



Agenda

Oxford City Council

Court House

TUESDAY, NOVEMBER 21, 2017

EXECUTIVE SESSION

7:15 p.m.

1. Roll call. Kate Rousmaniere, Mayor; Mike Smith, Vice-Mayor; Glenn Ellerbe; Bob Blackburn; Kevin McKeehan; Steve Dana; Edna Southard

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

- A. Appointments to Boards and Commissions.
- B. Presentation Oxford Fire Department.
- C. Proclamation - "McCullough Hyde Memorial Hospital/TriHealth Week".



Proclamation

- D. Presentation - McCullough Hyde Memorial Hospital/TriHealth - Brett Kirkpatrick.
- E. Notice to Legislative Authority - Transfer permit from Miami King Inc., DBA Wild Bistro 1st Floor and Basement 37 E. High Street Oxford, Ohio 45056 to American Sushine Holdings LTD DBA Wild Bistro 1st Floor and Basement 37 E. High Street Oxford, Ohio 45056. (Alan Kyger, Economic Development Director)



Notice

- F. Public Comments.

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

4. Consent Agenda.

- A. Minutes of the November 7, 2017 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

- B. Report regarding the November 1, 2017 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)



Report

- C. Report regarding the November 1, 2017 Environmental Commission Meeting. (Mike Dreisbach, Service Director)



Report

- D. A Resolution authorizing the City Manager to request advanced payment of property taxes to the City in 2018 from Butler County. (Joe Newlin, Finance Director)



Staff Report/Resolution

5. Resolutions.

1. A Resolution authorizing the City Manager to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr.) section of Lot 52 from 9:00 a.m. on December 18, 2017 until 6:00 p.m. on December 31, 2017. The two hour restriction for meters in these locations will remain in effect. (John Jones, Police Chief).



Staff Report/Resolution

2. A Resolution granting the Talawanda Recreation, Inc. (TRI) a two (2) year lease and authorizing the City Manager to execute the new lease. (Casey Wooddell, Parks and Recreation Director).



Staff Report/Resolution

3. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding (MOU) with the Butler Soil and Water Conservation District (BSWCD) to perform plan review services for subdivision and planned development projects in the City of Oxford. (Jung-Han Chen, Community Development Director).



Staff Report/Resolution

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

A. First Reading - None.

B. Second Reading.

1. An Ordinance Repealing Oxford Codified Ordinance Section 931.02 Entitled Container Requirements, And Adopting New Oxford Codified Ordinance Section 931.02 Entitled Container Requirements. (Mike Dreisbach, Service Director)



Staff Report/Ordinance

2. An Ordinance Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment To Establish A Neighborhood Conservation Overlay District In A R-1A (Single Family Low Density Residential) District For 21 Parcels Located On E. Chestnut Street And On Silvoor Lane, In The City Of Oxford. (Jung-Han Chen, Community Development Director).



Staff Report/Ordinance

3. An Ordinance Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment For Certain Properties In the City Of Oxford's Mile Square A Map Of Which Is Attached Hereto As Exhibit "A" And Incorporated Herein, And Rezoning The Properties From R-2MS (Single And Two Family Mile Square Residential) District, To R-3MS (Single, Two And Three Family Mile Square Residential) District. (Jung-Han Chen, Community Development Director).



Staff Report/rdinance

4. An Ordinance Repealing Oxford Codified Ordinance Section 1159.13 Entitled Definitions (Beginning with the letter "L") And Adopting New Oxford Codified Ordinance Section 1159.13 Entitled Definitions (Beginning with the letter "L"). (Jung-Han Chen, Community Development Director)



Staff Report/Ordinance

5. An Ordinance Repealing Oxford Codified Ordinance Section 1159.20 Entitled Definitions (Beginning with the letter "S") And Adopting New Oxford Codified Ordinance Section 1159.20 Entitled Definitions (Beginning with the letter "S"). (Jung-Han Chen, Community Development Director)



Staff Report/Ordinance

6. An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2018. (Joe Newlin, Finance Director)



Staff Report/Ordinance

7. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2018. (Joe Newlin, Finance Director)



Staff Report/Ordinance

8. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2018. (Joe Newlin, Finance Director)



Staff Report/Ordinances

9. An Ordinance Adopting Fees And Charges For Fiscal Year 2018. (Joe Newlin Finance Director)



Staff Report/Ordinance

10. An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2018 Through December 31, 2018. (Candi Fyffe, Human Resources Director)



Staff Report/Ordinance

7. A. Announcements & Communications.

1. Remarks from City Council and City Staff.

B. Future Meetings.

THUR - Nov 23 Holiday - City Offices Closed

FRI - Nov 24 Holiday - City Offices Closed

TUES - Nov 28 City Council Organizational Meeting 7:00 p.m.

TUES - Dec 5 City Council Meeting 7:30 p.m.

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

WED - Dec 6 Environmental Commission Meeting 7:00 p.m. Municipal Building

FRI - Dec 8 Student Community Relations Commission Meeting 2:30 p.m. LCNB

TUES - Dec 12 Planning Commission Meeting 7:30 p.m.

THUR - Dec 14 Civil Rights Commission Meeting 4:00 p.m.

MON - Dec 18 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

TUES - Dec 19 Records Commission Meeting 5:00 p.m. Municipal Building

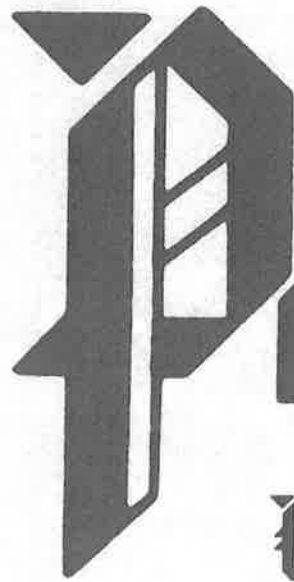
TUES - Dec 19 City Council Meeting 7:30 p.m.

WED - Dec 20 Board of Zoning Appeals Meeting 6:30 p.m.

MON - Dec 25 Holiday - City Offices Closed

TUES - Dec 26 Holiday - City Offices Closed

8. Adjourn.



Office of the Mayor

Proclamation

Whereas:

The City of Oxford's EMS Department partners with McCullough Hyde Memorial Hospital/TriHealth on a daily basis; and

WHEREAS, McCullough Hyde Memorial Hospital/TriHealth has donated to the City of Oxford four new state of the art full function cardiac monitors to ensure patients have the best pre-hospital cardiac diagnosis and treatment; and

WHEREAS, the hospital has also donated four automated external defibrillators and invested in excess of \$100,000 in equipment for the Oxford community; and

WHEREAS, McCullough Hyde Memorial Hospital/TriHealth is committed to providing quality care to the community both in hospital and pre-hospital situations; and

WHEREAS, the City of Oxford pays tribute to the dedicated staff, medical staff, volunteers and the Hospital's Board of Directors for providing high quality health care for Oxford area residents.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim the week of November 20th 2017 to be:

'MCCULLOUGH HYDE MEMORIAL HOSPITAL/TRIHEALTH WEEK'

in the City of Oxford and encourage community members to thank McCullough Hyde Memorial Hospital/TriHealth for their extraordinary efforts to improve the quality of life for so many.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 21st day of November, 2017.



Kate Rousmaniere, Mayor

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: November 21, 2017

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 6, 2017

Date Prepared

Agenda Title: Notice to Legislative Authority - Transfer permit from Miami King Inc., DBA Wild Bistro 1st Floor and basement 37 E. High Street Oxford, Ohio 45056 to American Sushine Holdings LTD DBA Wild Bistro 1st Floor and Basement 37 E. High Street Oxford, Ohio 45056.

Recommendation: N/A

Discussion:

The permit is for:

D5 - Spirituous liquor for on premises consumption only, beer wine and mixed beverages for on premises, or off premises in original sealed containers until 2:30 a.m.

Approved By:

Initial Date

Department Head:

City Manager:

DRE \ 11/17/17

NOTICE TO LEGISLATIVE
AUTHORITY

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

TO

0163022		TRFO	AMERICAN SUSHINE HOLDINGS LTD
PERMIT NUMBER		TYPE	DBA WILD BISTRO
06	01	2017	1ST FL & BSMT
ISSUE DATE			37 E HIGH ST
10	30	2017	OXFORD OH 45056
FILING DATE			
D5			
PERMIT CLASSES			
09	088	A	F19359
TAX DISTRICT			RECEIPT NO.

FROM 11/01/2017

5898279			MIAMI KING INC
PERMIT NUMBER		TYPE	DBA WILD BISTRO
06	01	2017	1ST FL & BSMT
ISSUE DATE			37 E HIGH ST
10	30	2017	OXFORD OH 45056
FILING DATE			
D5			
PERMIT CLASSES			
09	088		
TAX DISTRICT			RECEIPT NO.

RECEIVED
11-6-17
City of Oxford



MAILED 11/01/2017

RESPONSES MUST BE POSTMARKED NO LATER THAN. 12/04/2017

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 0163022**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

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

OWNERSHIP DISCLOSURE INFORMATION

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

Searching Instructions

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

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

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

SEARCH CRITERIA**Permit Number**

0163022

Permit Name / DBA**Member / Officer Name****Search****Reset****Main Menu**

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 0163022; Name: AMERICAN SUSHINE HOLDINGS LTD; DBA: DBA WILD BISTRO 1ST FL & BSMT; Address: 37 E HIGH ST OXFORD 45056		
XINHONG LI	5% MEMBER	
XINXIA LI	MANAGE MEM	

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- [Ohio Department of Commerce](#)

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A regular meeting of the Oxford City Council was called to order by Mayor Kate Rousmaniere on Tuesday, November 7, 2017 at 7:30 p.m. Those members present were Steve Dana, Glenn Ellerbe, Mike Smith and Edna Southard. Bob Blackburn and Kevin McKeehan were excused.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Geoff Robinson, Police Lt.; Mr. Joe Newlin, Finance Director; Mr. Jung-Han Chen, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Alan Kyger, Economic Development Director; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Clerk of Council.

PLEDGE OF ALLEGIANCE

Mayor Rousmaniere requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Dana moved to approve the agenda. Mr. Ellerbe seconded. The motion passed 5-0-0.

PUBLIC PARTICIPATION

PRESENTATION

THE FAMILY RESOURCE CENTER

Ms. Diane Ruther-Vierling, Executive Director, and **Ms. Missy Thompson**, Client Services Supervisor, provided a PowerPoint and discussed the activities of the Family Resource Center over the last year. In addition, Mr. Ruther-Vierling and Ms. Thompson detailed the way in which City provided funds were used to assist their clients. Ms. Ruther-Vierling and Ms. Thompson answered questions from Council members and thanked Council for their support of the Family Resource Center.

Mayor Rousmaniere thanked the Family Resource Center for their assistance to the community.

NOTICE TO LEGISLATIVE AUTHORITY

Notice to Legislative Authority – New permit for Fridge & Pantry Inc. DBA Fridge & Pantry Uptown Market 35 E. Church Street Oxford, Ohio 45056. (Alan Kyger, Economic Development Director)

Mr. Kyger advised the notice to legislative authority was for a new beer and wine permit for Fridge and Pantry which would open soon on Church Street. Mr. Kyger noted the permit was for beer and wine carry-out only. Mr. Kyger introduced the owner Steve Thomas, and noted he also owned Seaview Outfitters and Root Yoga in Oxford.

Mr. Steve Thomas, thanked Council noting he started his first business in Oxford with a loan from the City's Revolving Loan Fund many years ago. Mr. Thomas advised he was excited to unveil his new business Uptown called Fridge and Pantry.

Mr. Thomas advised Fridge and Pantry would be a unique experience for customers and noted people would be able to purchase 80-90% of their grocery list there as it would offer produce, dairy, dry goods and home goods. Mr. Thomas advised a deli would offer sandwiches, soups and salads and there would also be a smoothie bar. Mr. Thomas noted delivery of groceries would be available and he expected the store to open December 1st.

Mayor Rousmaniere inquired how the new liquor permit was obtained. Mr. Kyger advised carry-out permits had the same quota system through the State of Ohio as on premises permits and noted there was not as much demand for carry out permits as there was for on premises permits. Mr. Kyger advised carry out permits were still available for the City of Oxford.

Mr. Ellerbe inquired what the hours of operation would be. Mr. Thomas advised initially, 8 a.m. to 10 p.m.

Ms. Southard inquired if Fridge and Pantry would carry local produce. Mr. Thomas advised relationships had been formed with some of the Oxford Farmers Market vendors and there would be a great product mix of both local and classic brands available at Fridge and Pantry.

Mr. Ellerbe moved to accept the notice without comment. Ms. Southard seconded. The motion passed 5-0-0.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

MINUTES

Minutes of the October 17, 2017 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the October 17, 2017 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORT

Report regarding the October 10, 2017 Recreation Board Meeting. Casey Wooddell, Parks and Recreation Director.

Report regarding the October 10, 2017 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

Mr. Dana moved to approve the Consent Agenda. Mr. Smith seconded. The motion passed 5-0-0.

RESOLUTIONS

RESOLUTION **CREATE NEW FUND**

A Resolution No. 6013 approving the creation of a new fund for the 2018 Operating Budget to provide for Aquatic center capital improvements. (Joe Newlin, Finance Director)

Mr. Newlin advised a fund was set up in the 2018 budget for the aquatic center and the Resolution would formally establish the fund to track the revenue and expenditures associated with the aquatic center.

Mr. Dana inquired if the estimates regarding the costs of the improvements will appear later in Council's packet. Mr. Newlin advised yes, in the appropriation Ordinance.

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

Ms. Southard moved to adopt Resolution No. 6013. Mr. Ellerbe seconded. The motion passed 5-0-0.

RESOLUTION **CREATE NEW FUND**

A Resolution No. 6014 approving the creation of a new fund for the 2018 Operating Budget to provide for Southpointe Roadway Tax Increment Financing (TIF) capital improvements. (Joe Newlin, Finance Director)

Mr. Newlin advised this was an operating fund for the construction of the Southpointe roadway TIF project that was mentioned in the Capital Budget. Mr. Newlin noted the fund would track the revenue and expenditures associated with the construction portion of the project.

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

Mr. Dana noted it was clear that separate funds would be needed when dealing with the TIF portion of the project.

Mr. Dana moved to adopt Resolution No. 6014. Ms. Southard seconded. The motion passed 5-0-0.

RESOLUTION **CHALLENGING AMENDMENTS** **TO OHIO REVISED CODE CHAPTER 718**

A Resolution No. 6015 authorizing the City Manager to join a coalition of municipalities retaining special counsel for the purposes of initiating litigation to challenge the constitutionality of amendments to Chapter 718 of the Ohio Revised Code relating to municipal income tax. (Joe Newlin, Finance Director)

Mr. Newlin advised he received an email from the Ohio Association of Public Treasurers regarding a suite being proposed which many cities were participating in. Mr. Newlin advised on November 3, 2015 the City of Oxford updated its Income Tax Ordinance to conform with House Bill 5 making income tax collection uniform across the state. Mr. Newlin noted House Bill 49, the biennial budget bill for the State of Ohio, was passed in July of 2017 and added provisions for the centralized collection of net profits to be collected by the Ohio Department of Taxation at the discretion of the business owner. Mr. Newlin advised if a municipality does not adopt these provisions by January of 2018 they risk losing all authority to collect income taxes. Mr. Newlin noted the items concerning to him were that this was a violation of Home Rule and a violation of the single subject rule in Section 15 Article II of the Ohio Constitution "No bill shall contain more than one subject, which shall be expressed in its title". Mr. Newlin advised the language regarding the collection of income tax was slipped into the biennial state budget.

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

Mr. Dana advised the action Council was considering was essential because those who testified against centralized income tax collection pointed out that it was not only unconstitutional but injurious to Ohio's municipalities. Mr. Dana noted he felt it was outrageous that cities would not be able to collect taxes effective January of 2018. Mr. Dana referred to page 40 of Council's packet and inquired what the cost was for Oxford to join the law suite. Mr. Newlin advised the cost was based on population and Oxford's share would be \$4,000 which he included in the Supplemental Budget on tonight's agenda. Mr. Newlin noted any monies left over would be prorated back to the cities. Mr. Dana referred to page 41 of Council's packet and advised the timeframe was so short that a mandamus action should be filed with the Ohio Supreme Court.

Mayor Rousmaniere noted business owners would have a choice of submitting their taxes to the state or their local municipality and asked Mr. Newlin to explain why that would disadvantage the City of Oxford. Mr. Newlin advised RITA had cross checks with the federal government's tax returns plus they have a better idea of who is actually in Oxford. Mayor Rousmaniere noted money going to the state could take longer to get back to the City. Mr. Newlin advised RITA was also filing a law suite.

Mr. McHugh advised the goal was to seek an injunction to stay the bill and then litigate it. Mr. McHugh noted once the injunction was in place municipalities wouldn't have to adopt the provisions of the bill in question.

Ms. Southard noted she felt it made sense to join other communities in this law suite. Ms. Southard inquired what the timeframe was and Mr. McHugh advised he expected the law suite to be filed before December 1st.

Mr. Dana moved to adopt Resolution No. 6015. Mr. Ellerbe seconded. The motion passed 5-0-0.

ORDINANCES
FIRST READING

ORDINANCE
NEW SECTION 931.02

An Ordinance Repealing Oxford Codified Ordinance Section 931.02, Entitled Container Requirements, And Adopting New Oxford Codified Ordinance Section 931.02, Entitled Container Requirements. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised several years ago Council established what is know as the 'Mike Square Plus' area to help the City manage solid waste and recycling in zones that are predominately rental properties. Mr. Dreisbach noted the City had a request from property owners and property managers to include 2 additional streets south of Chestnut between Oak and Maple Streets which included Cedar Drive and Silvoor Lane. Mr. Dreisbach advised the request to be included in the Mile Square Plus area was customer driven so the rental properties would be eligible for the move-in and move-out special waste collection in the spring and in the fall.

Mayor Rousmaniere inquired if it just took a citizen request to make this happen. Mr. Dreisbach advised this works well because it abuts the existing Mile Square Plus area and would not create an island.

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

Mr. Dana noted he felt this was a reasonable request and made good sense.

ORDINANCE
OVERLAY DISTRICT

An Ordinance Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment To Establish A Neighborhood Conservation Overlay District In A R-1A (Single-Family Low Density Residential) District For 21 Parcels Located On E. Chestnut Street And On Silvoor Lane, In The City Of Oxford. (Jung-Han Chen, Community Development Director)

Mr. Chen advised this came before Council in August as a Resolution to go before the Planning Commission for a public hearing and the Planning Commission recommended approval of establishing the Overlay District for Silvoor Lane and E. Chestnut Street. Mr. Chen noted the proposed district consisted of 21 parcels and more than the required signatures were obtained. Mr. Chen advised if approved this would be the 15th Residential Conservation Overlay District.

Mr. Rhett Brymer, 946 Silvoor Lane, advised Chris and Theresa Sutter were the lead petitioners for the proposed Overlay District. Mr. Brymer noted this was one of the few family oriented neighborhoods close to campus and to Uptown and the neighbors want to keep it the treasure that it is.

Mr. Chris Sutter 933 Silvoor Lane, added he had 4 kids and a wife, he was grateful for this process and it was refreshing to see government at work.

Mr. Sutter advised he was excited to see this petition move forward through the system.

Mayor Rousmaniere inquired if there were any conflicts while getting the petition signed. Mr. Sutter advised there were no conflicts but a few people did not want to sign a petition of any kind.

Mr. Vincent Hand, 511 E. Chestnut Street, spoke in favor of the Overlay District.

Ms. Carol Michael, advised she was part of the original Cedar Drive overlay and the expansion of it and this makes a continuous overlay in the entire neighborhood and everyone was in favor of it. Ms. Michael noted her hope Council would support the proposed overlay district.

Ms. Southard noted she felt Council would be in favor of preserving a beautiful historic neighborhood.

ORDINANCE **ZONING MAP AMENDMENT**

An Ordinance Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment For Certain Properties In The City Of Oxford's Mile Square A Map Of Which Is Attached hereto As Exhibit "A" And Incorporated Herein, And Rezoning The Properties From R-2MS (Single And Two Family Mile Square Residential) District To R-3MS (Single Two And Three Family Mile Square Residential) District. (Jung-Han Chen, Community Development Director)

Mr. Chen noted the area in question was between Campus Avenue and Poplar Street, south of the area Council already rezoned from R2 MS to R3 MS. Mr. Chen noted this was initiated by the Planning Commission because it was close to campus and it fit nicely with the notion that areas close to campus should have higher density which can promote future redevelopment.

Mr. Dana noted a dimension of this proposal related to higher student enrollment at Miami University and it reflects the reality of what is there now.

Mr. Smith noted some of the apartment buildings in the area in question are some of the oldest ones in Oxford and would be ripe for redevelopment in the near future.

Mr. Scott Webb, Architect, advised he had worked in the proposed area quite a bit and he felt Mr. Chen and Mr. Dana did a good job of explaining the thought process. Mr. Webb advised this was long term planning and there is a huge penalty for trying to renovate properties in their current zoning districts. Mr. Webb noted R-2 has low density and leaving this area zoned R2 would almost ensure the buildings will never be redeveloped because the penalty is so great.

ORDINANCE
ZONING TEXT AMENDMENT

An Ordinance Repealing Oxford Codified Ordinance Section 1159.13 Entitled Definitions (Beginning With The Letter “L”) And Adopting New Oxford Codified Ordinance Section 1159.13 Entitled Definitions (Beginning With The Letter “L”). (Jung-Han Chen, Community Development Director)

Mr. Chen referred to page 93 of Council’s packet and advised the proposed Ordinance would change the definition of “Lot Line Front”. Mr. Chen noted the existing language was not consistent with the rest of the zoning code.

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

ORDINANCE
ZONING TEXT AMENDMENT

An Ordinance Repealing Oxford Codified Ordinance Section 1159.20 Entitled Definitions (Beginning with the letter “S”) And Adopting New Oxford Codified Ordinance Section 1159.20 Entitled Definitions (Beginning with the letter “S”). (Jung-Han Chen, Community Development Director)

Mr. Chen referred to page 104 of Council’s packet and advised there were two definitions in the zoning code for “Sorority/Fraternity House” and the proposed Ordinance would eliminate the one in conflict.

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

ORDINANCE
2018 BUDGET

An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2018. (Joe Newlin, Finance Director)

Mr. Newlin referred to pages 108-113 of Council’s packet and highlighted items in the proposed budget for 2018 noting a very extensive department by department Work Session took place with Council recently.

Mr. Dana referred to page 113 of Council’s packet and asked for clarification regarding the OVI Task Force which Mr. Newlin addressed.

Mr. Elliott clarified a question for Mayor Rousmaniere regarding pay increases.

Ms. Southard and Mr. Dana noted their support for the addition of a Part-Time Zoning Enforcement employee.

ORDINANCE
BUDGETED TRANSFERS

An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2018. (Joe Newlin, Finance Director)

Mr. Newlin referred to pages 114--116 of Council's packet and explained each budgeted transfer for the 2018 budget and when the transfers would occur.

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

ORDINANCE
BUDGETED ADVANCES

An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2018. (Joe Newlin, Finance Director)

Mr. Newlin referred to pages 120-121 of Council's packet and explained each budgeted advance for the 2018 budget and when the advances would occur.

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

ORDINANCE
2018 FEES

An Ordinance Adopting Fees And Charges For Fiscal Year 2018. (Joe Newlin, Finance Director)

Mr. Newlin referred to pages 123-140 of Council's packet and noted additions were bolded and deletions were struck through for the proposed fees for 2018. Mr. Newlin advised any questions should be directed to the respective Department Head.

Mayor Rousmaniere inquired if there were any notable increases in fees and Mr. Newlin advised no.

Mr. Smith noted Oxford's fees were much lower than other cities with respect to the Community Development Department.

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

ORDINANCE
2018 SALARIES

An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2018 Through December 31, 2018. (Candi Fyffe, Human Resources Director)

Mr. Elliott referred to pages 141-142 of Council's packet and explained the proposed changes in the Salary Ordinance for 2018 noting 5 new full-time positions were being proposed. Mr. Elliott advised an additional Service Department employee was proposed but not listed in the staff report bringing the total authorized number of full-time personnel to 116. Mr. Elliott offered to answer any questions.

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

ORDINANCE
SECOND READING

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3443 Amending Ordinance No. 3381. Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2017. (Joe Newlin, Finance Director)

Mr. Newlin referred to page 162 of Council's packet and advised the only change from the first reading was the addition of \$4,000 for legal expenses for the income tax law suite Council discussed earlier this evening.

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

Mr. Dana moved to adopt Ordinance No. 3443. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. Smith, Ms. Southard, Mr. Dana, Mayor Rousmaniere (5)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised the proposed budget was reviewed with Council at the October 11, 2017 Work Session and he felt the 2018 proposed budget was an essential, responsible and sustainable budget. Mr. Elliott noted no programs or services presently provided by the City were being eliminated. Mr. Elliott advised there were no major changes proposed in the employer provided health insurance program for 2018. Mr. Elliott noted the General Fund proposed operating expenditures of \$9,982,462 were up from the 2017 budget by \$473,974 or 4.7%. Mr. Elliott advised the increase in operating expenditures in the 2018 proposed budget from the 2017 budget is due primarily to increases in salaries, wages and benefits plus the addition in the General Fund of 2.5 positions.

Mr. Elliott noted the building maintenance program was increased by 48% to account for the expenses of the new administration building at the former Lane Library. Mr. Elliott advised General Fund revenues excluding advances and transfers for 2018 are estimated overall to increase from the fiscal year 2017 levels by \$611,769 or 5.6% due to an estimated increase in income tax revenues. Mr. Elliott noted the income tax now provides 75% of General Fund revenues since the loss of the Ohio Estate Tax and the reductions in local government funding. Mr. Elliott noted local property tax provides 9.3% of General Fund revenues.

Mr. Elliott discussed the opt-out letters from AEP that eligible customers in Oxford received with regard to the City's Electric Aggregation Program.

Mr. Elliott advised the City again received the Government Finance Officer Association's Certificate of Achievement For Excellence in Financial Reporting for the 2016 Comprehensive Annual Financial Report (CAFR).

Mr. Elliott advised the City received an inquiry for a medical marijuana dispensary and the party was looking at a vacant lot on College Corner Pike presently zoned GB. Mr. Elliott noted if the party is successful with the State of Ohio they would still need to go through Oxford's building and zoning permitting process.

Mr. Wooddell reminded everyone the Veterans Day celebration was Saturday, November 11, 2017 with a reception at 10:00 and the ceremony at noon. Mr. Wooddell noted the City partnered with the Empty Bowls program and they were offering free meals to Veterans from 11:00 until 2:00 at the Oxford Community Arts Center and Oxford Rotary was paying for the meals.

Mr. Kyger noted after 20 years in business Kona Bistro closed in Oxford and encouraged everyone to support local businesses.

Mr. Kyger wished everyone good luck with the election results this evening.

Mr. Kyger noted Councilor McKeehan was doing well after a medical procedure today.

Mr. Dana thanked 2 members of Council for running outstanding campaigns and interacting with the public.

Mr. Smith thanked everyone who helped with the campaign, did canvassing for him and gave him input noting he appreciated it.

Ms. Southard thanked all of those who helped with her campaign.

Ms. Southard noted Saturday was the Empty Bowls event from 11:00 – 2:00 at the Oxford Community Arts Center and advised all of the bowls, food and funds raised benefitted the Oxford Community Choice Pantry.

Mayor Rousmaniere referred to a survey completed recently by students and a relatively significant proportion of them had some complaints about the Oxford Police Division.

Mayor Rousmaniere reminded the students with complaints and all citizens that Oxford had a Police Community Relations and Review Commission which was established two years ago specifically to address complaints. Mayor Rousmaniere noted it would be much more helpful if people with concerns about members of the City speak up and go to the commissions that are already established to address the issues. Mayor Rousmaniere advised the Oxford Police Community Relations and Review Commission was meeting Thursday, November 16 at 7:00 p.m. at the Courthouse.

Mayor Rousmaniere thanked citizens who wrote to her about concerns with streets and other issues in town and noted Council and staff don't always know about certain issues unless citizens come forward with the information.

ADJOURN

Mr. Dana moved to adjourn at 9:13 p.m. Mr. Smith seconded. The motion passed 5-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 21, 2017

Sam Perry
Prepared By

Account Code No. #:

Budgeted Amount:

November 13, 2017
Date Prepared

HAPC MEETING REPORT – NOVEMBER 1, 2017

New Business: Certificates of Appropriateness (COA's)

HAPC-2017-25, 117 E. High Street, The Den, re-location of an ATM, Jeff Robinson, Applicant, Agent

This was a new proposal for relocation of an ATM, from the un-approved door location to an existing window. The proposed location was approved unanimously (5-0) with several conditions, including a deadline for submittal of additional drawings – November 30, 2017.

Old Business

Commission and staff discussed the progress of the Uptown District Inventory and final revisions yet to be made. The City Council review could potentially be in January 2018. There was discussion of adding online functionality and a new cover page/summary. The plan was for the three person committee to meet the last week of November and the full Commission would review the final revisions at its December 6 meeting.

A previous administrative approval of handrail at 210 W. High Street was discussed.

Announcements

Staff announced the National Association of Preservation Commissions annual Forum at Des Moines, Iowa on July 18-22, 2018. A session proposal has been submitted. No travel/training funds are available to Commission members.

Zoning enforcement of window signs in the Uptown District was requested.

Next regular meeting is 6:00 p.m. on Wednesday, December 6, 2017 at 118 West High Street.

Department Head:

JHC / 11-14-17

City Manager:

DRF / 11-17-17

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 21, 2017

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

November 8, 2017
Date Prepared

Agenda Title: Environmental Commission Meeting of November 1, 2017

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, November 1, 2017 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Ms. Madeline Maurer; City Council Representative, Mayor Kate Rousmaniere; Planning Commission Representative, Mr. Bill Snavely; Mr. Jon Ralinovsky, and Mr. Vince Hand. A quorum was present.

Ms. Celeste Bronson, Ms. Clare Quinlan, Ms. Page Jordan, Mr. Ryan Bourgart, and Ms. Sara Rudokas, graduate students with Miami University's (MU's) Institute for the Environment and Sustainability (IES), Mr. Bob Feldman, faculty with MU's Kinesiology and Health Department, and MU undergraduate student, Ms. Shannon Pressler, were also in attendance.

The Minutes from the October 4, 2017 Environmental Commission meeting were unanimously approved as presented.

Mr. Feldman addressed the Commissioners regarding establishment of a bicycle sharing program on the MU campus and adjacent Oxford areas. For costs and liability issues, MU prefers that a student group take the lead on establishing a bike-share program, and establishing a "bike-friendly" campus status. Presently, Mr. Feldman is investigating Oxford's interest in involvement due to its proximity to MU campus, and the potential need for additional bicycle racks in the Uptown area.

Ms. Pressler informed the Commissioners that Green Oxford (a student organization primarily devoted to sustainability, with working groups on food, recycling, and water conservation) has re-worked the recycling public information flyers to be more student-specific. Presently, Green Oxford is working with MU's Asian American Association to provide multi-lingual translation of the re-worked recycling flyer.

Prior to the meeting, the IES Professional Service Project (PSP) student team had provided a summary of the Global Covenant of Mayors for Climate and Energy program (the Covenant) components. The Covenant is divided into four phases (register the commitment, conduct a greenhouse gas (GHG) inventory, set GHG reduction targets, and develop and implement a plan to achieve the reduction targets), with each containing a plan to mitigate/reduce the impact of city operations on the climate, and a plan for

(Continued)

Approved By:

Department Head:
City Manager:

Initial Date

DRE \ 11/15/17
11/17/17

how a city will adapt to climate change. The PSP team is still in the process of evaluating the labor hours associated with completion of the four phases. In an effort to determine what it took for other communities to address the Covenant's requirements, the PSP team has contacted six communities involved in the Covenant, five of which are cities with adjacent colleges/universities of similar demographics as Oxford/MU (with three being actual signatories to the Covenant), and the sixth being Cleveland, where an IES graduate worked with their application and participation with the Covenant. As of the November 1, 2017 Commission meeting, two of the communities had contacted the PSP team. The PSP team is also scheduled to meet with the three Oxford residents that had been encouraging the Mayor to become a signatory to the Covenant to invite their participation. The mid-term formal presentation of this PSP is scheduled for Wednesday, December 6th at 8:30 AM in Shideler Hall on MU's main campus.

Commissioners went through the proposed revision to Oxford's Codified Ordinance addressing preservation and replacement of trees on private land page by page to address questions and concerns by the Commission and Oxford's Community Development Director, Mr. Jung-Han Chen. Chair Gwyn again volunteered to incorporate the Commissioner's most recent revisions to a draft ordinance, and is to provide a copy to the Commission for additional review and comments. The intention is to have a final draft of the preservation and replacement ordinance for Mr. Chen's review and comments by November 17, 2017.

The Commissioners concluded discussion at 8:50 p.m. The Environmental Commission is next scheduled to meet at 7:00 p.m. on December 6, 2017, in the Municipal Building's Second Floor Conference Room.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/21/17

Account Code No. _____

Joe Newlin
Prepared By

Budgeted Amount: _____

10/20/2017
Date Prepared

Agenda Title: Resolution for advanced property tax payment from Butler County

Recommendation: Approve

Discussion:

This resolution is to request that Butler County remit 2018 property taxes which they have already received to the City earlier than their standard pay date in March. The early payment request can accelerate the receiving of a portion of the taxes by a month or more. To qualify for the early advance, the County requires the passage of a resolution each year.

Approved By:

Department Head:
City Manager:

Initial Date
10/20/17
DRE 11/17/17

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO REQUEST ADVANCED PAYMENT OF PROPERTY TAXES TO THE CITY IN 2018 FROM BUTLER COUNTY.

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 Manager be authorized to request advanced payment of property taxes, as much as available as soon as possible, from Butler County in order to maximize cash flow to meet the demands of financing operations and capital expenditures.

SECTION 2: Council hereby finds that it is in the best interest of the City of Oxford to request payment of property taxes that Butler County has collected in advance of the normal payment date.

SECTION 3: Council further determines that the early receipt of said property taxes will result in additional interest income for the City.

SECTION 4: Council hereby accepts the recommendation of the City Manager and the Finance Director and hereby authorizes the City Manager to submit a request to Butler County for the advanced payment of property taxes, as much as available as soon as possible.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police

Originating Department

Council Meeting Of: November 21, 2017

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 3, 2017

Date Prepared

Agenda Title: A resolution to provide free 2 hour parking at meters on High St., East and West Park, a portion of Lot 52, and Poplar, Main, and Beech Streets, between Church and Walnut Streets, during the 2017 Christmas/New Year's holiday season.

Recommendation: Approve

Discussion: The OPD parking unit recommends that FREE two (2) hour holiday parking be provided at the meters on High Street (between Campus Ave. and College Ave.), East Park Place, West Park Place, as well as Poplar Street, Main Street, and Beech Street, between Walnut Street and Church Street and the southern section of Lot 52, starting on Monday, December 18, 2017 at 9:00am and ending Sunday, December 31, 2017 at 6:00pm.

The meters will be bagged with red, plastic covers that read as follows, "Happy Holidays, FREE PARKING (2 HR LIMIT)." This has been well received by merchants and shoppers in the past and will hopefully continue to be an incentive for residents and visitors alike to come uptown to shop and/or dine.

This holiday tradition has been approved by Council in the past years.

Initial Date

Department Head:

City Attorney:

City Manager:

[Signature] \ 11/3/17
[Signature] \ 11/17/17

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE PARKING METER FEES ON HIGH STREET, EAST PARK PLACE, WEST PARK PLACE, POPLAR STREET, MAIN STREET AND BEECH STREET BETWEEN WALNUT STREET AND CHURCH STREET, AND IN THE SOUTHERN (2-HR) SECTION OF LOT 52 FROM 9:00 A.M. ON DECEMBER 18, 2017 UNTIL 6:00 P.M. ON DECEMBER 31, 2017. THE TWO HOUR RESTRICTION FOR METERS IN THESE LOCATIONS WILL REMAIN IN EFFECT.

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

SECTION 1: The City Manager recommends approval of the proposal of the Police Chief to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section of Lot 52 from 9:00 a.m. on December 18, 2017, until 6:00 p.m. on December 31, 2017. The two hour restriction for meters in these locations will remain in effect.

SECTION 2: City Council hereby accepts the recommendation of the City Manager and the Police Chief and authorizes the City Manager to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section Lot 52 from 9:00 a.m. on December 18, 2017 until 6:00 p.m. on December 31, 2017. The two hour restriction for meters in these locations will remain in effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: Nov. 21, 2017

Account Code No. #: 110.620.52320

Prepared By: Casey D. Wooddell

Budgeted Amount: Per Lease

Date Prepared: 11/7/2017

Agenda Title: Renewal of T.R.I. Lease Agreement

Recommendation: Approve

Discussion:

The Parks and Recreation Department is housed on 9 acres of land owned by the Talawanda Recreation, Incorporated (TRI), and located at 6025 Fairfield Rd. in Oxford. The current lease agreement expires 12/31/17.

The attached two year lease renewal is for 2018 and 2019, which includes a 2% increase each year, or \$37,836 and \$38,593 respectively. The funds for this lease agreement are utilized by the TRI for maintenance, repairs and renovations of the facilities and grounds of the TRI property, which includes the skate park, ball field, tennis courts, playgrounds, offices, fitness rooms and gymnasium.

This agreement has served both the City of Oxford and TRI Board well for many years by providing facilities for recreation programs and office space for Park and Recreation staff to run operations.

Approved By:

Initial Date

Department Head:

CDW \ 11/7/17

City Manager:

DRE \ 11/12/17

RESOLUTION NO.

RESOLUTION GRANTING THE TALAWANDA RECREATION, INC. (TRI) A TWO (2) YEAR LEASE AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE NEW LEASE.

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

SECTION 1: The City Manager having reviewed the proposed two (2) year lease between the City and the TRI, hereby recommends Council authorize him to sign on the City's behalf, the new Lease attached hereto as Exhibit "A".

SECTION 2: Council hereby accepts the City Manager's recommendation and authorizes the City Manager to execute on the City's behalf the new Lease with the TRI. Council supports the TRI facility and believes it is important to ensure continued use of the facility by the citizens of Oxford.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

EXHIBIT 'A'

LEASE AGREEMENT

This agreement entered into at Oxford, Ohio, this _____ day of _____, 2017, between Talawanda Recreation Incorporated, hereinafter referred to as "TRI" and the City of Oxford, Butler County, hereinafter referred to as "City". This lease supercedes the previous lease entered into by the parties.

WHEREAS, TRI, a corporation not for profit and being the owner of the following described real estate:

Situate in the City of Oxford, Butler County, Ohio, and being a part of Lot No. 1668 of said City and bounded as described as follows: Beginning at a point in the North line of Section 27, Town 5, Range 1 East and formerly of Oxford Township, located 936.45 feet West of the Northeast corner of the Northwest quarter of said Section; thence from said point of beginning South 0° 53' East 227.18 feet; thence South 88° 54'; West 334.37 feet; thence South 0° 53' East 390.82 feet; thence South 88° 54' West 300.00 feet; thence North 0° 53' West 618.00 feet to a point in the North line of said section 27; thence North 88° 54' East along the Section line 634.37 feet to the point of beginning containing 6.00 acres of land more or less. The above described tract includes a strip of land 53 feet wide along the North line which will ultimately become a part of Fairfield Road, the North 40 feet being the portion already dedicated for said road.

desires to lease to the City the land, facilities and building, and;

WHEREAS, the City desires to lease said land, facilities and buildings.

NOW, THEREFORE, the parties hereto agree as follows:

SECTION 1: TRI does hereby lease unto the City the above described real estate, including buildings and facilities for the rent fee of \$37,836 during the first year of the lease and \$38,593 during the second year of said lease. The rent shall be paid quarterly on January 15, April 15, July 15 and October 15 of each year. The City shall be entitled to possession immediately upon execution of this lease agreement, and the City shall quietly have and enjoy said premises during the lease term free from hindrance by TRI; and if any part of said premises shall be destroyed or rendered untenable by fire or other unavoidable casualty, no rent shall be charged during the time that the same shall be untenable by the City because of such destruction or untenable condition and any rent previously paid shall be prorated and refunded to the City.

SECTION 2: The term of said lease shall be from January 1, 2018 through December 31, 2019. It is specifically provided that either party may terminate this lease at any time hereafter by giving a written six months advance notice to the other party of the termination date. Upon the termination by either party, the rent shall be pro-rated as of the effective termination date with the same paid on a pro-rated basis to TRI or refunded on a pro-rated basis to the City, as the case may be.

SECTION 3: City, at its own expense, agrees to provide janitorial and custodial services for said buildings and grounds.

SECTION 4: TRI agrees to provide repairs for the exterior and interior of said building. It is the obligation of TRI to see to it that the building and grounds are in compliance with the laws of Ohio so that the same may be lawfully used by the City for recreational and other public programs.

SECTION 5: It is further agreed that TRI shall continue to develop and improve the recreational site at the expense of TRI and in a manner that does not interfere with possession or use by the City and does not require an increased rental sum from the City.

SECTION 6: It is further agreed that TRI shall maintain insurance on the building and contents and shall carry public liability coverage, and shall hold the city harmless for liability related to defects in building, structures, contents, and grounds of which TRI has actual or constructive notice.

SECTION 7: It is further agreed that the City shall employ a full-time Parks and Recreation Director for said facility at the expense of the City, and an appropriate office will be provided for the Parks and Recreation Director by TRI.

SECTION 8: TRI agrees to provide heating and electrical service in good working order for said facility during the term of this lease.

SECTION 9: It is further agreed that the City shall be responsible for gas, electric, water, refuse collection and sewer charges for said facility at the expense of the City.

SECTION 10: The City shall maintain public liability insurance and shall hold TRI harmless for injuries resulting from any cause other than defects in the building, structures, contents, and grounds of which TRI has actual or constructive notice.

SECTION 11: It is understood between the parties that said facility shall be used for civic and recreational purposes only and cannot be used for partisan political purposes.

SECTION 12: It is further agreed between the parties that the Parks and Recreation Director shall be the sole control of the City.

SECTION 13: It is further agreed by the parties that during the term of this lease the parties will work cooperatively to study the possibility of expanding the TRI recreation facility and how to fund any expansion.

IN WITNESS THEREOF, the parties have caused signatures to be subscribed hereon binding the parties to the contents herein contained.

WITNESSES:

TALAWANDA, RECREATION, INC.

By: _____
President

By: _____
Secretary

CITY OF OXFORD, OHIO

By: _____
Douglas R. Elliott, Jr.
City Manager

State of Ohio,
County of Butler, ss:

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by _____, President of Talawanda Recreation, Inc., an Ohio corporation, on behalf of the corporation.

Notary Public

State of Ohio,
County of Butler, ss:

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by Douglas R. Elliott, Jr., City Manager, for the City of Oxford, on behalf of the City of Oxford.

Notary Public

State of Ohio,
County of Butler, ss:

The undersigned Clerk of Council of the City of Oxford, does hereby attest that the foregoing instrument was executed by, Douglas R. Elliott, Jr., City Manager pursuant to Resolution authorizing the execution of said instrument dated _____, 2017 and being Resolution No. _____ whereby Council of the City of Oxford expressly authorized the execution of said lease.

Clerk of Council

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 21, 2017

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

November 1, 2017
Date Prepared

Agenda Title: A Resolution authorizing the City Manager to enter into a Memorandum of Understanding (MOU) with Butler Soil and Water Conservation District (BSWCD) to perform Plan Review Services for Subdivision and Planned Development Projects in the City of Oxford, Specifically Outlined in Exhibit A.

Recommendation: Approval

Discussion:

The proposed Resolution will authorize the City Manager to enter into a MOU with Butler Soil and Water Conservation District (BSWCD) to perform plan review services related to soil and wetland conditions, more specifically outlined in Exhibit A for subdivision and planned development projects in Oxford.

The question of involving Butler Soil and Water Conservation District came about during the discussion of the sensitive development regulations amendment process, since City staff does not have the specific expertise in delineating the wetland, it was recommended by a local engineering firm that the City should approach Butler Soil and Water Conservation District to be part of the review team for subdivision and planned development projects.

Staff negotiated the terms and conditions for services with BSWCD. The cost of services will be based upon actual cases reviewed by BSWCD, and the cost will be borne by the applicant when the application is filed with the City.

Staff recommends Council's approval to authorize the City Manager to enter into a MOU with BSWCD for the plan review services, specifically outlined in Exhibit A of the MOU.

Approved By:

Department Head:
City Manager:

Initial Date

DRE | 11/17/17

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE BUTLER SOIL AND WATER CONSERVATION DISTRICT (BSWCD) TO PERFORM PLAN REVIEW SERVICES FOR SUBDIVISION AND PLANNED DEVELOPMENT PROJECTS IN THE CITY OF OXFORD.

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

SECTION 1: The City of Oxford wishes to partner with the Butler Soil and Water Conservation District for the purpose of obtaining their expertise in performing plan review services for subdivision and planned development projects in the City of Oxford.

SECTION 2: The City Manager and the Community Development Director hereby recommend City Council authorize the City Manager to enter into a MOU in substantially the same form as Exhibit 'A' attached hereto and incorporated herein with the Butler Soil and Water Conservation District to perform plan review services for subdivision and planned development projects in the City of Oxford.

SECTION 3 City Council accepts the recommendation of the City Manager and the Community Development Director and hereby authorizes the City Manager to enter into a MOU in substantially the same form as Exhibit 'A' attached hereto and incorporated herein with the Butler Soil and Water Conservation District to perform plan review services for subdivision and planned development projects in the City of Oxford.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

EXHIBIT "A"

**Memorandum of Understanding
Working Agreement between the City of Oxford
and
Butler Soil and Water Conservation District**

The Memo of understanding made this ____ day of _____, 2017 by and between the City of Oxford, Butler County, Ohio, hereinafter called "Oxford" and the Butler Soil and Water Conservation District hereinafter called "BSWCD" is for Oxford to engage BSWCD to perform plan review service for subdivision and planned development projects in Oxford.

STATEMENT OF PURPOSE

The purpose of this MOU is to express the intent to build a close working relationship between the City of Oxford and the Butler Soil and Water Conservation District (BSWCD) and for the City to engage BSWCD to perform plan review services for subdivision and planned development applications.

SCOPE OF SERVICES

This plan review service will allow BSWCD to further their core mission of promoting the conservation, restoration and wise use of our natural resources, as Oxford desires to achieve the same. The plan review services to be provided by BSWCD are those services listed on Exhibit A. BSWCD may provide additional technical assistance not listed on Exhibit A when the BSWCD believes their expertise will further benefit the mission.

It is mutually agreed that the plan review rate shall be \$35 per hour. On average, it would take less than 2 hours for each project review. Occasionally, BSWCD will need to make a site visit to gain a better assessment of the site and will charge the City accordingly.

It is also mutually agreed that BSWCD will invoice the City on a quarterly basis detailing the time spent on each project. The City will make the payment in a timely manner to BSWCD.

The City will forward a complete application packet to BSWCD upon receipt of an application being filed with the City for subdivision and planned development projects. The BSWCD will return the complete packet to the City, along with comments, within 20 days from receipt of the packet.

TERMINATION

The agreement may be terminated at any time by mutual consent of the parties involved or may be terminated by either party by giving sixty (60) days notice in writing to the other party.

City of Oxford

Butler Soil and Water Conservation District

BY: _____

By: _____

Title: _____ Date _____

Title: _____ Date _____

EXHIBIT A

BSWCD Review Checklist

- ☐ North indicator, Vicinity Map, Date and Scale
- ☐ Legend showing all abbreviations and symbols
- ☐ Contour interval and annotation
- ☐ Site Benchmark
- ☐ Receiving Water(s), watershed (11- & 12-digit HUC)
- ☐ Soils (general)- High Water Table (perched or apparent), Depth to Bedrock, other Limitations
- ☐ Hydric Soils. Soils with Hydric components, National Wetlands Inventory, 401/404 permit(s), Corresponding Wetland delineation (contact OEPA &/or USACE, if applicable)
- ☐ Steep slopes- Slipprone soils, corresponding geotechnical report, location of sump, roof drain, and other storm water outlets (contact BSWD)
- ☐ Location of stormwater detention/retention facilities (contact BSWD)
- ☐ Potential existing subsurface drainage systems (contact FSA)
- ☐ Areas of 5' or more of fill, corresponding compaction test.
- ☐ Ponds- Planned to fill/compaction test, condition of dam, age (if aerial data is available)
- ☐ Streams –All streams delineated (perennial, ephemeral, intermittent), Blue Line Streams, 401/404 Permits, Stream stability/state of bank erosion (contact OEPA &/or USACE, if applicable)
- ☐ Easements- Conservation Area(s), Stream Buffer Easement
- ☐ Location of potential bury Pits
- ☐ Other issues of concern _____

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 7 and 21, 2017

Service _____
Originating Department

Account Code #: N/A

David Treleven
Prepared By

Budgeted Amount: N/A

August 15, 2017
Date Prepared

Agenda Title: Expansion of the Defined Mile Square "Plus" Area

Recommendation: Approve

Discussion:

Oxford's Codified Ordinance Chapter 931.02(c) defines the Mile Square "Plus" area, including ancillary streets. Managers of rental properties and neighboring owner occupants on Cedar Drive and Silvoor Lane have approached City staff requesting that the rental properties be made eligible for the additional Move-In and Move-Out refuse collection services.

With the inclusion of Cedar Drive and Silvoor Lane into the Mile Square "Plus" area, the rental properties on these streets (currently five 4-tenant properties out of a total of 22 properties) would be eligible for the additional refuse collection services associated with Miami University's move-in and move-out time periods at the beginning and end of their academic, two semester year. If included in the defined Mile Square "Plus" area, the rental properties on these streets would be subject to the monthly move in/out solid waste removal fee to cover the expense of this refuse additional service.

Residential refuse accounts within the Mile Square "Plus" are required to utilize wheeled lid-attached totes for their refuse placed curbside, with the exception of owner occupied properties.

It is the recommendation of staff that Council authorize the revision of Chapter 931.02(c) to include Cedar Drive and Silvoor Lane as ancillary streets included in the Mile Square "Plus" area.

Approved By:

Department Head:
City Manager:

Initial	Date
<u>MB</u>	<u>8/16/17</u>
<u>DSE</u>	<u>11/3/17</u>

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 931.02, ENTITLED CONTAINER REQUIREMENTS, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 931.02, ENTITLED CONTAINER REQUIREMENTS.

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

SECTION I: Section 931.02 of the Codified Ordinances of the City of Oxford, Ohio entitled Container Requirements, regulates the type of containers utilized for the collection and disposal of solid waste and recycling.

SECTION II: For the purpose of the collection and disposal of solid waste and recycling, the City Manager and the Service Director recommend the addition of Cedar Drive and Silvoor Lane as ancillary streets in the Mile Square “Plus” area.

SECTION III: Current Section 931.02 of the Codified Ordinances of the City of Oxford, Ohio, entitled Container Requirements, is hereby repealed and new Section 931.02 is adopted to read as follows (additions are bolded):

931.02 CONTAINER REQUIREMENTS

- (a) No customer of any public or private premises shall permit the accumulation upon the premise of any garbage or refuse except in covered containers approved by the Service Director. Such containers shall be constructed in such manner as to be strong, not easily corrodible, rodent-proof and of a capacity of not more than 32 gallons or weighing more than 60 pounds loaded, or in a wheeled lid-attached tote (gross weight limit of 250 pounds), or in dumpster containers approved by the Service Director capable of being lifted mechanically by the waste contractor. All containers shall have tight covers, the same to be in place at all times except when garbage or refuse is being deposited or removed. In the event garbage and refuse are disposed of separately, the Service Director may require separate containers. Tree cuttings and odd articles shall be crushed and/or bundled in lengths not to exceed three feet or 50 pounds in weight. Recycling materials may be accumulated in the recycling container issued to each customer or in a larger container which is approved for garbage or refuse accumulation.
- (b) (1) All residential users and customers except as provided for herein within the Mile Square “Plus” area, shall be required to utilize a wheeled, lid-attached tote (waste wheeler tote) container capable of being mechanically lifted by the collection vehicle with a gross weight limit of 250 pounds.

(2) The wheeled lid-attached tote containers shall be obtained (monthly rental or purchased) from the waste contractor. The lid of the wheeled lid-attached tote shall be tightly closed when placed curbside in the right-of-way for collection. No residential user or customer shall allow the tote to overflow. No solid waste shall be placed on top of, next to, or around the tote. Owner occupied properties are not required to utilize the wheeled lid-attached tote containers.

(c) For the purpose of Oxford Codified Ordinance Chapter 931.02, the Mile Square “Plus” area is defined as the area enclosed by, and on the exterior parameter of the intersections of East Chestnut Street and Patterson Avenue, west to West Chestnut and South Locust Streets, north to North Locust and West Sycamore Streets, east to East Sycamore Street and Tallawanda Road, south to Tallawanda Road and East High Street, east to East High Street and Patterson Avenue, and south to the intersection of Patterson Ave. and Chestnut Street. The ancillary streets of Arrowhead Drive, Acorn Circle, Lincoln Street, North Beech Street, North Poplar Street, Homestead Avenue, Bouden Lane, North Campus Avenue, University Avenue, **Cedar Drive and Silvoor Lane** shall be considered as included in the Mile Square “Plus” area.

(d) The required minimum number of wheeled lid-attached tote containers shall be one (1) per unit, with additional containers required based upon the maximum permitted residential occupancy. The minimum number of wheeled lid-attached tote containers required is as follows:

Maximum permitted occupancy	Waste Wheeler Tote Containers
1 – 4	1
5 – 8	2
9 – 12	3
13 - 16	4

(e) The City Manager shall have the authority to provide and require the property owner to pay for additional waste wheeler tote containers should any property owner be found responsible or liable for two (2) or more citations during any twelve (12) month period for violating any provision of Oxford Codified Ordinance Section 931.02.

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

MAYOR

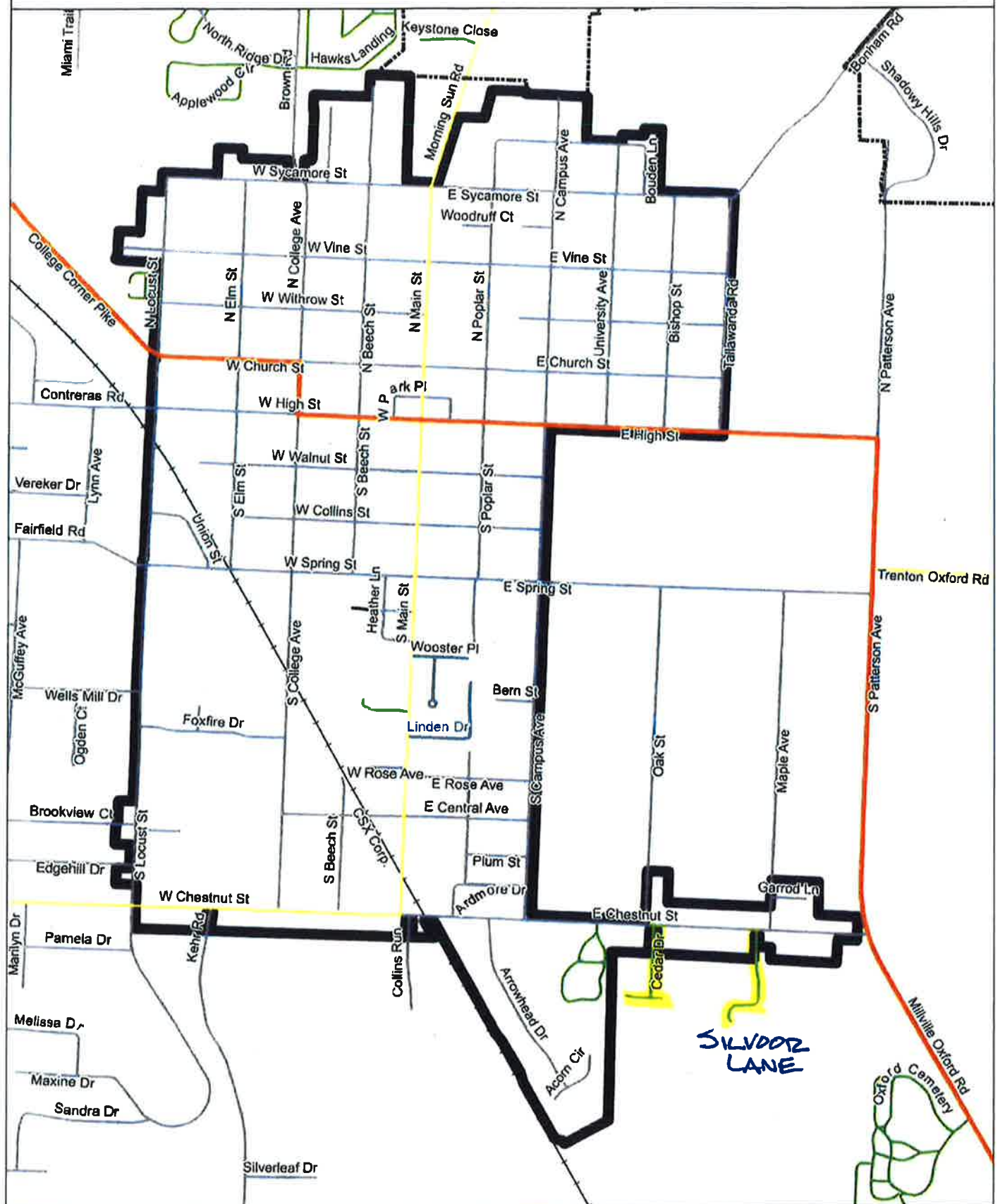
ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 7, 2017

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

October 25, 2017
Date Prepared:

PC-2017-30 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (single-Family Low Density Residential) District, on Silvoor Lane and Part of E. Chestnut Street, for a Total of 21 Parcels. **City of Oxford, applicant**

Recommendation by the Planning Commission: Approval

Discussion:

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District in the neighborhood of Silvoor Lane and part of E. Chestnut Street.

A petition to establish a neighborhood conservation overlay district was filed on July 14, 2017 to the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarded this request to the Planning Commission on August 21, 2017

The Planning Commission reviewed the application and heard testimony from the neighbors and went through the decision standards of zoning map amendment as well as the Overlay District. The Commission unanimously recommended the approval of the proposed zoning map amendment to City Council for legislative action.

Approved by:

Department Head:
City Attorney:
City Manager:

JHC 10/27/17
DRE 11/3/17

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION AND GRANTING A ZONING MAP AMENDMENT TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT IN A R-1A (SINGLE FAMILY LOW DENSITY RESIDENTIAL) DISTRICT FOR 21 PARCELS LOCATED ON E. CHESTNUT STREET AND ON SILVOOR LANE, IN THE CITY OF OXFORD, OHIO.

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

SECTION 1: Council finds in accordance with Section 1146.03 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on October 10, 2017 on the City of Oxford's application for a Zoning Map Amendment to establish a Neighborhood Conservation Overlay District in a R-1A (Single Family Low Density Residential) District for 21 parcels located on E. Chestnut Street and on Silvoor Lane, in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A".

SECTION 2: The Oxford Planning Commission, after public hearing and deliberation, recommended granting the Zoning Map Amendment to establish a Neighborhood Conservation Overlay District, and found that the proposed request was in keeping with the intended characteristics of the neighborhood and was an appropriate classification for the properties in question.

SECTION 3: Council hereby accepts the recommendation of the Oxford Planning Commission, and after deliberation, finds for the granting of the Zoning Map Amendment, to establish a Neighborhood Conservation Overlay District in a R-1A (Single Family Low Density Residential) District for 21 parcels located on E. Chestnut Street and on Silvoor Lane, in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A".

SECTION 4: Council hereby grants the Zoning Map Amendment as requested, incorporating the application and documents submitted with the application as a term and condition of the granting of this Zoning Map Amendment and orders that the official zoning map be amended.

SECTION 5: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

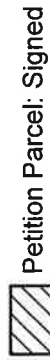


Silvoor Chestnut Expanded Neighborhood Conservation Overlay District Petition Boundaries

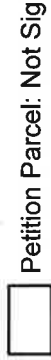
Legend



Petition Area



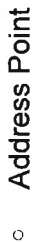
Petition Parcel: Signed



Petition Parcel: Not Signed



Oxford Corporation Limit



Address Point



Parcel



Building Footprint



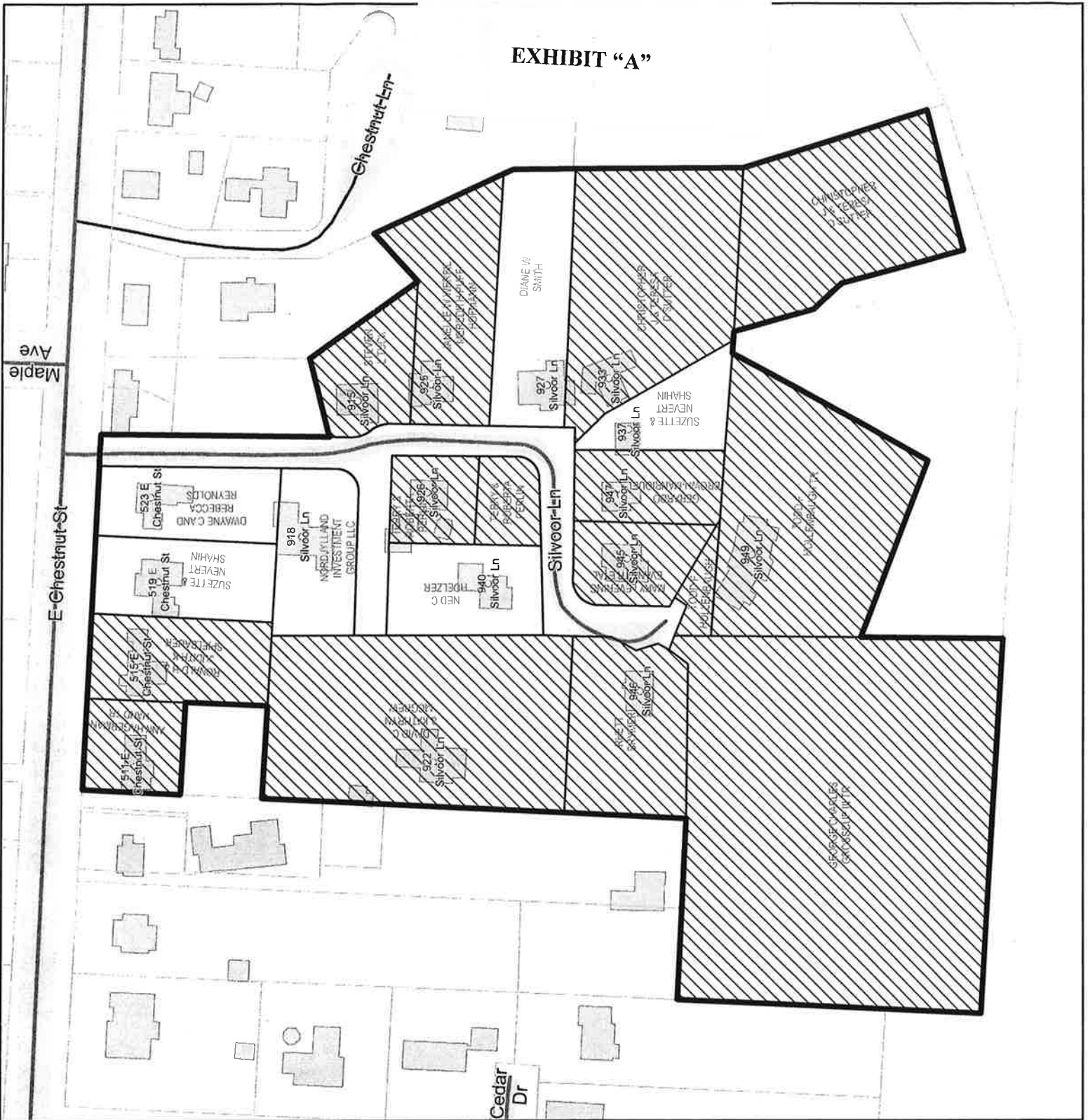
Paved Roadway



1 inch = 150 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"



Certification of Action

Oxford Planning Commission

Recommendation to City Council

<u>Report Date</u>	November 7, 2017
<u>Case Number</u>	PC-2017-30
<u>Applicant Information</u>	City of Oxford
<u>Requested Action</u>	Zoning Code Map Amendment
<u>Summary of Request</u>	To Establish a Neighborhood Conservation Overlay District in an R-1A District, in the Neighborhood Located on Part of E. Chestnut Street and Silvoor Lane
<u>Public Hearing Information</u>	A Public Hearing took place at 118 W. High Street on October 10, 2017. A Public Hearing notice was published in the Journal News on September 10, 2017. Courtesy notices were mailed to adjacent property owners on September 28, 2017. Multiple signage was posted at the site on October 3, 2017.
<u>Commission Action</u>	The Planning Commission voted 6-0-0 recommending approval.
<u>Commission Findings and Conclusions</u>	The Planning Commission heard from several property owners their support of this overlay request and the Commission agreed with their commitment to preserve their neighborhood. After reviewing the Decision Standards, the Planning Commission voted to forward to City Council.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated September 27, 2017 2. Interoffice Review Transmittal Sheets 3. Surrounding Property Owner Notifications Map 4. Review and Comment Form Received 5. Zoning Map Amendment Application 6. Overlay District Boundaries' Map 7. Resolution 5087 Council Acceptance 8. Petition with Signatures

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-30

Date – October 10, 2017

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING MAP AMENDMENT to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the Neighborhood of East Chestnut Street and Silvoor Lane. City of Oxford, Applicant

DESCRIPTION

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District in the neighborhood of Silvoor Lane and part of E. Chestnut Street.

A petition to establish a neighborhood conservation overlay district was filed on July 14, 2017 to the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarded this request to the Planning Commission on August 21, 2017.

ZONING CODE

The Oxford Zoning Ordinance Chapter 1146 governs the establishment of the Neighborhood Conservation Overlay District.

COMPREHENSIVE PLAN

In the Overview Section of Chapter 7, Housing, in the Comprehensive Plan, residents echoed the same sentiments that Oxford has a unique housing market involving a large rental population that limits opportunities for family housing options and changes the community character, specifically within the Mile Square. The public input sessions also pointed out the lack of housing opportunities for families and the hope to encourage owner-occupied housing and promote the return of full-time residents to the area. Even the Comprehensive Plan does not implicitly point to the establishment of an overlay district to encourage owner-occupied neighborhoods, but several objectives and strategies are relevant to this idea of maintaining traditional neighborhoods and owner-occupied residential dwellings.

Objective Expand Housing options

- H2.1 Update development regulations to allow for a variety of housing types in new developments.*
- H2.4 Provide financial assistance to increase homeownership opportunities for low and moderate income residents.*

Objective: Expand homeownership opportunities

- H5.1 Encourage local employers to provide homeownership incentives.*
- H5.2 Encourage rehabilitation of owner-occupied structures within the Mile Square.*
- H5.3 Create an urban homeownership incentive program such as homeownership grants to help offset the cost of housing.*
- H5.4 Develop a revolving loan fund.*
- H5.5 Establish an Oxford Homeownership Office in partnership with Miami University.*
- H5.6 Support the University loan program to increase homeownership opportunities within the Mile Square.*

AGENCY REVIEWS

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

Police:	Received without comments
Fire:	Received without comments
Engineering:	Received without comments
Econ. Dev.	Received without comments

DECISION CRITERIA

A copy of the Decision Criteria for Overlay District is attached.

ANALYSIS

The idea of the neighborhood conservation overlay district was to preserve neighborhoods from being turned into rental properties and to maintain the traditional neighborhood owner-occupied character. The Planning Commission went through extensive discussion about this overlay district in 2012. It was designed to provide mechanisms to the neighborhoods to initiate a grass roots movement to get all the neighbors together and to petition City Council for the consideration of placing more restrictions on the underlying district.

The overlay district is not uncommon in the land use arena to put in place a specific set of regulations that are more stringent than the underlying district in order to accomplish specific objectives. The most commonly used overlay district is for the historic area. Others are used for specific design standards to promote some uniformity in certain specific subset areas.

Many neighborhoods have gone through this process since the adoption of this enabling legislation in 2013. As of today, there have been 14 different neighborhoods throughout the City that have obtained the overlay district designation. These neighborhoods are typically located outside of the Mile Square.

A petition was filed by a group of neighbors on East Chestnut Street and Silvoor Lane for a total of 21 parcels of tracts of land, to be considered a Neighborhood Conservation Overlay District on July 14, 2017 with the Clerk of the Oxford City Council. The petition showed that the signatures obtained represented 15 parcels. The signatures supporting this petition exceed the two-third requirements of the parcels of this petitioned area. The signatures represent 71% of the parcels within the boundary. A map of the proposed district is attached illustrating the area for consideration.

Based on the Neighborhood Conversation Overlay District requirements, the City Council accepted the petition on August 15, 2017 and forwarded this petition to the Planning Commission for Zoning Map Amendment consideration.

There are specific decision standards that the Planning Commission shall reference and the decision standards are also attached for reference. The Planning Commission also shall consider the purpose and objectives of such overlay district are to achieve the privacy of residents and to minimum noise, congestion and nuisance impact by excessive renters and to maintain an attractive community appearance and provide a desirable living environment and finally to prevent excessive traffic and parking problems in the neighborhood.

The petition met the boundary requirements as stipulated in the Chapter 1146.03(h). The petition also met the minimum two-thirds requirements of owner signatures within the proposed boundary. Additionally, the dates of those signatures were also within six months prior to the time the petition was filed with the City Clerk.

Please note that this process is a neighborhood driven process beginning with a petition to the City Council and followed with a public hearing before the Planning Commission for a Map Amendment recommendation. The City Council may waive certain requirements after a positive recommendation from the Planning Commission. This process is far lengthier than normal map amendment process and

has additional decision standard thresholds to meet. It is a process that the neighborhood had taken seriously and the neighbors have demonstrated their commitment to preserve their neighborhood and to maintain their neighborhood characters by going through an extra step to initiate.

RECOMMENDATION

Staff recommends that the Planning Commission approval of this amendment and forward this request to City Council for legislative action.

SUBMITTED

BY:


Jung-Han Chen
Community Development Director

DATE: September 27, 2017

ATTACHMENT

Chapter 1135 Zoning Map Amendment procedures and decision standards

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Map Amendments

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely to the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Planning Commission must utilize the Chapter 1146 Specific Decision Standards to consider the Neighborhood Conservation Overlay District and they are as follows:

1146.03(2) b Decision Standards for Considering Overlay District:

1. The proposed Overlay District meets the boundary criteria.
2. The proposed Overlay District will preserve and enhance the neighborhood character.
3. The proposed Overlay District will promote the public health, safety and general welfare of the people of the neighborhood.
4. The proposed Overlay District will promote and implement the intent of the Comprehensive Plan.
5. The proposed Overlay District will satisfy a legitimate need.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 9/11/2017

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

Drawings are being submitted to you for the following:

PC-2017-30, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, on Silvoor Lane and part of E. Chestnut Street, for a total of 21 parcels, **City of Oxford, Applicant**

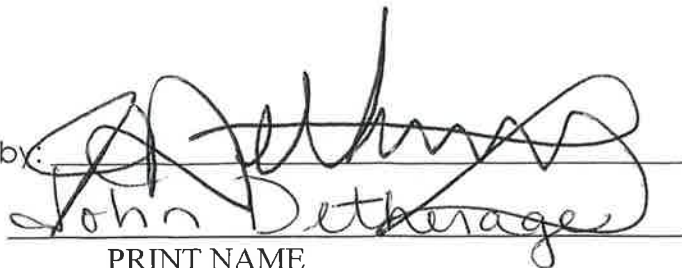
 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **9/26/2017** 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 Detharages
PRINT NAME

Date:

9-14-17

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 9/11/2017

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

Drawings are being submitted to you for the following:

PC-2017-30, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, on Silvoor Lane and part of E. Chestnut Street, for a total of 21 parcels, **City of Oxford, Applicant**

_____X_____ Review _____ Revisions _____ Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **9/26/2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

RECEIVED
SEP 12 2017
City of Oxford
Service Department

Drawings reviewed by: _____

V. Popescu
VICTOR POPESCU

PRINT NAME

Date: _____

9-12-17

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 9/11/2017

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

Drawings are being submitted to you for the following:

PC-2017-30, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, on Silvoor Lane and part of E. Chestnut Street, for a total of 21 parcels, **City of Oxford, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **9/26/2017** 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: 9/18/17

John A. Jones
PRINT NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 9/11/2017

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

Drawings are being submitted to you for the following:

PC-2017-30, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, on Silvoor Lane and part of E. Chestnut Street, for a total of 21 parcels, **City of Oxford, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **9/26/2017** 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: 9-12-2017

G. Ann Kyrle
PRINT NAME



PC-2017-30

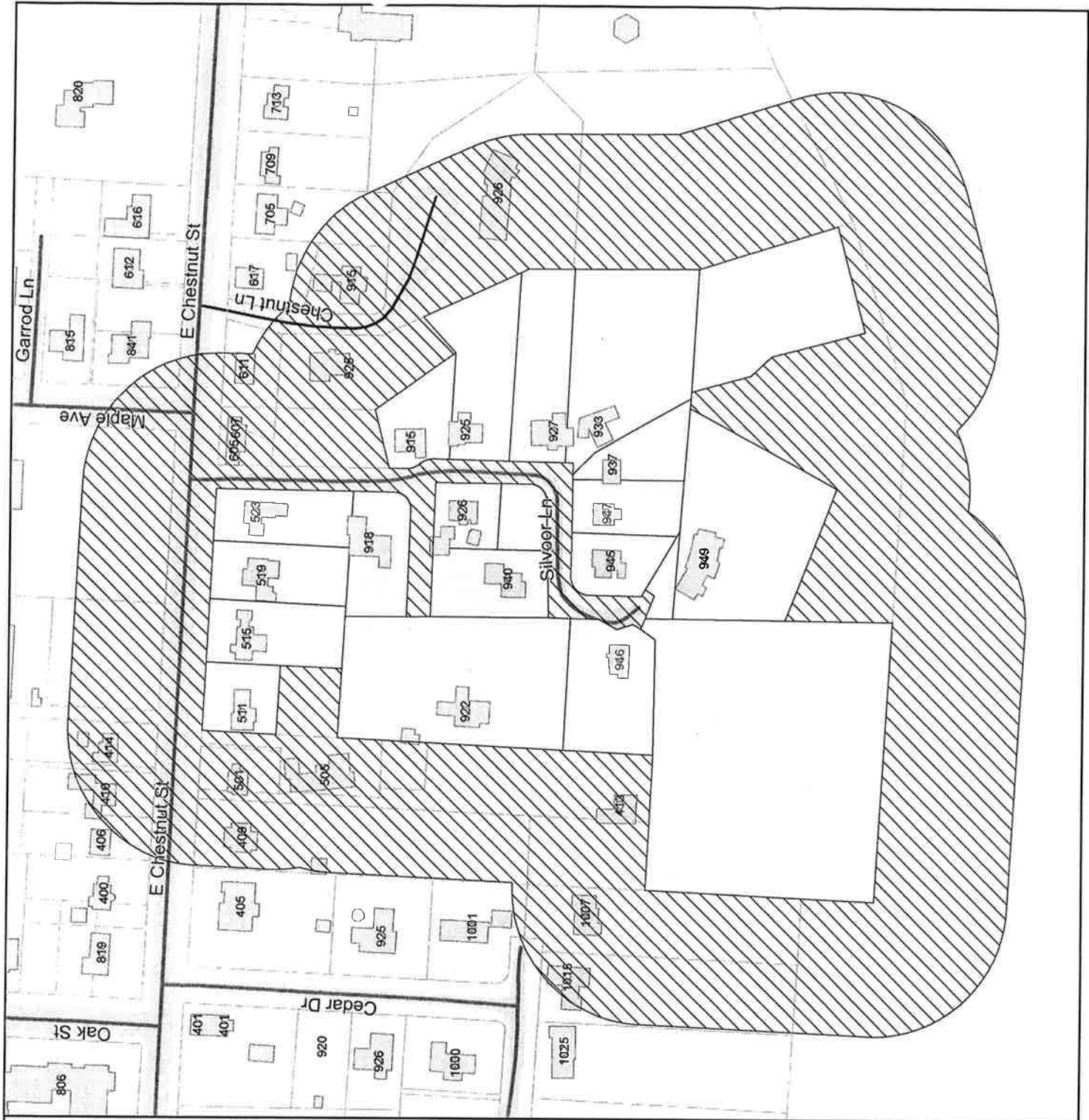
Surrounding Property Owners Notifications Map

Legend

-  Subject Parcels
-  200 Ft. Buffer
-  Oxford Corp. Limit
-  Address Point
-  Parcel
-  Building Footprint
-  Paved Roadway



1 inch = 200 feet



Prepared on Monday, September 25, 2017

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.



Received at 10/10/2017

**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

CASE NO.: PC-2017-30

DATE OF HEARING: October 10, 2017

PC-2017-30, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, on Silvoor Lane and part of E. Chestnut Street, for a total of 21 parcels, **City of Oxford, Applicant**

If you cannot attend this public hearing being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it at your earliest convenience to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name:

(Print)

Address:

MARY L. EVANS

945 Silvoor Lane, Oxford, OH 45056

Telephone:

Home:

Work:

COMMENT: I strongly support establishing a Neighborhood Conservation Overlay on Silvoor Lane. Having lived here since 1983, I have knowledge of what the family owned neighborhood was like, now it is not the same. To be frank, the rentals have been not well maintained - While I wouldn't go so far as to say they are a scourge, I must say they do not enhance the desirability of Silvoor Lane. Homeowners take pride in their home; landlords don't to the same extent.

I urge the support of this petition!

Mary L. Evans
Signature

10/10/2017
Date



Internal Use Only:

Case No.

PC-2017-30

Date Filed

8/21/17

Zoning Map Amendment Application

Applicant Information

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

Name * Jung-Han CHen

Mailing Address * 101 E. High Street

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513-524-5237

Email Address jhchen@cityofoxford.org

Location and Lot Information

Location * E. Chestnut Street and Silvoor Lane

General Description of Proposed Amendment * Create a Neighborhood Conservation Overlay District

Current Zoning * R1A

Proposed Zone(s) * Overlay District

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) **Initiation.** A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (b) **Application.** If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) **Contents of application.** The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - E. A statement that identifies potential negative consequences of the proposed amendment.
 - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - G. A legal description of the area to be rezoned.
 - H. The proposed zoning of the area.
 - I. The current zoning of the area.
 - J. A description of existing uses in the area.

- K. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- L. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned (see later section).

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number. *Property Owner names will not be provided in the agenda packet.*

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Fees & Receipt

The required fee is \$150.00, plus \$10.00 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *



Date *

8/17/2017

Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required documentation as attachments and a check for fee and postage charge 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 proposed 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).**

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

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

file

RESOLUTION NO. 5087

A 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 E. CHESTNUT STREET AND SILVOOR LANE 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.

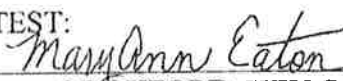
SECTION 2: City Council accepts the recommendation of the Clerk of Council and the Community Development Director and refers the Petition to Establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto to the Oxford Planning Commission to make recommendations to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

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


MAYOR

ADOPTED: August 15, 2017

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

TO: SILVOOR LANE/EAST CHESTNUT ST. PROPERTY OWNERS
RE: PETITION FOR RESIDENTIAL CONSERVATION OVERLAY
DATE: LATE APRIL, 2017

PROPOSED: That Silvoor Lane/East Chestnut St. homeowners apply for a change of zoning to apply a neighborhood conservation overlay district. **This proposed zoning limits the number of persons in a rental residence to no more than two unrelated individuals.** If the zoning is approved, homeowners may rent property but **are limited to two unrelated persons who may live in the house.** This would still allow ownership or rental of the property to a large family, a couple, one person, or two unrelated persons.

The purpose of the Conservation Neighborhood Overlay Zoning:

The purposes outlines in the ordinance are:

1. To maintain an attractive community appearance and provide a desirable living environment for residents by preserving the owner-occupies character of the neighborhood.
2. To preserve the integrity of the Silvoor Biological Sanctuary, which is comprised entirely of properties in this proposed overlay and Miami University properties bordering this proposed overlay.
3. To protect the privacy of residents and to minimize noise congestion and nuisance impacts by regulating the types of rental properties occupied by unrelated persons.
4. To prevent excessive traffic and parking in the neighborhoods.
5. To ensure the safety of children living on the street (currently, there are 12 children living in the proposed overlay properties).

Current zoning in the proposed overlay zone (21 lots): The current zoning is as a "Single family residence" defined as no more than FOUR unrelated people may live in the dwelling. Three of these 21 lots are currently permitted as a rental property which allows four unrelated people to live in the dwelling. These properties will not be impacted by this petition unless the rental permit expires.

Process for a neighborhood to achieve expansion of the overlay zoning:

1. In order for the expansion of the current overlay district, we must have **2/3 of the property owners sign a petition within 60 days** (14 of 21 lots).
2. The petition is sent to Oxford City Council that refers it to the Planning Commission for its recommendation.
3. If the recommendation is approved it is returned to the City Council for second reading and approval. The process takes about three months.

Rhett and Amanda Brymer and/or Chris and Teresa Sutter, who own properties in the proposed overlay, will be contacting you soon with the opportunity to sign the petition. The signer of the petition must be the homeowner (if jointly owned, only one needs to sign). You may contact any of the overlay petitioners for further information.

Rhett and Amanda Brymer
946 Silvoor Lane
850-251-0314 (Rhett)
281-910-3010 (Amanda)
rhett.brymer@gmail.com
abentley.brymer@gmail.com

Chris and Teresa Sutter
933 Silvoor Lane
513-461-2563 (Chris)
513-461-4870 (Teresa)
chris.j.sutter@gmail.com
teresa.d.sutter@gmail.com

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:

Proposed Cedar Expansion Overlay

NORTH BOUNDARY:

E. Chestnut Street

WEST BOUNDARY:

Western property lines of homes with Silvoor Lane addresses

SOUTH BOUNDARY:

Southern property lines of homes with Silvoor Lane addresses

CIRCULATOR'S FULL NAME:

Rhett Brymer

CIRCULATOR'S ADDRESS:

946 Silvoor Lane

CIRCULATOR'S SIGNATURE:



DATE SUBMITTED:

7/14/17

(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.)



Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 946 Silvoor Ln

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 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 attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	511 E CHESTNUT ST/ H4100113000039	ANN HAGERMAN HAND TR		
	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER		
	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		
	915 SILVOOR LN/ H4100113000020	MARK B FALKE		
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW		
	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN		
9-20-17 4/20/17 4-20-17 7/20/17	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN	Terry Perlin Roberta Perlin	
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN	Roberta Perlin	

Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Bryner, 946 Silvoor Ln

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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 attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
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	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER		
	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		sent mail on 4/24 left Fred V Mon 4/24 call Fred 3x's 4/24
	915 SILVOOR LN/ H4100113000020	MARK B FALKE		sent mail on 4/24 sent email on 4/24 sent email to new owners via broker on 4/24
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		Dropped off paper- w/ off on 4/24 to office. Spoke to 4/24
8/21/08	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW	David McGrew	
4/25/17	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN	Meredith Puff Hofmann	
	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 946 Silvoor Ln

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Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	927 SILVOOR LN/ H4100113000018	DIANE W SMITH		
4/23/17	933 SILVOOR LN/ H4100113000017	CHRISTOPHER J & TERESA D SUTTER	CS Sutter	
4/23/17	SILVOOR LN/ H4100113000013	CHRISTOPHER J & TERESA D SUTTER	CS Sutter	
	937 SILVOOR LN/ H4000113000047	SUZETTE & NEVERT SHAHIN		
	940 SILVOOR LN/ H4100113000030	NED C HOELZER		Dropped old on permit to town @ pop office 4/21. Sent new materials 4/21.
4/21/17	945 SILVOOR LN/ H4100113000045	MARY LEVERING EVANS TR ETAL	Mary Evans	Spoke w/ Heather on 4/21 @ Paul's place
4/21/17	946 SILVOOR LN/ H4100113000044	RHETT BRYMER	Rhett Brymer	
22 APR 17	947 SILVOOR LN/ H4100113000016	GERARDO BROWN-MANRIQUE	Gerardo Brown	
23 APR 17	949 SILVOOR LN/ H4100113000015	TODD F HOLLENBAUGH	Todd Hollenbaugh	
23 APR 17	949 SILVOOR LN/ H4100113000014	TODD F HOLLENBAUGH TR	Todd Hollenbaugh	

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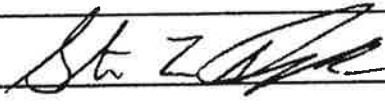
Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 946 Silvoor Ln

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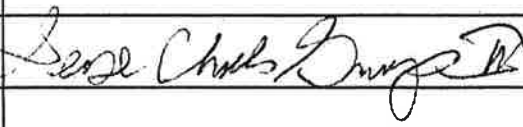
Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
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	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER		
	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		
12 7/11/2017	915 SILVOOR LN/ H4100113000020	MARK B FALKE Steven Tuck		closed on the house 5/19/17
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW		
	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN		
	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

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	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
3	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		
	915 SILVOOR LN/ H4100113000020	MARK B FALKE		
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW		
	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN		
	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 948 Silvoor Ln

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 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 attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
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	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR	<i>Finley B. G. Grosscup</i>	CO- OWNER
	916 SILVOOR LN/ H4100113000020	MARK B FALKE		
	918 SILVOOR LN/ H4100113000027	NORDJYLLAND INVESTMENT GROUP LLC		
	922 SILVOOR LN/ H4000113000031	DAVID C & KATHRYN MCGREW		
	925 SILVOOR LN/ H4100113000019	JANELLE W WERBIL MEREDITH PUFF HOFMANN		
	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	928 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

13

Petition for Chestnut Silvoor Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Rhett Brymer, 946 Silvoor Ln

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 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 attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
4/23/2017	511 E CHESTNUT ST/ H4100113000039	ANN HAGERMAN HAND TR	Ann Hagerman	
4/23/2017	515 E CHESTNUT ST/ H4100113000041	RONALD H & JUDITH K SPIELBAUER	Judith Spielbauer	
	519 E CHESTNUT ST/ H4100113000042	SUZETTE & NEVERT SHAHIN		
	523 E CHESTNUT ST/ H4000113000026	DWAYNE C AND REBECCA REYNOLDS		
	SILVOOR LN/ H4100113000032	GEORGE CHARLES GROSSCUP III TR		
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	926 SILVOOR LN/ H4000113000029	TERRY & ROBERTA PERLIN		
	926 SILVOOR LN/ H4000113000028	TERRY & ROBERTA PERLIN		

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 7, 2017

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

October 25, 2017
Date Prepared:

PC-2017-26 ZONING MAP AMENDMENT, to amend the zoning designation of certain properties between Poplar Street and Campus Ave, from a Single and Two-Family Mile Square Residential (R-2MS) to a Single, Two- and Three-Family Mile Square Residential (R-3MS) District, City of Oxford, Applicant,

Recommendation by the Planning Commission: Approval

Discussion:

This is a map amendment that reflects the Planning Commission's discussion and desire to change the zoning designation on certain areas to better represent actuality, and to plan to encourage increased density since these areas are either located adjacent to campus or near a major corridor to campus.

This area is situated between S. Poplar Street and S. Campus Avenue and along Rose Avenue to the south and directly south of the apartment complex, facing Spring Street.

This is the outcome from the request of the Planning Commission to further expand higher density near the campus to encourage redevelopment in the future.

The Planning Commission recommended the approval of the proposed zoning map amendment in a vote of 5-1-0 to City Council for legislative action.

Approved by:

Department Head:
City Attorney:
City Manager:

JHC | 10/27/17
PRE | 11/3/17

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION AND GRANTING A ZONING MAP AMENDMENT FOR CERTAIN PROPERTIES IN THE CITY OF OXFORD'S MILE SQUARE A MAP OF WHICH IS ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN, AND REZONING THE PROPERTIES FROM R-2MS (SINGLE AND TWO FAMILY MILE SQUARE RESIDENTIAL) DISTRICT, TO R-3MS (SINGLE, TWO AND THREE-FAMILY MILE SQUARE RESIDENTIAL) DISTRICT.

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

SECTION 1: Council finds in accordance with Section 1135.02 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on October 10, 2017, on the City of Oxford's application for a Zoning Map Amendment for certain properties in the City of Oxford's Mile Square a map of which is attached hereto as Exhibit "A" and incorporated herein and rezoning the properties from R-2MS (Single and Two Family Mile Square Residential) District to R-3MS (Single, Two and Three Family Mile Square Residential) District.

SECTION 2: The Oxford Planning Commission, after the public hearing and deliberation, recommended granting the Zoning Map Amendment, and found that the proposed rezoning request was in keeping with the characteristics of the general vicinity of the properties and was the most appropriate zoning classification for the properties in question.

SECTION 3: Council hereby accepts the recommendation of the Oxford Planning Commission, and after deliberation, finds for the granting of the Zoning Map Amendment for certain properties in the City of Oxford's Mile Square a map of which is attached hereto as Exhibit "A" and rezoning the properties from R-2MS (Single and Two Family Mile Square Residential) District to R-3MS (Single, Two and Three Family Mile Square Residential) District.

SECTION 4: Council hereby grants the rezoning of the properties as requested by the applicant, incorporating the application and documents submitted by the applicant as a term and condition of the granting of this rezoning request and orders that the official zoning map be amended.

SECTION 5: This Ordinance shall take effect at the earliest time allowed by law.

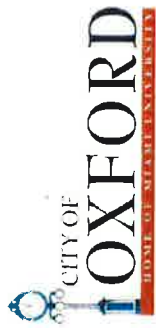
MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



Zoning Map Amendment

Legend

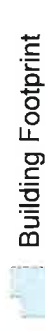


Oxford Corp. Limit



Address Point

Parcel

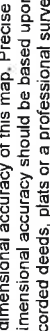


Proposed R2MS to R3MS

16.5' Vacated ROW



Building Footprint



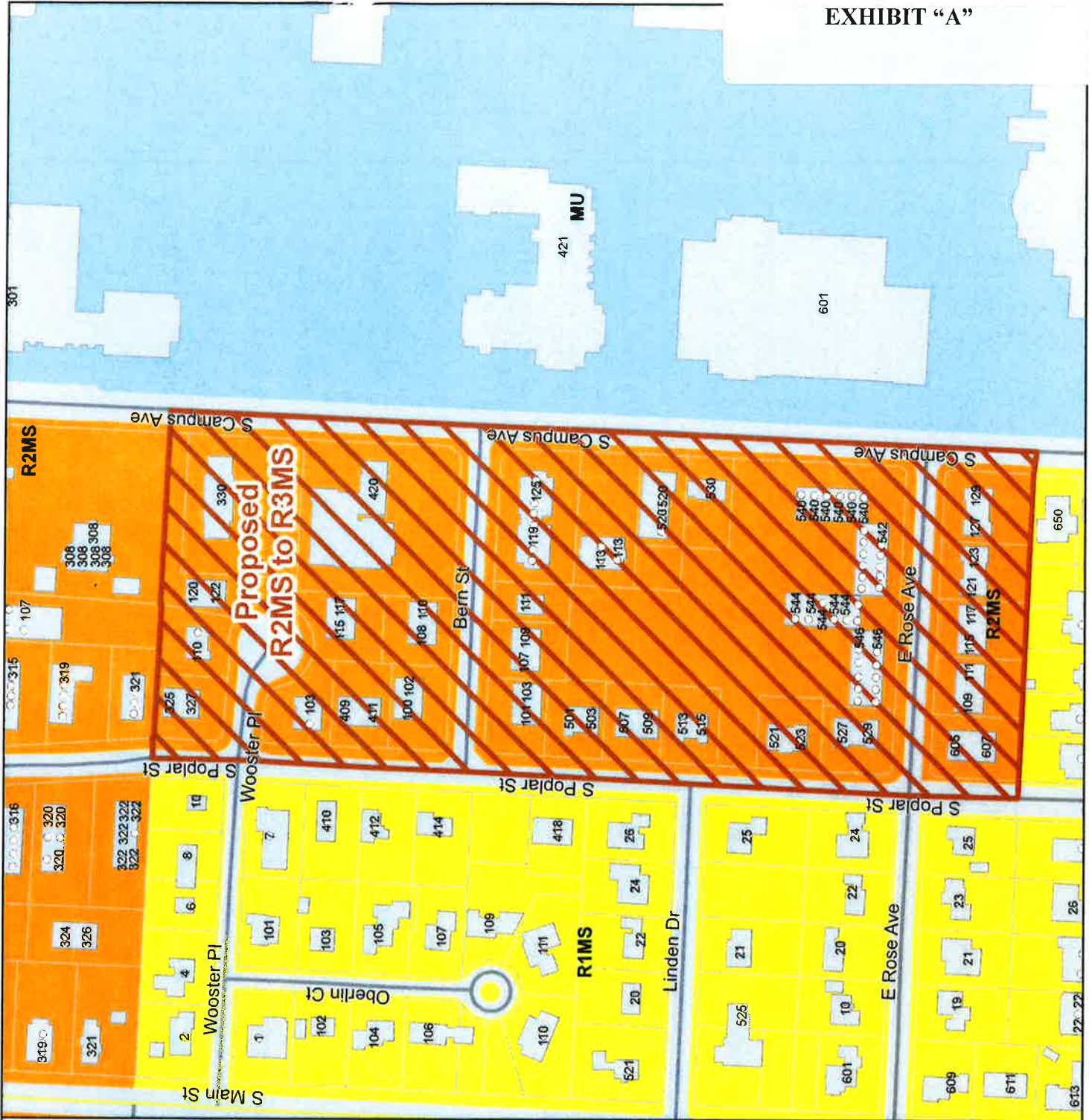
Paved Roadway



1 inch = 175 feet

Prepared on Monday, August 07, 2017
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"



Certification of Action

Oxford Planning Commission

Recommendation to City Council

Report Date November 7, 2017

Case Number PC-2017-26

Applicant Information City of Oxford

Requested Action Zoning Code Map Amendment

Summary of Request To Amend the Zoning Designation of Certain Properties Between S. Poplar Street and S. Campus Avenue, Along Bern Street and E. Rose Avenue from R-2MS District to R-3MS District.

Public Hearing Information A Public Hearing took place at 118 W. High Street on October 10, 2017. A Public Hearing notice was published in the Journal News on August 13, 2017. Courtesy notices were mailed to adjacent property owners on August 29, 2017. Multiple signage was posted at the site on September 5, 2017.

Commission Action The Planning Commission at their September 12, 2017 meeting Tabled this hearing.

At their October 10, 2017 meeting, the Planning Commission voted 6-0-0 recommending forwarding on to City Council.

Commission Findings and Conclusions This is a map amendment that reflects Planning Commission's earlier discussion of PC-2017 map amendment. The Planning Commission felt that this area deserved discussion whether a zoning re-classification would be warranted. After reviewing the Decision Standards, the Planning Commission voted approval.

Exhibits Submitted to the Commission

1. Staff Report Dated August 22, 2017
2. Interoffice Review Transmittal Sheets
3. Surrounding Property Owner Notifications Map
4. Zoning Map Amendment Application
5. Zoning Map

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-26

Date – September 12 , 2017

APPLICATION

Applicant: City of Oxford
Action Request: **ZONING MAP AMENDMENT** to Amend the zoning designation of certain properties between S. Poplar Street and S. Campus Avenue, along Bern Street and E. Rose Ave, from R-2MS District to R-3MS District, **City of Oxford, Applicant**

DESCRIPTION

This is a map amendment that reflects Planning Commission's earlier discussion for the area highlighted in the attached map. The Planning Commission felt that this area deserved discussion whether a zoning re-classification would be warranted.

The Planning Commission in general was in agreement that a higher density should be contemplated and encouraged in the area closer to campus.

ZONING CODE

The attached map amendment illustrates changes to the area from R-2MS (Single- and Two-Family Mile-Square Residential) District to R-3MS (Single-, Two- and Three-Family Mile Square Residential) District.

COMPREHENSIVE PLAN

Land Use Element:

The community's small college town character will be preserved and enhanced.

- New development and redevelopment will be sensitive to pedestrians in terms of scale and walkability.
- New architecture will add to the character of the community as opposed to corporate, franchise architecture.

Infill development and redevelopment of underutilized sites is a priority

- Reuse of vacant and underutilized sites will be encouraged prior to new development.

Table 3.4 Concept Area Matrix and Table 3.5 Character Area Matrix also provided the overall theme of the Use Element of the Comp Plan. Additionally, Map 3.6 and 3.7 also show the neighborhood enhancement area as well as neighborhood character.

Urban Design

- Preserve and enhance historic resources in the Mile Square including Uptown District

Housing Element

Improve housing conditions in the Mile Square

- Ensure quality residential environment through improved housing standards.

AGENCY REVIEWS

Police:	Returned with no comments
Engineering:	Returned with no comments
Econ. Dev.	Returned with comments

Fire: Returned with no comments

DECISION CRITERIA

A copy of the Zoning Text Amendment Decision Criteria is attached.

ANALYSIS

This is a continuation discussion from a recent zoning map and text amendment the Planning Commission reviewed and made recommendations to City Council for consideration. The previous recommendations focused on the general area of Spring Street, Main Street and Campus Avenue, in between the RO District to the north and the R-1MS District to the south (See PC-2017-10). This amendment is to extend the R-3MS District all the way to just north of Central Avenue, between South Polar Street and South Campus Avenue.

During the previous work sessions and meetings, the Planning Commission was not in total agreement with "large scale" rezoning with the thought to let those changes take place to gauge how the development community responds to changes of zoning regulations and make more changes as the Planning Commission sees the need.

This area is wedged between the areas identified by the Planning Commission for re-classification. The Commission is in agreement that in anticipation of higher student enrollment, it needs to review the zoning regulations to encourage student rentals to be closer to campus.

It should be noted that the 2008 Comp Plan did not include these areas for enhancement or expansion on Map 3.4 and Map 3.5. But it also needs pointed out that the student enrollment was capped for many years, until the cap was removed and the number for enrollment increased from 17,000 to nearly 20,000. For a town like Oxford, an increase of 2,000 additional students does have significant impact to local housing.

The area is close to the academic central quad and, again, is within walking distance to the north academic quad. It is also close to the Goggin Ice Center and the Rec Center and to the Uptown.

The Planning Commission did discuss this area for possible reclassification, and the thought process at that time was that any changes to the zoning classification would not impact the actual redevelopment potential, since the new duplexes were built in 2012 and the apartment complex is still considered to be nonconforming even though the site is rezoned from the R-2MS District to the R-3MS District.

RECOMMENDATION

Staff does not have any objection to the map amendment, but would ask the Planning Commission to look at the potential impact of this extensive reclassification of a large area.

SUBMITTED

BY:


Jung-Han Chen
Community Development Director

DATE: August 22, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Map Amendments

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is legitimate need for additional land area in the zoning district that will be expanded.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 7, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-26, ZONING CODE MAP AMENDMENT, to amend the zoning classification of certain properties between Poplar Street and Campus Avenue, Single and Two Family Mile Square Residential (R-2MS) District to Single, Two and Three Family Mile Square Residential (R-3MS) District, City of Oxford, Applicant

X Review Revisions Other

Please return no later than: **September 5, 2017** 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: 8-16-17

John Detharage
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 7, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-26, ZONING CODE MAP AMENDMENT, to amend the zoning classification of certain properties between Poplar Street and Campus Avenue, Single and Two Family Mile Square Residential (R-2MS) District to Single, Two and Three Family Mile Square Residential (R-3MS) District, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **September 5, 2017** 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: *A. Popescu* Date: 8-15-17

VICTOR POPESCU
PRINTED NAME

John A Jones
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 7, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-26, ZONING CODE MAP AMENDMENT, to amend the zoning classification of certain properties between Poplar Street and Campus Avenue, Single and Two Family Mile Square Residential (R-2MS) District to Single, Two and Three Family Mile Square Residential (R-3MS) District, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **September 5, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

THIS AREA ADJUTS THE MIAMI CAMPUS. IT IS CURRENTLY
DEVELOPED WITH MULTI-FAMILY AND DUPLEX UNITS.
IT IS, I IMAGINE, 100% RENTAL PROPERTY.

SO, IF THE RE-ZONING ENCOURAGES THE RE-DEVELOPMENT
OF THESE OLDER MULTI-FAMILY UNITS, ALL IS GOOD.

"This area abuts the Miami campus. It is currently developed with multi-family and duplex units. It is, I imagine, 100% rental property. So, if the rezoning encourages the re-development of these older multi-family units, all is good."

Drawings reviewed by:  Date: 9-5-17

G. ALAN RYAN
PRINTED NAME



PC-2017-26

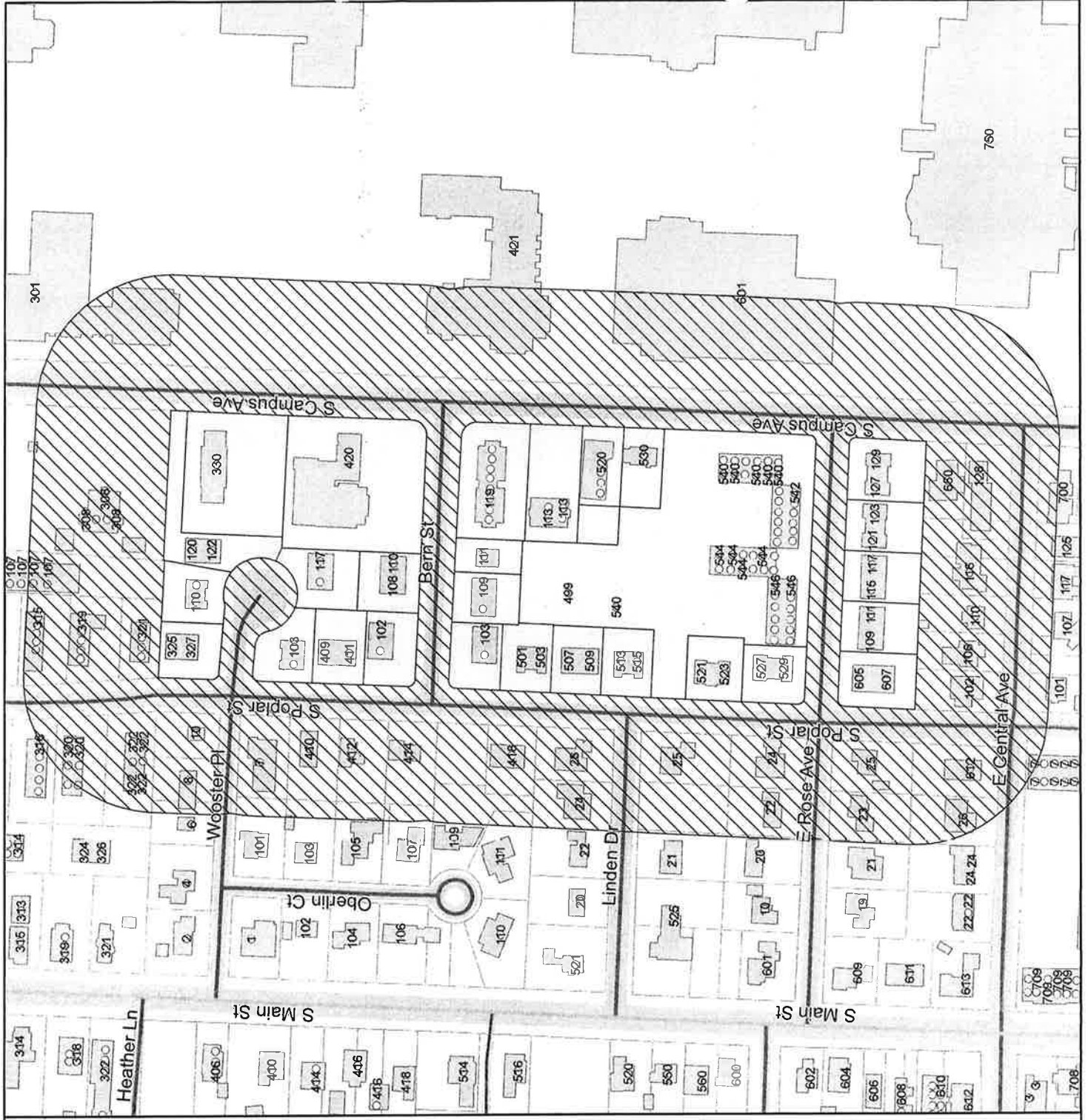
Surrounding Property Owners Notifications Map

Legend

-  Subject Parcels
-  200 Ft. Buffer
-  Oxford Corp. Limit
-  Address Point
-  Parcel
-  16.5' Vacated ROW
-  Building Footprint
-  Paved Roadway



1 inch = 200 feet





Internal Use Only:

Case No.

PC-2017-26

Date Filed

7/28/17

Zoning Map Amendment Application

Applicant Information

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

Name *

Jung-Han Chen

Mailing Address *

101 E. High Street

City, State & Zip Code *

Oxford, OH 45056

Telephone Number(s) *

513-5245237

Email Address

jhchen@cityofoxford.org

Location and Lot Information

Location *

S. Campus Avenue

General Description
of Proposed Amendment *

Zoning Map Amendment from R2MS to R3MS

Current Zoning *

R2MS

Proposed Zone(s) *

R3MS

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) **Initiation.** A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (b) **Application.** If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) **Contents of application.** The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.

- A. Application Fee.
- B. The name, mailing address, and telephone number of the applicant.
- C. A general description of the proposed amendment.
- D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
- E. A statement that identifies potential negative consequences of the proposed amendment.
- F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
- G. A legal description of the area to be rezoned.
- H. The proposed zoning of the area.
- I. The current zoning of the area.
- J. A description of existing uses in the area.

- K. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- L. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned (see later section).

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number. *Property Owner names will not be provided in the agenda packet.*

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Fees & Receipt

The required fee is \$150.00, plus \$10.00 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *


2/12/17

Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required documentation as attachments and a check for fee and postage charge 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 proposed 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).**

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

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

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 7, 2017

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

October 25, 2017

Date Prepared:

PC-2017-29 ZONING TEXT AMENDMENT, to amend the zoning Oxford Zoning Code Chapter 1159, Definitions, by eliminating a duplicate definition for fraternity/sorority and revising the definition for lot frontage. **City of Oxford, Applicant**

Recommendation by the Planning Commission: Approval

Discussion:

This is a zoning code cleanup effort to eliminate duplicate definitions that are not consistent for fraternity/sorority and to revise the definition of front lot line to be consistent with other chapters of the zoning code.

This is an ongoing effort to address inconsistencies and to clarify the intent of the Oxford Zoning Code.

The Planning Commission unanimously recommended the approval of the proposed zoning text amendment to City Council for legislative action.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC 11/0/27/17
DRE 11/3/17

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1159.13 ENTITLED DEFINITIONS (BEGINNING WITH THE LETTER "L") AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1159.13 ENTITLED DEFINITIONS (BEGINNING WITH THE LETTER "L").

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

SECTION I: Council hereby finds that the City of Oxford Planning Commission held a public hearing on October 10, 2017 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Section 1159.13 entitled Definitions (Beginning with the letter "L") and adopting new Oxford Codified Ordinance Sections 1159.13 entitled Definitions (Beginning with the letter "L").

SECTION II: Council hereby repeals Oxford Codified Ordinance Section 1159.13 entitled Definitions (Beginning with the letter "L") and adopts new Oxford Codified Ordinance Section 1159.13 entitled Definitions (Beginning with the letter "L") as follows (additions are bolded and deletions are struck through):

1159.13 DEFINITIONS (BEGINNING WITH LETTER "L").

- (1) **LAND USE PLAN** – See definition of Comprehensive Plan
- (2) **LANDSCAPING** – Changing, rearranging, or adding to the original vegetation or scenery of a piece of land to produce, an aesthetic effect appropriate for the use. It may include reshaping the land by moving the earth, as well as preserving the original vegetation or adding vegetation.
- (3) **LIVESTOCK** - Includes, but is not limited to, horses, bovine animals, sheep, goats, swine, reindeer, donkeys, mules, and any other hoofed animals.
- (4) **LOADING SPACE** – An off-street space or berth on the same lot with a building or contiguous to a group of buildings, for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials; and which abuts upon a street, alley or other appropriate means of access.
- (5) **LODGING HOUSE** - A dwelling where lodging, but not meals, is provided for compensation for no more than 12 persons who are not transients or members of the owner's family, and do not live as a single housekeeping unit in a family-like environment on a relatively permanent basis, and in which no cooking or dining facilities are provided in individual rooms.
- (6) **LOT** – A designated parcel, tract, or area of land established by plat, subdivision, or as otherwise permitted by law, to be separately owned, used, developed, or built upon.
- (7) **LOT AREA** - The total horizontal area within the lot lines of the lot except any portion in the right-of-way of any public thoroughfare.
- (8) **LOT CONSOLIDATION** - The joining together of two or more lots, sites, tracts, or parcels into one or more lots.
- (9) **LOT, CORNER** - A lot abutting upon two or more streets at their intersection or upon which two parts of the same street form an interior angle of less than 135 degrees. The point of intersection of the lines is the corner.
- (10) **LOT, COVERAGE** – The ratio, expressed as a percentage, of the sum of the enclosed ground floor area of all buildings and all decks, porches, driveways, and parking areas, to the total area of the lot.

(11) **LOT, DEPTH** - The horizontal distance between the front and rear lot lines, measured along the median between the two side lot lines.

(12) **LOT, INTERIOR** - A lot other than a corner lot.

(13) **LOT, IRREGULAR** - A lot whose opposing property lines are generally not parallel, such as a wedge shaped lot on a cul-de-sac, or where the side property lines are not parallel to each other.

(14) **LOT LINE** - The legal demarcation between properties either public or private.

(15) **LOT LINE**

- A. **FRONT** - The lot line separating an interior or through lot from the street or streets upon which it abuts. ~~or the shortest lot line on a corner lot which abuts upon a street, except when a lot line abutting streets are of equal length, the front lot line shall be considered to be on the street having the longest frontage within the same block.~~ **For a corner lot, both lot lines abutting the streets are considered front lot line.**
- B. **REAR** - A lot line parallel to, or within 45 degrees of being parallel to, the front lot line, which does not abut upon a street. The rear lot line may abut upon an alley.
- C. **SIDE** - Any other lot line other than a front or rear lot line.

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

(17) **LOT SPLIT** - Any division of land into less than three lots, sites, tracts or parcels.

(18) **LOT, THROUGH** - An interior lot having frontage on two or more streets.

(19) **LOT WIDTH** - That distance from the point of intersection of one side lot line and the required front setback line, measured in a straight line to the point of intersection of the opposite side lot line and the required front setback line.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

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

<u>Report Date</u>	November 7, 2017
<u>Case Number</u>	PC-2017-29
<u>Applicant Information</u>	City of Oxford Jung-Han Chen
<u>Requested Action</u>	Zoning Code Text Amendment
<u>Summary of Request</u>	To Amend Chapter 1159, Definitions, Specifically 1159.13(15) Lot Line and Eliminating 1159.20(8) Sorority and Fraternity
<u>Public Hearing Information</u>	On October 10, 2017 a Public Hearing took place at 118 W. High Street. A Public Hearing notice was published in the Journal News on September 10, 2017.
<u>Commission Action</u>	The Planning Commission voted 6-0-0 recommending forwarding to City Council.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report dated September 29, 2017 2. Chapter 1159 3. Interoffice Reviews 4. Zoning Code Text Amendment Application

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-29

Date – October 10, 2017

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING CODE TEXT AMENDMENT to Amend Oxford Zoning Code Chapter 1159, Definitions, specifically 1159.13(15) Lot Line and Eliminating 1159.20(8) Sorority and Fraternity, City of Oxford, Applicant

DESCRIPTION

This application is to address two specific sections of the Oxford Zoning Code Chapter 1159 Definitions to clarify the intent and to eliminate conflicting definitions. These inconsistencies were brought to staff's attention recently by Law Director, as well as the general public.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1159 Definitions for your information.

COMPREHENSIVE PLAN

- Not applicable

AGENCY REVIEW

Police:	Returned without comment
Engineering:	Returned without comment
Econ. Dev.	Not returned with comments
Fire:	Returned without comment

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

This application is to clean up the inconsistency in the Zoning Code, particularly to definitions of Fraternity/Sorority and Lot Line-Front. These are two particular sections that Staff felt needed to be addressed to clarify the intent of the zoning code. One deals with the front lot line, the second deals with fraternity and sorority definition. The definition of the front lot line is not consistent with the intent and other sections of the Zoning Code. Therefore, it is important to clean it up.

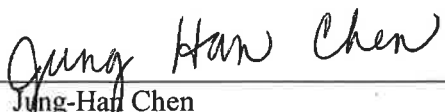
Currently, there are two definitions related to fraternity/sorority. The definition of fraternity/sorority is different than the definition of sorority/fraternity. It was an oversight of staff for not updating both definitions in 2012 when the changes took place on one part of the definition, but not the other part. Therefore, it is also in need to be consistent. The recommended approach is to eliminate section 1159.20(8).

RECOMMENDATION

Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:



Jung-Han Chen

Community Development Director

DATE: September 29, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

✓

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 15, 2017

To: ~~Fire Department~~ Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-29, ZONING CODE TEXT AMENDMENT, to amend Oxford Zoning Code Chapter 1159, Definitions, by eliminating a duplicate definition for fraternity/sorority and revising the definition for lot frontage to match other zoning chapters, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **October 2, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments

without comments

Drawings reviewed by:


John Detherage
PRINTED NAME

Date:

9-2-17

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 15, 2017

To: Fire Department ~~Engineering Division~~ Police Department Econ Dev Department

From: Community Development Department

PC-2017-29, ZONING CODE TEXT AMENDMENT, to amend Oxford Zoning Code Chapter 1159, Definitions, by eliminating a duplicate definition for fraternity/sorority and revising the definition for lot frontage to match other zoning chapters, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **October 2, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments

without/comments

RECEIVED

SEP 15 2017

City of Oxford
Service Department

Drawings reviewed by: _____

H. Popescu

Date: 9-15-17

VICTOR POPESCU

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 15, 2017

To: Fire Department Engineering Division ~~Police Department~~ Econ Dev Department

From: Community Development Department

PC-2017-29, ZONING CODE TEXT AMENDMENT, to amend Oxford Zoning Code Chapter 1159, Definitions, by eliminating a duplicate definition for fraternity/sorority and revising the definition for lot frontage to match other zoning chapters, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **October 2, 2017** 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: _____

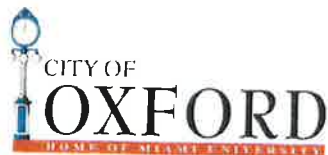
9/18/17

John A. Jones

PRINTED NAME

October

Page 1 of 2



Internal Use Only:

Case No.

PC-2017-29

Date Filed

8/21/17

Zoning Code Text Amendment Application

Applicant Information

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

Name * Jung-Han Chen

Mailing Address * 101 E. High Street

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * (513) 524-5237

Email Address jhchen@cityofoxford.org

Amendment Description * Chapter 1159 Definition

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) **Initiation.** A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
- (b) **Application.** If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) **Contents of application.** The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.

- A. Application Fee.
- B. The name, mailing address, and telephone number of the applicant.
- C. A general description of the proposed amendment.
- D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
- E. A statement that identifies potential negative consequences of the proposed amendment.
- F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
- G. Any existing section number and text that is proposed to be deleted or amended.
- H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
- I. A narrative statement that describes the expected effects of the proposed text.
- J. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Last Revised: Monday, February 23, 2015

PC-zoning-code-text-amendment-application.docx

- A. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

Planning Commission and Council Review

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall consider the Planning Commission recommendation. If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

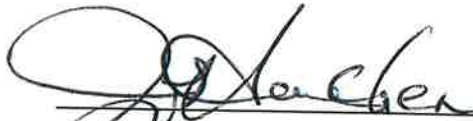
Fees & Receipt

The required fee is \$150.00. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *


8/20/17

Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required documentation as attachments and a check for the fee made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

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

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested.

For Staff Use Only

Fee Paid Date *

NA

Receipt Number *

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

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 7, 2017

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

October 25, 2017

Date Prepared:

PC-2017-29 ZONING TEXT AMENDMENT, to amend the zoning Oxford Zoning Code Chapter 1159, Definitions, by eliminating a duplicate definition for fraternity/sorority and revising the definition for lot frontage. **City of Oxford, Applicant**

Recommendation by the Planning Commission: Approval

Discussion:

This is a zoning code cleanup effort to eliminate duplicate definitions that are not consistent for fraternity/sorority and to revise the definition of front lot line to be consistent with other chapters of the zoning code.

This is an ongoing effort to address inconsistencies and to clarify the intent of the Oxford Zoning Code.

The Planning Commission unanimously recommended the approval of the proposed zoning text amendment to City Council for legislative action.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC 11/0/27/17
DRK 11/3/17

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1159.20 ENTITLED DEFINITIONS (BEGINNING WITH THE LETTER "S") AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1159.20 ENTITLED DEFINITIONS (BEGINNING WITH THE LETTER "S").

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

SECTION I: Council hereby finds that the City of Oxford Planning Commission held a public hearing on October 10, 2017 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Section 1159.20 entitled Definitions (Beginning with the letter "S") and adopting new Oxford Codified Ordinance Section 1159.20 entitled Definitions (Beginning with the letter "S").

SECTION II: Council hereby repeals Oxford Codified Ordinance Section 1159.20 entitled Definitions (Beginning with the letter "S") and adopts new Oxford Codified Ordinance Section 1159.20 entitled Definitions (Beginning with the letter "S") as follows (deletions are struck through):

1159.20 DEFINITIONS (BEGINNING WITH LETTER "S").

(1) **SALVAGE YARD** - Any location whose primary use is where waste or scrap materials are stored, bought, sold, accumulated, exchanged, packaged, disassembled or handled, including, but not limited to, materials such as scrap metals, paper, rags, tires and bottles.

(2) **SCHOOL, COMMERCIAL** - A school establishment to provide for the teaching of industrial, clerical, managerial or artistic skills. This definition applies to schools that are owned and operated privately for profit and that do not offer a complete educational curriculum (e.g., beauty school, modeling school).

(3) **SETBACK** - The distance between the building and any lot line.

(4) **SHOPPING CENTER** - A group of five or more commercial establishments on one lot and managed as a unit with off-street parking on-site, and having 30,000 square feet or more of floor area.

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

(6) SIGN TYPES

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

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

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

(7) **SITE PLAN** - A plan which outlines the use and development of any tract of land.

~~(8) **SORORITY/FRATERNITY HOUSE** - A building which is occupied only by a group of university or college students who are associated with a fraternity or sorority that is chartered by a national / international fraternity or recognized by Miami University. These students also receive lodging and / or meals on the premises for compensation. Occupants may also include employees and pledges of the fraternity or its agents, and non-members not to exceed ten percent of the maximum occupancy of the building.~~

~~(9)~~ (8) **SPECIFIED ANATOMICAL AREAS** - Less than completely and opaquely covered human genitals, pubic region, buttock, and female breasts below a point immediately above the top of the areola; or human male genitals in a discernible turgid state even if completely and opaquely covered.

~~(10)~~ (9) **SPECIFIED SEXUAL ACTIVITIES** - Human genitals in a state of sexual stimulation or arousal; Acts, real or simulated, of human masturbation, sexual intercourse, sodomy, cunnilingus, or fellatio; or fondling or other erotic touching of human genitals, pubic region, buttock, and female breasts below a point immediately above the top of the areola.

~~(11)~~ (10) **STORY** - That portion of a building included between the surface of any floor and the surface of the floor next above it, or if there is no floor above it, then the space between the floor and the ceiling next above it and including those basements used for the principal use.

~~(12)~~ (11) **STREET** - Any vehicular way that: (1) is an existing state, county, or municipal roadway; (2) is shown upon a plat approved pursuant to law; (3) is approved by other official action.

- A. **ARTERIAL** - A major roadway that provides intra-community travel and access to the county or regional highway system. Access to an arterial should be provided at collector and local streets.
- B. **COLLECTOR** - A thoroughfare which provides for distribution of traffic between major and local streets and abutting properties, including the principal entrance and circulation routes within residential subdivisions.
- C. **LOCAL** - A street primarily used for providing access to individual properties as shown on the official Thoroughfare Plan.
- D. **PRIVATE** - A street that has not been accepted by the municipality or other governmental entity.

~~(13)~~ (12) **STREET LINE** - A dividing line between a lot, tract or parcel of land, and a continuous street.

~~(14)~~ (13) **STRUCTURE** - Anything permanently constructed, erected or located on the ground, including, but not limited to, advertising signs and backstops for tennis courts.

~~(15)~~ (14) **STRUCTURAL ALTERATION** - Any change in the supporting member of a building such as bearing walls, columns, beams or girders, or any substantial change in the roof or in the exterior walls or change in the design or dimensions of the roof or exterior walls.

~~(16)~~ (15) **STUDIO** - Means the working place of a painter, sculptor or photographer or other artists, or a place maintained and equipped for the transmission of radio or television programs.

~~(17)~~ (16) **SUBDIVISION** - The division of a tract, lot or parcel of land into two or more lots, plats, sites or other divisions of land.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

3 additional fulltime Firefighter/EMT's Fire & EMS Fund

1 additional Service Worker – ½ Street Fund & ½ Refuse Fund

Career advancement of Service Worker II to Service Worker III Wastewater Fund

Capital Improvement & Equipment Funds Spending \$11,429,263

- Includes \$2,761,813 for Municipal Facilities improvements
- Includes \$195,000 for OATS Trail Improvements
- Includes \$4,650,000 for Aquatic Center improvements
- Includes \$2,200,000 for Southpointe Roadway TIFF improvements

Water Capital Improvement & Equipment Spending \$599,950

Wastewater Capital Improvement & Equipment Spending \$729,200

Approved By:

Department Head:

City Manager:

Initial Date

DR 10/31/17
DR 11/2/17

ORDINANCE NO.

AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2018.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2018, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY

Personnel Services	4,292,169
Other Services & Charges	<u>967,244</u>
Total Appropriation	5,259,413

PUBLIC HEALTH AND WELFARE

Personnel Services	-
Other Services & Charges	<u>133,064</u>
Total Appropriation	133,064

LEISURE TIME ACTIVITIES

Personnel Services	1,033,974
Other Services & Charges	<u>443,560</u>
Total Appropriation	1,477,534

COMMUNITY ENVIRONMENT

Personnel Services	630,154
Other Services & Charges	<u>409,520</u>
Total Appropriation	1,039,674

GENERAL GOVERNMENT

Personnel Services	1,056,749
Other Services & Charges	<u>1,016,028</u>
Total Appropriation	2,072,777

TRANSFERS TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>1,787,985</u>
Total Appropriation	1,787,985

ADVANCES TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>752,750</u>
Total Appropriation	752,750

TOTAL GENERAL FUND APPROPRIATIONS	12,523,197
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FIRE/EMS FUND 418

Personnel Services	1,755,002
Other Services & Charges	<u>539,386</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	2,294,388

STREET FUND 122

Personnel Services	740,388
Other Services & Charges	<u>209,047</u>
TOTAL STREET FUND APPROPRIATIONS	949,435

STATE HIGHWAY IMPROVEMENT FUND 123

Other Services & Charges	<u>20,200</u>
TOTAL STATE HIGHWAY IMPROVEMENT FUND APPROPRIATIONS	20,200

PARKING FUND 130

Personnel Services	397,999
Other Services & Charges	99,691
Transfer to Other Funds	<u>301,135</u>
TOTAL PARKING FUND APPROPRIATIONS	798,825

PARKING IMPROVEMENT FUND 142

Other Services & Charges	<u>134,500</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	134,500

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

Other Services & Charges	<u>238,000</u>
Total Appropriations	238,000

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

Other Services & Charges	<u>160,000</u>
Total Appropriations	160,000

CAPITAL EQUIPMENT FUND 140

Other Services & Charges	<u>275,450</u>
Total Appropriations	275,450

CAPITAL IMPROVEMENT FUND 141

Other Services & Charges	949,000
Advance to Other Funds	<u>322,750</u>
Total Appropriations	1,271,750

MUNICIPAL FACILITIES CAPITAL IMPROVEMENT FUND 140

Other Services & Charges	<u>2,761,813</u>
Total Appropriations	2,761,813

OAT CAPITAL IMPROVEMENT FUND 144

Other Services & Charges	<u>195,000</u>
Total Appropriations	195,000

AQUATIC CENTER CAPITAL IMPROVEMENT FUND 145	
Other Services & Charges	4,650,000
Total Appropriations	4,650,000
SOUTH POINTE ROADWAY TIFF CAPITAL IMPROVEMENT FUND 146	
Other Services & Charges	2,200,000
Advance to Other Funds	200,000
Total Appropriations	2,400,000
TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	11,952,013

WATER FUNDS

WATER (OPERATING) FUND 321	
Personal Services	1,409,331
Other Services & Charges	653,286
Transfers to Other Funds	655,105
Total Appropriations	2,717,722
WATER IMPROVEMENT FUND 322	
Other Services & Charges	430,000
Total Appropriations	430,000
WATER CAPACITY FUND – NE 381	
Other Services & Charges	-
Transfers to Other Funds	27,500
Total Appropriations	27,500
WATER CAPACITY FUND – NW 382	
Other Services & Charges	-
Transfers to Other Funds	27,500
Total Appropriations	27,500
WATER CAPACITY FUND – SE 383	
Other Services & Charges	-
Transfers to Other Funds	27,500
Total Appropriations	27,500
WATER CAPACITY FUND – SW 384	
Other Services & Charges	-
Transfers to Other Funds	27,500
Total Appropriations	27,500
WATER CAPITAL EQUIPMENT FUND 320	
Other Services & Charges	169,950
Total Appropriations	169,950
TOTAL WATER FUNDS APPROPRIATIONS	3,427,672

WASTEWATER FUNDS

WASTEWATER (OPERATING) FUND 331

Personal Services	1,610,933
Other Services & Charges	1,322,178
Transfers to Other Funds	<u>404,004</u>
Total Appropriations	3,337,115

WASTEWATER IMPROVEMENT FUND 332

Other Services & Charges	<u>540,000</u>
Total Appropriations	540,000

WASTEWATER CAPACITY FUND – NE 391

Other Services & Charges	-
Transfers to Other Funds	<u>42,500</u>
Total Appropriations	42,500

WASTEWATER CAPACITY FUND – NW 392

Other Services & Charges	-
Transfers to Other Funds	<u>42,500</u>
Total Appropriations	42,500

WASTEWATER CAPACITY FUND – SE 393

Other Services & Charges	-
Transfers to Other Funds	<u>42,500</u>
Total Appropriations	42,500

WASTEWATER CAPACITY FUND – SW 394

Other Services & Charges	-
Transfers to Other Funds	<u>42,500</u>
Total Appropriations	42,500

WASTEWATER CAPITAL EQUIPMENT FUND 330

Other Services & Charges	<u>189,200</u>
Total Appropriations	189,200

TOTAL WASTEWATER FUNDS APPROPRIATIONS

4,236,315

STORM WATER FUND 351

Personal Services	-
Other Services & Charges	<u>40,000</u>

TOTAL STORM WATER FUND APPROPRIATIONS

40,000

RUFUSE FUNDS

REFUSE (OPERATING) FUND 341

Personal Services	212,039
Other Services & Charges	1,441,134
Transfer to Other Funds	<u>24,004</u>
Total Appropriations	1,677,177

LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	1,200
Transfer to Other Funds	-
Total Appropriations	1,200
TOTAL REFUSE FUNDS APPROPRIATIONS	1,678,377
 <u>HOTEL & CONVENTION TAX FUND 120</u>	
Other Services & Charges	230,300
Transfer to Other Funds	14,700
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	245,000
 <u>LIFE SQUAD GIFT FUND 210</u>	
Other Services & Charges	-
TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS	-
 <u>AFFORDABLE HOUSING TRUST FUND 212</u>	
Other Services & Charges	-
TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS	-
 <u>EMPLOYEE BENEFITS FUND 230</u>	
Other Services & Charges	2,365,792
Advance to Other Funds	5,000
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	2,370,792
 <u>INTERNAL SERVICE FUND 370</u>	
Other Services & Charges	262,509
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	262,509
 <u>LAW ENFORCEMENT TRUST FUND 410</u>	
Personnel Services	-
Other Services & Charges	67,500
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	67,500
 <u>ENFORCEMENT & EDUCATION FUND 412</u>	
Personnel Services	-
Other Services & Charges	12,800
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	12,800
 <u>BOARD OF BUILDING STANDARDS FUND 414</u>	
Other Services & Charges	2,850
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	2,850
 <u>FEMA FUND 416</u>	
Personnel Services	-
Other Services & Charges	-
Advance to Other Funds	-
TOTAL FEMA FUND APPROPRIATIONS	-

SPECIAL ASSESSMENT FUND 417

Other Services & Charges	<u>100,000</u>
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	100,000

OVI TASK FORCE FUND 419

Personnel Services	56,975
Other Services & Charges	167,720
Advance to Other Funds	<u>225,000</u>
TOTAL OVI TASK FORCE FUND APPROPRIATIONS	449,695

DEBT SERVICE FUNDS

1999 PARKS IMPROVEMENT BOND FUND 152	
Other Services & Charges	<u>311,763</u>
TOTAL DEBT SERVICE FUND APPROPRIATIONS	311,763

TOTAL 2017 BUDGET APPROPRIATIONS	41,877,831
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SECTION 2: The City Auditor (Finance Director) is here by authorized to draw warrants upon the Treasury from the amounts appropriated in this ordinance whenever claims are made, with the approval of the City Manager, where appropriate, and are legally contracted for in accordance with the law.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/07/2017

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/31/2017
Date Prepared

Agenda Title: 2018 ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2018 Budget

Transfer from GENERAL FUND 110	
Transfer to STREET FUND 122	582,045.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL EQUIPMENT FUND 140	294,398.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL IMPROVEMENT FUND 141	341,629.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to OXFORD AREA TRAIL FUND 144	170,000.00
General Fund Financial Support (1 st quarter)	
Transfer from GENERAL FUND 110	
Transfer to PARKS IMPROVEMENT BOND DEBT SERVICE FUND 152	311,763.00
Annual General Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from GENERAL FUND 110	
Transfer to STORM WATER FUND 351	40,000.00

General Fund Financial Support (1st quarter)

Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	30,000.00

General Fund Financial Support (1st quarter)

Transfer from GENERAL FUND 110	
Transfer to FIRE/EMS FUND 418	18,150.00

Annual General Fund Financial Support (quarterly)

Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	29,241.00

Annual Parking Fund Payment for Service department support (quarterly)

Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	27,394.00

Annual Parking Fund Financial Support for work performed (quarterly)

Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	110,000.00

Annual Parking Fund Loan Repayment (quarterly)

Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	134,500.00

Annual Parking Fund Financial Support (1st quarter)

Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	34,004.00

Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	301,101.00

Annual Water Fund Financial Support (quarterly)

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	320,000.00

Annual Water Fund Financial Support (1st quarter)

Transfer from WATER CAPACITY BENEFIT SE FUND 381	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	27,500.00

Water CBF – NE Fund Financial Support – Water Main Upgrade High St (1st quarter)

Transfer from WATER CAPACITY BENEFIT SE FUND 382	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	27,500.00

Water CBF – NW Fund Financial Support – Water Main Upgrade High St (1st quarter)

Transfer from WATER CAPACITY BENEFIT SE FUND 383	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	27,500.00
Water CBF – SE Fund Financial Support – Water Main Upgrade High St (1 st quarter)	
Transfer from WATER CAPACITY BENEFIT SE FUND 384	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	27,500.00
Water CBF – SW Fund Financial Support – Water Main Upgrade High St (1 st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to GENERAL FUND 110	34,004.00
Annual Wastewater Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	170,000.00
Annual Wastewater Fund Financial Support (quarterly)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	200,000.00
Annual Wastewater Fund Financial Support (1 st quarter)	
Transfer from WASTEWATER CAPACITY BENEFIT SE FUND 391	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	42,500.00
Wastewater CBF – NE Fund Financial Support – Upsize Sanitary Sewer Southpointe (1 st quarter)	
Transfer from WASTEWATER CAPACITY BENEFIT SE FUND 392	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	42,500.00
Wastewater CBF – NW Fund Financial Support – Upsize Sanitary Sewer Southpointe (1 st quarter)	
Transfer from WASTEWATER CAPACITY BENEFIT SE FUND 393	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	42,500.00
Wastewater CBF – SE Fund Financial Support – Upsize Sanitary Sewer Southpointe (1 st quarter)	
Transfer from WASTEWATER CAPACITY BENEFIT SE FUND 394	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	42,500.00
Wastewater CBF – SW Fund Financial Support – Upsize Sanitary Sewer Southpointe (1 st quarter)	
Transfer from REFUSE FUND 341	
Transfer to GENERAL FUND 110	24,004.00
Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly)	
Transfer from HOTEL TAX FUND 120	
Transfer to GENERAL FUND 110	14,700.00
Annual Hotel Tax Fund Financial Support (monthly)	

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/31/17
[Signature] 11/3/17

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2018.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2018, as follows:

Transfer from:

General Fund 110	582,045.00
General Fund 110	294,398.00
General Fund 110	341,629.00
General Fund 110	170,000.00
General Fund 110	311,763.00
General Fund 110	40,000.00
General Fund 110	30,000.00
General Fund 110	18,150.00
Parking Fund 130	29,241.00
Parking Fund 130	27,394.00
Parking Fund 130	110,000.00
Parking Fund 130	134,500.00
Water Fund 321	34,004.00
Water Fund 321	301,101.00
Water Fund 321	320,000.00
Water Capacity Benefit – NE Quadrant Fund 381	27,500.00
Water Capacity Benefit – NW Quadrant Fund 382	27,500.00
Water Capacity Benefit – SE Quadrant Fund 383	27,500.00
Water Capacity Benefit – SW Quadrant Fund 384	27,500.00
Wastewater Fund 331	34,004.00
Wastewater Fund 331	170,000.00
Wastewater Fund 331	200,000.00
Wastewater Capacity Benefit – NE Quadrant Fund 391	42,500.00
Wastewater Capacity Benefit – NW Quadrant Fund 392	42,500.00
Wastewater Capacity Benefit – SE Quadrant Fund 393	42,500.00
Wastewater Capacity Benefit – SW Quadrant Fund 394	42,500.00
Refuse Fund 341	24,004.00
Hotel Tax Fund 120	14,700.00

Transfer to:

Street Fund 122	582,045.00
Capital Equipment Fund 140	294,398.00
Capital Improvement Fund 141	341,629.00
Oxford Area Trail Capital Improvement Fund 144	170,000.00
Parks Improvements Bond Debt Service Fund 152	311,763.00
Storm Water Fund 351	40,000.00
Special Assessment Fund 417	30,000.00

Fire/EMS Fund 418	18,150.00
General Fund 110	29,241.00
Street Fund 122	27,394.00
Capital Improvement Fund 141	110,000.00
Parking Improvement Fund 142	134,500.00
General Fund 110	34,004.00
Water Capital Equipment Fund 320	301,101.00
Water Capital Improvement Fund 322	320,000.00
Water Capital Improvement Fund 322	27,500.00
Water Capital Improvement Fund 322	27,500.00
Water Capital Improvement Fund 322	27,500.00
Water Capital Improvement Fund 322	27,500.00
General Fund 110	34,004.00
Wastewater Capital Equipment Fund 330	170,000.00
Wastewater Improvement Fund 332	200,000.00
Wastewater Improvement Fund 332	42,500.00
Wastewater Improvement Fund 332	42,500.00
Wastewater Improvement Fund 332	42,500.00
Wastewater Improvement Fund 332	42,500.00
General Fund 110	24,004.00
General Fund 110	14,700.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/07/2017

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/31/2017
Date Prepared

Agenda Title: 2018 ANNUAL ADVANCE ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Advances for the 2018 Budget

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- Sandra Drive Culvert & Contreras Road Culvert

Funds to be reimbursed from Ohio Public Works Commission	322,750.00
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This repayment to General Fund will be made when funds received or end of year.

Advance from GENERAL FUND 110
Advance to SOUTHPOINT ROADWAY TIFF IMPROVEMENT FUND 146
- Phase I OAT construction

Funds to be reimbursed from the issuance of notes	200,000.00
---	------------

This repayment to General Fund will be made when funds received.

Advance from GENERAL FUND 110
Advance to EMPLOYEE BENEFIT FUND 230
- Make whole account balance due to early use of plan which is repaid by the employees evenly throughout the year.

Funds to be reimbursed from employees' contribution for flexible spending program.	5,000.00
--	----------

This repayment to General Fund will be made by year end.

Advance from GENERAL FUND 110

Advance to OVI TASK FORCE FUND 419

- Federal funds received pursuant to the OVI Task Force Grant for OVI Task Force activities

Funds to be reimbursed from Ohio Department of Public Safety

225,000.00

This repayment to General Fund will be made when funds received.

Approved By:

Department Head:

City Manager:

Initial Date

[Signature] 12/31/17
[Signature] 11/3/17

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2018.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2018, as follows:

Advance from:

General Fund 110	322,750.00
Capital Improvement Fund 141	322,750.00
General Fund 110	200,000.00
Southpointe TIFF Fund 146	200,000.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	225,000.00
OVI Task Force Fund 419	225,000.00

Advance to:

Capital Improvement Fund 141	322,750.00
General Fund 110	322,750.00
Southpointe TIFF Fund 146	200,000.00
General Fund 110	200,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
OVI Task Force Fund 419	225,000.00
General Fund 110	225,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/07/17

Heidi Hill
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

11/02/17
Date Prepared

Agenda Title: **2018 Fee Ordinance**

Recommendation: **Approve**

Discussion:

Additions, changes, or deletions in the ordinance are shown as follows:

- Additions are in bold
- Deletions are in strikeout type
- Fees not changed are in normal type

Any questions regarding fee changes should be directed to the respective department head.

Approved By:

Department Head:
City Manager:

Initial Date
11/2/17
2RE 11/3/17

ORDINANCE NO.

AN ORDINANCE ADOPTING FEES AND CHARGES FOR FISCAL YEAR 2018.

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

SECTION 1: The City Manager recommends City Council adopt fees for 2018 as itemized below.

A. RECREATION DEPARTMENT (Residents living in the City of Oxford)

	<u>\$ Amount</u>		<u>\$ Amount</u>	
	<u>Residents</u>		<u>Non-residents</u>	
1) FITNESS				
Drop-in	4.50	5.00	5.00	5.50
Drop-in (Senior 60+)	4.00		4.50	
10 sessions	42.50	45.00	46.50	50.00
20 sessions	80.00	85.00	88.00	94.00
30 sessions	112.50	120.00	123.75	132.00

2) WEIGHT ROOM FEES (effective through 3/31/2018)

Adults (18+)		
1 Year	105.00	115.00
6 Months	85.00	94.00
3 Months	70.00	77.00
1 Month	30.00	33.00
Drop-in	5.00	5.50
Drop-in (Senior 60+)	4.00	4.50
High School (14-17)		
1 Year	80.00	88.00
6 Months	65.00	72.00
3 Months	45.00	50.00
1 Month	20.00	22.00
Drop ins	4.50	5.00

3) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER
(INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)
(prices effective beginning 4/1/2018)

CHILD (Ages 0-9)	FREE	FREE
YOUTH (Ages 10-17)	5.00	5.50
ADULT (Ages 18+)	10.00	11.00

4) PRESCHOOL (per week)

Mon/Wed/Fri	37.00	41.00
Tues/Thurs	26.00	29.00

5) PLAYGROUND/SUMMER DAY CAMPS - 10 WKS. SUMMER CAMP PROGRAM

Daily	32.00	36.00
each additional child in family	28.00	31.00
Weekly	105.00	115.00
each additional child in family	95.00	105.00
Half-day:		
Pre-school camps	65.00	72.00

6) YOUTH SPORTS LEAGUES

Basketball		
Instructional League, Grade K	55.00	61.00
Competitive League, Grade 1-2	70.00	77.00
Competitive League, Grade 3-12	85.00	94.00
Flag Football League	54.00	60.00

7) ADULT SPORTS LEAGUES

Adult softball	400.00	
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8) RESERVATION FEES

Municipal Pool

Reservation, per hour	50.00	55.00
Guard fee, per hour	12.00	12.00

Athletic Fields

Per game, per field	30.00	33.00
Per day, per field	140.00	160.00
Per game, per field (preps)	35.00	39.00
Reservation & prep	60.00	66.00
Per hour, per field (lights)	30.00	33.00

Community Park Gazebo Reservation

Up to 2 hours	30.00	33.00
Up to 4 hours	50.00	55.00
Over 4 hours	60.00	66.00

Park Shelter Reservation

Up to 2 hours	25.00	28.00
Up to 4 hours	40.00	44.00
Over 4 hours	50.00	55.00

Electric Tap Fee	50.00	per day
(Large machines such as ice machine inflatables, etc.)		

9) MUNICIPAL POOL

Season pool passes

Family (4 or less)	135.00	149.00
each additional	10.00	11.00
Adult (18 & over)	90.00	99.00
Youth (3-17) & Senior (60+)	70.00	77.00
Child 2 & under	FREE	FREE

General admission		
Adult (18 & over)	4.50	
Youth (3-17) & Senior (60+)	3.50	
Child 2 & under	FREE	
Swimming lessons		
Parent/toddler	35.00	39.00
Skill Level I and II	38.00	42.00
Skill Level III thru IV	40.00	44.00

10) SENIOR CITIZEN CENTER RENTAL

Includes kitchen & great room (minimum 2 hour rental)	60.00 per hour	66.00 per hour
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Special events and specialty class fees are established to cover the direct cost of each class/activity offered.

B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Building Accessory, Minor Improvements		
Residential	50.00	
Commercial	100.00	
One or Two-Family Residential		
New home	100.00	
Existing	50.00	
<u>Administrative Zoning Review Item</u>		
Building Accessory, Minor Improvement, including		
Shed, Fence, and Temporary Tent - Residential	50.00	
Building Accessory, Minor Improvement, including		
Shed, Fence, and Temporary Tent - Commercial	100.00	
One or Two-Family Residential, New home	100.00	
One or Two-Family Residential, Existing	50.00	
Three-Family or more Residential	50.00	per unit
Commercial (existing and new)	200.00	per unit
Revision after the 2nd submittal	100.00	
Sidewalk Use Permit	50.00	
Signs (per sign)	25.00	plus \$1 per sq. ft. per side, per sign
Sign Face Change Face changes of signs	25.00	per face
Zoning verification letter	35.00	50.00
Site work permit	200.00	plus \$10.00 per acre

2) BOARD OR COMMISSION REVIEW

GENERAL FEES FOR ALL BOARDS AND COMMISSIONS

~~Significant changes to original application may be subject to new fees as determined by the Community Development Director at a cost not to exceed original application.~~

~~(Revisions beyond the 3rd submittal, requiring planning or engineering review, will be charged a re-review fee per review.)~~

List of property owners for notification purposes	30.00
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a) Planning Commission

Planning Commission Item

Conditional Use Permit	400.00	plus 10.00 postage
Annexation 100% owner petition	300.00	plus 1.00 per acre
Conceptual Review	No fee	
Subdivision Development, Preliminary	400.00	470.00 plus 10.00 per lot, plus 10.00 postage
Subdivision Development, Final	400.00	470.00 plus 10.00 per lot, plus 10.00 postage
Planned Development, Preliminary	400.00	470.00 plus 100.00 per acre, plus 10.00 postage
Planned Development, Final	400.00	470.00 plus 100.00 per acre, plus 10.00 postage
Minor Amendment to Conditional Use Permit or Planned Development	50.00	
Lot Consolidation	20.00	
Lot Split	20.00	
Zoning Code Amendment (per topic)	150.00	plus 10.00 postage, per topic
Zoning Map Amendment	150.00	plus 10.00 postage
Review at public meeting only	25.00	
Requiring on or more legal notices	100.00	
Significant changes to original application	Determined by the Community Development Director at a cost not to exceed original application	
Revision beyond the 2nd submittal, requiring zoning or engineering review.	100.00	per review
List of property owners for notification purposes	30.00	

b) Historic & Architectural Preservation Commission

HAPC Item

Certificate of Appropriateness	30.00	50.00
Sketch Review	No fee	

c) Board of Zoning Appeals

BZA Item

Variance Petition	200.00	plus 100.00 for each additional variance request up to 1,000.00, plus 10.00 postage
Appeal of Administrator's Decision	50.00	
Appeal of HAPC Decision	100.00	

3) DOCUMENTS, MAPS, & OTHER MATERIALS

At Cost

C) INSPECTIONS

1) One, Two, and Three-Family Dwellings and Accessory Buildings (OBOA - Residential Code of
Ohio - Ohio Building Officials Association)

Residential Building Item

Building	80.00	plus 30.00 per 100 square feet of gross floor area
Mechanical	50.00	plus 4.00 per 100 square feet of gross floor area

Electrical	50.00	plus 4.00 per 100 square feet of gross floor area
Third and subsequent plan review	60.00	per hour
Accessory Building over 200 square feet	30.00	plus 1.00 per 10 sq. ft.
Deck		
Furnace installation/replacement	50.00	per unit
Central air condition installation/replacement	50.00	per unit
Combination furnace/central air Installation /replacement	100.00	per unit
Minor Electric	45.00	50.00
Electrical Service Upgrade	50.00	
Demolition	50.00	
Alteration/Remodeling/Fire Repair	80.00	plus 30.00 per 100 sq. ft.
Partial permits (where granted)	50.00	
Temporary Certificate of Occupancy	100.00	
Certificate of Occupancy	50.00	
Re-Inspection (Charge for the third and subsequent inspection each time for same permit)	60.00	per inspection
Swimming Pool >24" deep deeper than 24"	90.00	
Temporary Pole	50.00	
Temporary Tent 400-699 sq. ft. with sides	75.00	plus 0.10 per sq. ft.
Temporary Tent 700 sq. ft. or more with or without sides	75.00	plus 0.10 per sq. ft.
Fence over 6 feet tall	40.00	
Awning	25.00	
Gas Line	30.00	per meter
Building Permit renewal extension	50.00	
Relocate Building	250.00	
Work Without Permit	Greater of 200.00 or twice the cost of the permit fee	
Change of Building Plans (after approval)	50.00	plus 60.00 per hour
Sidewalk-Curb-Gutter Permit	25.00	
Residential Code of Ohio Surcharge	Applicants covered by this Code will be assessed an additional 1% surcharge fee as mandated by Ohio Administrative Code Section 4101:8-1-03	

2) Commercial Buildings (Ohio Building Code) Commercial and residential

Commercial Building Item

Building	100.00	plus 20.00 per 100 sq. ft. of gross floor area, including accessory buildings
Mechanical	100.00	plus 5.00 per 100 square feet of floor area, including accessory buildings
Electrical	100.00	plus 5.00 per 100 square feet of floor area, including accessory buildings
Alteration/Remodeling/Fire Repair	100.00	plus 10.00 per 100 sq. ft.
Fire Suppression System	150.00	plus 5.00 per 100 sq. ft. of gross floor area
Hood Suppression System	150.00	
Hood System	150.00	
Fire Alarm System	150.00	plus 1.00 per 100 sq. ft. of gross floor area
Minor Electric	80.00	
Third and subsequent plan review	100.00	per hour
Demolition	80.00	

Furnace/AC Replacement, including roof top units	150.00	each
Furnace installation/replacement, including roof top units	150.00	per unit
Central air condition installation/replacement, including roof top units	150.00	per unit
Combination furnace/central air Installation /replacement, including roof top units	300.00	per unit
Partial Permit (where granted)	100.00	
Temporary Certificate of Occupancy	250.00	
Certificate of Use and Occupancy (not associated with building permit)	250.00	
Re-Inspection (Charge for the third and subsequent inspection each time for the same permit)	100.00	per inspection
Moving or relocating Move or relocate building	250.00	
Building Permit Renewal six month extension	50.00	
Electrical Service upgrade	80.00	
Temporary Pole	80.00	
Change of Building Plans (after approval)	50.00	plus 100.00 per hour
Fuel Storage Tank	75.00	per tank
Sidewalk-Curb-Gutter Permit	25.00	
Temporary structures, including tents	75.00	plus 0.10 per sq. ft.
Awnings	75.00	
Signs	100.00	plus 0.40 per sq. ft.
Fences Fence over 6 feet tall	40.00	
Backflow Prevention Permit	25.00	
Work without a permit	Greater of 200.00 or twice the cost of the permit fee	
Gas Line (per meter)	75.00	per meter
OBC Surcharge	Applications covered by the OBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b)	

3) Removal of structure prior to receipt of Certificate of Appropriateness

50 % of estimated demolition cost for each day after notification until a plan for reuse of property and a bond is filed.

4) Rental Housing Permits

a) Initial Establishment ~~(or if inactive for 2 years or more)~~

First unit	110.00	
Each additional Unit	30.00	
Fraternity	330.00	for first 50 persons, 15 for each additional person
One-, Two-, Three-Family, Multi-Family (per structure)	110.00	30.00 each additional unit
Fraternity or Sorority House (First 50 persons)	330.00	15.00 per additional person

b) Annual Renewal & Ownership Transfer

First unit	55.00	
Each additional unit	30.00	
Rooming house or lodging house	110.00	
Fraternity	330.00	for first 50 persons
	15.00	for each additional person
One-, Two-, Three-Family, Multi-Family (per structure)	55.00	30.00 each additional unit
Fraternity or Sorority House (First 50 persons)	330.00	15.00 per additional person
Lodging House	110.00	

~~Invalid rental permit: The rental permit shall be invalid if the permit has not been renewed for over one year after the expiration date or the subject property has not been inspected for over 24 months, unless an active building permit is in progress.~~

c) Late Renewal

After 30 days expired	10.00
After 60 days expired	20.00
After 90 days expired	30.00

d) Re-inspection

~~(charge for a second site visit to re-inspection and each subsequent re-inspection. This charge also applies to additional site visits due to "no show" by agent/owner/designee)~~

Charge for second re-inspection and each subsequent re-inspection. This charge also applies to second re-inspections due to "no show" by agent or owner.

One-, Two-, Three-Family, Multi-Family (per structure)	75.00	10.00 each additional unit
Fraternity or Sorority House (First 50 persons)	75.00	
Lodging House	75.00	

e) Board of Appeals

Application	150.00
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D) POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

One Officer	45.00	per hour
Each additional Officer	45.00	per hour
Police Supervisor (Required for each 4 Police Officers)	55.00	per hour
Police Command Officer (Required for two squads of five Officers)	65.00	per hour

Per arrestee processed and transported to Butler County Jail by Oxford Police Department on City of Oxford criminal charges	200.00
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Subsequent per diem for inmates incarcerated in Butler County Jail on City of Oxford criminal charges	100.00
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Fingerprinting	15.00
Records Checks	15.00

False Alarm Fees

Residential, Commercial & Industrial	
1 to 2 Annually	No charge
Residential	
3 or more	50.00 per occurrence
Commercial/Industrial	
3 to 4 Annually	50.00 per occurrence
5 to 6 Annually	100.00 per occurrence
7 to 8 Annually	200.00 per occurrence
9 or more	400.00 per occurrence
Accident, crime, other reports	0.10 per page

Purchase Meter time			
Fee for Special Event	10.00	per meter per day	
Fee for Construction	10.00	per meter per day	
Signs: "No Parking by Order of the Oxford P.D."	0.35	per sign	
Impound/Immobilization Fees	100.00		
Each subsequent day or any part thereof	12.00		
Each subsequent day or any part thereof for vehicles covered or stored within a building	20.00		
Towing Charges	100.00	plus charges for services requiring specialized equipment or extra personnel	
Administrative Citation Hearing Fee	20.00	per appeal (lost appeal only)	
Administrative Citation Collection Fee 27% of unpaid fine			
Animal Boarding			
1 st day or any part thereof	21.50		
Each subsequent day or any part thereof	13.50		
Parking			
Short Term Meters	0.25	per 20 per 30 minutes	
High Density Parking Areas	0.50	per hour	
South Campus Avenue	0.50	per hour	
Street-side Side street 2 hour meters hourly meters	0.25	per hour	
Side Street 10 hour meters	0.50	for two hours .25 per hour	
Parking garage meters	0.50	per hour	
Monthly garage lease	525.00	biannually	
	1,000.00	annually	
Residential Permitted Parking	25.00	annually	
Parking Collection Fees			
Retrieval of vehicle record	1.95	per look up	
Citations collection fee	0.27	of unpaid fine	

E) FIRE/EMS DEPARTMENT

EMS Runs			
BLS-E	630.00	637.00	per run
ALS-1 E	940.00	920.00	per run
ALS-2 E	1,130.00	1,142.00	per run
EMS Mileage Rate	17.50	17.70	per loaded mile
Court ordered restitution for transport refusal	350.00		
Fire Watch	35.00	per hour per person (2 hour min.)	
EMS Stand-By	35.00	per hour per person (2 hour min.)	
Fire and or EMS Coverage for Miami Events	45.00	per hour per person (2 hour min.)	
CPR/AED/First Aid Training	20.00	each participant	
Civil Citation Hearing Fee	Actual cost of Hearing Officer (lost appeal only, does not apply on first offense)		

F) SERVICE DEPARTMENT

1) Water Service

Temporary meter deposit (hydrant connection)		
5/8 inch	510.00	520.00
2 inch	1,632.00	1,665.00
Daily set up and removal of device	102.00	104.00
Cost of water by volume (temporary meter)	3.35	3.40 per 100 cubic feet

Temporary Water Service for new construction through an approved meter pit device prior to meter installation:

5/8 x 3/4 inch	65.00	66.00
1 inch	169.00	172.00
1 1/2 inch	339.00	346.00
2 inch	547.00	558.00
3 inch	1,092.00	1,114.00
4 inch	1,703.00	1,737.00
6 inch	3,414.00	3,482.00

Bulk Water Service ~~3.35~~ **3.40** per 100 cubic feet
Requires new account fee for service. Sanitary fees in effect for water entering sanitary system. Service available under the authority of the Service Director or his/her designee.

Account Initiation Fee 50.00 (50% Water, 50% Sewer)

Water rates

Volume charge ~~2.45~~ **2.50** per 100 cubic feet

Base monthly charge Meter size (inch):

3/4	9.00	9.20
1	14.95	15.25
1 1/2	29.95	30.55
2	47.90	48.85
3	89.85	91.65
4	149.75	152.75
6	299.50	305.50

Outside city limits 35.00% added to amounts above

Late fee 10.00%

Green Card distribution 5.00

Gold Card distribution 5.00

(If card leaves office, charge would be in addition to turn on fee if service is terminated.)

Reconnection fee when payment is received before 3:00 PM

 1st occurrence 10.00

 2nd occurrence 20.00

 3rd occurrence and subsequent occurrences 30.00

After 3:00 PM and for weekends/holidays 50.00

Irrigation Meter At cost to City

Irrigation Meter repair 5.00 plus costs

"No show" on scheduled appointment 25.00

Tap in fees

Based on tap size (inch):

1	2,550.00	2,600.00
2	2,902.00	2,960.00
4	3,570.00	3,640.00
6	4,412.00	4,500.00
8	6,656.00	6,790.00
10	9,175.00	9,360.00
12	10,501.00	10,710.00

Outside city limits

35% added to amounts above

Separate meter pits

time and materials

Meter vault and Lid (based on meter size)

5/8 & 3/4 Inch - one included in tap fee

~~525.30~~ **535.80** each additional (max of 4 pits per residential tap)

3" and greater installed by the contractor at developer's expense

Water Meter including RF remote sending unit (inch):

5/8 & 3/4

~~337.00~~ **325.00**

1 ~~376.00~~ **435.00**

1 1/2 ~~1,418.00~~ **1,665.00**

2 ~~1,785.00~~ **1,900.00**

3 ~~2,448.00~~ **2,450.00**

4 ~~3,825.00~~ **4,000.00**

>4 Cost to City plus 10% administrative fee

Water Capacity benefit charges

Meter size (inch):

5/8 & 3/4

~~1,613.00~~ **1,645.00**

1 ~~4,182.00~~ **4,265.00**

1 1/2 ~~8,417.00~~ **8,585.00**

2 ~~13,619.00~~ **13,890.00**

3 ~~27,155.00~~ **27,700.00**

4 ~~42,345.00~~ **43,190.00**

6 ~~84,897.00~~ **86,595.00**

8 ~~135,772.00~~ **138,500.00**

10 ~~195,491.00~~ **199,400.00**

Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.

Interest rate on past due capacity benefit permits
unpaid after 30 days

Highest rate allowable by law

New construction inspection

50.00 initial inspection

50.00 re-inspection of failed work

New water main Chlorination/Disinfection Inspection

150.00

New water main valve operation/and line flushing

150.00

New water main Hydrostatic testing

100.00 per test

New water main bacteria sampling/testing

150.00 per event (includes laboratory fees)

Water main installation inspection/
outside normal working hours

City cost for inspection expense

Fire Hydrant flow testing

100.00 per hydrant test

Damage to City facilities

Repair cost plus 40%

2) Sanitary Sewer service

Sewer rates			
Volume charge per 100 cubic feet	3.90	4.00	
Base monthly fee	3.80	3.90	
Surcharges			
Excess suspended solids	0.42	0.50	/lb > 200 mg/l
Excess biochemical oxygen demand	0.43	0.50	/lb > 200 mg/l
Excess oil and grease	0.78	0.90	/lb > 50 mg/l
Commercial preparer or server of food	0.10		per 100 cubic feet
Sewage sampling fee	75.00		
Late fee	10%		
Sewer Capacity benefit charges			
Meter size (inch):			
5/8 & 3/4	1,613.00	1,645.00	
1	4,182.00	4,265.00	
1 1/2	8,417.00	8,585.00	
2	13,619.00	13,890.00	
3	27,155.00	27,700.00	
4	42,345.00	43,190.00	
6	84,897.00	86,595.00	
8	135,772.00	138,500.00	
10	195,491.00	199,400.00	
Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.			
Interest rate on past due capacity benefit permits unpaid after 30 days			
	Highest rate allowable by law		
New construction sanitary inspection	50.00		initial inspection
Lateral repair inspection			
reinspection of failed work	50.00		
inspection of existing sanitary lateral repairs	50.00		
Sanitary sewer cleaning (jet truck)	286.00	295.00	per hour (1 hour min.)
Sanitary sewer main video inspection	286.00	295.00	per hour (1 hour min.)
Sanitary lateral video inspection	286.00	295.00	per hour (1 hour min.)
Sanitary sewer manhole inspection (vacuum method)	50.00		per manhole
Staff monitoring of private contractor video inspection	25.00		per hour (2 hour min.)
Sanitary sewer low pressure air test (per city specs)	25.00		per test section
sanitary sewer main construction (inspection beyond normal working hours - overtime expense)			
Sanitary sewer Lift Station District Surcharge			
Locating service for private sanitary lateral	286.00	295.00	per hour (1 hour min.)
Non-compliance causing blockage or damage to City facilities			Response or repair cost plus 40%
Special wastewater discharge application (tank pumping, groundwater, etc.)	25.00		
Special wastewater contaminated discharge treatment	11.63	12.00	per 100 cubic feet
Damage to City facilities			Repair costs plus 40%

3) Refuse service

Service Type

Monthly Charge

Hand Service refuse	37.00
Hand Service recycling	13.00
65 gallon recycle container rental	1.00

Move in/out solid waste removal ———— 4.00 **4.25**

Fee for all dwelling units with
Rental permits within the Mile Square
"Plus" area, as designated by
section 931.02 of the Oxford
Codified Ordinance, excluding
multiple dwelling units utilizing
commercial dumpsters.

Refuse	Rumpke	Admin	Total			
Residential	11.74	4.56	16.30	12.03	3.22	15.25
(Single family or multi-unit dwellings with four or less units)						

Rental for Waste wheeler 3.00 - 3.00

Residential rates include 3.54 3.63 Recycle fee

Commercial

2 Cubic Yard dumpster

1x/week	34.85	13.55	48.40	35.72	9.58	45.30
2x/week	55.35	21.50	76.85	56.73	15.17	71.90
3x/week	83.03	32.22	115.25	85.11	22.79	107.90
4x/week	107.63	41.77	149.40	110.32	29.43	139.75
5x/week	134.28	52.12	186.40	137.64	36.81	174.45
6x/week	160.93	62.52	223.45	164.95	44.10	209.05
Requested extra pick up (outside of normal schedule)	25.63	9.97	35.60	26.27	7.03	33.30
Rental fee				14.00	-	14.00

3 Cubic Yard dumpster

1x/week	45.40	17.55	62.95	46.23	12.37	58.60
2x/week	79.95	31.05	111.00	81.95	21.85	103.80
3x/week	115.83	45.12	160.95	118.73	31.67	150.40
4x/week	151.70	59.05	210.75	155.49	41.61	197.10
5x/week	186.55	72.65	259.20	191.21	50.99	242.20
6x/week	222.43	86.32	308.75	227.99	60.86	288.85
Requested extra pick up (outside of normal schedule)	25.63	9.97	35.60	26.27	7.03	33.30
Rental fee				17.00	-	17.00

4 Cubic Yard dumpster

1x/week	58.43	22.77	81.20	59.89	16.06	75.95
2x/week	103.53	40.17	143.70	106.12	28.33	134.45
3x/week	148.63	57.72	206.35	152.35	40.70	193.05
4x/week	194.75	75.55	270.30	199.62	53.23	252.85
5x/week	239.85	93.05	332.90	245.85	65.70	311.55
6x/week	283.93	110.57	394.50	291.03	77.67	368.70
Requested extra pick up (outside of normal schedule)	30.75	11.95	42.70	31.52	8.43	39.95
Rental fee				20.00	-	20.00

6 Cubic Yard dumpster						
1x/week	87.13	33.87	121.00	89.31	23.89	113.20
2x/week	160.68	58.52	209.20	154.45	41.20	195.65
3x/week	214.23	83.17	297.40	219.59	58.61	278.20
4x/week	266.48	103.32	368.80	272.12	72.63	344.75
5x/week	346.43	134.17	479.60	354.07	94.48	448.55
6x/week	411.03	169.72	579.75	421.31	112.74	534.05
Requested extra pick up (outside of normal schedule)	35.88	13.97	49.85	36.78	9.82	46.60
Rental fee				23.00	-	23.00
8 Cubic Yard dumpster						
1x/week	114.80	44.60	159.40	117.67	31.43	149.10
2x/week	198.85	77.20	276.05	203.82	54.58	258.40
3x/week	281.88	109.82	391.70	288.93	77.32	366.25
4x/week	365.93	142.57	508.50	375.08	100.57	475.65
5x/week	448.95	174.85	623.80	460.17	123.33	583.50
6x/week	533.00	206.78	739.78	546.33	146.27	692.60
Requested extra pick up (outside of normal schedule)	35.88	13.97	49.85	36.78	9.82	46.60
Rental fee				26.00	-	26.00
Waste wheeler						
1x/week	14.35	5.60	19.95	14.71	3.94	18.65
2x/week	24.60	9.55	34.15	25.22	6.73	31.95
3x/week	34.85	13.55	48.40	35.72	9.58	45.30
4x/week	45.10	17.50	62.60	46.23	12.37	58.60
5x/week	55.35	21.50	76.85	56.73	15.17	71.90
6x/week	65.60	25.50	91.10	67.24	17.96	85.20
Requested extra pick up (outside of normal schedule)	10.25	4.00	14.25	10.51	2.79	13.30
Rental fee	9.00	-	9.00			
Recycling						
	Rumpke	Admin	Total			
2 Cubic Yard dumpster						
1x/week	22.90	-	22.90			
2x/week	39.30	-	39.30			
3x/week	53.65	-	53.65			
4x/week	70.05	-	70.05			
5x/week	84.40	-	84.40			
Requested extra pick up (outside of normal schedule)	20.50	-	20.50			
Rental fee	14.00	-	14.00			
3 Cubic Yard dumpster						
1x/week	32.20	-	32.20			
2x/week	54.75	-	54.75			
3x/week	77.30	-	77.30			
4x/week	101.90	-	101.90			
5x/week	124.45	-	124.45			
Requested extra pick up (outside of normal schedule)	20.50	-	20.50			
Rental fee	17.00	-	17.00			

4 Cubic Yard dumpster			
1x/week	41.50	-	41.50
2x/week	72.25	-	72.25
3x/week	103.00	-	103.00
4x/week	133.75	-	133.75
5x/week	164.50	-	164.50
Requested extra pick up (outside of normal schedule)	26.63	-	26.63
Rental fee	20.00	-	20.00
6 Cubic Yard dumpster			
1x/week	61.05	-	61.05
2x/week	105.13	-	105.13
3x/week	150.23	-	150.23
4x/week	196.35	-	196.35
5x/week	243.50	-	243.50
Requested extra pick up (outside of normal schedule)	26.63	-	26.63
Rental fee	23.00	-	23.00
8 Cubic Yard dumpster			
1x/week	75.48	-	75.48
2x/week	136.98	-	136.98
3x/week	198.48	-	198.48
4x/week	259.98	-	259.98
5x/week	321.48	-	321.48
Requested extra pick up (outside of normal schedule)	30.75	-	30.75
Rental fee	26.00	-	26.00
Waste wheeler			
1x/week	3.30	-	3.30
2x/week	9.45	-	9.45
3x/week	15.60	-	15.60
4x/week	21.75	-	21.75
5x/week	27.90	-	27.90
Requested extra pick up (outside of normal schedule)	10.25	-	10.25
Rental fee	9.00		9.00
Late fee		10%	
One time additional pickup permit stickers		10.00	per sticker
Compactor tickets		45.00	per 1 cubic yard

4) Video service provider fee 5% of annual gross revenue

5) Miscellaneous

DVD Copies	5.00
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G) ENGINEERING DIVISION

1) Design manual fees:

Water and sanitary sewer improvement specifications
Storm water management design
Digital city standard drawings

30.00	
20.00	25.00
15.00	per compact disc

2) Map Order

Media:

Bond	8 1/2 x 11	B/W	4.00	
Bond	8 1/2 x 11	Color	4.00	
Bond	11 x 17	B/W	4.00	
Bond	11 x 17	Color	4.50	
Bond	24 x 36	B/W	10.00	
Bond	24 x 36	Color	11.00	
Bond	36 x 48	B/W	18.00	
Bond	36 x 48	Color	20.00	
Mylar	24 x 36	B/W	12.00	
Mylar	24 x 36	Color	14.00	
Mylar	36 x 48	B/W	20.00	
Mylar	36 x 48	Color	22.00	
Dry Mounted	24 x 36		10.00	plus map fee
	36 x 48		22.00	plus map fee

Base and Zoning maps:

Lots	5.00	plus media cost
Oxford Historic District	1.00	plus media cost
Corporation limits	Free	
Water lines	5.00	plus media cost
Sewer lines	5.00	plus media cost
Storm sewer lines	5.00	plus media cost
zoning	5.00	plus media cost
Proposed development	5.00	plus media cost
Additional use permits	5.00	plus media cost
P.U.D.'s	5.00	plus media cost
Special use permits	5.00	plus media cost
Street index	1.00	plus media cost
Digital base map section	15.00	plus media cost

3) Plans and Specifications Sales

20.00-500.00 dependent on size of project

4) Document handling/forwarding fee to regulating agencies

25.00

5) Engineering plan review for revisions after 2nd submittal

100.00 per submission

H) STREET DIVISION

Street cut surface repair - April through November

Up to 40 sq. ft. (or 40 linear ft of curb totaling less than 40 sq. ft.)

128.00

More than 40 sq. ft.

128.00 plus 3.20 per additional sq. ft.

December through March

add 50% to above costs

Brick Street Repair	30.00 per sq. ft.
Work without a permit in ROW (Starting construction or work without permit)	Greater of \$200.00 or twice the cost of permit
Street Tree Permits	No charge
Removal of hazardous trees from private property	At cost to city plus 5% Administrative fee
Street Spills	Cost of time and materials for cleanup plus 10% administrative fee
Right-of-way Requests	
Personnel (misc. tasks)	25.00 per hour
Event Electrician	100.00 plus necessary materials at cost
Road Closures/Detours	135.00
Event Trash cans	5.00
Street Signs	Cost of labor/materials used plus 10% administrative fee
Woodside Cemetery	
Gravesite plots	100.00
Opening and closing of gravesite	250.00
Additional charge after 3:30 weekdays and on weekends	100.00
Street Banner Installation and removal	100.00 Single banner
Damage to City Facilities	Cost to City plus 40%
<u>I) FINANCE DEPARTMENT</u>	
Miscellaneous copies	0.10 per page per copy
Final Annual Budget Document	
Paper	At cost to City
Electronic	5.00 per DVD/CD
Any other method	At cost to City
Comprehensive Annual Financial Report	
Paper	At cost to City
Electronic	5.00 per DVD/CD
Any other method	At cost to City
Hotel tax rates:	
Hotel tax	3%
Convention tax	3%
Motor Vehicle license tax	5.00 per motor vehicle
Motor Coach or Bus	25.00 each per year
Taxicab Company License	25.00 per year
Taxicab per Operator License	50.00 25.00 (includes background) per year
Taxicab per Vehicle License	25.00 per year
Vendor License	50.00 per Calendar month or 300.00 per Calendar year

NSF check Fee	At cost to City
Dog License	0.75 per Tag (City share), plus amount charged by Butler County

J) Human Resources

Non refundable Civil Service exam fee	15.00
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SECTION 2: Council hereby accepts the recommendation of the City Manager and authorizes the adoption of the fees as contained herein. Additionally, the Council authorizes the City Manager to implement changes to existing fees or add new fees as deemed appropriate.

SECTION 3: This ordinance repeals ordinance adopted by the City of Oxford, but does not repeal the enabling language of the legislation by which these fees were previously adopted, which language shall otherwise remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY : LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources
Originating Department

Council Meeting Of: November 21, 2017

Account Code No. #: N/A

Candi Fyffe
Prepared By

Budgeted Amount: N/A

November 14, 2017
Date Prepared

Agenda Title: An Ordinance Establishing Salaries And Certain Benefits For Salaried and Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2018 Through December 31, 2018.

Recommendation: Approve.

Discussion: Changes are indicated by strikeout and have been approved by the City Manager.

Section 1. The Safety Department-Fire Division is increasing the number of full-time Firefighter/Paramedics to six (6).

Section 1. The Safety Department-Police Division is increasing the number of full-time Police Officers to seventeen (17).

Section 1. The Service Department is changing the job title for the Engineer-In-Training to Engineer to reflect a credentialed engineer in the position.

Section 1. The Service Department-Streets and Maintenance Division is increasing the number of full-time Service Workers to ten (10).

These changes will result in total authorized full-time personnel of **one hundred sixteen (116) full time employees.**

Section 2. Staff is implementing a three percent (3%) cost of living (COLA) increase or a market adjustment.

Section 3. Staff is raising the maximum compensation of part-time positions by increasing the rate by three percent (3%).

Section 3. Staff is adding one (1) part-time Zoning Inspector to the Community Development Department.

Section 3. Staff is changing the names of the two (2) Assistant to the Chief positions to more accurately reflect the current job duties. The first position will be known as Property Custodian and the second position will be Community Outreach Specialist.

Section 7.F. Staff is changing the Personal Days provided. Personal Days will be increased to five (5) days – forty (40) hours. This change is to try and equalize the number of personal hours some

contract employees are allotted.

Attachment A: The pay bands have been increased by 3% for 2018.

Attachment B. Vacation: Staff is implementing an update to this section to reflect the amount of vacation full-time Fire Captains and Firefighters can carryover from one calendar year to the next. It now reflects that Full-Time Fire Captains and Firefighters can carryover over up to one year's vacation accrual plus 72 hours.

Attachment B. Fire Captain Salary Schedule. This section was revised to show the final 5% increase in pay and 3% COLA increase for Fire Captains.

Attachment B. Firefighter/Paramedic Salary Schedule. This Section was revised to show a 3% increase for Firefighter/Paramedics. In addition, a salary schedule for newly hired Firefighter/Paramedics was added. **A revision to the salary schedule was included in the second reading to remain competitive with area departments.**

Approved By:

Department Head:
City Manager:

Initial Date

DRE \ 11/17/17

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, 2018⁷ THROUGH DECEMBER 31, 2018⁷.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT THE SALARIES, WAGES AND CERTAIN BENEFITS FOR A NUMBER OF OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD BE FIXED AS FOLLOWS:

SECTION 1: The following full-time positions are hereby established with respect to position title, authorized number and pay range:

Position	Type	Authorization # of Employees	Pay Band
Office of the City Manager			
City Manager	NC	1	By Contract
Assistant to the City Manager	NC	1	5
Human Resources Director	NC	1	7
Clerk of Council/AAll	NC	1	4
Economic Development Department			
Economic Development Director	NC	1	7
Finance Department			
Finance Director	NC	1	By Contract
Assistant Finance Director	NC	1	6
Payroll & Benefits Specialist	C	1	5
Finance Specialist	C	1	5
Accounting Specialist	C	1	4
Utility Collections Specialist	C	2	4
Law Department			
Law Director	NC	1	By Contract
Parks & Recreation Department			
Parks & Recreation Director	NC	1	7
Recreation Programs Supervisor	C	1	5
Sports Activities Supervisor	C	1	5
Office Manager	NC	1	5
Receptionist	C	1	1
Sports Coordinator	C	1	3

Community Development Department			
Community Development Director	NC	1	7
Planner	C	1	6

Admin Asst to Director (Tech)	NC	1	5
Administrative Assistant II	NC	2	3
Safety Department – Fire Division			
Fire Chief/Inspector	NC	1	7
Fire Captains *See Attachment B	C	3	6
Firefighter/Paramedics *See Attachment B	C	36	5
Administrative Assistant II	NC	1	3
Safety Department – Police Division			
Police Chief	NC	1	7
Police Lieutenant	C	2	By Contract
Police Sergeant	C	6	By Contract
Police Officer	C	176	By Contract
Public Safety Assistant	C	3	By Contract
Police Records Specialist	C	1	By Contract
Dispatcher/Clerk	C	6	By Contract
Office Manager	NC	1	5
Service Department			
Service Director	NC	1	7
Environmental Specialist	C	1	5
Administrative Assistant III	NC	1	4
Custodian	NC	1	1
Engineering Division			
City Engineer	C	1	6
Engineer In-Training (EIT) Engineer	C	1	5
Engineering Aide	C	1	4
Streets and Maintenance Division			
Streets and Maintenance Manager	C	1	6
Equipment Mechanic	C	1	5
Parks Maintenance Supervisor	C	1	5
Street Operations Specialist	C	1	4
Service Workers		109	
Wastewater Division			
Collection			
Wastewater Collection Manager	C	1	6
Service Workers		4	
Plant			
Wastewater Plant Manager	C	1	6
WWTP Laboratory Technician	C	1	3
Plant Mechanic II	C	1	4
Plant Mechanic I	C	1	3
Service Worker I	NC	1	1

WWTP Operators		3	
Water Division			
<i>Distribution</i>			
Water Distribution Manager	C	1	6
Service Workers		4	
<i>Plant</i>			
Water Plant Manager	C	1	6
Utility Maintenance Technician	C	1	2
Utility Meter Reader	NC	1	1
Water Plant Operators		2	
TOTAL Full-Time Budgeted:		111115 116	

NC = Non-Classified Employee
C = Classified Employee

SECTION 2: The compensation plan setting forth the range of base pay bands for each position title, being pay bands 1 through 7, is attached hereto (Attachment A) and incorporated herein as the Base Pay Band Provisions.

- A.** Adoption of this ordinance reflects an ~~additional 32% increase (for a total of 4% for 2017)~~ increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B.** The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C.** The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.

SECTION 3: The following part-time positions are hereby established with respect to position title, authorized number and maximum compensation (rate per hour except as otherwise indicated):

Position	Authorization # of Employees	Maximum Pay Rate
Finance Department		
Accounting Assistant	1	\$15.00 15.45/hr
Parks & Recreation Department		
Park/Recreation Technician	5	\$12.00 12.36/hr
Program Coordinator	4	\$15.00 15.45/hr
Senior Program Coordinator	1	\$16.25 16.74/hr
Custodian	3	\$14.00 14.42/hr
Community Development Department		
Code Enforcement Officer Zoning Inspector	1	\$25.00/hr
Service Department		
Deputy Director	1	\$40.64 41.86/hr
Laborers	4	\$13.00 13.39/hr
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$21.00 21.63/hr
Safety Department – Fire Division		
Part-Time Firefighters/EMTs	30	\$17.00 17.51/hr
Firefighters and/or EMTs	64	\$17.00 17.51/hr
Fire Division Captains	3	\$18.00 18.54/hr
Fire Division Lieutenants	1	\$17.00 17.51 per hour
Safety Department – Police Division		
Assistant To the Chief – Parking & Transportation Property Custodian	1	\$27.38 28.21/hr [CF1]
Assistant to Chief – Business Liaison Community Outreach Specialist	1	\$27.38 28.21/hr
Police Officer	6	Contract base pay
Public Safety Assistant	4	Contract base pay
Dispatcher/Clerk	4	Contract base pay
TOTAL Part-Time Authorized Strength:	136	
City-Wide		
Intern/Temporary Part-Time		\$14.00/hr

SECTION 4: The following seasonal part-time positions are hereby established with respect to position title, authorized number and maximum compensation (rate per hour except as otherwise indicated):

Position	Authorization	
	# of Employees	Pay Rate
Safety Department – Fire Division		
Fire/EMS for Miami University Coverage		\$45.00 per hour
Parks & Recreation Department		
Park/Recreation Technician	36	\$11.50/hr
Program Coordinator	3	\$14.50/hr
Service Department		
Street Department		
Laborer	7	\$ 13.00/hr
Wastewater Division		
Plant		
Laborer	1	\$ 13.00/hr
Collections		
Laborer	1	\$ 13.00/hr
Water Division		
Plant		
Laborer	1	\$13.00/hr
TOTAL Seasonal Part-Time Authorized Strength:	49	

SECTION 5: Department Heads and Supervisory Employees.

- A. Defined.** The positions of City Manager, Finance Director, Law Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, Fire Chief, Human Resource Director and Economic Development Director are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.

B. Overtime. Department heads are salaried employees and are not entitled to overtime.

- C. Vacation.** Department heads shall accrue vacation leave monthly at the following rates (except a first year department head who shall receive vacation accrual after the completion of the twelfth month):

After 12 months (1 year) - 120 hours
After 84 months (7 years) - 160 hours
After 156 months(13 years) - 200 hours

The City Manager is authorized to grant up to 80 hours of vacation leave during the first year of employment of a department head on the basis of extenuating circumstances.

The City Manager's vacation benefit shall be in accordance with the City Manager's contract.

- D. Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.
- E. Sick Leave.** The Police Chief shall receive a bonus of \$310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

- A. Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.
- B. Hours of Work.** Full-time, non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of two (2) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.

- C. Emergency Appointments.** In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.
- D. Firefighters** (excluding full-time Fire Captains and Firefighter/Paramedics. See Appendix B). Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

No Paid-on-Call or Part-time firefighter may work in excess of fifteen hundred (1500) hours in any given Calendar year or in excess of one hundred-six (106) hours in any pay period.

Any hours worked in the employee's hired capacity or similar function to their hired capacity shall be calculated as total hours worked for that pay period and year. Performing other department sanctioned duties other than those for which the employee was hired shall not be included in total hours.

- E. Shift Differential Pay.** The applicable rate of shift differential for the entire shift worked will be determined by the applicable rate for the majority of the hours in an assigned shift. If an assigned shift is evenly divided between two rates, the higher rate shall be applicable to all hours of the shift worked. A full-time employee who is assigned by their supervisor to work a shift after 4:00 p.m. and before 8:00 a.m. shall receive shift differential pay for all hours worked. The differential shall be twenty-five cents (\$0.25) per hour for all hours of a shift actually worked after 4:00 p.m. and before 12:00 midnight. The differential shall be forty-five cents (\$0.45) per hour for all hours of a shift actually worked after 12:00 midnight and before 8:00 a.m. Shift differential will be paid at its normal rate for scheduled hours worked on a holiday in addition to holiday pay. Overtime may be incurred for the work week (over 40 hours) attributable to working during a shift differential period (defined above). For purposes of calculating overtime pay, the base pay rate shall include the hourly shift differential amount. The shift differential rate used for overtime calculation will be the same rate used for shift differential as determined per the guidelines above.

SECTION 7: Employee Benefits

- A. **Uniforms.** The Police Chief shall receive credit in the same manner as the Detective Sergeant as specified in the Police Sergeants and Lieutenants contract.

The City shall provide full-time employees in the Service Department and the Parks & Recreation Department, who wear a uniform in the performance of their duties, with a uniform rental service.

- B. **Sick leave.** Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.

- C. **Sick Leave Incentive.** A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph.

As a part of the sick leave incentive, as of December 31, 2007, those employees having a sick leave balance will have those hours banked. Future accruals will not be added to the hours banked, however, all banked hours and any accruals will continue to show on the individuals pay stub to be used should the hours be needed for illness. The banked hours will be held until retirement, death or lay-off, at which time not more than 1200 banked hours may be converted to vacation time at the ratio of one-to-one for the first three hundred hours and three-to-one for the remaining nine hundred hours.

- D. **Sick leave conversion.** Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20th. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.

- E. **Payment of Health Insurance Premiums.** For each full-time employee and Law Director who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

- F. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows: (10 holidays/~~4~~5 personal days)

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve Day (The day preceding or following
Christmas Day holiday as designated by the City Manager)
Christmas Day (December 25)
~~Four (4)~~Five (5) Personal Days - ~~32 Hours~~40 Hours[CF2]

New employees hired during the year shall have their Personal Hours pro-rated based on initial hire date. With the exception of employees who work a continuous schedule, holidays falling on a Saturday shall be observed on the preceding Friday and holidays falling on a Sunday shall be observed on the following Monday.

- G. Pay for Work on Certain Holidays.** Any full-time employee, department heads excluded, who is required by the employee's supervisor to work on a designated holiday as a part of the employee's regularly scheduled duty and within the employee's normal hours of work shall receive pay in an amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked by the employee between the hours of 12:01 a.m. and 12:00 midnight, inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

When a calendar holiday falls on either weekend day(s) (including Christmas Eve and Christmas), the following rules apply:

- a) If an employee works the designated holiday, the employee is entitled to:
 - 1) One and one-half (1-1/2) times their base hourly rate for the hours worked, and
 - 2) a paid day to be taken at another time.
- b) If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

H. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week and the Law Director. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half(1-1/2)times the Police Chief's annual salary.

For each firefighter, the City will pay 100% of the premium for a Firefighter's Accident Policy, not to exceed \$10,000 in insurance coverage.

I. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2018~~7~~and are full-time employees of the City on or before December 31, 2018~~7~~. To be eligible for Longevity Bonus Pay an employee must meet both requirements.

No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 2018~~7~~ shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2018~~7~~. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

After 5 years - \$450	After 18 years - \$775
After 6 years - \$475	After 19 years - \$800
After 7 years - \$500	After 20 years - \$825
After 8 years - \$525	After 21 years - \$850
After 9 years - \$550	After 22 years - \$875
After 10 years - \$575	After 23 years - \$900
After 11 years - \$600	After 24 years - \$925
After 12 years - \$625	After 25 years - \$950
After 13 years - \$650	After 26 years - \$975
After 14 years - \$675	After 27 years - \$1000
After 15 years - \$700	After 28 years - \$1025
After 16 years - \$725	After 29 years - \$1050
After 17 years - \$750	After 30 years - \$1075

- J. Vacation.** An employee shall accrue vacation monthly at the following rate unless otherwise covered by a collective bargaining unit. At the end of the first year (after 12 months) a non-contract employee will be credited with eighty (80) hours of vacation. At that time the employee will start accruing monthly vacation according to the following schedule:

After 12 months (1 year) - 80 hours
After 24 months (2 years) - 88 hours
After 48 months (4 years) - 96 hours
After 60 months (5 years) - 104 hours
After 72 months (6 years) - 112 hours
After 84 months (7 years) - 120 hours
After 96 months (8 years) - 128 hours
After 108 months (9 years) - 136 hours
After 120 months (10 years)- 144 hours
After 132 months (11 years)- 152 hours
After 144 months (12 years)- 160 hours
After 156 months (13 years)- 168 hours
After 168 months (14 years)- 176 hours
After 180 months (15 years)- 184 hours
After 192 months (16 years)- 192 hours
After 204 months (17 years)- 200 hours

The City Manager is authorized to grant up to 40 hours of the employee's vacation leave to be used in advance of their first year anniversary on the basis of extenuating circumstances.

- K. Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.

- L. Continuing Education/Tuition Reimbursement.** For 20187, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

SECTION 8: Applicability

Irrespective of any language or wording herein above, this ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written contract relative to wages and working conditions. This entire ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

SECTION 9: Repeal of Conflicting Ordinances

All other ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this ordinance be and the same are hereby repealed.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

| INTRODUCED BY: Kate Rousmaniere

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (~~2017~~2018)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$ 64,877 66,830	\$ 116,626 120,141
Hourly	\$ 31.19 32.13	\$ 56.07 57.76
PAY BAND 6		
Annual	\$ 50,466 52,000	\$ 89,594 92,290
Hourly	\$ 24.26 25.00	\$ 43.07 44.37
PAY BAND 5		
Annual	\$ 43,216 44,512	\$ 72,840 75,026
Hourly	\$ 20.78 21.40	\$ 35.02 36.07
PAY BAND 4		
Annual	\$ 37,979 39,125	\$ 61,589 63,440
Hourly	\$ 18.26 18.81	\$ 29.61 30.50
PAY BAND 3		
Annual	\$ 34,430 35,464	\$ 58,040 59,800
Hourly	\$ 16.55 17.05	\$ 27.90 28.75
PAY BAND 2		
Annual	\$ 32,200 33,176	\$ 52,262 53,830
Hourly	\$ 15.48 15.95	\$ 25.13 25.88
PAY BAND 1		
Annual	\$ 29,107 29,994	\$ 47,220 48,651
Hourly	\$ 13.99 14.42	\$ 22.70 23.39

ATTACHMENT B

CITY OF OXFORD OHIO

Full-Time Fire Captains' and Firefighter's Policies and Wage Rates

Holidays

Full time Fire Captains and Firefighters working a 24/48 schedule will be paid a holiday check on December 1 of each year. This check will consist of eight (8) hours pay for each of the 10 holidays. If a fire captain or Firefighter is called in to work on an unscheduled Holiday, hours worked will be paid at a double-time rate.

Personal Days

Full time Fire Captains and Firefighters working a 24/48 schedule will be entitled to take two (2) 24 hour personal days per calendar year. These hours must be taken each year and may not be accrued.

Sick Leave

Full time Fire Captains and Firefighters working a 24/48 schedule shall accrue sick leave hours at a rate of 13 hours per calendar month. Sick leave may be accumulated without maximum.

Sick Leave Incentive

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible to receive a sick leave incentive which is the same as other city employees.

Vacation

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible for vacation after one year of employment and as follows: on the first anniversary date 72 hours; on the second through ninth anniversary date 120 hours; on the 10th anniversary date and thereafter 168 hours. **Full-time Fire Captains and Firefighters can carryover over-up to one year's vacation accrual plus 72 hours.**

Funeral Leave

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible to take up to two (2) 24 hour days per calendar year for the purpose of attending the funeral of a member of the employee's immediate family. The definition of immediate family is outlined in the Employee Handbook.

Kelly Days

Full time Fire Captains and Firefighters working a 24/48 schedule will be entitled to a Kelly day (day off on the 10th scheduled day) when the employee is scheduled to work 10 24 hour days in a 28 day cycle. This will amount to three or four Kelly days per year depending on each employee's schedule.

Life Insurance

Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible for premium group life insurance (term) coverage in an amount equal to 1.5 times the employee's annual base salary paid for by the City.

Compensatory Time

Full time Fire Captains and Firefighters working a 24/48 schedule are not eligible to receive compensatory time (hours) for overtime hours worked.

All other employee benefits are outlined in the salary ordinance and employee handbook.

Fire Captain Salary Schedule

The following salary schedule shall take effect 1/1/~~2017-2018~~ for all full-time Fire Captains. Fire Captains who are employed on January 1 of ~~2017-2018~~ will receive the amount listed below plus any additional overall adjustment granted by Council.

2017 2018	\$ 67,932.80 73,486
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~~2017-2018~~ Holiday pay check will equal (80 hours total) at \$~~32.66~~35.33 per hour or \$~~2612.80~~2,826.00 total.

Firefighter/~~Paramedic~~ Salary Schedule

Any newly hired firefighter in ~~2017-2018~~ will be paid the following rate.

2017 2018	\$ 54,204.80 55,84865,703
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~~2017-2018~~ Holiday pay check will equal (80 hours total) at \$~~26.06~~26.8531.59 per hour or \$~~2084.80~~2,148.00\$2527.20 total.

Any newly hired Fire Captain or ~~current and newly hired~~ Firefighter/~~Paramedic~~ in 2018 will be paid according to the salary schedule below^(CF1):

Starting salary	85% of applicable base rate
With 12 mos of service	90% of applicable base rate
With 24 mos of service	95% of applicable base rate
With 36 mos of service	100% of applicable base rate