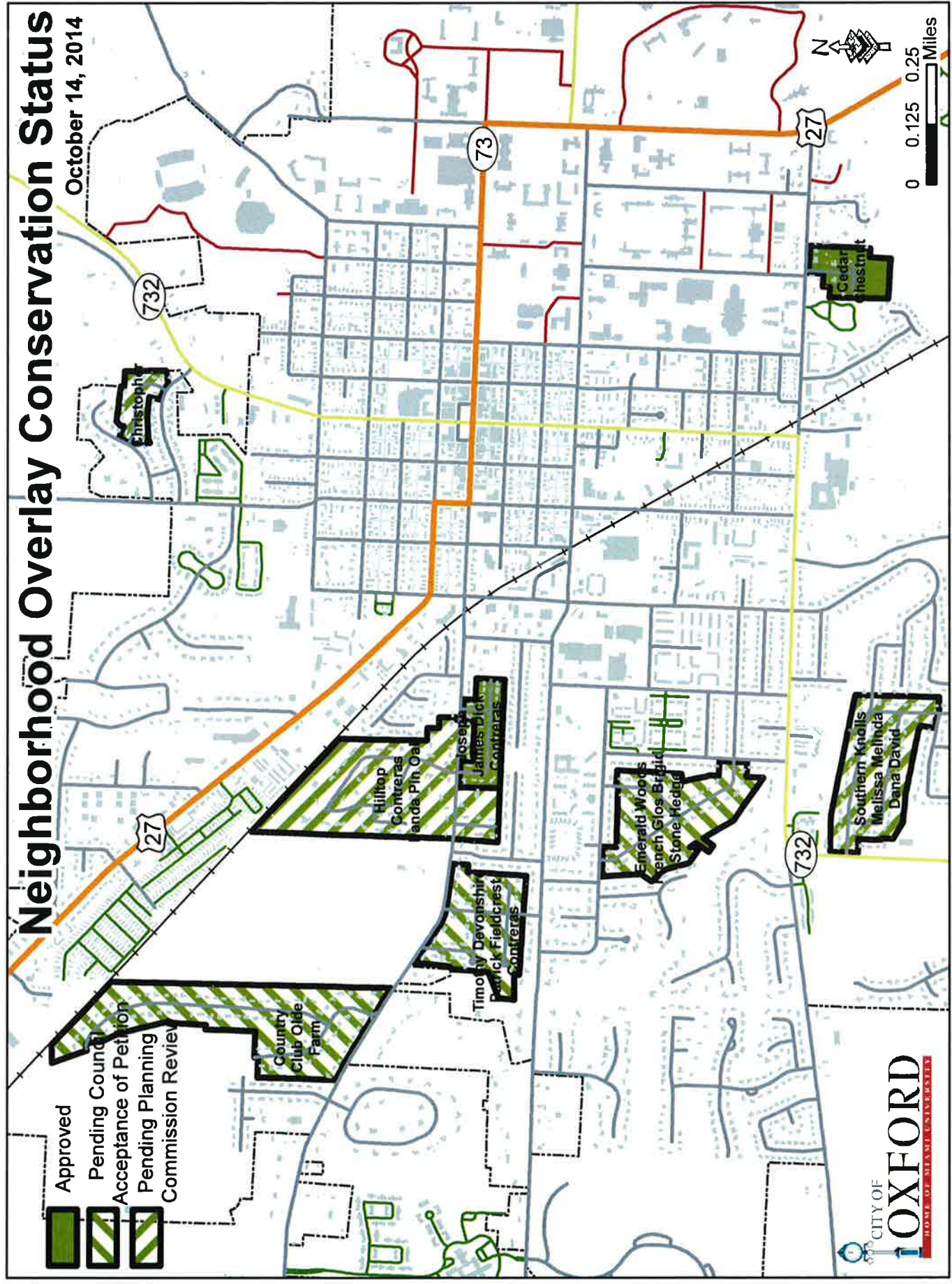
ADDRESS

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<br>Signed | Signed % | Parcels, as<br>Approved | Approval<br>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**

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

|                                 |
|---------------------------------|
| <b>Recommendation: Approval</b> |
|---------------------------------|

**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:**

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

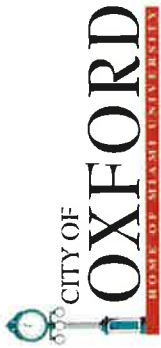
ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

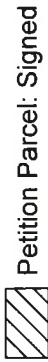


**Emerald Woods  
French Glos  
Brigid Stone Hedge  
Neighborhood  
Conservation  
Overlay District  
Petition Boundaries**

**Legend**



Petition Area



Petition Parcel: Signed



Petition Parcel: Not Signed



Oxford Corporation Limit

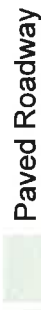
Address Point



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.

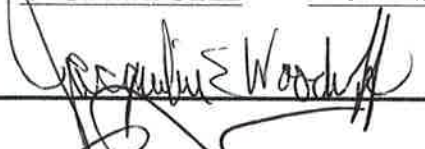
**West/South Boundaries:** The west and south property lines of the properties on the west side of Emerald Woods Dr. and the properties and vacant lots on 16, 24 and 28 Stone Hedge Cir.

| <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     |  |

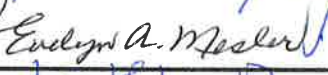
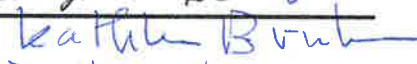


**PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR  
EMERALD WOODS DRIVE, STONE HEDGE CIRCLE, BRIGID CIRCLE, GLOS  
DRIVE AND FRENCH DRIVE, OXFORD, OHIO**

| <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.   | <sup>Evelyn Mesler</sup><br>Evelyn Mesler |  |              |
| 9/12/2014   | 404 EMERALD WOODS       | KATHLEEN BRINKMAN                         |  |              |

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

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

[illegible]

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

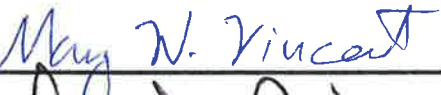
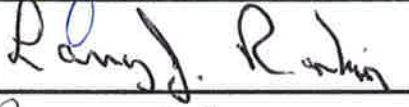
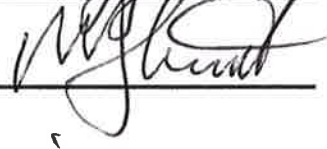
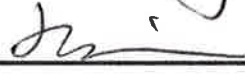
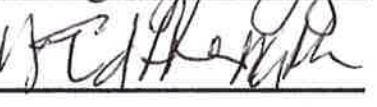
**PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR  
EMERALD WOODS DRIVE, STONE HEDGE CIRCLE, BRIGID CIRCLE, GLOS  
DRIVE AND FRENCH DRIVE, OXFORD, OHIO**

6

| <u>DATE</u>        | <u>PROPERTY ADDRESS</u>      | <u>NAME</u>                     | <u>SIGNATURE</u>        | <u>NOTES</u>               |
|--------------------|------------------------------|---------------------------------|-------------------------|----------------------------|
| <del>8/21/14</del> | <del>11 Brigid Cir</del>     | <del>NORMAN BUTT</del>          | <del>NORMAN BUTT</del>  |                            |
| 8/29/14            | 15 Brigid Cir                | Tao Jiang                       | Tao Jiang               | NO RESPONSE<br>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<br>(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 <sup>4</sup> ) 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<br>5 VISITS               |
| 8/28/14     | 919 GLOS                |                     |                                                                                       | NO                                    |
|             | 913 GLOS                |                     |                                                                                       | NO RESPONSE<br>5 VISITS               |
|             | 613 FRENCH              |                     |                                                                                       | VACANT - OWNED BY<br>MORTGAGE COMPANY |

[illegible]

- undeveloped parcel

9/20/14 435 Emerald Woods Robin Parker R/LH  
undivided parcel