



Agenda

Oxford City Council

Court House

TUESDAY, DECEMBER 2, 2014

EXECUTIVE SESSION

None.

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

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

REGULAR MEETING

6:30 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. 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 18, 2014 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

- B. Report regarding the November 11, 2014 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)



Report

- C. Report regarding the November 20, 2014 Civil Service Commission Meeting. (Donna Heck, Human Resources Director)



Report

- D. A Resolution authorizing the sale of salvaged, junk and/or abandoned motor vehicles. (Bob Holzworth, Police Chief)



Staff Report/Resolution

- E. 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 15, 2014 until 6:00 p.m. on December 31, 2014. The two hour restriction for meters in these locations will remain in effect. (Bob Holzworth, Police Chief)



Staff Report/Resolution

5. Resolutions - None.

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

A. First Reading.

1. An Ordinance Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment To Establish A Neighborhood Conservation Overlay District In A R-1B (Single Family Medium Density Residential) District, And R-2A (Single and Two Family Residential) District For 17 Parcels Located On Christopher Drive Between Kelly Drive And Jeffrey Drive, In The City Of Oxford, Ohio. (Jung-Han Chen, Community Development 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-2A (Single And Two Family) District For 70 Parcels Located On Melissa Drive, Melinda Drive, And Part Of Dana And David Drives, In The City Of Oxford, Ohio. (Jung-Han Chen, Community Development Director)



Staff Report/Ordinance

3. An Ordinance Approving The Preliminary Planned Development on 37.08 Acres of Land Fronting Southpointe Parkway In The City Of Oxford, Ohio, To Allow A New Planned Development For Residential Use. (Jung-Han Chen, Community Development Director)



Staff Report/Ordinance



Exhibit "A" 1 of 2



Exhibit "A" 2 of 2

4. An Ordinance Accepting The Annexation Petition From Douglas R. Elliott, Jr. For 137.622 Acres Of Land In The Township Of Oxford, Butler County, Ohio, And Accepting Said Territory To Be Annexed. (Doug Elliott, City Manager)



Staff Report/Ordinance

5. An Ordinance Repealing Oxford Codified Ordinance Section 1143.12 Entitled General Business District, 1143.13 Entitled Office And Light Industrial District And 1143.14 Entitled Light Industrial District, And Adopting New Oxford Codified Ordinance Section 1143.12 Entitled General Business District, 1143.13 Entitled Office And Light Industrial District And 1143.14 Entitled Light Industrial District. (Jung-Han Chen, Community Development Director)



Staff Report/Ordinance

6. An Ordinance Repealing Oxford Codified Ordinance Section 1147.03 Entitled Use Specific Regulations & Potential Concerns And Adopting New Oxford Codified Ordinance Section 1147.03 Entitled Use Specific Regulations & Potential Concerns. (Jung-Han Chen, Community Development Director)



Staff Report/Ordinance

7. An Ordinance Repealing Oxford Codified Ordinance Sections 1159.03 Entitled Definitions (Beginning With The Letter "B") And 1159.14 Entitled Definitions (Beginning With The Letter "M") And Adopting New Oxford Codified Ordinance

Section 1159.03 Entitled Definitions (Beginning With The Letter "B") And 1159.14 Entitled Definitions (Beginning With The Letter "M"). (Jung-Han Chen, Community Development Director)



Staff Report/Ordinance

8. An Ordinance Amending Ordinance No. 3249. Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2014. (Joe Newlin, Finance Director)



Staff Report/Ordinance

- B. Second Reading - None.
- 7. A. Announcements & Communications. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.
 - 1. Remarks from City Council and City Staff.
- B. Future Meetings.
 - WED - Dec 3 Historic and Architectural Preservation Commission Meeting 6:00 p.m.
 - WED - Dec 3 Environmental Commission Meeting 7:00 p.m. Municipal Building
 - THUR - Dec 4 Community Relations Commission Meeting 4:15 p.m. Municipal Building
 - FRI - Dec 5 Student Community Relations Commission Meeting 1:00 p.m. LCNB
 - TUES - Dec 9 Planning Commission Meeting 7:30 p.m.
 - WED - Dec 10 Joint TRI-Recreation Board Meeting 12:00 p.m. Location TBA
 - MON - Dec 15 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building
 - TUES - Dec 16 City Council Meeting 7:30 p.m.
 - WED - Dec 17 Civil Service Commission Meeting 5:30 p.m. Municipal Building
 - WED - Dec 17 Board of Zoning Appeals Work Session 5:30 p.m. (Regular meeting cancelled)
 - THUR - Dec 25 Holiday - City Offices Closed
 - FRI - Dec 26 Holiday - City Offices Closed
- 8. Adjourn.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: December 2, 2014

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

November 18, 2014

Date Prepared:

PC-2014-14 ZONING MAP AMENDMENT to establish a Neighborhood Conservation Overlay District in the neighborhood of Christopher Drive, between Kelly Drive and Jeffrey Drive, for a total of 17 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

Recommendation: Approval

Discussion:

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in a R1-B (Single-Family Medium Density Residential), R-2A (Single and Two-Family Residential) Districts. A total of 17 parcels were included in this petition on Christopher between Kelly Drive and Jeffrey Drive. The petitioner gathered 13 signatures. The enabling legislation for this was adopted by City Council in 2012. The legislation would allow a neighborhood to generate a petition to create an overlay district subject to meeting certain standards and public hearing process.

The petition to establish a neighborhood conservation overlay district was filed on August 18, 2014 with the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarding this request to the Planning Commission on September 2, 2014. The Planning Commission reviewed the request on November 11, 2014 and the Planning Commission recommended approval of this amendment and forwarding this request to City Council for legislative action.

The intent is to be a grass-roots effort which only alters one aspect of the permitted land uses (residential occupancy). Therefore the base zoning district regulations are retained. Without the overlay, a single dwelling unit can have up to four unrelated persons. With the overlay, a single dwelling unit is limited to no more than two unrelated persons. Existing dwellings with more than two unrelated persons would be allowed to continue as legal conforming.

Approved By:

Department Head:
City Attorney:
City Manager:

JHC / 11/19/14
DRE / 11/25/14

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-1B (SINGLE FAMILY MEDIUM DENSITY RESIDENTIAL) DISTRICT, AND R-2A (SINGLE AND TWO FAMILY RESIDENTIAL) DISTRICT FOR 17 PARCELS LOCATED ON CHRISTOPHER DRIVE BETWEEN KELLY DRIVE AND JEFFREY DRIVE, 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 1125.01 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on November 11, 2014 on the City of Oxford's application for a Zoning Map Amendment to establish a Neighborhood Conservation Overlay District in a R-1B (Single Family Medium Density Residential) District and R-2A (Single and Two Family Residential) District for 17 parcels located on Christopher Drive between Kelly Drive and Jeffrey Drive 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-1B (Single Family Medium Density Residential) District and R-2A (Single and Two Family Residential) District for 17 parcels located on Christopher Drive between Kelly Drive and Jeffrey Drive 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: KEVIN MCKEEHAN
PREPARED BY: LAW (STAFF)

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

<u>Report Date</u>	December 2, 2014
<u>Case Number</u>	PC-2014-14
<u>Applicant Information</u>	City of Oxford
<u>Requested Action</u>	Zoning Map Amendment
<u>Summary of Request</u>	PC-2014-14 Zoning Map Amendment , to establish a Neighborhood Conservation Overlay District in the neighborhood of Christopher Drive, between Kelly Drive and Jeffrey Drive, for a total of 17 parcels contained in the proposed overlay district boundary, City of Oxford, Applicant
<u>Public Hearing Information</u>	On November 11, 2014 a Public Hearing took place at 118 W. High Street. A Public Hearing notice was published in the Oxford Press on October 10, 2014. Public Hearing notices were mailed out to surrounding properties on October 28, 2014.
<u>Commission Action</u>	The Planning Commission voted 5-1-0 recommending approval to City Council.
<u>Commission Findings and Conclusions</u>	The Planning Commission recommended this Zoning Map Amendment having met the Decision Standards of Chapter 1146, and at least one decision standard of Chapter 1135.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated October 29, 2014 2. Proposed Boundary Map 3. Interoffice Reviews 4. Surrounding Property Notifications 5. Zoning Map Amendment Application Dated September 26, 2014 6. Resolution 4850 City Council Acceptance of Petition 7. Staff Summary to City Council Dated September 2, 2014 8. Petition for Residential Conservation Overlay District

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2014-14

Date – November 11, 2014

APPLICATION

Applicant: City of Oxford
Action Request: **ZONING MAP AMENDMENT** to establish a Neighborhood Conservation Overlay District in R-1B/R-2A Districts, in the neighborhood of Christopher Drive, between Kelly Drive and Jeffrey Drive, **City of Oxford, Applicant**

DESCRIPTION

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in a R-1B Single-Family Medium Density Residential District and R-2A (Single and Two Family Residential Districts.

A petition to establish a neighborhood conservation overlay district was filed on August 18, 2014 to the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarding this request to the Planning Commission on September 2, 2014 via Resolution 4850.

ZONING CODE

The Oxford Zoning Ordinance Chapter 1146 governs the establishment of the Neighborhood Conversation 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 comment
Fire:	Received without comment
Engineering:	Received without comment
Econ. Dev.	Received without comment

PUBLIC REVIEW AND COMMENTS

None were received.

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 owner-occupied character. The Planning Commission went through extensive discussion about this overlay district in 2012. It was designed to provide mechanisms to the neighborhood 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.

The conversion of a single family residential dwelling from owner-occupied to rental property in a neighborhood creates a negative impact to the neighborhood in a variety of forms, including property deterioration, congestion, noise and traffic. It also set the pace for more properties in the neighborhood to be more susceptible to turning into rental properties.

A petition was filed by a group of neighbors in the neighborhood of Christopher Drive, between Kelly Drive and Jeffrey Drive for a total of 17 parcels of tracts of land, to be considered a Neighborhood Conservation Overlay District on August 18, 2014 with the Clerk of the Oxford City Council. The petition also showed that there were 12 signatures obtained and the date of those signatures. A map of the proposed district was attached illustrating the area for consideration. One additional signature was also turned in after the petition had been accepted by the City Council, which brings the total signatures to 13 parcels; which is over 76% of the owner's signatures of this area.

Based on the Neighborhood Conversation Overlay District requirements, the City Council accepted the petition on September 2, 2014 and forwarded this petition to the Planning Commission for Zoning Map Amendment consideration.

In considering the overlay district, 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 rental properties 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 (67%) 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: October 29, 2014

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 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.

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.



**Christopher Drive
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

 $\leq$

1 inch = 125 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.



City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-14 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the neighborhood of Christopher Drive, between Kelly Drive and Jeffery Circle, for a total of 17 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **11/06/2014** 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: 10-30-14

John Detherage
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-14 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the neighborhood of Christopher Drive, between Kelly Drive and Jeffery Circle, for a total of 17 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

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Comments or status update requested by: Lynn Taylor

Please return no later than: **11/06/2014** 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: 10-30-14

VICTOR POPESCU

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-14 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the neighborhood of Christopher Drive, between Kelly Drive and Jeffery Circle, for a total of 17 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **11/06/2014** Note: If no comments are received, we will assume the project meets your department's standards.

.....
Drawings are returned: w/comments without/comments

Drawings reviewed by:



R. B. HOLZWORTH
PRINTED NAME

Date: 10/29/14

City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-14 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the neighborhood of Christopher Drive, between Kelly Drive and Jeffery Circle, for a total of 17 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **11/06/2014** 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: [Signature]

Date: 10-28-14

G. ALAN KYCEN
PRINTED NAME



PC-2014-14 **Surrounding** **Property Owners** **Map**

Legend

 Subject Area

 200 Ft. Buffer

 Address Point

 Parcel

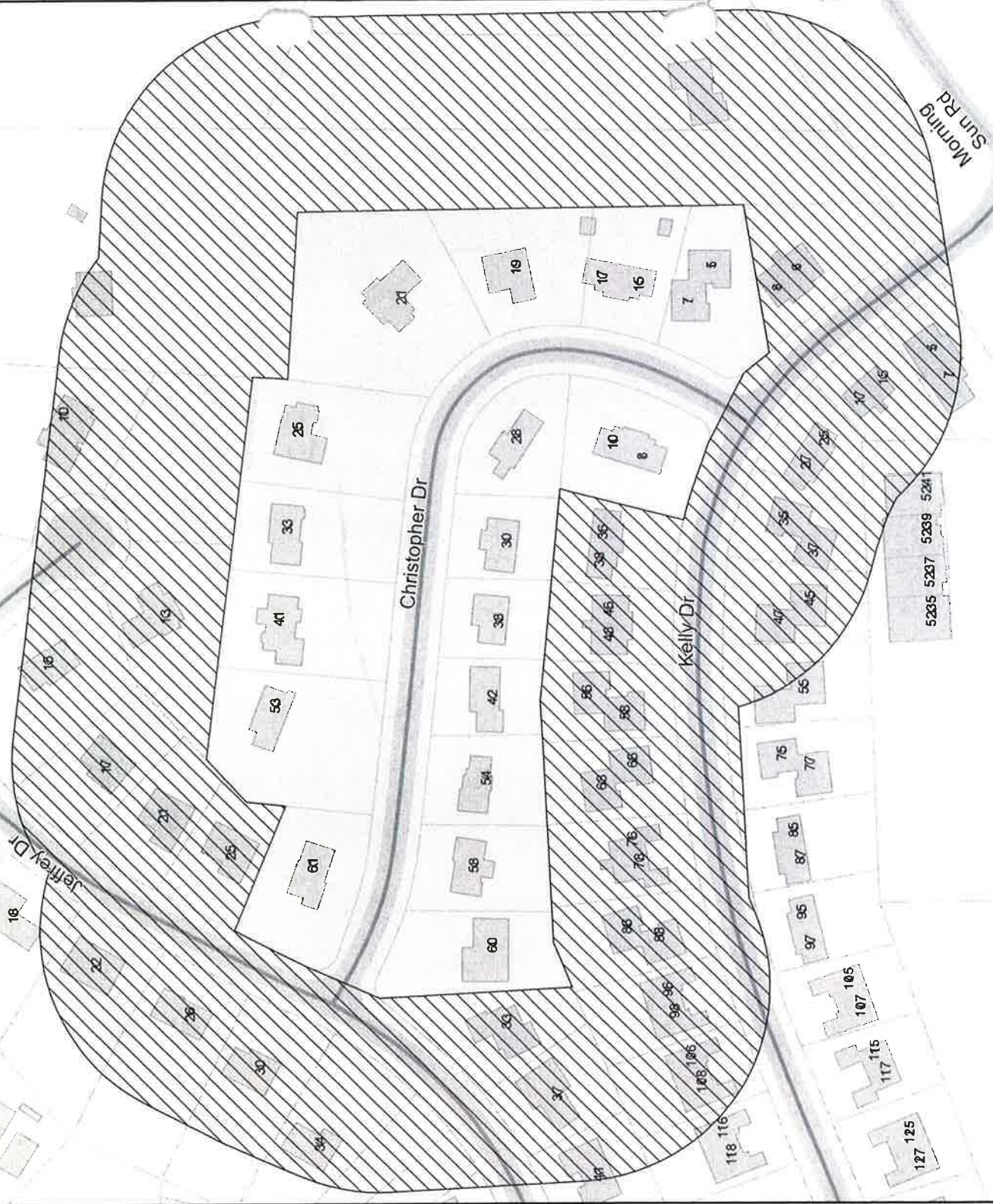
 Building Footprint

 Paved Roadway

K

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.





Internal Use Only:

Case No.

PC-2014-14

Date Filed

9/26/14

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) * 513-524-5204

Email Address jhchen@cityofoxford.org

Location and Lot Information

Location * Christopher Drive, between Jeffery and Kelly Drive

General Description of Proposed Amendment * Zoning Map Amendment: to establish a Neighborhood Conservation Overlay District

Current Zoning * R-1B, R2A

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.
- Application Fee.
 - The name, mailing address, and telephone number of the applicant.
 - A general description of the proposed amendment.
 - A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - A statement that identifies potential negative consequences of the proposed amendment.
 - Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - A legal description of the area to be rezoned.
 - The proposed zoning of the area.
 - The current zoning of the area.
 - 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 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover. To calculate the postage charge, multiply the number of adjoining properties by current postage rate³.

Sign and Date

Applicant Signature *



Date *

9/3/14

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

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

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

For Staff Use Only

Fee Paid Date *

NA

Receipt Number *

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

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

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

RESOLUTION NO. 4850

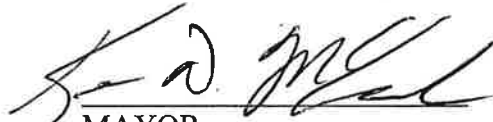
RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR THAT AREA OF CHRISTOPHER DRIVE BETWEEN KELLY DRIVE AND JEFFREY CIRCLE AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO 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 Oxford Codified Ordinance §1146.03 and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

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

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


MAYOR

ADOPTED: September 2, 2014

ATTEST: 
ACTING CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 2, 2014

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount:

August 22, 2014
Date Prepared

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

Discussion:

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

This petition for acceptance was filed by residents in the neighborhood of Christopher Drive, between Kelly Drive and Jeffery Circle on August 18, 2014. There are a total of 17 parcels contained in the proposed overlay district boundary. The petition shows 12 signatures obtained and the date when the owners signed the petition. A map of the proposed area is attached illustrating the area for consideration.

The signatures in this petition exceed the two-thirds requirement of the parcel owners of this petitioned area. The signatures represent 12 parcels within the boundary, which is 70%. Additionally, the boundary of the proposed overlay district also satisfies the general boundary requirements of Section 1146 of the Codified Ordinances.

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

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>8/25/14</u>
City Attorney:		
City Manager:	<u>DRE</u>	<u>8/27/14</u>

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR CHRISTOPHER DRIVE, OXFORD, OHIO

Petition Initiators: Carolyn A. Haynes, 38 Christopher Dr.

Sheila L. Croucher, 38 Christopher Dr.

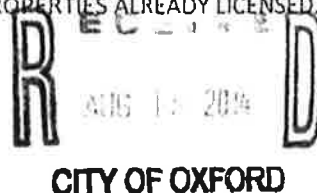
I, the undersigned, to hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

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 EXACT BOUNDARIES.

SOUTH BOUNDARY: KELLY DRIVE

NORTH BOUNDARY: JEFFREY CIRCLE



DATE	NAME	SIGNATURE	ADDRESS	NOTES
	Andrew T. Marantos		5 Christopher Dr	sent letter; no response
	Sheldon D. White		8 Christopher Dr	sent letter; no response
	Andrew T. Marantos		15 Christopher Dr	sent letter; no response
8/17/14	Steve Brockelbank Heidi Brockelbank	Heidi Brockelbank	19 Christopher Dr	
8/15/14	Walt Vanderbush	Walt Vanderbush	21 Christopher Dr	
8/15/14	Bruce D'Arcus Jacqueline Rioja Velarde	Bruce D'Arcus Jacqueline Rioja Velarde	25 Christopher Dr	

08/15/14	Nicholas Money Diana Davis	<i>N. P. Money Diana Davis</i>	28 Christopher Dr	R REC'D D AUG 15 2014
8/17/14	Stephen M McVey Catherine M McVey	<i>SM McVey</i>	30 Christopher Dr	CITY OF OXFORD
8/15/14	Virgil J Seger Paula A Seger	<i>Virgil J Seger Paula A Seger</i>	33 Christopher Dr.	
8/15/14	Sheila Croucher Carolyn Haynes	<i>Sheila Croucher Carolyn Haynes</i>	38 Christopher Dr	
8/15/14	Martha Slager James B. Slager	<i>Martha Slager</i>	41 Christopher Dr	
	Altug Bayram Burcin Bayram		42 Christopher Dr.	<i>sent email; declined to sign</i>
8/15/14	Dennis R. Johnson Lucinda M. Johnson	<i>Dennis R. Johnson</i>	53 Christopher Dr.	
	Manish Chaturvedi		54 Christopher Dr	<i>sent letter; no response</i>
8/15/14	Siok Lian Tan Tze Yean Lim	<i>Siok Lian Tan Tze Yean Lim</i>	58 Christopher Dr.	
8/17/14	Carolyn Condit	<i>Carolyn Condit</i>	60 Christopher Dr.	

8/15/14	Michael Todd Edwards		61 Christopher Dr.	
	Jennifer F. Edwards	<i>Jennifer Edwards</i>		

R E C E I V E D
AUG 13 2014
CITY OF OXFORD

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR CHRISTOPHER DRIVE, OXFORD, OHIO

Petition Initiators: Carolyn A. Haynes, 38 Christopher Dr.

Sheila L. Croucher, 38 Christopher Dr.

I, the undersigned, to 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.

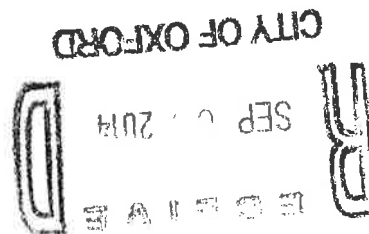
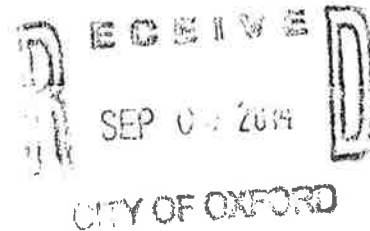
THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONERS TO INITIATE A ZONING MAP AMENDMENT PURSUANT TO CHAPTER 1146 OF THE CITY'S ZONING CODE TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PLEASE SEE ATTACHED MAP FOR EXACT BOUNDARIES.

SOUTH BOUNDARY: KELLY DRIVE

NORTH BOUNDARY: JEFFREY CIRCLE

DATE	NAME	SIGNATURE	ADDRESS	NOTES
8/30/2014	Manish Chaturvedi	<i>Manish Chaturvedi</i>	54 Christopher Dr	



**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: December 2, 2014

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

November 18, 2014

Date Prepared:

PC-2014-15, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

Recommendation: Approval

Discussion:

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in a R-2A (Single and Two Family Residential) District. The enabling legislation for this was adopted by City Council in 2012. A total of 70 parcels were included in the petition and a total of 56 signatures were gathered. The legislation would allow a neighborhood to generate a petition to create an overlay district subject to meeting certain standards and public hearing process.

The petition to establish a neighborhood conservation overlay district was filed on August 25, 2014 with the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarding this request to the Planning Commission on September 16, 2014. The Planning Commission reviewed the request on November 11, 2014 with many property owners in attendance and speaking at the public hearing. The Planning Commission recommended approval of this amendment and forwarding this request to City Council for legislative action.

The intent is to be a grass-roots effort which only alters one aspect of the permitted land uses (residential occupancy). Therefore the base zoning district regulations are retained. Without the overlay, a single dwelling unit can have up to four unrelated persons. With the overlay, a single dwelling unit is limited to no more than two unrelated persons. Existing dwellings with more than two unrelated persons would be allowed to continue as legal conforming.

Approved By:

Department Head:
City Attorney:
City Manager:

JHC / 11/19/14
DJC / 11/23/14

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-2A (SINGLE AND TWO FAMILY RESIDENTIAL) DISTRICT FOR 70 PARCELS LOCATED ON MELISSA DRIVE, MELINDA DRIVE, AND PART OF DANA AND DAVID DRIVES, 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 1125.01 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on November 11, 2014 on the City of Oxford's application for a Zoning Map Amendment to establish a Neighborhood Conservation Overlay District in a R-2A (Single and Two Family Residential) District for 70 parcels located on Melissa Drive, Melinda Drive, and part of Dana and David Drives, 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-2A (Single and Two Family Residential) District for 70 parcels located on Melissa Drive, Melinda Drive, and part of Dana and David Drives, 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: KEVIN MCKEEHAN
PREPARED BY: LAW (STAFF)

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

<u>Report Date</u>	December 2, 2014
<u>Case Number</u>	PC-2014-15
<u>Applicant Information</u>	City of Oxford
<u>Requested Action</u>	Zoning Map Amendment
<u>Summary of Request</u>	PC-2014-15 Zoning Map Amendment , to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, City of Oxford, Applicant
<u>Public Hearing Information</u>	On November 11, 2014 a Public Hearing took place at 118 W. High Street. A Public Hearing notice was published in the Oxford Press on October 10, 2014. Public Hearing notices were mailed out to surrounding properties on October 28, 2014.
<u>Commission Action</u>	The Planning Commission voted 5-1-0 recommending approval to City Council.
<u>Commission Findings and Conclusions</u>	The Planning Commission recommended this Zoning Map Amendment having met the Decision Standards of Chapter 1146, and at least one decision standard of Chapter 1135
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated October 20, 2014 2. Proposed Boundary Map 3. Interoffice Reviews 4. Surrounding Property Notifications 5. Review and Comment Form Responses 6. Zoning Map Amendment Application Dated September 26, 2014 7. Resolution 4858 City Council Acceptance of Petition 8. Staff Summary to City Council Dated September 5, 2014 9. Petition for Residential Conservation Overlay District

2A City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2014-15

Date – November 11, 2014

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING MAP AMENDMENT to establish a Neighborhood Conservation Overlay District in a R-2A Single and Two Family Residential District, in the Southern Knolls area, specifically Melissa Drive, Melinda Drive and part of Dana and David Drives, City of Oxford, Applicant

DESCRIPTION

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in a R-2A (Single and Two Family Residential) District.

A petition to establish a neighborhood conservation overlay district was filed on August 25, 2014 to the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarding this request to the Planning Commission on September 16, 2014.

ZONING CODE

The Oxford Zoning Ordinance Chapter 1146 governs the establishment of the Neighborhood Conversation 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 with no comment
Fire:	Received with no comment
Engineering:	Received with no comment
Econ. Dev.	Received with no comment

PUBLIC REVIEW AND COMMENTS

Seven reviews were received. Two opposed the amendment, four were in favor, and one property asked to be included in the Overlay District.

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 owner-occupied character. The Planning Commission went through extensive discussion about this overlay district in 2012. It was designed to provide mechanisms to the neighborhood 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.

The conversion of a single family residential dwelling from owner-occupied to rental property in a neighborhood creates a negative impact to the neighborhood in a variety of forms, including property deterioration, congestion, noise and traffic. It also set the pace for more properties in the neighborhood to be more susceptible to turning into rental properties.

A petition was filed by a group of neighbors in the Southern Knolls neighborhood, specifically Melissa Drive, Melinda Drive and part of Dana and David Drive for a total of 70 parcels of tracts of land, to be considered a Neighborhood Conservation Overlay District on August 25, 2014 with the Clerk of the Oxford City Council. The petition also showed that there were 52 signatures obtained and the date of those signatures. A map of the proposed district was attached illustrating the area for consideration.

Based on the Neighborhood Conversation Overlay District requirements, the City Council accepted the petition on September 16, 2014 and forwarded this petition to the Planning Commission for Zoning Map Amendment consideration.

In considering the overlay district, 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 rental properties 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 more lengthy 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: October 20, 2014

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 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.

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.

ATTACHMENT

Chapter 1135 Zoning Map Amendment procedures and decision standards

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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.



Southern Knolls Melissa Melinda Dana David 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 = 225 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.



City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

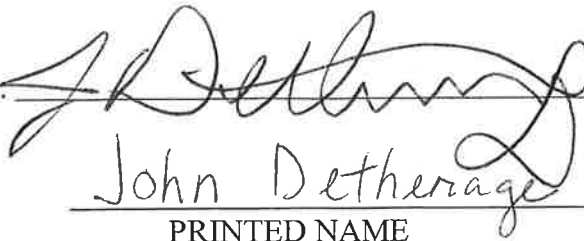
 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **11/06/2014** 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: 10-30-14

City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

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.....

Drawings are returned: w/comments without/comments

Drawings reviewed by: 

Date: 10.30.14

VICTOR POPESCU
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

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PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

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.....

Drawings are returned: w/comments without/comments

Drawings reviewed by: _____

R. B. Holzworth

R.B. HOLZWORTH
PRINTED NAME

Date: 10/29/14

City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

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Comments or status update requested by: Lynn Taylor

Please return no later than: **11/06/2014** 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: 10-28-14

G. Alan Ketchum
PRINTED NAME



PC-2014-15 Surrounding Property Owners Map

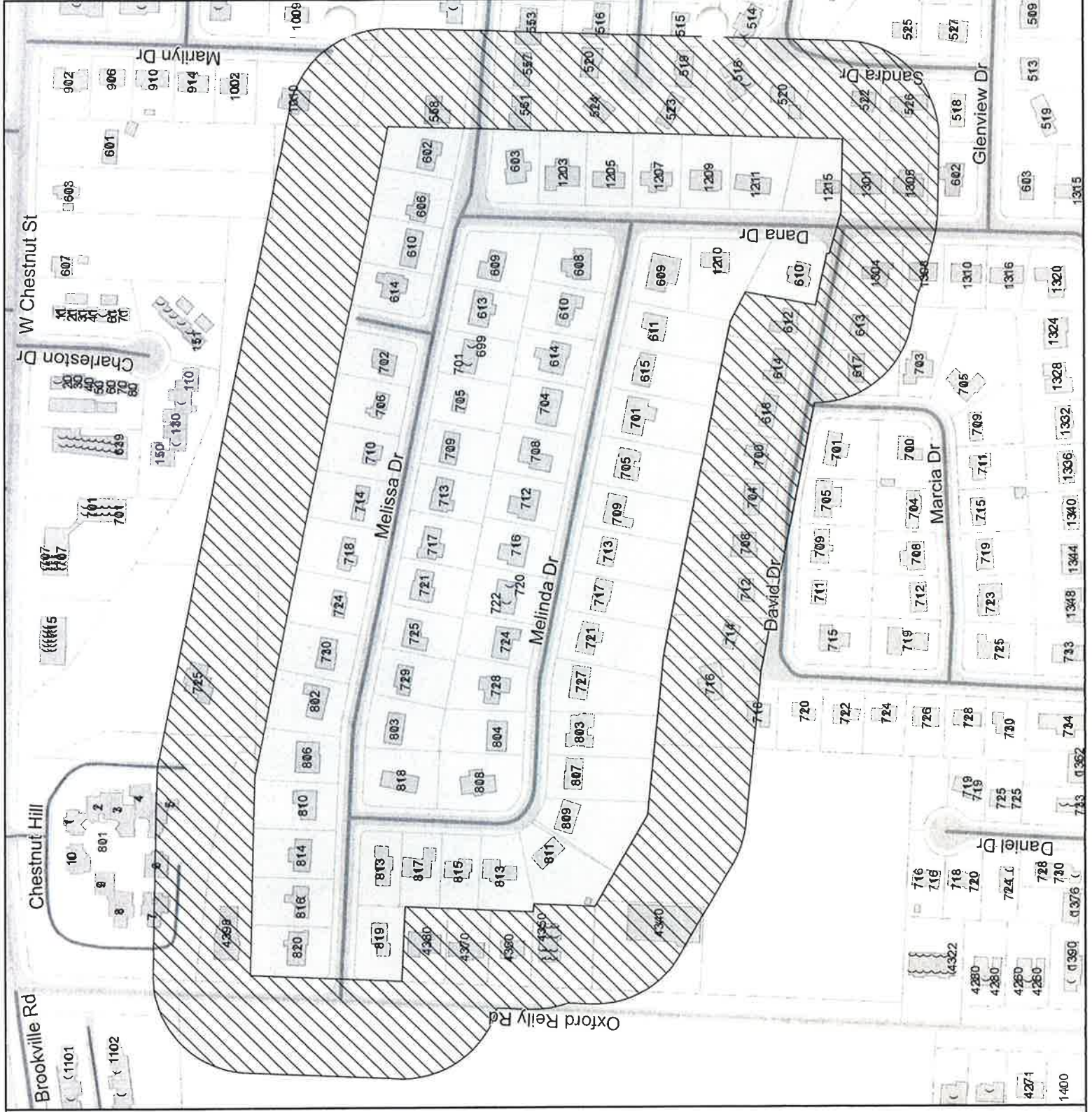
Legend

- Subject Area
- 200 Ft. Buffer
- Address Point
- Parcel
- Building Footprint
- Paved Roadway

K

1 inch = 275 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.





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

CASE NO.: **PC-2014-15**

DATE OF HEARING: **November 11, 2014**

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **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 least ten days before the hearing date to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name: **MICHAEL SEWARD**

Address: **1205 DANA DRIVE**

Telephone: Home: **5133078914** Work: _____

Although I have no plans to ever rent my home I am fully against this proposal. If I wanted to live in a regulated deed restricted area I would have bought a home in one. With our proximity to the university, student housing investors are not even interested in our neighborhood nor will they ever be. As this is a fact we would only hurt unconventional families. For the city to impose these rules on a home I already own may be legal but spits in the face of what our country has been built on. This proposal is not for the greater good of all, just a few who don't have their priorities straight. For those that support this proposal, their time would be better spent in beautifying the neighborhood and helping those who may not be able to keep their homes presentable due to the economic times than worry who may move in next door.

Signature

Date

11/1/14



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

CASE NO.: PC-2014-15

DATE OF HEARING: November 11, 2014

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

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Name: JM Ford, President Ford Homes Inc

Address: Box 857
West Chester 45071

Telephone: Home: 513 582 1979 Work: 279-0099

COMMENTS:

I strongly oppose this restriction on my rental activities. The market acts to keep the area in a well maintained + livable condition. Twice in the last 5 years I have rented to students + the neighborhood family atmosphere has been maintained. The "party atmosphere" is in other locations closer to campus, not here.

JM Ford, Pres
Signature

1 NOV 2014
Date



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

CASE NO.: PC-2014-15

DATE OF HEARING: November 11, 2014

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

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Name: Darrell & Janet Hedrie

Address: 713 Melissa Dr.
Oxford, Ohio 45056

Telephone: Home: 523-4277 Work: 529-7287

COMMENTS: We would like to be included
in the overlay project.

Janet Hedrie - Darrell Hedrie
Signature

Nov. 1, 2014
Date



WAS GONE
TILL TODAY

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

CASE NO.: PC-2014-15

DATE OF HEARING: November 11, 2014

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **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 least ten days before the hearing date to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name: dennis jepp

Address: 1308 DANA DR

Telephone: Home: 523 2666 Work: _____

COMMENTS:

All for it !!

Signature

[Signature]

Date

11/11/14



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

CASE NO.: PC-2014-15

DATE OF HEARING: November 11, 2014

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **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 least ten days before the hearing date to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name: Geraldine Carleton

Address: 602 Melissa

Telephone: Home: 523-8613 Work: _____

COMMENTS:

I am all in favor of maintaining our area as it is — family residences, and not allowing student rentals.

Geraldine Carleton
Signature

Nov. 4, 2014
Date



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

CASE NO.: PC-2014-15

DATE OF HEARING: November 11, 2014

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **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 least ten days before the hearing date to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name: Enevitus Prof + Mrs Alan + Eve Marcus

Address: 4380 Oxford Reily Rd
Oxford, OH 45056

Telephone: Home: 523-5703 Work:

COMMENTS:

We are in favor of the NC overlay District of Case # PC-2014-15 because it would benefit us in keeping the neighborhood family friendly. The single family homes are just that. Allowing rentals to more than two unrelated tenants would destabilize the personal interaction that exists.

Signature

Alan Marcus
Eve Marcus

Date

11/3/14



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

CASE NO.: PC-2014-15

DATE OF HEARING: November 11, 2014

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **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 least ten days before the hearing date to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name: Gayle & Clyde Brown

Address: 613 David Drive
Oxford, OH 45056

Telephone: Home: 513-523-0883 Work: _____

COMMENTS:

We support the Neighborhood Conservation Overlay District for Southern Knolls.

Gayle K. Brown/CB
Signature

10/31/2014
Date



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

CASE NO.: PC-2014-15

DATE OF HEARING: November 11, 2014

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **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 least ten days before the hearing date to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name: James & Dale Robinson

Address: 606 Melissa Dr

Oxford, OH 45056

Telephone: Home: 523-3848 Work: —

COMMENTS:

We support this initiative to maintain a
residential family oriented neighborhood

James Robinson
Dale Robinson
Signature

11.5.14
Date



Internal Use Only:	PC-2014-15
Case No.	
Date Filed	9/26/14

Zoning Map Amendment Application

Applicant Information

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

Name * Jong Han Chen

Mailing Address * 101 E. High St

City, State & Zip Code * Oxford, OH

Telephone Number(s) * 524-5204

Email Address jchen@cityofoxford.org

Location and Lot Information

Location * Southern Knolls Subdivision - Specific

General Description of Proposed Amendment * Melissa, Melinda + parts of Dana, David

Current Zoning * Zoning map amendment to Establish

Proposed Zone(s) * a Neighborhood Conservation District

R2A

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 Search² 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 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover. To calculate the postage charge, multiply the number of adjoining properties by current postage rate³.

Sign and Date

Applicant Signature *

Date *

Jung Han Chen
9/3/14



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

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

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

For Staff Use Only

Fee Paid Date *

NA

Receipt Number *

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

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

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

RESOLUTION NO. 4858

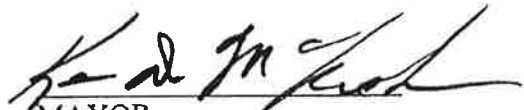
RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR THAT AREA OF MELISSA DRIVE, MELINDA DRIVE, AND PART OF DANA AND DAVID DRIVES AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION 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 Oxford Codified Ordinance §1146.03 and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

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

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


MAYOR

ADOPTED: September 16, 2014

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 16, 2014

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

September 5, 2014
Date Prepared

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

Discussion:

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

This petition for acceptance was filed by residents in the Southern Knolls area, specifically Melissa Drive, Melinda Drive, and part of Dana and David Drives on August 25, 2014. There are a total of 70 parcels contained in the proposed overlay district boundary. The petition shows 52 signatures obtained and the date when the owners signed the petition. A map of the proposed area is attached illustrating the area for consideration.

The signatures in this petition exceeds the two-thirds requirement of the parcel owners of this petitioned area. The signatures represent 52 parcels within the boundary, which is 74%. Additionally, the boundary of the proposed overlay district also satisfies the general boundary requirements of Section 1146 of the Codified Ordinances.

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

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>9/8/14</u>
City Attorney:	<u>[Signature]</u>	<u>9/11/14</u>
City Manager:	<u>[Signature]</u>	<u>9/11/14</u>

Oxford Zoning Petition for Residential Conservation Overlay District

1 of 7

This 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 of 69 parcels in an R2A Zoning District that would restrict the ability of property owners to rent their property to more than two unrelated individuals.

If adopted, this petition would allow the petitioner(s) 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.

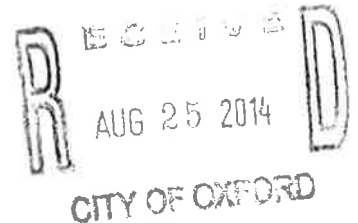
Please see the attached map for exact boundaries:

East boundary: Rear lot lines of Dana/Melissa Drs. (from Melissa Dr. to David Dr.)

North boundary: Rear lot lines of Melissa Dr.

West boundary: Rear lot lines of Melinda/Melissa Drs. (to Oxford-Reily Rd.)

South boundary: Rear lot lines of Melinda/Dana Drs.



Circulator's Full Name: Charlene C. York

Circulator's Address: 809 Melinda Drive

Circulator's Signature: Charlene C. York Date submitted: 8/25/14

NAME	ADDRESS	DATE
Gerald M. Miller	609 Melinda Dr.	7/19/14
William J. Bowers	811 Melinda Dr.	7/19/14
LISA ARMITAGE	705 Melinda Dr.	7/20/14
Charlene C. York	Parcel between 809 and 811 Melinda Dr.	8/25/14
George J. Vascik	809 Melinda Dr.	7/21/14
Richard A. B. BRUDER	721 Melinda Dr.	7/21/14
Judith P. Schiller	713 Melinda Dr.	7/21/14
Kenny Hegarty	701 Melinda Dr.	7/21/14
AMY BURKE	615 Melinda Dr.	7/21/14
China Carter Southard	807 Melinda Drive	7/21/14

Oxford Zoning Petition for Residential Conservation Overlay District

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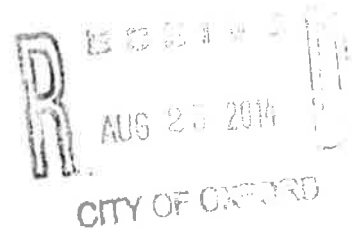
South boundary: Rear lot lines of Melinda/Dana Drs.

Circulator's Full Name: Charlene C. York

Circulator's Address: 809 Melinda Drive

Circulator's Signature: Charlene C. York

Date submitted: 8-25-14



<u>NAME</u>	<u>ADDRESS</u>	<u>DATE</u>
Mike Malone	813 Melinda Dr.	7-23-14
Elissa Martin	815 Melinda Dr	7-23-14
Elissa Dupont	727 Melinda	7-24-14
Robert Hoover		
Vicki M Shuller	817 Melinda	7-24-14
Vicki M Shuller		
JOHNSON		
Bridget Johnson	717 Melinda Dr	7-24-14
Barbara W. Reed	704 Melissa Dr	7/25/14
Linda M. Mearns	724 Melinda Dr.	7-31-14
SAFFRON HENCKS	813 Melinda Dr.	8-3-14
Carol Young	1210 Dana Dr	8-3-14

Oxford Zoning Petition for Residential Conservation Overlay District

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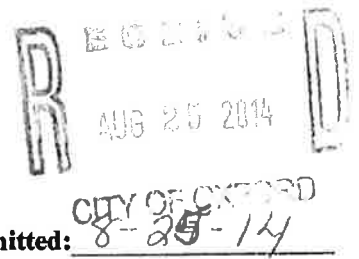
South boundary: Rear lot lines of Melinda/Dana Drs.

Circulator's Full Name: LINDA MUSMECI KIMBALL

Circulator's Address: 724 MELINDA DR.

Circulator's Signature: Linda Musmeci Kimball

Date submitted: 8-25-14



NAME	ADDRESS	DATE
ALICE L. TUNG, JOHN S. TUNG Estate	814 MELISSA DR OXFORD, OH 43056	7/20/2014
Carl Jung, CARL TRUSTY	730 Melissa Dr	7/20/14
Mina J. Treick, EDWARD F. NEWREN	724 Melissa Dr	7/20/14
Edward F. Newren	718 Melissa Dr	07/20/14
Susan Fleisher, HELEN GRIFFIN	802 Melissa Dr	07/21/14
Helen M. Griffin	710 MELISSA DR.	7-21-14
Odette H. Scott	1209 Dana Dr.	7/23/2014
James A. Robinson	606 Melissa Dr	7/23/2014
Vicki L. Eaton	610 Melissa Dr	7/23/2014

Oxford Zoning Petition for Residential Conservation Overlay District

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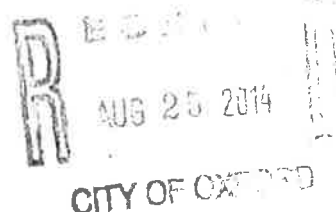
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Circulator's Full Name: LINDA MUSMECI KIMBALL

Circulator's Address: 724 MELINDA DR.

Circulator's Signature: Linda Musmeci Kimball



Date submitted: 8-25-14

NAME	ADDRESS	DATE
<u>Loris E. Franks</u>	<u>1211 Dana Dr.</u>	<u>7-24-14</u>
<u>ANN WENGLER</u>		
<u>Ann F. Wengler</u>	<u>610 David</u>	<u>7-25-14</u>
<u>JENNIFER McLAUGHLIN</u>		
<u>Jennifer McLaughlin</u>	<u>603 MELISSA DR.</u>	<u>7/26/2014</u>
<u>GERALDINE CARLETON</u>		
<u>Geraldine Carleton</u>	<u>602 Melissa</u>	<u>7/26/2014</u>
<u>MARGARET LEWIS</u>		
<u>Margaret A. Lewis</u>	<u>702 Melissa DR.</u>	<u>7/28/2014</u>
<u>Sally Q. Killian</u>	<u>1207 Dana Drive</u>	<u>7/28/2014</u>
<u>Judith G. Doan</u>	<u>820 Melissa Dr.</u>	<u>7-29-14</u>
<u>Karen X DeLue</u>	<u>714 Melissa Drive</u>	<u>7-30-14</u>
<u>SUSAN E. THRASHER</u>		
<u>Susan E Thrasher</u>	<u>728 Melinda Drive</u>	<u>7/31/14</u>

Oxford Zoning Petition for Residential Conservation Overlay District

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South boundary: Rear lot lines of Melinda/Dana Drs.

Circulator's Full Name: LINDA MUSMECI KIMBALL

Circulator's Address: 724 MELINDA DR.

Circulator's Signature: Linda Musmeci Kimball

Date submitted: 8-25-14



CITY OF OXFORD

NAME	ADDRESS	DATE
WILLIAM G. SLOVER <u>Wm. G. Slover</u>	<u>712 Melinda Dr.</u>	<u>7-31-14</u>
David Robinson	<u>614 Melinda Dr.</u>	<u>7/31/14</u>
VIOLET SHIT <u>Violet Shit</u>	<u>608 melinda Dr.</u>	<u>7/31/14</u>
ASHLEY KEETON <u>Ash. Keeton</u>	<u>610 Melinda Dr.</u>	<u>8/1/14</u>
PHYLIS MENDENHALL <u>Phyllis Mendenhall</u>	<u>208 Melinda Dr.</u>	<u>8/2/14</u>
Raymond White	<u>609 Melissa Dr.</u>	<u>8/21/14</u>

Oxford Zoning Petition for Residential Conservation Overlay District

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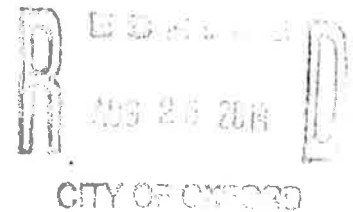
South boundary: Rear lot lines of Melinda/Dana Drs.

Circulator's Full Name: JEFFREY P. KIMBALL

Circulator's Address: 724 MELINDA DR.

Circulator's Signature: Jeffrey P. Kimball

Date submitted: 8-25-14



NAME	ADDRESS	DATE
VENUS SCHOFIELD <i>Venus Schofield</i>	725 MELISSA DR.	7/20/14
JANET HEDRIC <i>Janet Hedric</i>	713 Melissa Dr.	7/24/14
TAMMY SNYDER <i>Tammy Snyder</i>	709 Melissa DR	7/20/14
JAMES SNYDER <i>James Snyder</i>	709 MELISSA DR	7/24/14
DONALD FERNEDING <i>Donald Ferneding</i>	819 Melissa Dr	7/23/14
WM. TROSTEL <i>William R. Trostel</i>	613 Melissa Dr	7/23/14
ISEN MATTOX <i>Izen Mattox</i>	729 Melissa Dr	7/24/14
CHARLOTTE RUFFIN <i>Charlotte Ruffin</i>	705 Melissa Dr	7-25-14
VICKY TROSTEL <i>Vicky Trostel</i>	613 Melissa	7/25/14

Oxford Zoning Petition for Residential Conservation Overlay District

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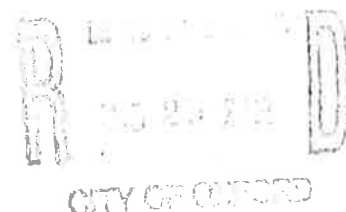
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South boundary: Rear lot lines of Melinda/Dana Drs.

Circulator's Full Name: JEFFREY P. KIMBALL

Circulator's Address: 724 MELINDA DR.

Circulator's Signature: *Jeffrey P. Kimball* Date submitted: 8-25-14



NAME	ADDRESS	DATE
KENNETH BOGARD <i>Kenneth H. Bogard Jr.</i>	716 Melinda Dr.	7/31/14
BARRY ZASLOW <i>Barry J. Zaslow</i>	808 Melinda Dr	8/6/14
ELIZABETH BAKER <i>Sarah Baker</i>	721 Melissa Dr	8-6-14
JAMES BUCKLEY <i>James Buckley</i>	803 MELISSA DR	8-6-14

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: December 2, 2014

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

November 19, 2014

Date Prepared:

PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, The Fields at Southpointe, (fka Collegiate at Oxford) Southpointe Parkway, 37.08 acres, **Trinitas Development LLC. Travis Vencel, Applicant**

Recommendation: Denial

Discussion:

The applicant requested a recommendation from the Planning Commission regarding their proposed Planned Development (PD) on Southpointe Parkway within a portion of the 37 acres recently rezoned from Office/Light Industrial (OI) to Single and Two Family Residential (R2A). The applicant proposed a planned development housing project on the vacant land along Southpointe Parkway. The development would be a mixture of two-story structure sizes and include on-site recreational amenities for the tenants.

This application came before the Planning Commission in August for a Concept Review for feedback from the Planning Commission and then presented the initial Preliminary Planned Development Plan to the Planning Commission in September. During the September meeting, the applicant requested to table the application, but requested the Planning Commission provide comments from their initial proposal. The table below illustrates the differences between the proposals presented to the Planning Commission at their monthly meeting. (An amendment request from the applicant also occurred between their first initial Planned Development Application and the September 9 Planning Commission Public Hearing)

	September 9 review	October 14 review
Dwelling units	222	192
Bedrooms	784	650
Single family buildings	102	83
Two family buildings	61	54
Total residential buildings	163	137
Parking ratio	1 space/bedroom	0.78 space/bedroom
Total lot coverage	37.2%	37.6%
Open space	28.9%	28.3%
Site perimeter connections	6	6
Gross Density (of 28.61 acres)	7.76 dwelling units/acre	6.71 dwelling units/acre

It was pointed out that the revised proposal still had outstanding issues remaining to satisfy the Planned Development requirements. The Planning Commission members individually made comments to the revised proposal whether the proposal met the goals of a Planned Development and the issues and concerns from this proposal.

The Planning Commission was appreciative that the applicant had made different changes to address the comments made previously by the Planning Commission. However, there still were issues and concerns that this proposal did not satisfy in regards to the vision of the Commission and the community. Additionally, there were Decision Standards as outlined in the Oxford Zoning Code Chapter 1145 that the Planning Commission was required to review.

After the public hearing, the Planning Commission voted 7-0-0 to recommend denial of this Preliminary Planned Development based upon failing to have met Decision Standards (3), (4), (9) and (11).

Approved By:

Department Head:
City Attorney:
City Manager:

JHC 11/19/14
2136 11/25/14

ORDINANCE NO.

ORDINANCE APPROVING THE PRELIMINARY PLANNED DEVELOPMENT ON 37.08 ACRES OF LAND FRONTING SOUTHPOINTE PARKWAY IN THE CITY OF OXFORD, OHIO, TO ALLOW A NEW PLANNED DEVELOPMENT FOR RESIDENTIAL USE.

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

SECTION 1: In accordance with Section 1125.01 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on October 14, 2014 on Applicant, Trinitas Development LLC, application for a Preliminary Planned Development on 37.08 acres of land fronting Southpointe Parkway in the City of Oxford, Ohio, to allow a new Planned Development for residential use.

SECTION 2: The Planning Commission, after due deliberation, recommended to Council that the proposed Preliminary Planned Development be denied, the majority finding that the proposal for a Preliminary Planned Development did not meet at least four (4) of the Decision Standards set forth in Section 1145.06(b) of the Oxford Codified Ordinances for Planned Developments.

SECTION 3: Council hereby accepts the report from the Planning Commission, and after due deliberation, approves the Preliminary Planned Development for residential use on 37.08 acres of land fronting Southpointe Parkway in the City of Oxford.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

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

<u>Report Date</u>	December 2, 2014
<u>Case Number</u>	PC-2014-10
<u>Applicant Information</u>	City of Oxford
<u>Requested Action</u>	Preliminary Planned Development
<u>Summary of Request</u>	PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, The Fields at Southpointe, (fka Collegiate at Oxford), Southpointe Parkway, 37.08 acres, Trinitas Development LLC, Applicant, Agent
<u>Public Hearing Information</u>	On September 9, 2014 and October 14, 2014 Public Hearings took place at 118 W. High Street. A Public Hearing notice was published in the Oxford Press on August 8, 2014. Public Hearing notices were mailed out to surrounding properties on August 25, 2014
<u>Commission Action</u>	The Planning Commission voted 7-0-0 recommending for denial to City Council.
<u>Commission Findings and Conclusions</u>	After having held a Concept Review in August, 2014, and multiple resubmittals and public hearings, the Planning Commission recommended denial of the request for a Preliminary Planned Development basing their decision upon having not met Decision Standards 3, 4, 9, and 11. 3. The uses and site plan will satisfy the general intent of this Zoning Code. 4. The uses and site plan will be compatible with the general intent of the Comprehensive Plan. 9. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately. 11. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
<u>Exhibits Submitted</u>	1. Staff Report Dated November 19, 2014 2. Denial Letter to Applicant from Staff Dated October 30, 2014 3. October 14, 2014 Planning Commission Meeting Documents 4. September 9, 2014 Planning Commission Meeting Documents 5. Planned Development Application Dated 7/25/2014



October 30, 2014

Trinitas Development
c/o Damian VanMatre
Travis Vencel
201 Main Street
Suite 1000
Lafayette, Indiana 47901

PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, Collegiate of Oxford, Southpointe Parkway,
37.08 acres, **Trinitas Development LLC, Applicant, Agent**

Dear Mr. VanMatre & Mr. Vencel:

On October 14, 2014, the City of Oxford Planning Commission recommended 7-0-0 to deny your request for a Preliminary Planned Development located on Southpointe Parkway in a Single- and Two- Family Residential (R2A) District.

The Planning Commission's decision was based upon Section 1145.06 and having not met Decision Standards 3, 4, 9 and 11 which read:

- (3) The uses and site plan will satisfy the general intent of this Zoning Code.
- (4) The uses and site plan will be compatible with the general intent of the Comprehensive Plan.
- (9) The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
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Per your request, Oxford City Council will conduct a First Reading either November 18, 2014 or December 2, 2014.

Should you have any questions related to this action, please contact the Community Development Department at 524-5204.

Sincerely,

Lynn Taylor
Administrative Assistant
Community Development Department

Cc: File 101 East High Street • Oxford, Ohio 45056-1887
Phone: (513) 524-5200 • Fax: (513) 523-7298 • www.cityofoxford.org

OCTOBER 14, 2014

PLANNING

COMMISSION

MEETING DOCUMENTS

City of Oxford
Community Development Department
STAFF REPORT

Planning Commission

Case # PC-2014-10

Date – October 14, 2014
Revised Plans

APPLICATION

Applicant: Damian VanMatre/Travis Vencel, Trinitas Development
Location: 37 acres vacant land on Southpointe Parkway

Proposed Owner: Trinitas Development LLC (Damian VanMatre and Travis Vencel)
Action Request: **Recommendation for Preliminary Planned Development** – To forward a recommendation to City Council regarding proposed plans

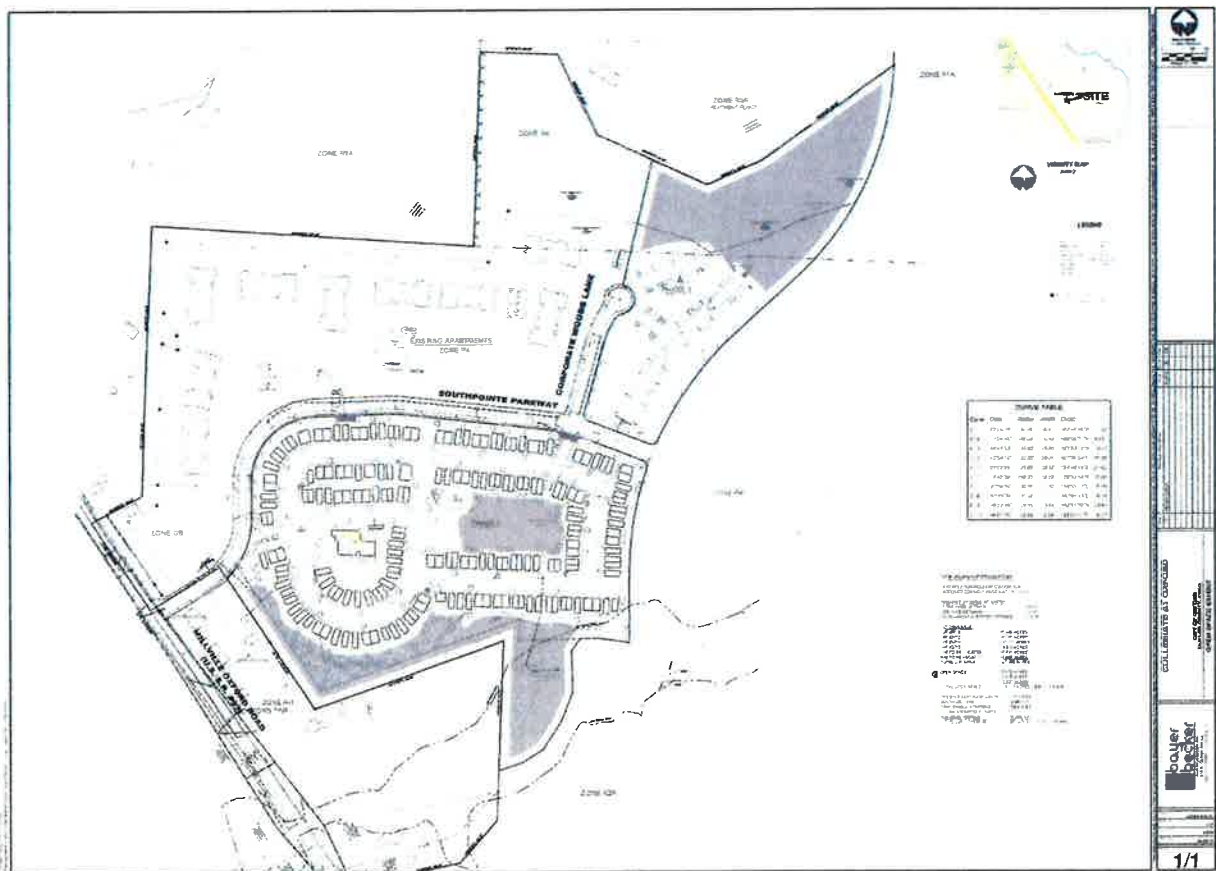
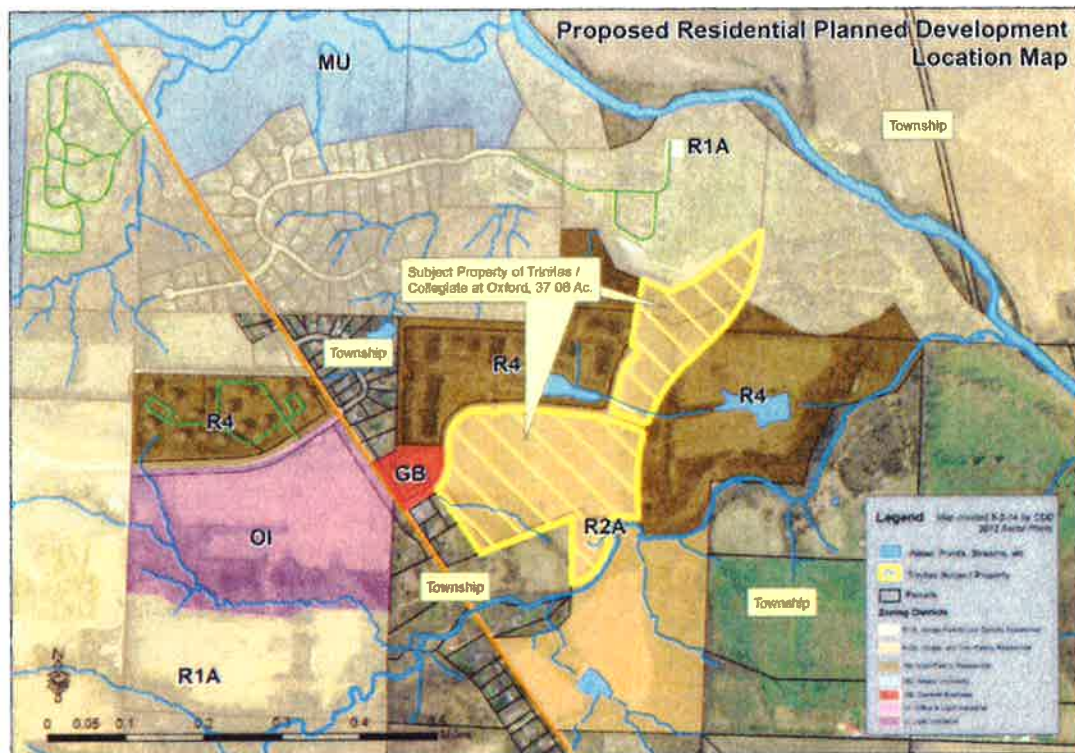
Current Use: Vacant Agricultural
Surrounding Existing Land Uses: Multi-Family Residential, Vacant Agricultural and Low Density Residential

BACKGROUND

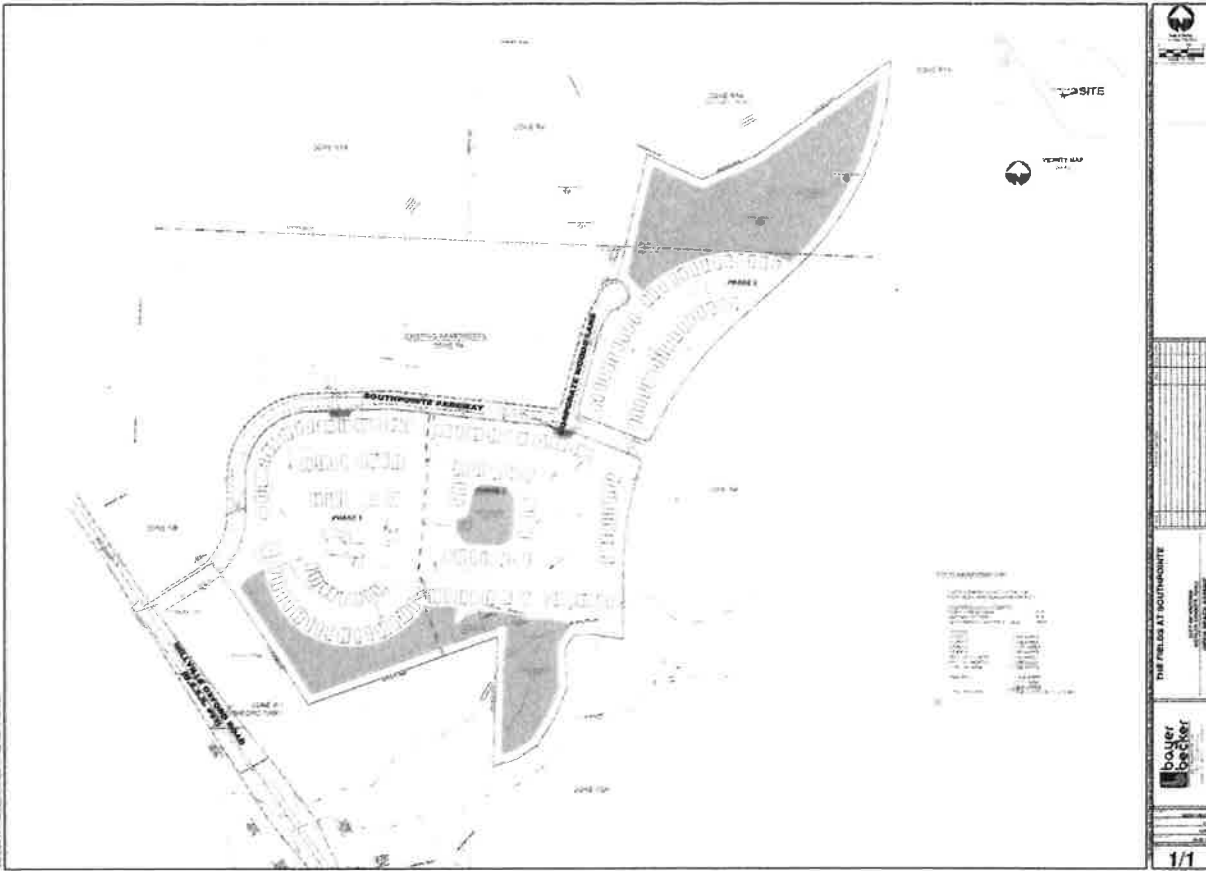
Following last month's tabling of this request, the applicant has submitted revised plans and documents from the consultant Bayer Becker. As before, Trinitas Development is requesting a recommendation from the Planning Commission regarding their proposed Planned Development (PD) on Southpointe Parkway. Overall the dwelling unit density has been reduced but the overall site footprint is nearly the same with the exception of the layout of the northern end of Phase 3. The buildings are set back from the perimeter slightly more and there is more space between the buildings. Below is a comparison table of the changes in plans:

	September 9 review	October 14 review
Dwelling units	222	192
Bedrooms	784	650
Single family buildings	102	83
Two family buildings	61	54
Total residential buildings	163	137
Parking ratio	1 space/bedroom	0.78 space/bedroom
Total lot coverage	37.2%	37.6%
Open space	28.9%	28.3%
Site perimeter connections	6	6
Gross Density (of 28.61 acres)	7.76 dwelling units/acre	6.71 dwelling units/acre

Included in this report are embedded pictures comparing the two site layouts, updated analysis considering the revisions to the plans, new analysis of outstanding issues and considerations for options moving forward. The full quotations from the Comprehensive Plan and previous analysis can be referenced in the September 9 report. Pertinent zoning code sections are included in this report.



ABOVE: September 9 review layout of Preliminary Planned Development (showing open space areas shaded)



ABOVE: October 14 review layout of Preliminary Planned Development (showing open space areas shaded)

DECISION STANDARDS

The Planning Commission and City Council must review a request for a planned development approval based upon Section 1145.06 of Oxford Zoning Code. Bolded sections set the framework for review discussion.

1145.06 PLANNING COMMISSION AND COUNCIL REVIEW

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval.

The Planning Commission shall base its review of a proposed planned development 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.

The general decision standards for approval of a preliminary and final planned development are substantially similar. The final plan requires greater detail and is subject to additional decision standards.

If, at any time, 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.

- (a) Burden of Proof. Planning Commission **has no obligation** to recommend approval and City Council has no obligation to approve a planned development. This Zoning Code assumes that a planned development is appropriate only if an applicant proves that the proposed uses and design will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.

Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.

(b) General Decision Standards. All planned developments shall satisfy these general decision standards:

- (1) The proposed planned development is in fact permitted in the zoning districts in which it is proposed.
- (2) If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.
- (3) The uses and site plan will satisfy the general intent of this Zoning Code.
- (4) The uses and site plan will be compatible with the **general intent of the Comprehensive Plan.**
- (5) The size and shape of the site are sufficient for the proposed planned development.
- (6) The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- (7) The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- (8) Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.
- (9) The use and site will be **adequately served by public facilities and services such as** streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- (10) Development of the site and operation of the use will **not require substantial public expenditure for additional infrastructure or services.**
- (11) The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- (12) The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.
- (13) Proposed construction will not result in the **destruction, loss, or damage of a natural**, scenic, or historic feature of major importance.

PURPOSE STATEMENTS

Below are purpose statements from both applicable sections of Zoning Code:

R2A Underlying Zoning: Section 1143.04(a) Purpose: This district is designed to provide and preserve neighborhoods of smaller single-family residences within and adjacent to areas of similar development. This district also provides for a limited number of two-family residences.

Planned Development Overlay Zoning: Section 1145.01 Purpose:

(a) Purpose. Planned developments incorporate land uses and development patterns that are intended to permit and encourage creative and flexible land development that is not permitted by-right under the administrative regulations of underlying zoning districts. The planned development is particularly well suited to address two distinct goals of the Comprehensive Plan: to provide for environmentally sensitive and cohesive developments that are an attractive alternative to traditional subdivision and infill development that fully utilizes available land and existing utility resources where they already exist.

(1) Planned developments share these common goals:

A. Protect the neighbors of a planned development and the City in general to at least the same degree normally inherent in the Zoning Code.

B. Produce a development equal to or better than that resulting from single-use or traditional subdivision

- C. Have a site and situation that permits comprehensive planning both on the site and relative to its immediate surroundings**
- D. Result in a design in which the placement, height, and uses of buildings, vehicle management areas, and open spaces efficiently utilize potentials of the site**
- E. Include covenants, easements, and other private measures that will help ensure the long-term administrative viability of a development**
- F. Be functional within a time period that helps ensure a viable development**

(2) Infill development also satisfies the following goals:

- A. Fully utilize sites that could not be fully utilized because of their shape or because of their location relative to available public access.
- B. Increase geographic efficiencies of existing utilities such as public streets, water, sewer, electric, telephone, and cable by using them where they are already available.
- C. Help keep development from sprawling to and beyond the municipal boundaries of Oxford.

(3) Open Space development also satisfies the following goals:

- A. Retain natural areas and landscapes.**
- B. Protect environmentally sensitive land and water features.**
- C. Retain or create active and passive open spaces that serve the recreation needs of the development or the City generally.**
- D. Lessen the land area devoted to vehicle management.**
- E. Preserve natural scenic views that contribute to the Oxford setting.**

DESIGN REQUIREMENTS EXCERPT

Below are the design requirements for Planned Developments:

Section 1145.12 Excerpt:

(i) Access and Mobility.

(1) At residential densities greater than would be permitted in the R-1A District, have direct and principal access from a collector or arterial road.

(2) Bicycle rack spaces shall be provided at all planned developments that overlay a commercial zoning district at a rate of 3 per acre.

(3) Adequate pedestrian connectivity shall be provided to and through a planned development.

(j) Utilities and Infrastructure. Electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground.

(k) Plan-Specific. Any other design elements deemed necessary by Planning Commission and Council to ensure that a planned development satisfies the decision criteria of this Chapter.

AGENCY REVIEWS OF REVISED PLANS

Requests for review were made to the Police, Fire, Engineering & Economic Development Departments.

The following comments were received:

Police:	Returned with no comment
Fire:	No new comments
Service/Engineering:	New comments attached
Econ. Dev.	No new comments

ANALYSIS

The applicant's team has responded to many of the questions and comments of the Planning Commission and addressed them in varying levels. As noted on page 1 of this report, the dwelling unit density of the development has been reduced. Although the building lot coverage has gone down, the hard surface lot coverage has gone up. Therefore, the net result is no significant change to lot coverage. The applicant has re-designed much of the parking space orientation to reflect a traditional street corridor with on-street parking. This change did result in a reduction of the parking ratio. However, the hard surface percentage did increase somewhat to accommodate an increased centralized parking area around the central green.

ACCESS

As noted previously, the issue of a connection to U.S. 27 needs to be addressed. In addition to comments from the Fire Chief and City Engineer, Zoning Code Section 1145.12(i)(1) requires a “direct connection” to a collector or arterial road, due to the density of the development. Southpointe Parkway is classified as a local road, not a collector or arterial, therefore, **the development currently does not meet this requirement. Sheet A101 and the color landscape rendering do show a north/south collector road, but there is no plan for such a road to be part of this project.**

The consultant did submit an updated traffic evaluation, which has been reviewed by the City Engineer. However, the consultant did not include analysis of all modes of transportation as the zoning code requires. Because of the location of the development separated from the urban core by 1.5 miles, there is likely increased demand for bicycles and pedestrians using the east side of the 27 South corridor. With upcoming changes in university parking policies combined with a safety-improved highway corridor, some further analysis should be done to ensure safety and efficiency as different improvements and policies come into effect at the same time as this potential development.

DEVELOPMENT AGREEMENT

The May 23, 2006 Development Agreement has not been revised to be consistent with this proposed development. There are outdated and outstanding issues such as, but not limited to connector road, traffic signal, land use, density, utilities and conservation easement that need to be reviewed by the city with the current land owner, updated accordingly and action taken, where appropriate.

HOUSING MIX

At the September meeting there was discussion regarding the housing chapter of the Comprehensive Plan and how it should influence the design of the buildings and target markets; particularly toward affordable housing. The applicant has stressed Phase 3 being a completely different product than Phase 1 and 2, because of the included garage. An additional improvement to reach more market sectors could be a ground level bedroom in some of the Phase 3 buildings.

PHASING

In the September meeting the Commission questioned the timing of the phases. The applicant has added phase boundaries for the three phases, which appear to be able to roughly meet dimensional zoning requirements for each phase. One area of concern remains with the completion of individual phases. Because of the size of the project a one year time limit for the overall final plan may be unreasonable. Therefore a phasing schedule should be agreed upon through a development agreement, which can be backed up with performance bonding.

STREETS AND UTILITIES

The City Engineer has raised questions about the utilities and streets, which are not yet determined by the developer. If the project moves toward final plan, all agreements about maintenance and design of public or private streets and utilities should be put into a development agreement. Additionally, improvement plans may have to be reviewed for compliance with public facilities requirements.

MASS TRANSIT

The consultant states that the project is on a bus route, but it is unknown if Trinitas has begun any discussions with Butler County Regional Transit. Although BCRTA is Miami’s mass transit contractor, it is typical for new and outlying developments to partner with BCRTA.

FINAL PLAN DETAILS

As discussed in September many of the details of site design have not been worked out. It is understood that the details such as but not limited to signage, lighting, dumpster enclosures, landscaping are not yet approved. All of these would need to be fully analyzed after more complete information is submitted, in order to determine if zoning requirements are met and, what if any, waivers are being sought. For

example, many template signage designs have been submitted, but no locations, numbers or dimensions have been given yet.

ADDITIONAL ISSUES

OPEN SPACE

Although the developer is somewhat limited by the location of the existing conservation easements, more thought could be given as to how to integrate the peripheral open space to be owned by the developer. There could be passive recreational opportunities such as trail connectors and picnic areas, as well as thought to connectors to trails maintained by Miami University. One new benefit with the revised plans is the wider openings between the buildings offer more opportunity for connections and vistas into the remnant of natural area. Some of the multi-use path has been moved away from the natural areas. However, significant tree removal would be occurring with this proposal. Only small portions of the mapped natural areas are being conserved.

LANDSCAPE SCREENING

Current code for landscaping is based upon parking requirements which the applicant has shown compliance. However, there is some concern that because the layout of the site puts the rear of some of the units toward the public right of way, the rear areas could become cluttered with trash, utility boxes, mechanical equipment and general private storage items. Some additional thought for rear landscaping while still maintaining desired security should be given. Additionally, a specific maintenance plan for certain portions of the development could be written into a development agreement.

STORM WATER MANAGEMENT

Recent approval recommendations from the Planning Commission have required special storm water management measures which seek to go above and beyond the minimum standard requirement of maintaining the existing rate of runoff. Such measures filter and slow the water in order to improve the environmental quality as it leaves the site, or otherwise retained on the site. This effort would align well with the goals of the Planned Development City Code and Comprehensive Plan goals. The developer could review the Ohio Department of Natural Resources 2006 manual for Rainwater and Land Development – Ohio’s Standards for Stormwater Management - Land Development and Urban Stream Protection. Additionally, the City’s Environmental Commission (EC) is in the process of developing guidelines on this topic. The EC could work with the applicant to create a storm water and site development plan that goes above and beyond typical rate of runoff requirements.

CONCLUSION

The applicant’s team has spent considerable time revising plans and submitting complete new packets. However, issues for discussion remain. Based upon the information submitted thus far planning staff does not find that the proposal aligns with the Planned Development Ordinance and the Comprehensive Plan. Outstanding issues for discussion have been presented within this report. Below is a summary based on the Decision Standards:

- Decision Standard 4, Comprehensive Plan: Alignment has not been shown with the Comprehensive Plan regarding Land Use Principles, Transportation, Housing and Community Facilities
- Decision Standard 9, Public Facilities: Alignment has not been shown with pedestrian and bike transportation modes in a transportation impact analysis. Alignment has not been shown with the need for an access to collector or arterial road such as U.S. 27.
- Decision Standard 10, Public Expenditure: There is no additional connection to U.S. 27 proposed, therefore this burden would be on the public.
- Decision Standard 13, Natural Areas: Only partial compliance has been shown with protection of mapped natural areas.

However, if a recommendation for approval were to be forwarded several conditions could be included. Those conditions could be folded into an update of the 2006 Development Agreement with the current

land owner and the creation of the new Development Agreement with Trinitas. The time between Commission and Council reviews could be used discuss and work out issues between the three parties.

RECOMMENDATION

Option 1

Based upon Section 1145.06(b) General Decision Standards, the applicant has not shown alignment with Decision Standards 4,9,10 and 13. Therefore, the Planning Commission forwards a recommendation of denial of the Preliminary Planned Development to the City Council. [The City Council could still approve the development with this option but could consider the points of concern by the Planning Commission. This option does not stop the process or prevent future proposals from being submitted.]

Option 2

Based upon Section 1145.06, the Commission finds alignment of the Preliminary Planned Development with the decision standards, but recommends the following condition with an approval to City Council under the provisions for additional requirements of Planned Developments under Section 1145.12(k). The development agreement(s) be revised/created to reflect:

-
1. Proposed land use and density
 2. Streets and utilities responsibilities
 3. Phasing schedule
 4. Connection to collector or arterial road responsibility
 5. Storm water quality management
 6. Agreement with BCRTA

SUBMITTED
BY:



Sam Perry, Planner

DATE: October 10, 2014

FOR ADDITIONAL INFORMATION PLEASE SEE EXHIBIT 'A'
THE FIELDS OF SOUTHPOINTE PRELIMINARY PLANNED
DEVELOPMENT

THIS DOCUMENT IS AVAILABLE AT CITY HALL DURING
REGULAR BUSINESS HOURS IT IS ALSO POSTED ON THE
CITY'S WEBSITE UNDER 'OXFORD ON DEMAND'

EXHIBIT 'A'

**THE FIELDS OF SOUTHPOINTE PRELIMINARY PLANNED
DEVELOPMENT**

OCTOBER 14, 2014

PLANNING

COMMISSION

MEETING DOCUMENTS

City of Oxford
Community Development Department
STAFF REPORT

Planning Commission

Case # PC-2014-10

Date – October 14, 2014
Revised Plans

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Location: 37 acres vacant land on Southpointe Parkway

Proposed Owner: Trinitas Development LLC (Damian VanMatre and Travis Vencel)
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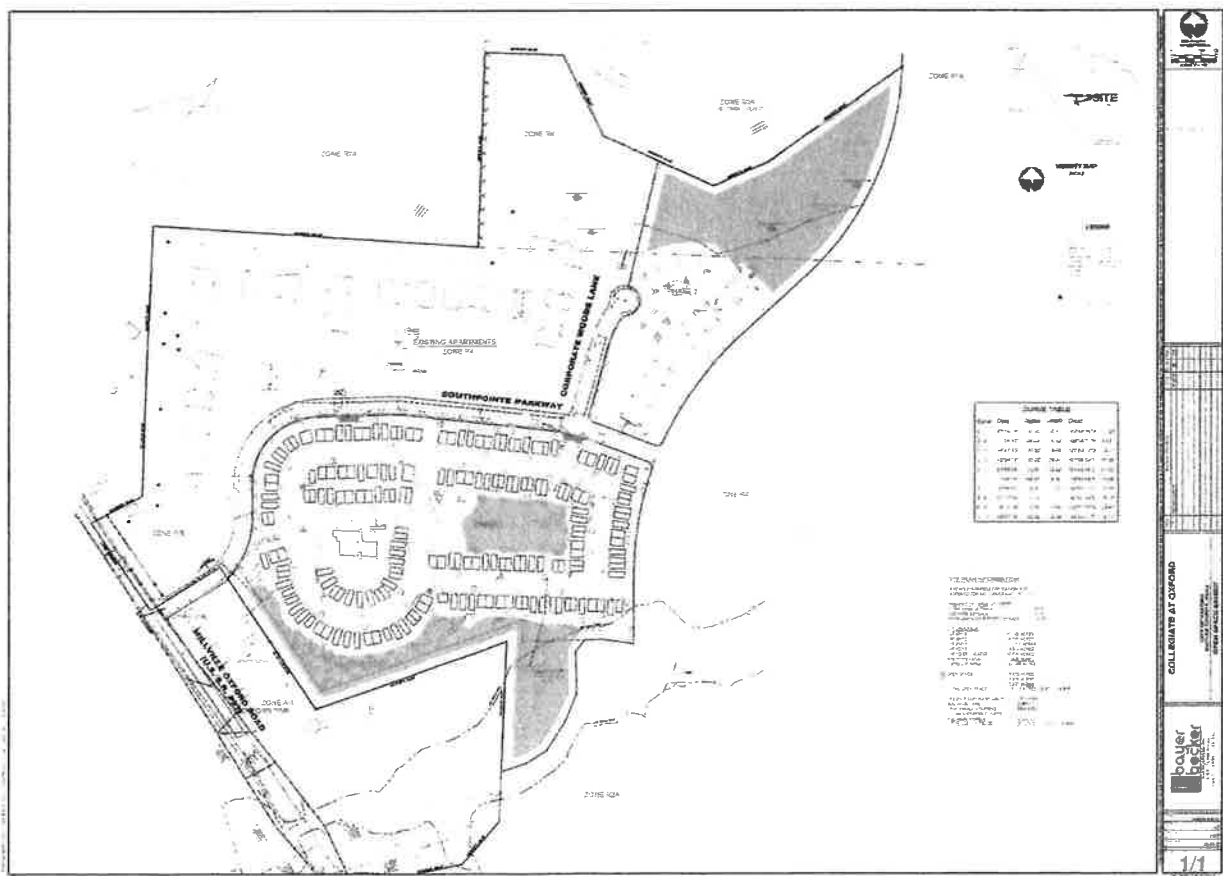
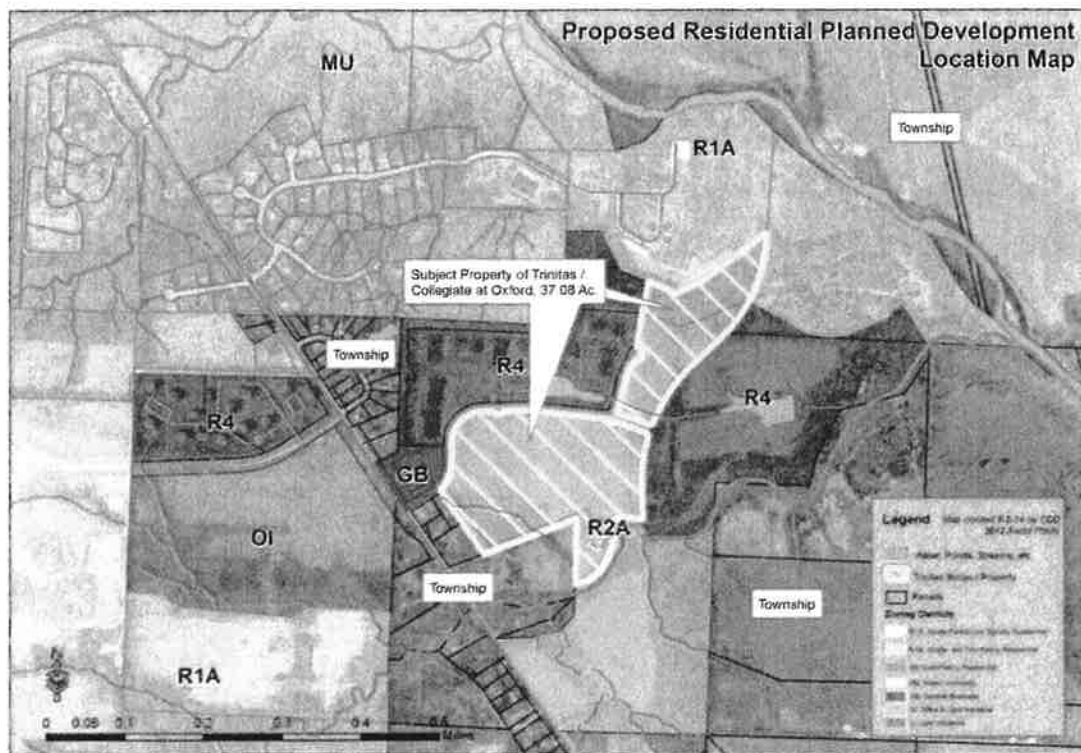
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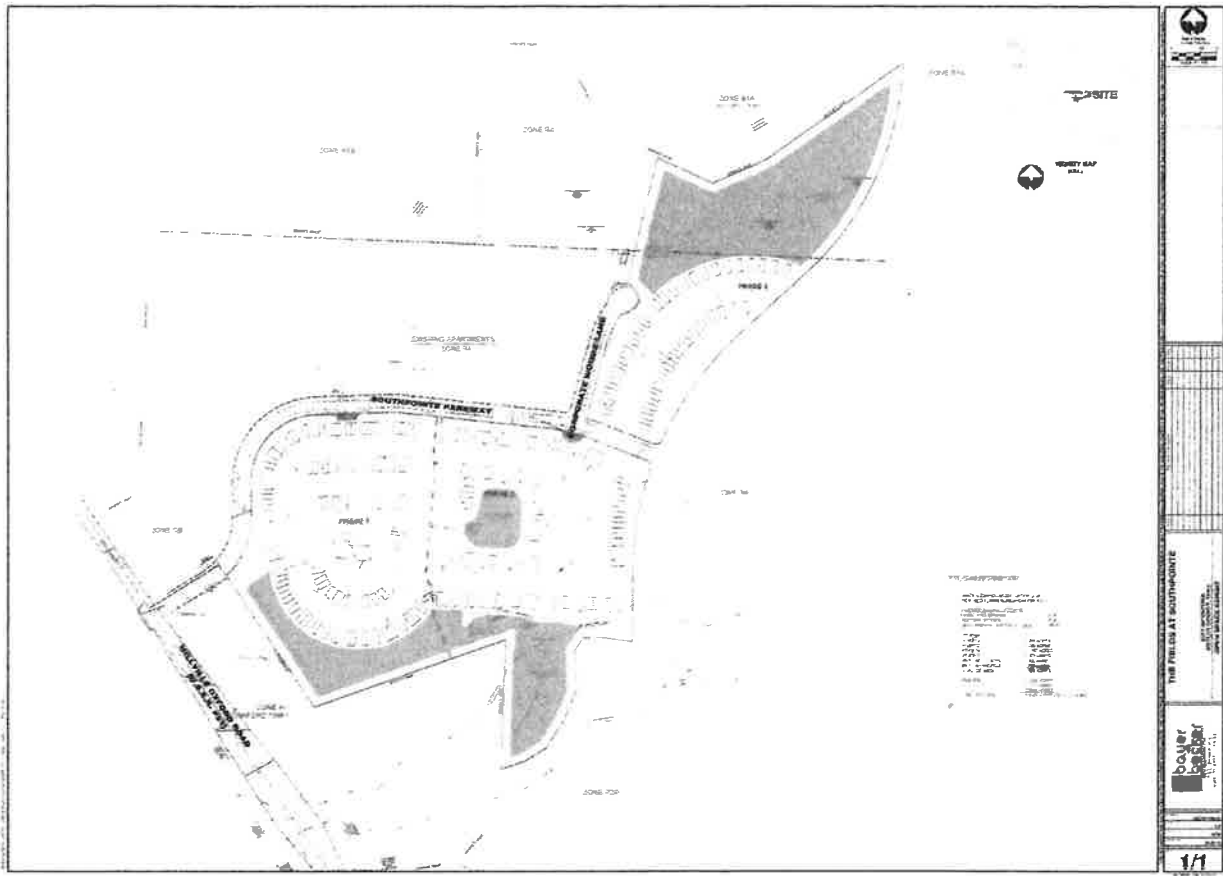
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- E. Preserve natural scenic views that contribute to the Oxford setting.**

DESIGN REQUIREMENTS EXCERPT

Below are the design requirements for Planned Developments:

Section 1145.12 Excerpt:

(i) Access and Mobility.

(1) At residential densities greater than would be permitted in the R-1A District, have direct and principal access from a collector or arterial road.

(2) Bicycle rack spaces shall be provided at all planned developments that overlay a commercial zoning district at a rate of 3 per acre.

(3) Adequate pedestrian connectivity shall be provided to and through a planned development.

(j) Utilities and Infrastructure. Electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground.

(k) Plan-Specific. Any other design elements deemed necessary by Planning Commission and Council to ensure that a planned development satisfies the decision criteria of this Chapter.

AGENCY REVIEWS OF REVISED PLANS

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

Police:	Returned with no comment
Fire:	No new comments
Service/Engineering:	New comments attached
Econ. Dev.	No new comments

ANALYSIS

The applicant's team has responded to many of the questions and comments of the Planning Commission and addressed them in varying levels. As noted on page 1 of this report, the dwelling unit density of the development has been reduced. Although the building lot coverage has gone down, the hard surface lot coverage has gone up. Therefore, the net result is no significant change to lot coverage. The applicant has re-designed much of the parking space orientation to reflect a traditional street corridor with on-street parking. This change did result in a reduction of the parking ratio. However, the hard surface percentage did increase somewhat to accommodate an increased centralized parking area around the central green.

ACCESS

As noted previously, the issue of a connection to U.S. 27 needs to be addressed. In addition to comments from the Fire Chief and City Engineer, Zoning Code Section 1145.12(i)(1) requires a “direct connection” to a collector or arterial road, due to the density of the development. Southpointe Parkway is classified as a local road, not a collector or arterial, therefore, **the development currently does not meet this requirement. Sheet A101 and the color landscape rendering do show a north/south collector road, but there is no plan for such a road to be part of this project.**

The consultant did submit an updated traffic evaluation, which has been reviewed by the City Engineer. However, the consultant did not include analysis of all modes of transportation as the zoning code requires. Because of the location of the development separated from the urban core by 1.5 miles, there is likely increased demand for bicycles and pedestrians using the east side of the 27 South corridor. With upcoming changes in university parking policies combined with a safety-improved highway corridor, some further analysis should be done to ensure safety and efficiency as different improvements and policies come into effect at the same time as this potential development.

DEVELOPMENT AGREEMENT

The May 23, 2006 Development Agreement has not been revised to be consistent with this proposed development. There are outdated and outstanding issues such as, but not limited to connector road, traffic signal, land use, density, utilities and conservation easement that need to be reviewed by the city with the current land owner, updated accordingly and action taken, where appropriate.

HOUSING MIX

At the September meeting there was discussion regarding the housing chapter of the Comprehensive Plan and how it should influence the design of the buildings and target markets; particularly toward affordable housing. The applicant has stressed Phase 3 being a completely different product than Phase 1 and 2, because of the included garage. An additional improvement to reach more market sectors could be a ground level bedroom in some of the Phase 3 buildings.

PHASING

In the September meeting the Commission questioned the timing of the phases. The applicant has added phase boundaries for the three phases, which appear to be able to roughly meet dimensional zoning requirements for each phase. One area of concern remains with the completion of individual phases. Because of the size of the project a one year time limit for the overall final plan may be unreasonable. Therefore a phasing schedule should be agreed upon through a development agreement, which can be backed up with performance bonding.

STREETS AND UTILITIES

The City Engineer has raised questions about the utilities and streets, which are not yet determined by the developer. If the project moves toward final plan, all agreements about maintenance and design of public or private streets and utilities should be put into a development agreement. Additionally, improvement plans may have to be reviewed for compliance with public facilities requirements.

MASS TRANSIT

The consultant states that the project is on a bus route, but it is unknown if Trinitas has begun any discussions with Butler County Regional Transit. Although BCRTA is Miami’s mass transit contractor, it is typical for new and outlying developments to partner with BCRTA.

FINAL PLAN DETAILS

As discussed in September many of the details of site design have not been worked out. It is understood that the details such as but not limited to signage, lighting, dumpster enclosures, landscaping are not yet approved. All of these would need to be fully analyzed after more complete information is submitted, in order to determine if zoning requirements are met and, what if any, waivers are being sought. For

example, many template signage designs have been submitted, but no locations, numbers or dimensions have been given yet.

ADDITIONAL ISSUES

OPEN SPACE

Although the developer is somewhat limited by the location of the existing conservation easements, more thought could be given as to how to integrate the peripheral open space to be owned by the developer. There could be passive recreational opportunities such as trail connectors and picnic areas, as well as thought to connectors to trails maintained by Miami University. One new benefit with the revised plans is the wider openings between the buildings offer more opportunity for connections and vistas into the remnant of natural area. Some of the multi-use path has been moved away from the natural areas. However, significant tree removal would be occurring with this proposal. Only small portions of the mapped natural areas are being conserved.

LANDSCAPE SCREENING

Current code for landscaping is based upon parking requirements which the applicant has shown compliance. However, there is some concern that because the layout of the site puts the rear of some of the units toward the public right of way, the rear areas could become cluttered with trash, utility boxes, mechanical equipment and general private storage items. Some additional thought for rear landscaping while still maintaining desired security should be given. Additionally, a specific maintenance plan for certain portions of the development could be written into a development agreement.

STORM WATER MANAGEMENT

Recent approval recommendations from the Planning Commission have required special storm water management measures which seek to go above and beyond the minimum standard requirement of maintaining the existing rate of runoff. Such measures filter and slow the water in order to improve the environmental quality as it leaves the site, or otherwise retained on the site. This effort would align well with the goals of the Planned Development City Code and Comprehensive Plan goals. The developer could review the Ohio Department of Natural Resources 2006 manual for Rainwater and Land Development – Ohio’s Standards for Stormwater Management - Land Development and Urban Stream Protection. Additionally, the City’s Environmental Commission (EC) is in the process of developing guidelines on this topic. The EC could work with the applicant to create a storm water and site development plan that goes above and beyond typical rate of runoff requirements.

CONCLUSION

The applicant’s team has spent considerable time revising plans and submitting complete new packets. However, issues for discussion remain. Based upon the information submitted thus far planning staff does not find that the proposal aligns with the Planned Development Ordinance and the Comprehensive Plan. Outstanding issues for discussion have been presented within this report. Below is a summary based on the Decision Standards:

- Decision Standard 4, Comprehensive Plan: Alignment has not been shown with the Comprehensive Plan regarding Land Use Principles, Transportation, Housing and Community Facilities
- Decision Standard 9, Public Facilities: Alignment has not been shown with pedestrian and bike transportation modes in a transportation impact analysis. Alignment has not been shown with the need for an access to collector or arterial road such as U.S. 27.
- Decision Standard 10, Public Expenditure: There is no additional connection to U.S. 27 proposed, therefore this burden would be on the public.
- Decision Standard 13, Natural Areas: Only partial compliance has been shown with protection of mapped natural areas.

However, if a recommendation for approval were to be forwarded several conditions could be included. Those conditions could be folded into an update of the 2006 Development Agreement with the current

land owner and the creation of the new Development Agreement with Trinitas. The time between Commission and Council reviews could be used discuss and work out issues between the three parties.

RECOMMENDATION

Option 1

Based upon Section 1145.06(b) General Decision Standards, the applicant has not shown alignment with Decision Standards 4,9,10 and 13. Therefore, the Planning Commission forwards a recommendation of denial of the Preliminary Planned Development to the City Council. [The City Council could still approve the development with this option but could consider the points of concern by the Planning Commission. This option does not stop the process or prevent future proposals from being submitted.]

Option 2

Based upon Section 1145.06, the Commission finds alignment of the Preliminary Planned Development with the decision standards, but recommends the following condition with an approval to City Council under the provisions for additional requirements of Planned Developments under Section 1145.12(k). The development agreement(s) be revised/created to reflect:

-
1. Proposed land use and density
 2. Streets and utilities responsibilities
 3. Phasing schedule
 4. Connection to collector or arterial road responsibility
 5. Storm water quality management
 6. Agreement with BCRTA

SUBMITTED
BY:



Sam Perry, Planner

DATE: October 10, 2014

City of Oxford
Inter-Office Review Transmittal Sheet

Date: OCTOBER 1, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development Department

**PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, Southpointe Crossings Subdivision,
Lots 3710, 3712, 3714 and 3715; 37.08 Acres, R-2A (Single-and Two-Family Residential) District,
Trinitas Development LLC, Applicant, Agent**

☒ Review ☐ Revisions ☐ Other

****THIS RESUBMITTAL IS BASED UPON STAFF AND PLANNING COMMISSIONS' REVIEW. THE
PLANNING COMMISSION HEARD THE PRELIMINARY PUD ON SEPTEMBER 9, 2014. THE CASE WAS
TABLED AND WILL BE HEARD AGAIN ON OCTOBER 14, 2014.****

Comments or status update requested by: Lynn Taylor

Please return no later than: **10/8/2014** Note: If no comments are received, we will assume the
project meets your department's standards.

Drawings are returned: w/comments without/comments

SEE MEMO DATED 10-10-14.

JR.

Drawings reviewed by:

[Signature]

Date: 10-10-14

RECEIVED

VICTOR POPESCU

PRINTED NAME

OCT - 1 2014

City of Oxford
Service Department



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, P.E.
City Engineer

RE: Re-Review of PC-2014-10
Preliminary Planned Development

DATE: October 10, 2014

The following are our comments:

- As presented, the proposed development consists of three (3) phases. If so, will the utilities be constructed in three (3) phases, as well?
- As proposed, the domestic water system will be subject to stagnant water if the Developer builds only Phase I.
- The 2nd access to USR 27 needs to be addressed. This issue will require a Planning Commission decision. The Engineering Division has addressed the need for a 2nd access in previous review comments.
- The updated Traffic Impact Study was reviewed, and found to be acceptable. Although the Traffic Impact Study does not address the impact of pedestrians and bicyclist, the improvements to USR 27 will more than adequately mitigate any possible issues (i.e. sidewalks, and 8' paved berms on both sides of the roadway).

The above comments are based strictly on the latest preliminary drawing submitted for review. The Engineering Division reserves the right for additional comment at the time the construction plans are submitted for review.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: OCTOBER 1, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development Department

**PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, Southpointe Crossings Subdivision,
Lots 3710, 3712, 3714 and 3715; 37.08 Acres, R-2A (Single-and Two-Family Residential) District,
Trinitas Development LLC, Applicant, Agent**

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Comments or status update requested by: Lynn Taylor

Please return no later than: **10/8/2014** Note: If no comments are received, we will assume the
project meets your department's standards.

Drawings are returned: w/comments without/comments

AT THE PRESENT TIME.

Drawings reviewed by:



Date: 10/8/2014

Robert B. Holzworth
PRINTED NAME



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Meets Functionality*

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September 30, 2014

Mr. Sam Perry
Planner
City of Oxford
101 East High Street
Oxford, Ohio 45056

Re: The Fields at Southpointe
Preliminary PUD Submittal

Dear Mr. Perry:

In response to staff comments and feedback received from Planning Commission, Trinitas Development LLC has revised the PUD application for The Fields at Southpointe (fka Collegiate of Oxford). More specifically, the following revisions have been made:

- 1) The development will contain only single and two-family residential buildings, constructed in 3 phases.
- 2) The impact to the existing natural resources has been reduced and the amount of natural buffer to adjacent properties has increased.
- 3) Several of the streets in Phases 1 and 2, and all of the roadways in Phase 3 will be designed to resemble a typical residential street, wherein they will accommodate on-street parallel parking, a tree lawn and sidewalk.
- 4) Phase 3 of the development will contain only single family homes with driveways, sidewalks and attached garages.
- 5) The amount of parking within the development has been reduced from 557 to 509 spaces.
- 6) Southpointe Parkway will be extended to the east end of the currently dedicated right of way.
- 7) An access for Phase 3 has been shown on Southpointe Parkway east of Corporate Woods Lane.
- 8) The easternmost access for Phase 2 on Southpointe Parkway has been moved to the east of Corporate Woods Lane to align with the entry to Phase 3.
- 9) The number of single and two-family buildings have been reduced from 163 to 137 buildings. Likewise, the number of total residential units have been reduced from 222 to 192 and the number of bedrooms have been reduced from 784 to 650.
- 10) The multi-use path along the south side of the development has been relocated internal to the development.
- 11) The basketball and volleyball courts have been relocated adjacent to the club house.
- 12) The design of the single family unit has been updated to offer a more traditional floor plan with a master bedroom and bath and smaller bedrooms with a shared bathroom.

Enclosed please find the following items in support of Trinitas Development LLC's Application for Preliminary Planned Development approval for The Fields of Southpointe development:

- 1) Executed Planned Development Application.
- 2) Thirteen individual packets containing one (1) copy of each of the following:
 - a. Planned Development Application.

6900 Tylersville Road, Suite A
Mason, OH 45040
513-336-6600

318 South College Avenue
Oxford, OH 45056
513-523-4270

1404 Race Street, Suite 204
Cincinnati, OH 45202
513-834-6151

209 Grandview Drive
Fort Mitchell, KY 41017
859-261-1113

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- b. An Affidavit from 4 Leaf Development LLC granting Trinitas Development LLC permission to submit applications for the approval of a Preliminary Planned Development.
- c. List of property owners within 200 feet of the site.
- d. Legal descriptions of the property.
- e. Approved Right of Way Vacation request.
- f. Revised Traffic Evaluation letter submitted to Victor Popescu.
- g. Site Layout Plan
- h. Preliminary Utility Plan.
- i. Lot Coverage Exhibit.
- j. Open Space Exhibit.
- k. Architectural Site Plan.
- l. Preliminary Building Elevations and Floor Plans.
- m. Preliminary Landscape Plan.
- n. Proposed signage and lighting examples.
- o. Color Rendering of the development.
- p. Photos of the subject site and surrounding area.
- q. Memo addressing stormwater management and natural resources.
- r. Memo describing the energy management plan for the development.
- s. Memo pertaining to site lighting.
- t. Response to Staff concerning water and sanitary sewer service.

3) Applicant:

*Trinitas Development LLC
201 Main Street, Suite 1000
Lafayette, IN 47901
765-464-2800*

Owner:

*4 Leaf Development LLC
125 W. Spring Street
Oxford, OH 45056
513-524-9500*

4) Design Professionals:

- a. Architect:
*KJG Architecture, Inc.
527 Sagamore Pkwy. W, Suite 101,
West Lafayette, IN 47906
765-497-4598*
- b. Engineer, Surveyor & Landscape Architect:
*Bayer Becker
318 S. College Ave
Oxford, OH 45056
513-336-6600*

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5) Description of use and site:

- a. A legal description of the boundary of the proposed development is enclosed.
- b. The property is currently vacant.
- c. The property is zoned R-2A, Single and Two-Family Residential.
- d. A description of the proposed planned development:

- i. The number of housing units by size and type proposed within each phase.

The Fields at Southpointe will contain a total of 137 single and two-family residential buildings to be constructed in 3 phases. The development will contain a total of 650 bedrooms. The following table shows a breakdown of the number of residential buildings to be constructed per phase.

Building Type	Phase 1	Phase 2	Phase 3	Total
Single Family	24 (24 units)	19 (19 units)	39 (39 units)	82 (82 units)
Two Family	27 (54 units)	28 (56 units)	0	55 (110 units)
	51 (78 units)	47 (75 units)	39 (39 units)	137 (192 units)

- ii. A description of any nonresidential operations, including types of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.

Not applicable.

- iii. The hours of operation of any nonresidential use.

Not applicable.

- iv. A phased development schedule, if applicable, that indicates the location and timing of phases and demonstrates that each completed phase would form a reasonably independent unit if succeeding phases were abandoned.

Phase 1, 78 units, will consist of the southwest portion of the development to be located along the south side of Southpointe Parkway. Phase 2, consisting of 75 units, will be located at the southeast portion of the development corner and Phase 3, 39 units, is located on the northwest corner of the intersection of Southpointe Parkway and Corporate Woods Lane.

- e. A narrative statement that evaluates the compatibility of the proposed planned development with the general vicinity and adjacent properties.

- i. How the proposed uses are similar to or different from existing area uses and if there will be any interaction between the proposed site and adjacent sites.

The proposed use, single family and two-family residential, serves as a transition from Level 27, a multi-family development to the north, to the single family homes to the south and future residential to the east.

The Fields at Southpointe is proposing to construct a multi-use trail as well as sidewalks throughout the entire development. The trail will enable residents to bike or walk to Southpointe Parkway and connect to the proposed sidewalk and bike lanes to be constructed along both sides of Millville Oxford Road (US 27) as part of the BUT-27-

14.12 project. According to the adopted Oxford Bike and Pedestrian Safety Improvement Plan, upon completion of the widening project currently under construction, the City will allow the paved shoulders of US 27 to be painted for bike use.

As required by the subdivision regulations, sidewalk will be installed along the east side of Corporate Woods Lane, which will enable the residents to connect to the existing sidewalk along Southpointe Parkway and proceed to Millville Oxford Road (US 27).

- ii. How any existing structures, proposed structures, and the site design relate adjacent structures and sites.

The Architecture of the residential buildings within The Fields at Southpointe development more closely resemble single family homes and will blend well with the future residential to the east and the existing residential to the south. Furthermore, the proposed structures will serve as a transition from multi-story buildings in Level 27 to the traditional single family homes to the south.

- iii. If the proposed uses will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibrations or emissions.

The proposed use, residential, will not involve any operations that create potential nuisances.

- iv. How any potential negative effects on adjacent land will be mitigated.

The Fields at Southpointe will not have a negative effect on adjacent land. The property to the north, Level 27 is a multi-family residential development, while the property to the east is vacant. Century 21 Real Estate office and vacant commercial zoned property is located to the west. The property to the south is currently single family residential and will be buffered from The Fields at Southpointe by the existing vegetation along the south property line. Lastly, landscaping will be installed along Southpointe Parkway providing a visual buffer for properties to the north and west.

- f. A statement about why the location proposed is appropriate for the planned development.

Southpointe Crossings is an ideal location for The Fields at Southpointe development for several reasons:

- 1) Per the Comprehensive Plan, The Fields at Southpointe is located in an area designated for future neighborhood growth, Character Area – Neighborhood General 3.*
- 2) The property is zoned appropriately for residential development, R-2A single and two-family residential.*
- 3) The Fields at Southpointe is part of a much larger development, Southpointe Crossing, which will contain a mix of residential uses.*
- 4) The Fields at Southpointe will contain a mixture of housing products designed to serve students to young families to empty nesters.*
- 5) The infrastructure is currently in place to support a residential development of this nature.*
- 6) Will relieve some of the pressure on the existing single family neighborhoods within the Mile Square.*

- g. A statement of the necessity or desirability of the proposed planned development to the neighborhood or community.

The Oxford housing market continues to see a demand for housing that directly affects the affordability of the housing stock of the community. The continued market demand for student housing places additional pressures on the core neighborhoods and this development will aid in

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alleviating some of this pressure. This project will provide a diverse product to the local market and provide a transition from high density developments to more traditional suburban developments to the southeast. As part of the larger PUD this development will provide a mix of residential styles and products in an area that is already served by public infrastructure and long planned as an area of future growth. Overall impact from this development on the community is limited as the City has long planned for this area to be incorporated into the City's infrastructure.

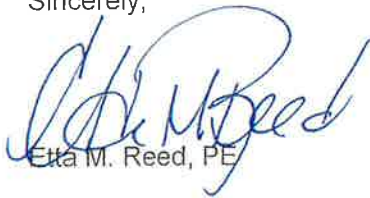
- h. Proposals for the provision of public utilities and services, if insufficient or not available for the planned development, or for the provision of suitable private utilities and services.

Public water and sanitary sewer are available to the property. Stormwater detention has been provided in the existing detention basin in the southern portion of the development.

Please place this item on the October 14th Planning Commission Meeting agenda.

Should you have any questions, or need any additional information, please do not hesitate to contact us.

Sincerely,



Etta M. Reed, PE

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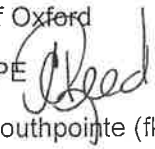
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Memo

September 30, 2014

To: Sam Perry
Planner, City of Oxford

From: Etta M. Reed, PE 

Re: The Fields at Southpointe (fka Collegiate at Oxford)
PC-2014-10
Preliminary Development Plan
Stormwater Management and Natural Resources

Stormwater Management

Stormwater management for The Fields at Southpointe will address both water quantity and quality. The proposed development will be designed with a combination of enclosed storm sewers, as well as some open drainage swales.

With the construction of Section One of Southpointe Crossings, a detention basin was constructed in the southernmost portion of the proposed The Fields of Southpointe development. The basin was designed to accommodate Southpointe Parkway, Corporate Woods Lane, the vacant commercial parcel along US 27 and The Fields of Southpointe development. Said detention basin satisfies the water quantity requirement of the City of Oxford for The Fields at Southpointe development.

Water quality requirements of the Ohio EPA General Construction Permit will be met within the development. Some of the methods under consideration include vegetated swales, rain gardens, bioretention areas, modification of the existing detention basin, etc.

Natural Resources

The land plan for The Fields at Southpointe was developed with the site's natural resource features in mind. In particular, the trees at the north and south ends of the development and Lick Run creek located to the south.

As shown on the Preliminary Landscape Plan, the proposed development will preserve a significant portion of the trees located along the north and south boundaries of the development. In addition to the existing trees to remain, the development will contain a number of new trees dispersed throughout the development as well as installing trees along Southpointe Parkway.

Article VI B of the Development Agreement between the City of Oxford and 4-Leaf Development LLC, indicates that at the request of the City, 4-Leaf shall grant to Three Valley Conservation Trust, or another agreed upon eligible entity, a conservation easement over a portion of the property located at both the north and south ends of The Fields at Southpointe development. Trinitas Development LLC will work with City staff to dedicate a conservation easement over the undisturbed areas at the north and south ends of the development.

Chapter 1145.12(g) of the Oxford Zoning Code requires a 100 ft. natural buffer adjacent to all permanent and natural surface waters. The purpose of said buffer is to protect drainage ways such as Lick Run creek. As shown on the Preliminary Layout Plan, the proposed development will not encroach into the 100 ft. buffer area.

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859-261-1113

<http://www.bayerbecker.com>

Memo

September 30, 2014

To: Sam Perry
Planner, City of Oxford

From: Trinitas Development LLC

Re: The Fields at Southpointe (fka Collegiate at Oxford)
PC-2014-10
Energy Management Plan

Trinitas Development, LLC ["Trinitas"] understands the City's commitment to sustainability and the holistic implementation into the planning process. While the focus is often on land use principles, building efficiency is also a key component of this holistic approach. In line with the goals of Oxford, Trinitas encourages the design and construction of residential structures that utilize green building practices, meet energy and conservation standards, and maintain low impact development standards for semi-rural areas at the edge of the community.

Prior to issuance of a final zoning permit, Trinitas Ventures, LLC will provide an Energy Management Plan to be approved by the City Planning office. The plan will: a) consider utilizing sustainable energy; b) meet or exceed the American Society of Heating, Refrigeration, and Air Conditioning Engineering (ASHRAE) standards; c) include the use of high-efficiency HVAC Systems and energy management controls; and d) implement a plan to report actual performance of the energy plan back to the City of Oxford during the period ending one year after occupancy.

Energy efficient buildings are designed to provide a significant reduction of the energy need for heating and cooling. Our buildings go above and beyond those requirements by also looking at other practices for energy efficiency outside of mechanical systems. Some of those ideas will include the following:

1. Thermal insulation – an exterior wall is best insulated when its thermal resistance is high and heat loss is minimal.
2. Ventilation – a key requirement for delivering fresh air and exhausting stagnant air through the use of proper mechanical systems.
3. Air tightness – reducing uncontrolled air flow through gaps with specified sealants and onsite quality control.
4. High performance glazing and windows.
5. Pitched roofs with vented attics to provide thermal break and decrease heat gain/loss in livable space – roof overhangs to let in the lower winter sun but shade from the hot summer sun.
6. The use of LED track and can lighting in multiple locations to reduce energy consumption.
7. Plantings/shrubs around the residential exterior – in the summer, the foliage blocks the radiation and in the winter, bare branches allow the radiation to help warm the living areas.
8. Energy efficient appliances.
9. Natural daylighting through energy efficient windows.
10. Programmable thermostats in living areas.
11. Electric sub-metering.

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The overall goal is to use less energy to accomplish the same amount of work by getting the most work per unit of energy. Often the upfront costs are higher for the methods mentioned above; however, Trinitas recognizes the climate is changing and resources are depleting, which is why many of our projects implement these same practices around the country in a continued effort and commitment to creating sustainable projects for years to come.

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Memo

September 30, 2014

To: Victor Popescu, PE
City Engineer

From: Etta M. Reed, PE

Re: The Fields at Southpointe (fka Collegiate at Oxford)
PC-2014-10
Preliminary Development Plan

This memo is in response to your comments of July 31, 2014 and September 3, 2014 in regards to The Fields at Southpointe (fka Collegiate at Oxford) Preliminary Planned Development submittal.

Comments of July 31, 2014:

- Existing utilities within the proposed Phase 1 will need to be relocated, as proposed structures are to be built over utilities.
Understood.
- The north section of Phase 1 lacks fire water main and hydrants. It is assumed that fire protection will be provided from the existing fire hydrants along the Southpointe Parkway.
During design we will meet with the fire chief to make sure the development has adequate fire protection.
- The fire water main and domestic water main, Phase I, are tapped from a lateral for a fire hydrant. City Specifications do not allow such taps. Revise to tap off water main.
The fire and domestic water mains will be tapped off the public water main in the right of way of Southpointe Parkway. The Utility Plan has been revised to reflect such.
- The proposed storm water system, Phase II, discharges into an existing storm sewer that runs north to south thru Phase I. Phase I proposes to build structures over the existing storm sewer. The Phase II storm water discharge needs to be revised.
The existing storm sewer in the southern portion of the development will be relocated to accommodate the proposed structures.
- Existing utilities that will interfere with proposed structures are to be removed, and not abandoned in place.
Understood.

Comments of September 3, 2014

- For safety reasons, a 2nd access entry from USR 27 (i.e. street, driveway, etc.) must be considered.
A second access was considered, however the property under the Applicant's control does not have frontage on US 27. Upon full build out of the Southpointe Crossings development, a second access on US 27 will be constructed to the south.

6900 Tylersville Road, Suite A
Mason, OH 45040
513-336-6600318 South College Avenue
Oxford, OH 45056
513-523-42701404 Race Street, Suite 204
Cincinnati, OH 45202
513-834-6151209 Grandview Drive
Fort Mitchell, KY 41017
859-261-1113<http://www.bayerbecker.com>

- Would the utilities (i.e. water, storm sewer, and sanitary sewer) be "private" or "public" upon completion of the development? This issue is important, as it would determine the maintenance responsibility for the utilities.

At this time, the applicant is still evaluating if the utilities will be public or private.

- Regardless of whether the utilities would be "private" or "public", the utilities must be constructed in accordance with the City of Oxford specifications. Note should be taken that the Specifications are the same for "private" or "public" utilities.

Understood.

- If the utilities would be "public", easements need to be recorded in the Final Plat.

Understood.

- The submittal indicates the domestic water supply tapping on the existing water main in two (2) locations. The water supply at the Corporate Woods Lane is controlled by a Master Meter, indicative of a "private" utility. However, the tap on the main on Southpointe Parkway is not metered. Thus, to make the domestic water supply utility "private", both points of supply must be metered. Otherwise, for the domestic water supply to be "public", the structures must be individually metered and easements dedicated.

For the purposes of the Preliminary Development Plan, the domestic water main is being shown as private. We have added a meter pit at both connections to the public main.

- Are the proposed fire hydrants sufficient in number to fight fires? Re-check the proposed fire hydrants locations.

Fire hydrant coverage was modified based upon the new layout. During design we will meet with the fire chief to make sure the development has adequate fire protection.

- The north section of Phase 1 lacks fire water main and hydrants. It is assumed that fire protection will be provided from the existing fire hydrants along the Southpointe Parkway. This assumed proposal must be reviewed and approved by the City of Oxford's Fire Chief.

As aforementioned, we will meet with the fire chief during the design phase to make sure the development has adequate fire coverage.

- If the utilities in the proposed development are deemed "private", would there be shut-off valves installed to control the water services to the individual structures?

If the domestic water main is determined to be "private", shut off valves will be installed to the individual structures.

- Would the individual structures be sprinkled for fire protection?

No.

- Is there an irrigation system proposed for the development? If so, the water supply must be from the domestic water main and metered.

An irrigation system will be installed in the vicinity of the clubhouse. The irrigation line will be tapped from the domestic water main and metered.

- The proposed fire water main shall only be used for fire protection.

Understood.

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Meets Functionality*

Civil Engineers | Transportation Engineers | Landscape Architects | Planners | Land Surveyors

September 30, 2014

Mr. Victor Popescu, P.E.
City of Oxford
101 East High Street
Oxford, Ohio 45056

Re: The Fields at Southpointe (fka Collegiate at Oxford)
Revised Traffic Evaluation

Dear Mr. Popescu,

Based upon feedback received and questions raised by Planning Commission, we are submitting this revised Traffic Evaluation for The Fields at Southpointe (fka Collegiate at Oxford) development.

Proposed Development

The enclosed Preliminary Development Plan (PDP) for The Fields at Southpointe, to be located on the north and south sides of Southpointe Parkway in the Southpointe Crossings development, is proposed to contain 650 beds located in 137 buildings, along with an associated club house and recreational facilities.

Access to the development is planned at the following locations:

- A full access drive on the south side of Southpointe Parkway located approximately 375' east of Millville Oxford Road (US 27) (measured center-to-center),
- A full access drive on the south side of Southpointe Parkway, located approximately 475' west of Corporate Woods Lane.
- A full access drive on the south side of Southpointe Parkway, located approximately 145' east of Corporate Woods Lane.
- A full access drive on the north side of Southpointe Parkway, located approximately 145' east of Corporate Woods Lane.
- A full access drive on the east side of Corporate Woods Lane in the cul-de-sac.

In order to provide connectivity to future development, two (2) stubs have been provided to the east, one north and one south of Southpointe Parkway.

Background Traffic

Due to the current construction on Millville Oxford Road (US 27), it was not possible to obtain accurate traffic counts at the intersection of Millville Oxford Road (US 27) and Southpointe Parkway. A combination of the Year 2033 Certified Traffic prepared by ODOT and used for the design of the US 27 improvements, and the traffic projections from the Talawanda High School Traffic Impact Study, prepared by Kleingers & Associates will be used as the background traffic. (See attached Plate 2 of 3, Plate 3 of 3, and Figure 4D). Figure 1 shows the aforementioned information combined to create the background traffic volumes. Since the high school is dismissed prior to the traditional PM Peak Hour of Millville Oxford Road (US 27), volumes from the high school were not included in the PM Peak Hour background traffic.

6900 Tylersville Road, Suite A
Mason, OH 45040
513-336-6600

318 South College Avenue
Oxford, OH 45056
513-523-4270

1404 Race Street, Suite 204
Cincinnati, OH 45202
513-336-6600

209 Grandview Drive
Fort Mitchell, KY 41017
859-261-1113

<http://www.bayer-becker.com>

Projected Traffic

Trips generated by The Fields at Southpointe development during both the AM and PM Peak Hours are presented in the following table. While the residential units are considered apartments, given that a number of the residential units will be rented to students, the trip generation data will be calculated based upon the number of bedrooms instead of the number of residential units. Trip generation information excerpted from the *ITE Trip Generation Manual, 9th Edition* are provided by attachment.

Land Use	ITE Code	Size	Unit	AM Peak Hour			PM Peak Hour		
				Enter	Exit	Total	Enter	Exit	Total
Apartment	220	650	people	36	144	180	166	90	256

The proposed development is located on the Butler County Regional Transit Authority's Level 27 Express and After Hours Level 27 routes. The developer is also proposing to provide a shuttle service for its residents to the Miami University campus. The above calculated trip generation data does not take into account a reduction for the public transit or shuttle. Other comparable developments, with access to public transit or shuttles have experienced a reduction of 20-40% in vehicular trips attributable to the shuttle. Thus the analysis contained herein represents a worst case scenario – no shuttle service or public transit.

Peak hour trips generated by the proposed development were distributed at the intersection of Millville Oxford Road (US 27) and Southpointe Parkway based upon expected traffic patterns of the site traffic. It was estimated that approximately 90% of the AM and PM Peak Hour traffic will enter/exit to the north on Millville Oxford Road (US 27), heading from/to the Miami University campus. Projected site volumes are presented in attached Figure 2.

To determine the volumes upon full build out of the development, the background volumes from Figure 1 were combined with the site traffic volumes from Figure 2 to determine the total traffic volumes.

Capacity Analysis

Capacity (level of service) analysis of the intersection of Oxford Millville Road (US 27) and Southpointe Parkway was performed using *Highway Capacity Software*, version 5.5 (HCS+).

Level of service (LOS), as defined in the *Highway Capacity Manual 2010* (HCM), is "a quality measure describing operational conditions within a traffic stream, generally in terms of such service measures as speed and travel time, freedom to maneuver, traffic interruptions, and comfort and convenience." LOS is a function of the control delay per vehicle, and it is the standard used to evaluate traffic flow at an intersection. Generally, LOS "C" and "D" are accepted as a reasonable design criterion. ODOT's goal for the operation of its roadways is to maintain the best level of service possible with an overall intersection/approach LOS of D as a minimum acceptable.

The LOS criteria for an unsignalized intersection used by HCM is provided in the following table.

Level of Service	Delay Range (sec/veh)	Expected Delay
A	≤ 10	Little or No Delay
B	> 10 and ≤ 15	Short Traffic Delay
C	> 15 and ≤ 25	Average Traffic Delay
D	> 25 and ≤ 35	Long Traffic Delay
E	> 35 and ≤ 50	Very Long Traffic Delay
F	> 50	Excessive Traffic Delay

Capacity analysis of the intersection of Millville Oxford Road (US 27) and Southpointe Parkway was performed for background and total traffic conditions.

Capacity Analysis

Movement	AM Peak Hour		PM Peak Hour	
	Background	Total Traffic	Background	Total Traffic
SB Left	(9.1) A	(9.3) A	(8.1) A	(8.7) A
WB Left	(22.6) C	(27.2) D	(25.9) D	(50.3) F
WB Right	(13.7) B	(18.0) C	(10.6) B	(11.5) B
WB Approach	(22.6) C	(19.5) C	(15.6) C	(17.5) C

During the AM peak hour, the LOS for the southbound left turning movement is an A, and the LOS for the westbound approach is a C. During the PM peak hour, the LOS for the southbound left turning movement is an A, and the LOS for the eastbound approach is a C. These levels of service are considered acceptable per industry standards.

The complete capacity analysis is provided by attachment.

Previous Analysis

As mentioned in the previous traffic evaluation, a traffic impact study (TIS) for the entire Southpointe Crossings development was prepared and submitted in March 2005 and updated May 10, 2005. According to the TIS, 214,000 SF of General Office was assumed to be constructed on the property where The Fields at Southpointe will be located.

Based upon the analysis previously conducted by Bayer Becker and approved by the City of Oxford, Butler County Engineer's Office and the Ohio Department of Transportation, 4 Leaf Development LLC constructed the following roadway improvements to mitigate the impact of the Southpointe Crossings Development:

- Northbound right turn lane on Millville Oxford Road (US 27) at Southpointe Parkway.
- Southbound left turn lane on Millville Oxford Road (US 27) at Southpointe Parkway.

Conclusions

Based upon the analysis prepared and engineering judgment, the volume of traffic generated by The Fields at Southpointe development was taken into account with the original traffic impact study for the Southpointe Crossings development, and the improvements constructed by 4 Leaf Development LLC have mitigated the impact on the adjoining roadways.

Please feel free to contact us with any questions or comments.

Sincerely,



Etta M. Reed, P.E.

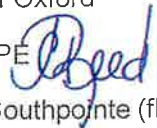
Attachments

Civil Engineers | Transportation Engineers | Landscape Architects | Planners | Land Surveyors

Memo

September 30, 2014

To: Sam Perry
Planner, City of Oxford

From: Etta M. Reed, PE 

Re: The Fields at Southpointe (fka Collegiate at Oxford)
PC-2014-10
Preliminary Development Plan
Site Lighting

Included on Sheets A102 and A103 of the Preliminary Development Plan submittal for The Fields at Southpointe are photos of typical lighting poles and fixtures that are being proposed for the development. The final pole and fixture selection will be provided as part of the Final Development Plan submittal.

The proposed lighting will adhere to the following requirements set forth in Chapter 1141.01(f) of the Oxford Zoning Code:

- 1) *The light source within a light fixture shall not be visible from a neighboring structure. Lights may be shielded or recessed and set on low poles to prevent light from shining onto neighboring properties and distracting drivers.*
- 2) *No light used for illuminating a parking area shall shine onto property in a residential district.*
- 3) *The intensity and direction of light shall not significantly disrupt the night habitat of any natural area larger than one-half, a stream and riparian corridor or other similar natural areas.*
- 4) *The foot-candle measurement at any property line shall not exceed 1.0 lumen.*

And the following requirements outlined in Section 406(F) of the Oxford Subdivision Regulations pertaining to street lights:

- 1) *A street light shall have a fixture of at least 9,500 lumens.*
- 2) *Streetlights shall be designed with appropriate lamps and reflectors, to minimize light pollution.*
- 3) *Light poles shall be consistent with the overall architectural theme and scale of the site.*
- 4) *Streetlights for the purpose of illuminating an intersection, parking facility or roadway for safety purposes shall not exceed 32' in height.*

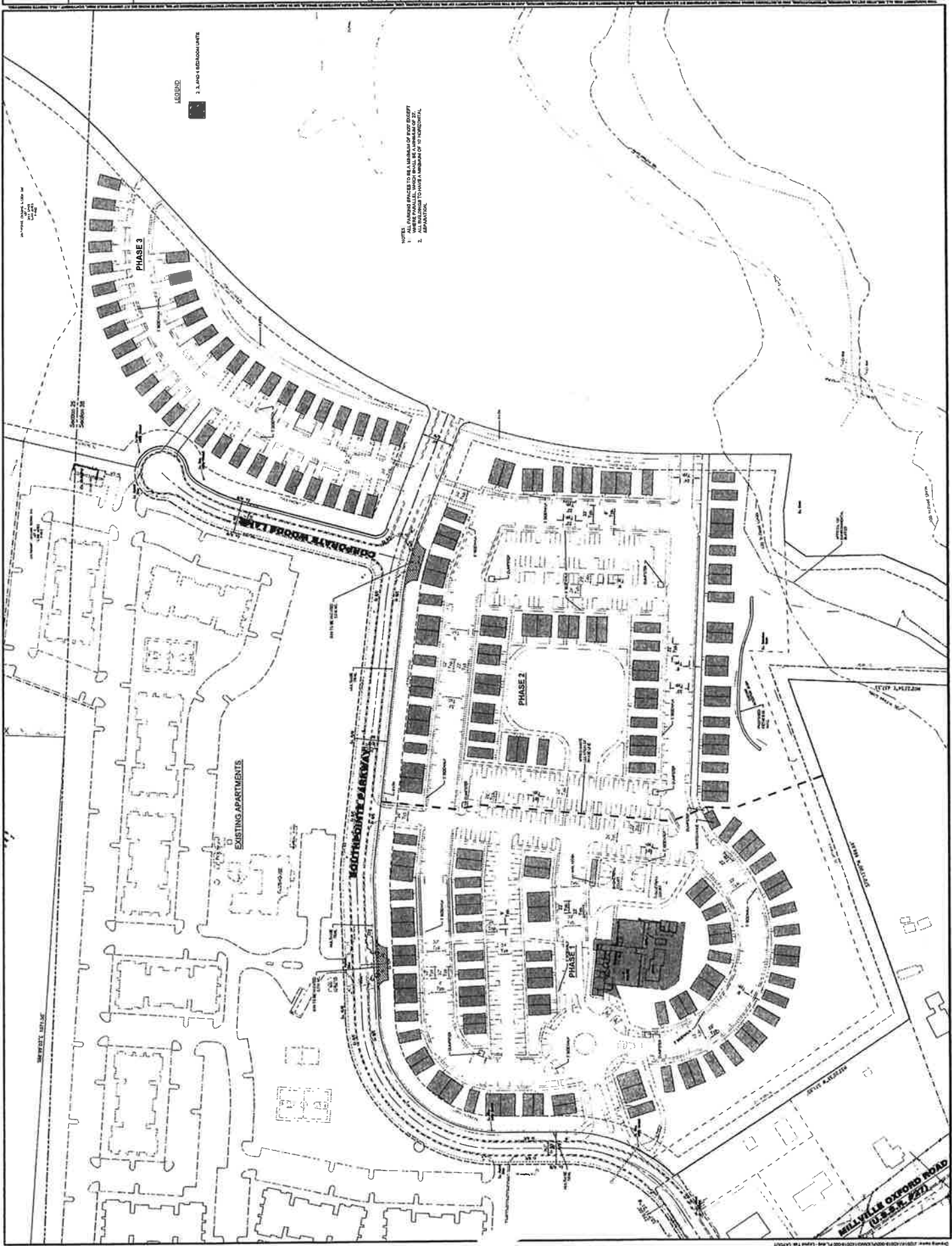
6900 Tylersville Road, Suite A
Mason, OH 45040
513-336-6600

318 South College Avenue
Oxford, OH 45056
513-523-4270

1404 Race Street, Suite 204
Cincinnati, OH 45202
513-834-6151

209 Grandview Drive
Fort Mitchell, KY 41017
859-261-1113

<http://www.bayerbecker.com>





DATE: 04-10-2018
TIME: 10:00 AM
BY: [Signature]

PROJECT: THE FIELDS AT SOUTHPOINTE
SHEET: 1/1

OWNER: [Name]
DESIGNER: [Name]

LOT COVERAGE: 40%
TOTAL LOT AREA: 1.25 ACRES

THE FIELDS AT SOUTHPOINTE
LOT COVERAGE EXHIBIT
CITY OF OXFORD
BUTLER COUNTY, OHIO

bayler
310 S. College Avenue
Oxford, OH 45056
614.222.1200

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1/1

1/1

1/1

1/1

1/1

1/1

1/1

ZONE R1A

ZONE R1A
TREATMENT POND

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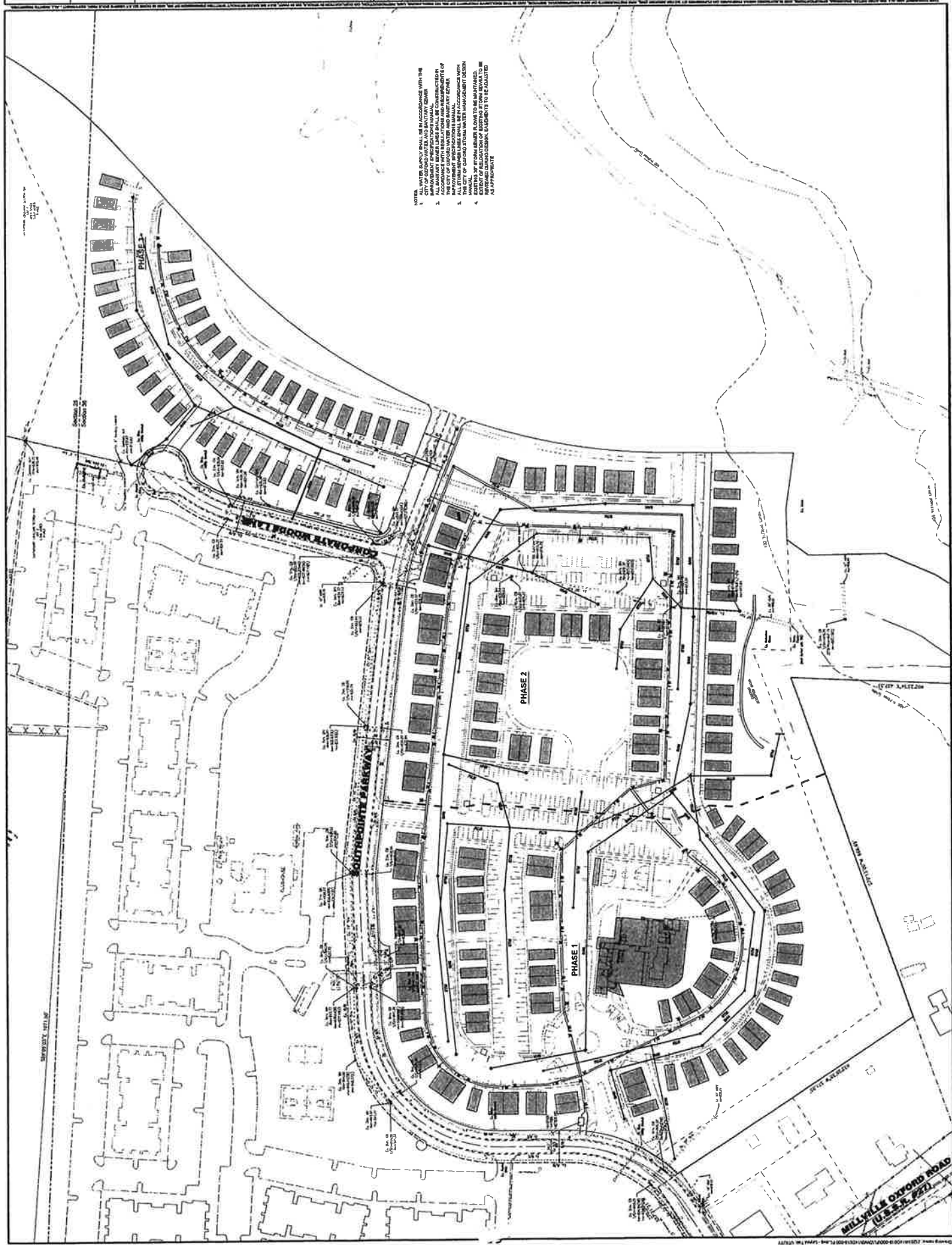
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NOTES

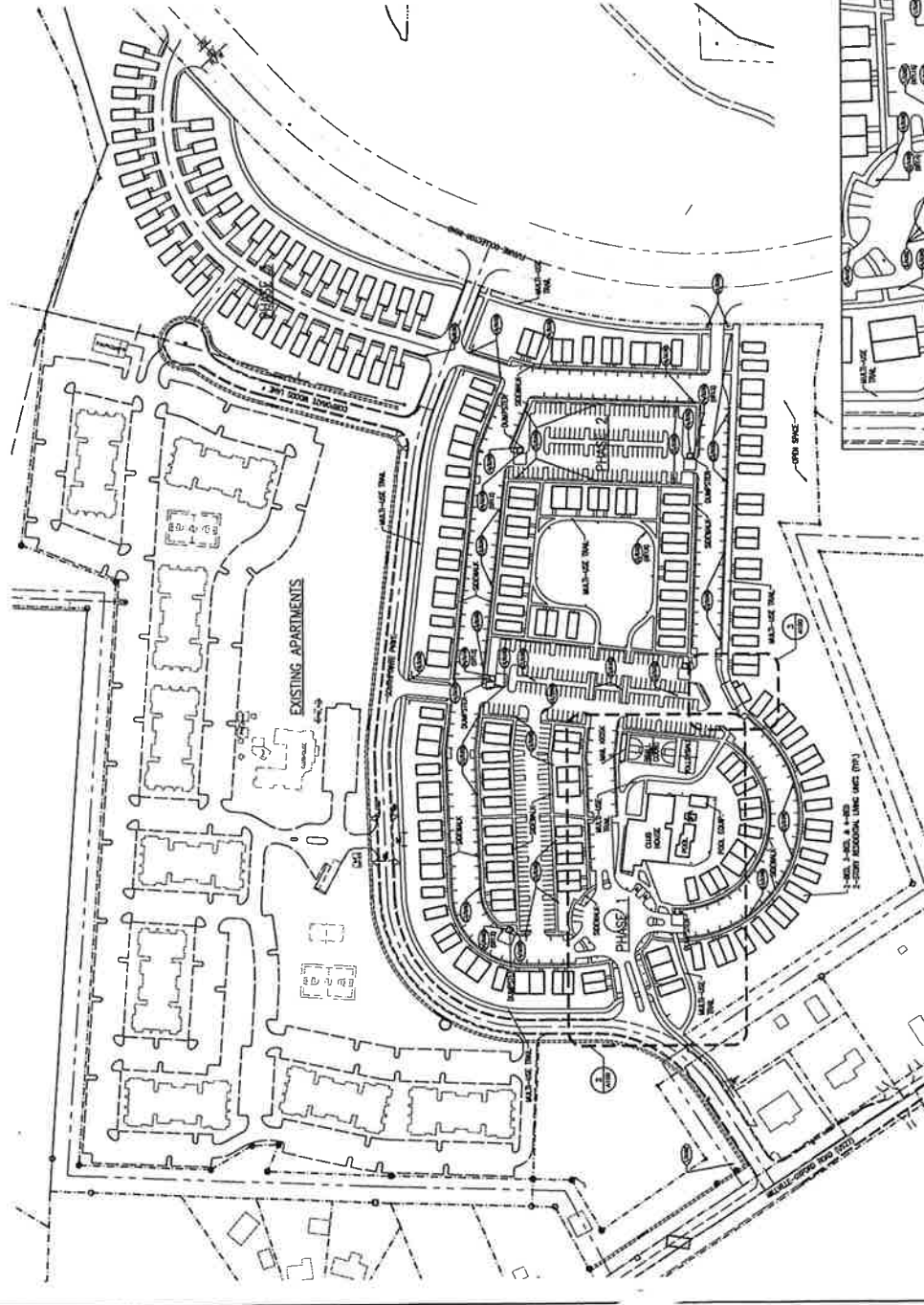
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2. ALL SANITARY SEWER LINES SHALL BE CONSTRUCTED IN ACCORDANCE WITH REGULATIONS AND REQUIREMENTS OF THE CITY OF OXFORD WATER AND SEWERAGE DEPARTMENT. IMPROVEMENT SPECIFICATIONS AND MANUAL.
3. ALL STORM SEWERS SHALL BE IN ACCORDANCE WITH THE CITY OF OXFORD STORM WATER MANAGEMENT DESIGN MANUAL.
4. EXISTING 30" WATER SEWER FLOWS TO BE MAINTAINED. EXTENT OF REDUCTION OF EXISTING STORM SEWER TO BE REVIEWED DURING DESIGN. ADJUSTMENTS TO BE ADJUSTED AS APPROPRIATE.

SITE PLAN GENERAL NOTES:

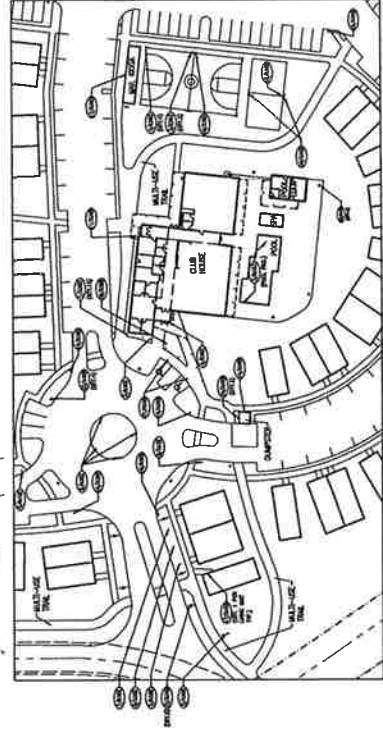
1. THIS SITE PLAN IS FOR DESIGN INTENT ONLY. REFER TO ALL ENGINEERING DRAWINGS FOR ALL SITE LOCATIONS AND DIMENSIONS.
2. ALL UTILITIES, EXISTING AND PROPOSED, SHALL BE SHOWN AND LOCATED AS SHOWN ON THE SITE PLAN. THE OWNER SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF UTILITIES.
3. EXISTING UTILITIES FOR THE PROJECT ARE NOT SHOWN AND THE OWNER HAS BEEN ADVISED TO BE PLACED ON A PLAT. THE ENGINEER HAS BEEN ADVISED TO BE PLACED ON A PLAT. THE ENGINEER HAS BEEN ADVISED TO BE PLACED ON A PLAT. THE ENGINEER HAS BEEN ADVISED TO BE PLACED ON A PLAT.
4. THE CITY ENGINEER'S OFFICE SHALL BE CONTACTED PRIOR TO THE START OF CONSTRUCTION TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF UTILITIES.
5. THE PLANNING COMMISSION SHALL CONSIDER THE LOCAL WATER COMPANY AND SHALL PROVIDE ALL NECESSARY PERMITS AND APPROVALS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF UTILITIES.
6. THE PLANNING COMMISSION SHALL CONSIDER THE LOCAL GAS COMPANY AND SHALL PROVIDE ALL NECESSARY PERMITS AND APPROVALS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF UTILITIES.
7. THE ELECTRICAL CONTRACTOR SHALL CONSULT WITH THE LOCAL POWER COMPANY TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF UTILITIES.
8. THE TELEPHONE CONTRACTOR SHALL CONSULT WITH THE LOCAL TELEPHONE COMPANY AND SHALL PROVIDE ALL NECESSARY PERMITS AND APPROVALS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF UTILITIES.
9. EXISTING UTILITIES SHALL BE SHOWN AND THE ENGINEER SHALL BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF UTILITIES.
10. UNDERGROUND UTILITIES SHALL BE SHOWN AND THE ENGINEER SHALL BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF UTILITIES.
11. THE EXISTING UTILITIES SHALL BE SHOWN AND THE ENGINEER SHALL BE RESPONSIBLE FOR THE LOCATION AND DEPTH OF UTILITIES.

PHASE 1 & 2 UNIT MIX		
UNIT	DESCRIPTION	UNIT COUNT
N/A	2, 3, OR 4 BEDROOM	153

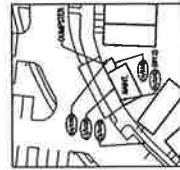
PHASE 3 UNIT MIX		
UNIT	DESCRIPTION	UNIT COUNT
N/A	3 BEDROOM	30



ARCHITECTURAL SITE PLAN
 SCALE 1" = 100'



ENLARGED SITE PLAN
 SCALE 1" = 50'



ENLARGED SITE PLAN
 SCALE 1" = 50'



SOUTHPOINTE CROSSINGS
OXFORD, OHIO

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PRELIMINARY

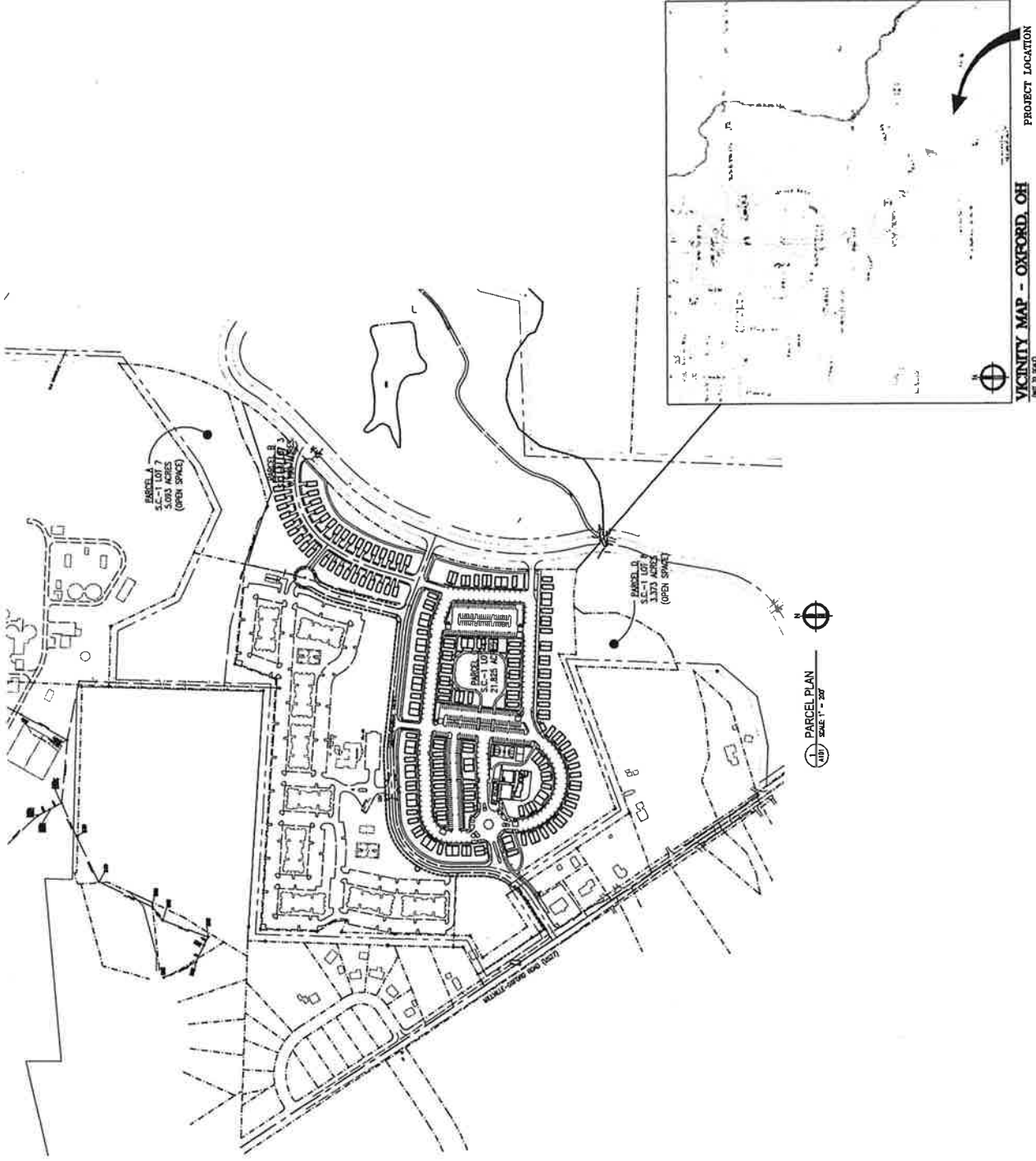
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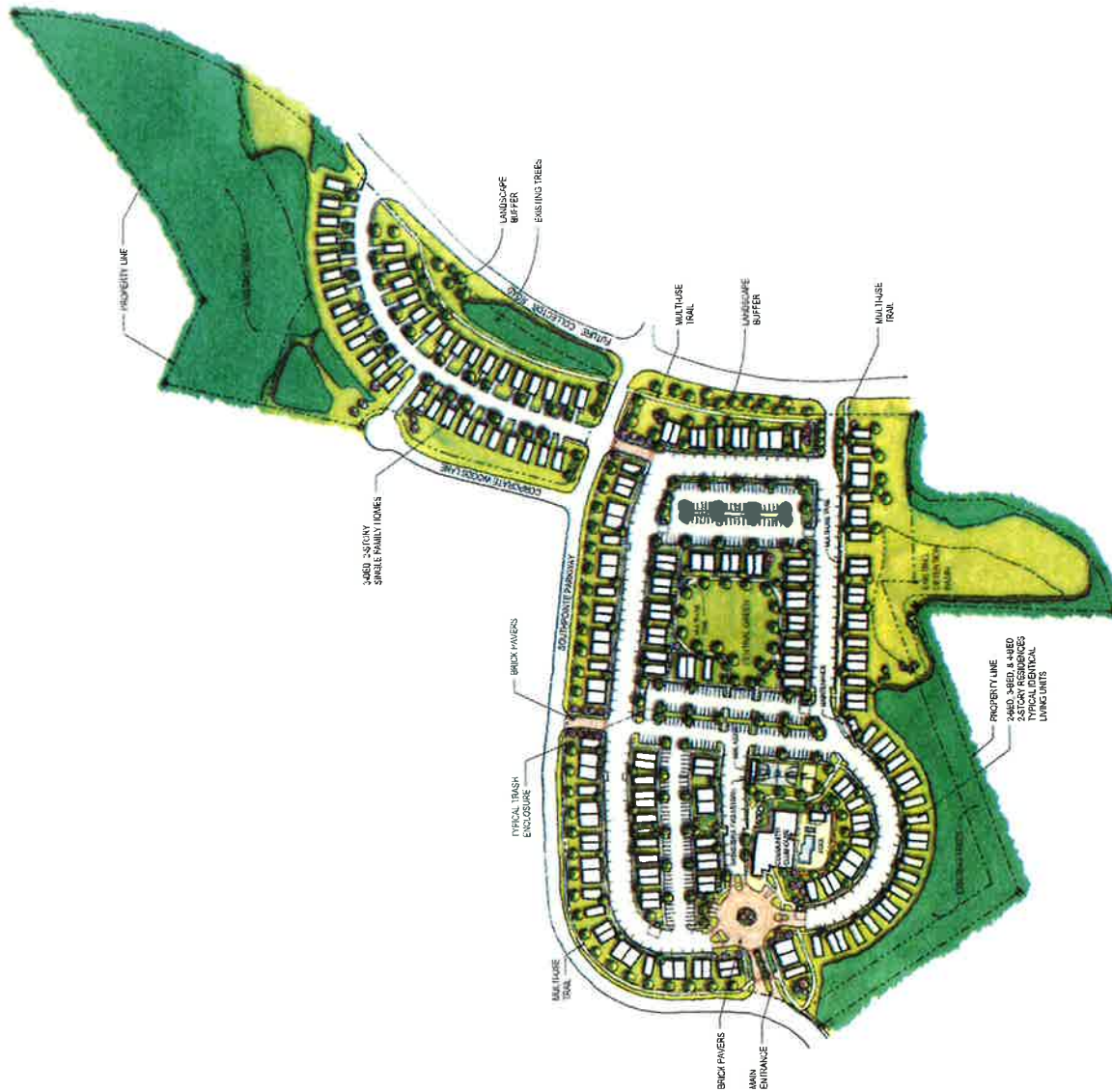
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PROJECT NUMBER:	DR2014.017
DRAWING TITLE:	PARCEL PLAN

KEY WORDS:

A101





SCALE: 1/4" = 1' - 0"

A104

08/20/04
2/20/07

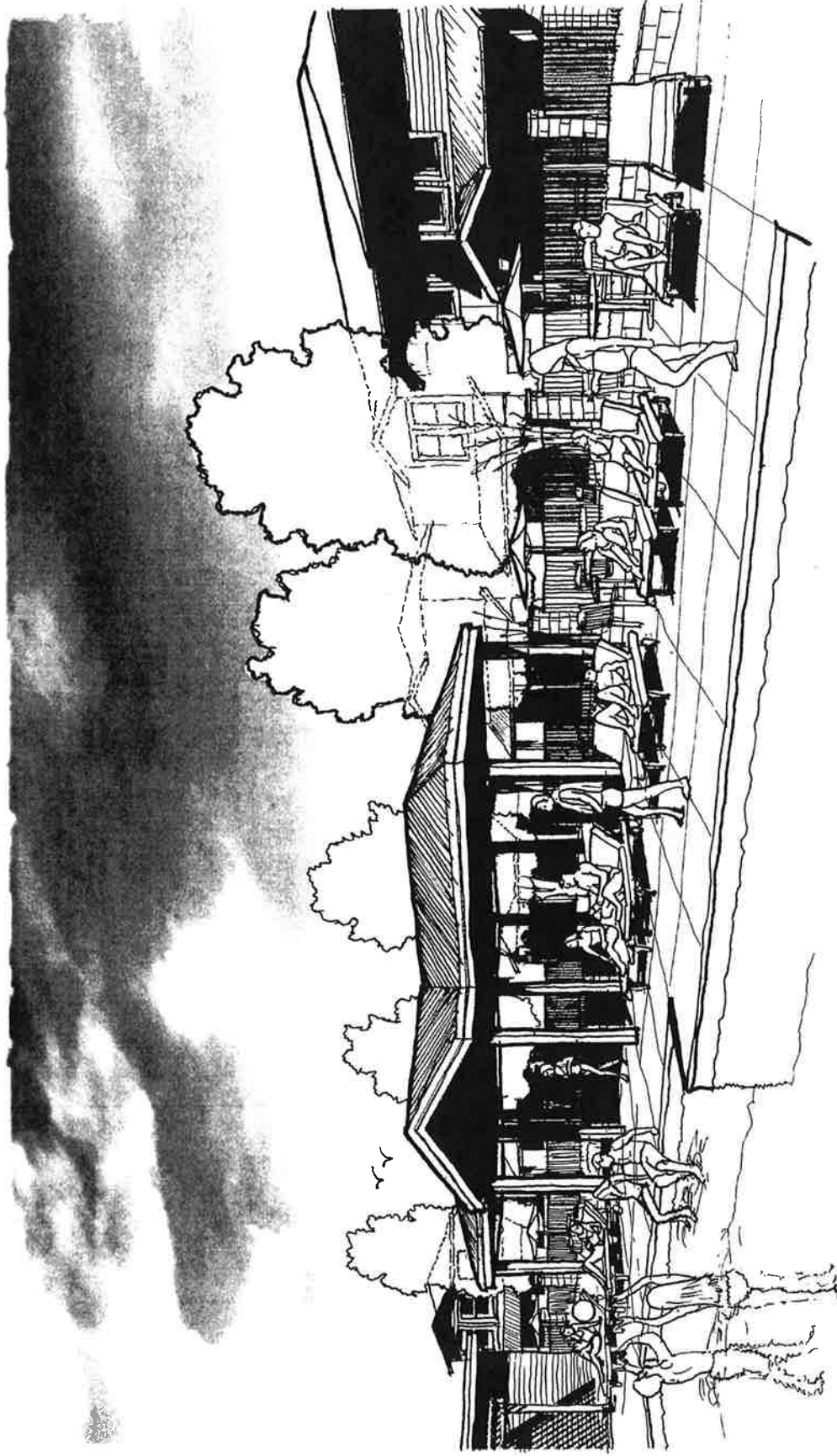
ARCHITECTURAL SITE PLAN WITH LANDSCAPE

THE FIELDS AT SOUTHPOINTE

TRINITY DEVELOPMENT - SOUTHPOINTE CROSSINGS, OXFORD, OHIO



KIG Architecture, Inc.
2775 Sycamore Parkway, Suite 101
West Lafayette, Indiana 47906
Ph: 765.467.4584 Fx: 765.467.4583
www.kigarchitect.com



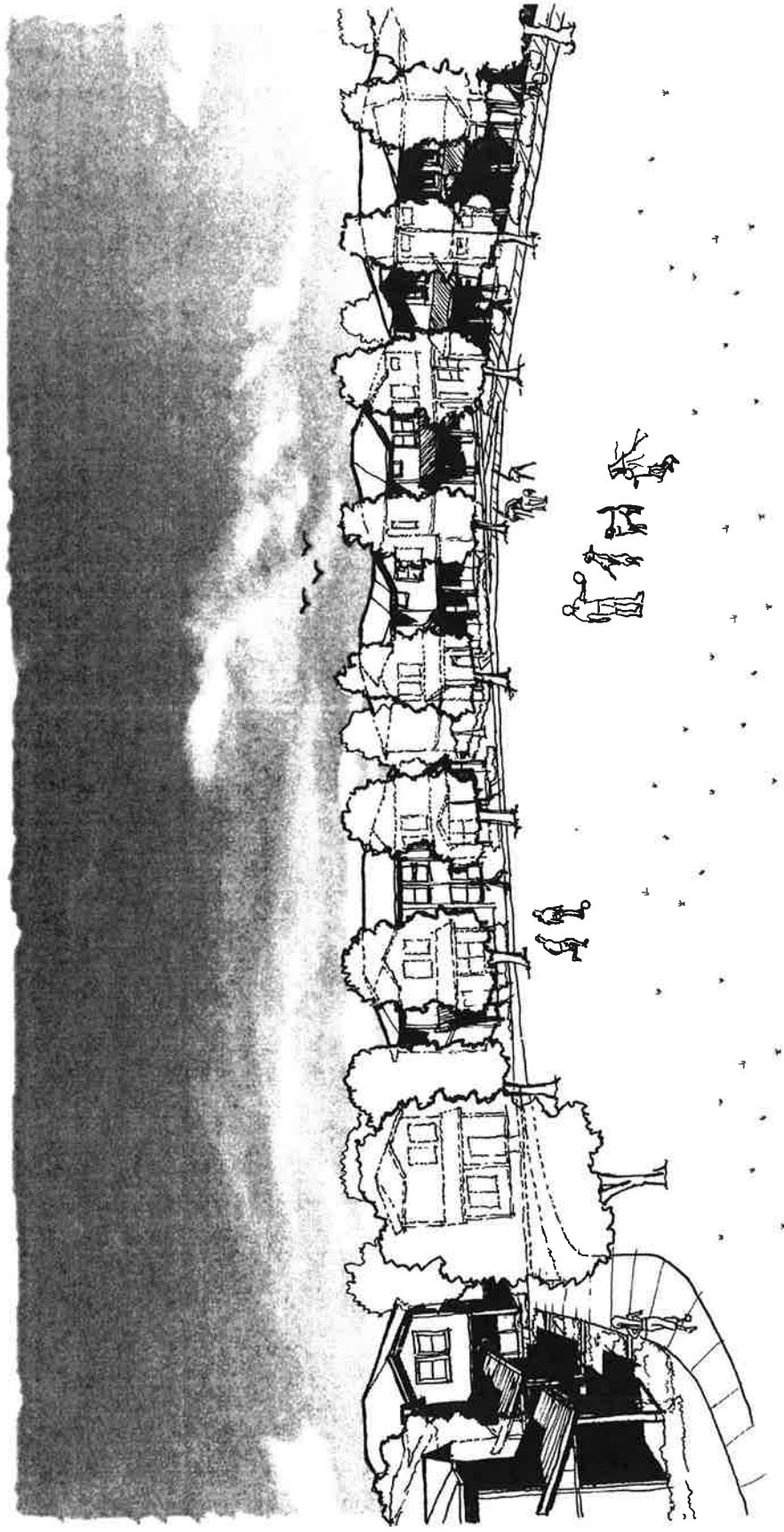
K/C Architecture, Inc.
 527 East 10th Street
 West Lafayette, Indiana 47906
 Ph: 765.487.4558 Fx: 765.487.4559
www.kcarchitecture.com

PERSPECTIVE SKETCH - POOL

THE FIELDS AT SOUTHPOINTE
 TRINITAS DEVELOPMENT - SOUTHPOINTE CROSSINGS, OXFORD, OHIO

SCALE
 1/8"=1'-0"
 A201.017

A105

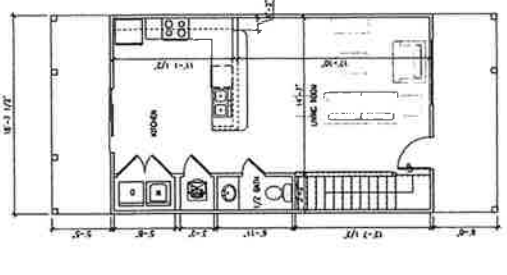
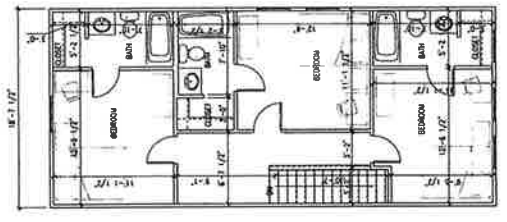
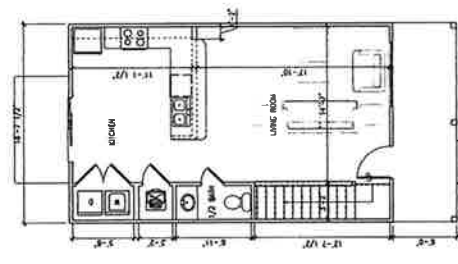
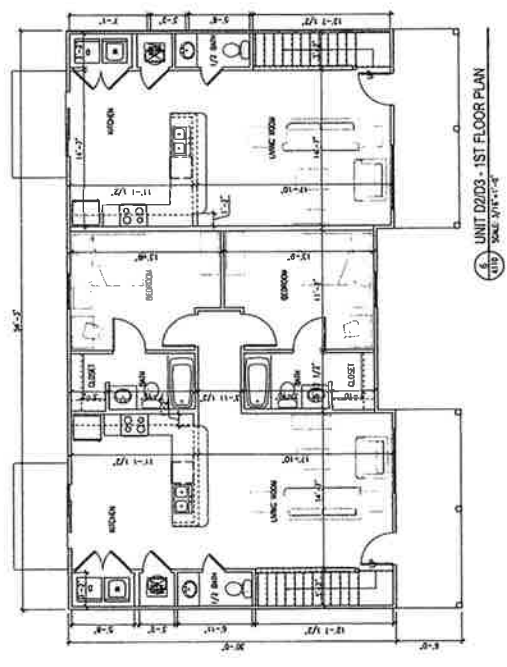
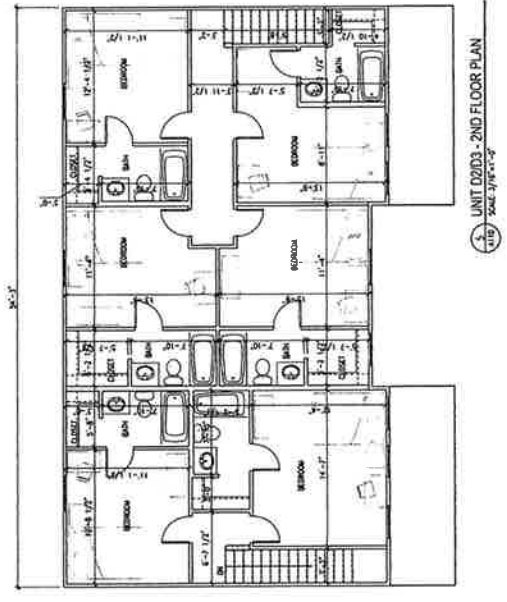


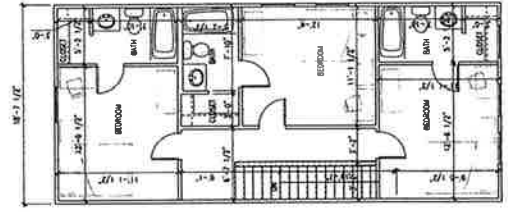
KIG Architecture, Inc.
 537 Superior Hwy. Suite 101
 Portland, ME 04106
 Ph: 735.877.6588 Fax: 735.877.6589
 www.kigarchitecture.com

PERSPECTIVE SKETCH - CENTRAL GREEN

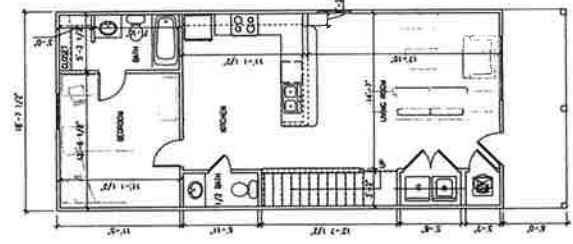
THE FIELDS AT SOUTHPONTE

TRINITY DEVELOPMENT - SOUTHPONTE CROSSINGS, OXFORD, OHIO

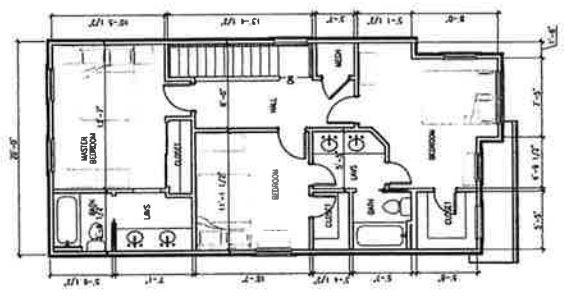




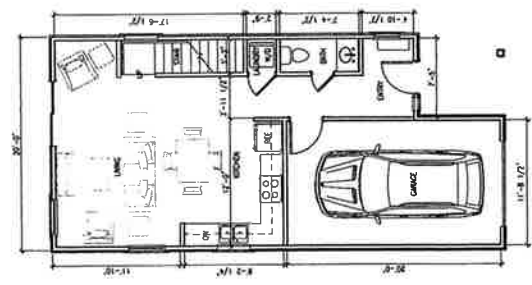
UNIT D1 - 2ND FLOOR PLAN
 SCALE: 3/16" = 1'-0"



UNIT D1 - 1ST FLOOR PLAN
 SCALE: 3/16" = 1'-0"



SINGLE FAMILY HOME - 2ND FLOOR PLAN
 SCALE: 3/16" = 1'-0"



SINGLE FAMILY HOME - 1ST FLOOR PLAN
 SCALE: 3/16" = 1'-0"



THE FIELDS AT SOUTHPOINTE
PROJECT TITLE

SOUTHPOINTE CROSSINGS
OXFORD, OHIO

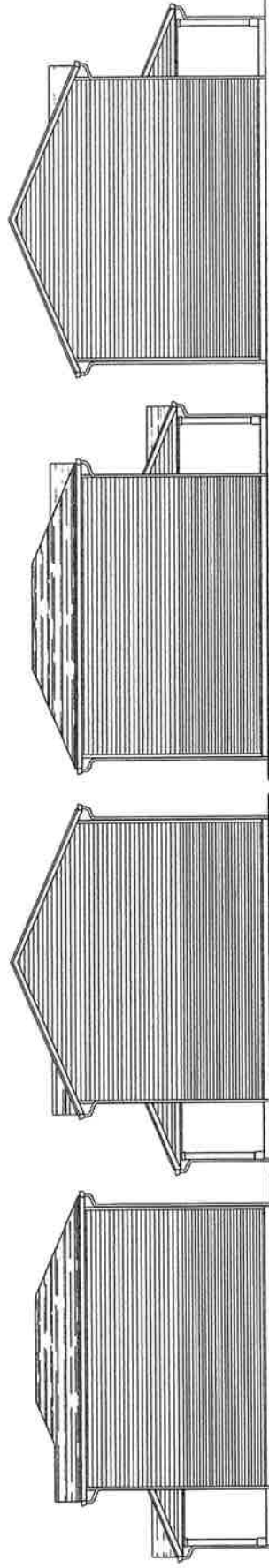
DATE: 09/30/2014
PROJECT: 1001001001
SHEET: 1001001001

PRELIMINARY

PROJECT NAME	09/30/2014
PROJECT NO.	1001001001
DATE	09/30/2014
BY	
CHECKED BY	
APPROVED BY	
DESIGNED BY	
DRAWN BY	
PRODUCT USED	ARCHICAD
PROJECT NO.	1001001001
DATE	09/30/2014

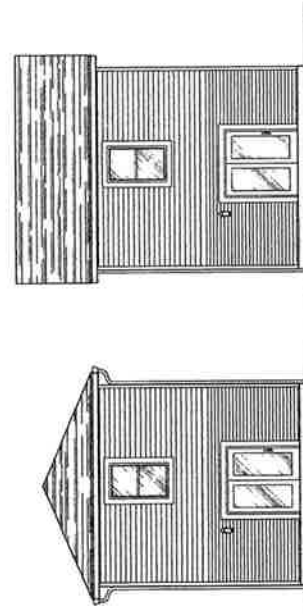
EXTERIOR
ELEVATIONS - 2BR
UNIT B1

A200

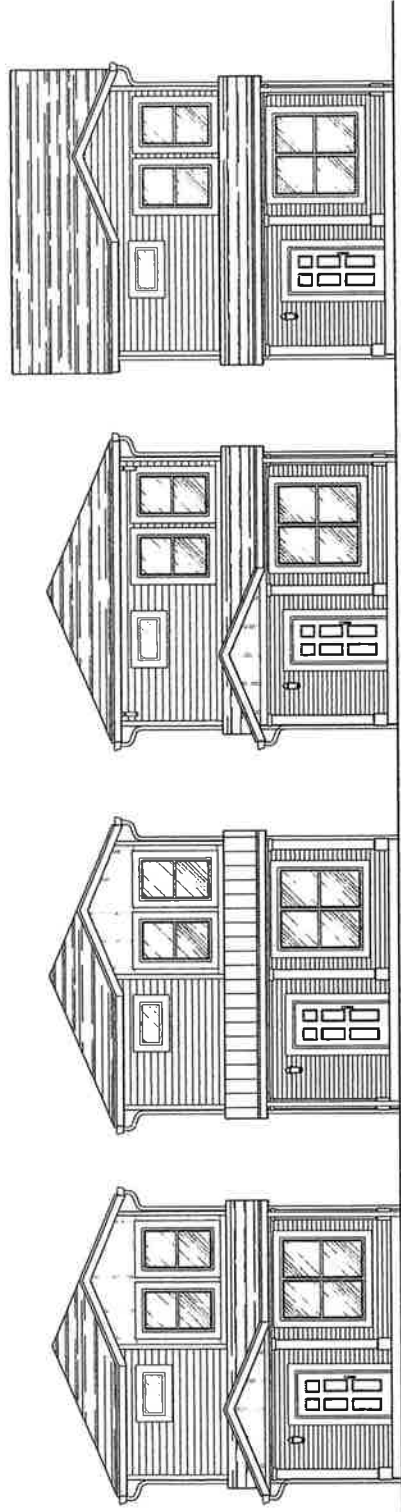


2-BED SIDE ELEVATION - UNIT B1
SCALE: 1/8" = 1'-0"

2-BED SIDE ELEVATION - UNIT B1
SCALE: 1/8" = 1'-0"



2-BED REAR ELEVATION - UNIT B1
SCALE: 1/8" = 1'-0"



2-BED FRONT ELEVATION - UNIT B1
SCALE: 1/8" = 1'-0"



SOUTHPOINTE CROSSINGS
OXFORD, OHIO

DISCLAIMER

This is an original size 6, designed by K.L.C. International, Inc., for women whose weight is 120-130 lbs. and whose height is 5'3". Models are 5'7" tall and weigh 130-140 lbs. Models are not typical of the average woman. The company does not employ models for its garments. ©1994 K.L.C. International, Inc.

PROJECT DATE: 09/30/2014

PROJECT NUMBER:	A2014.017
DRAWING:	

REFERENCES

A201





THE FIELDS AT SOUTHPOINTE
PROJECT TITLE
SOUTHPOINTE CROSSINGS
OXFORD, OHIO

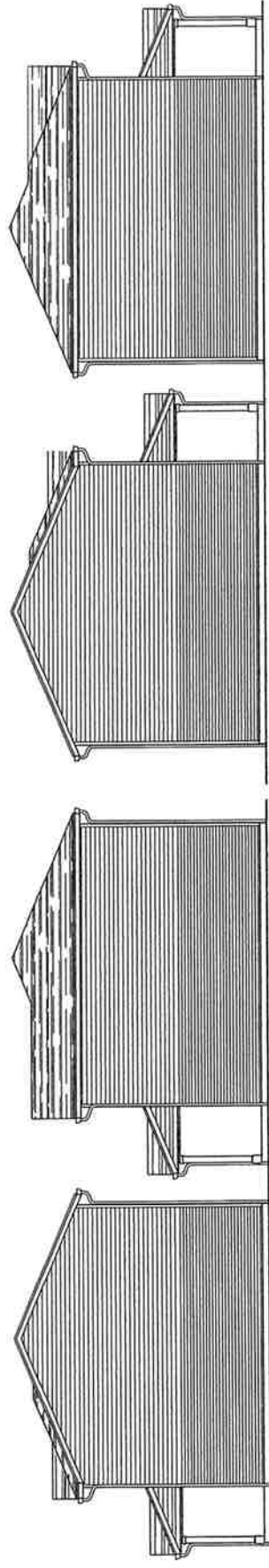
DESIGNER
PREPARED FOR
PREPARED BY

PRELIMINARY

PROJECT DATE
09/30/2014
PROJECT NUMBER
A2014-017

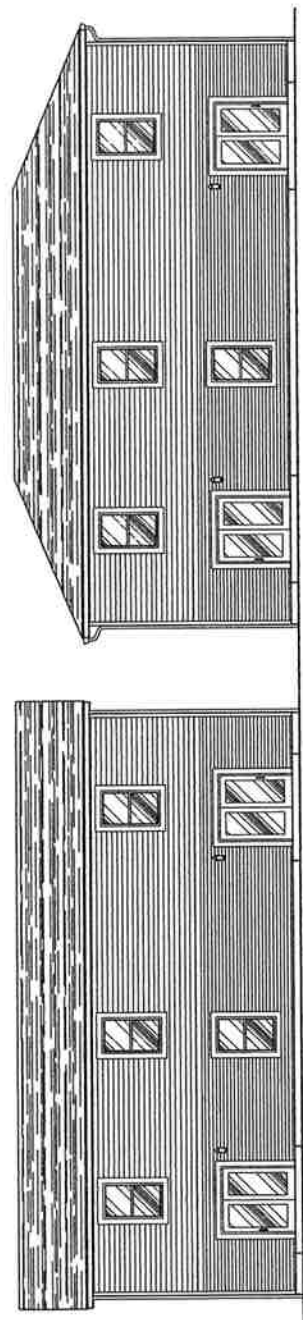
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UNIT D2-D3
SHEET NUMBER

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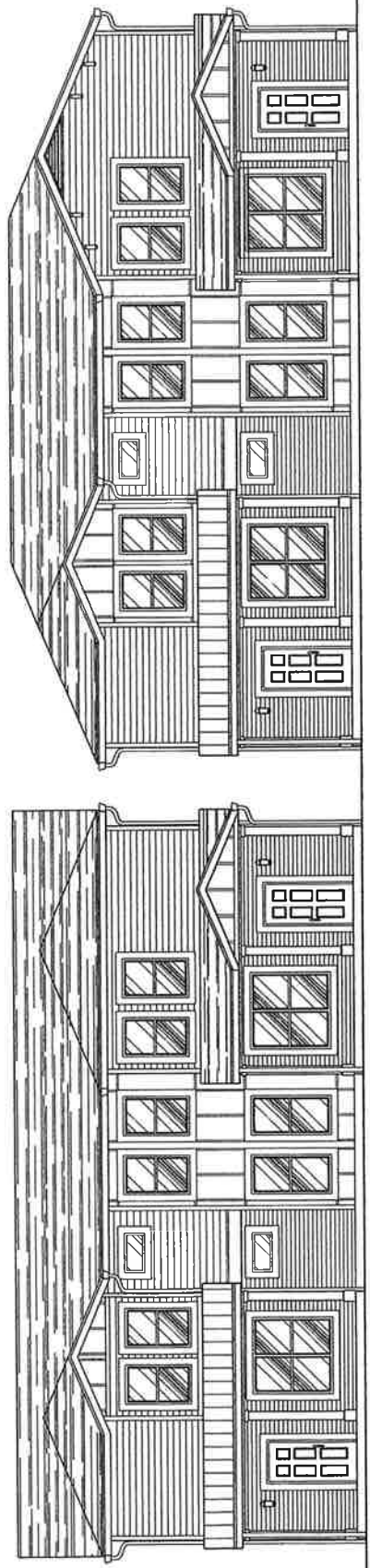


1 4-BED SIDE ELEVATION - UNIT D2/D3
SCALE 1/8" = 1'-0"

2 4-BED SIDE ELEVATION - UNIT D2/D3
SCALE 1/8" = 1'-0"



3 4-BED REAR ELEVATION - UNIT D2/D3
SCALE 1/8" = 1'-0"



4 4-BED FRONT ELEVATION - UNIT D2/D3
SCALE 1/8" = 1'-0"



PROJECT TITLE:
THE FIELDS AT SOUTHPONTE

SOUTHPONTE CROSSINGS
OXFORD, OHIO

DISCLAIMER

THIS SET OF ARCHITECTURAL DRAWINGS IS THE PROPERTY OF THE ARCHITECT. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. NO PART OF THIS SET OF DRAWINGS IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.

PROFESSIONAL SEAL

PRELIMINARY

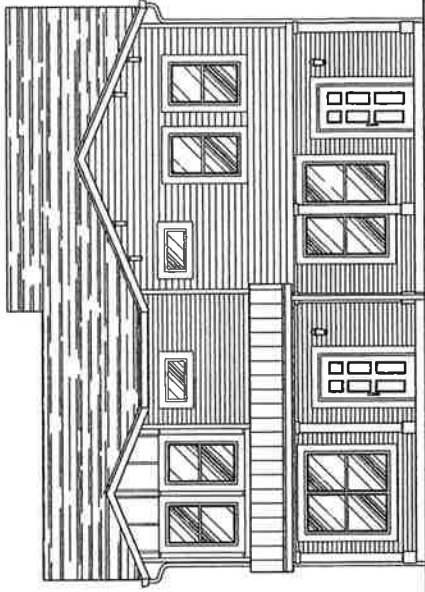
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PROJECT INTERIOR ARCHITECT:	
PROJECT MECHANICAL ENGINEER:	
PROJECT ELECTRICAL ENGINEER:	
PROJECT CIVIL ENGINEER:	
PROJECT STRUCTURAL ENGINEER:	
PROJECT SPECIALIST:	

PROJECT NAME:	THE FIELDS AT SOUTHPONTE
PROJECT ADDRESS:	OXFORD, OHIO
PROJECT CITY:	OXFORD, OHIO
PROJECT STATE:	OHIO
PROJECT ZIP:	43085
PROJECT PHONE:	
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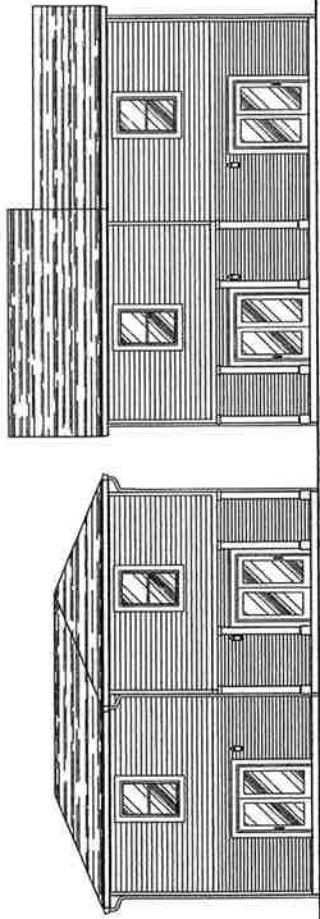
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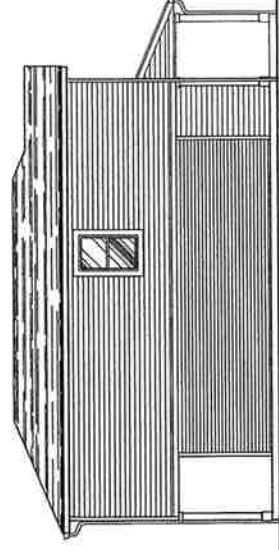
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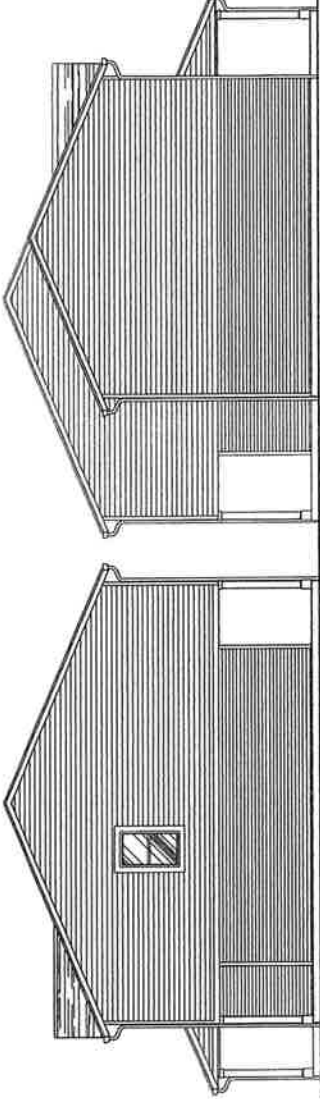
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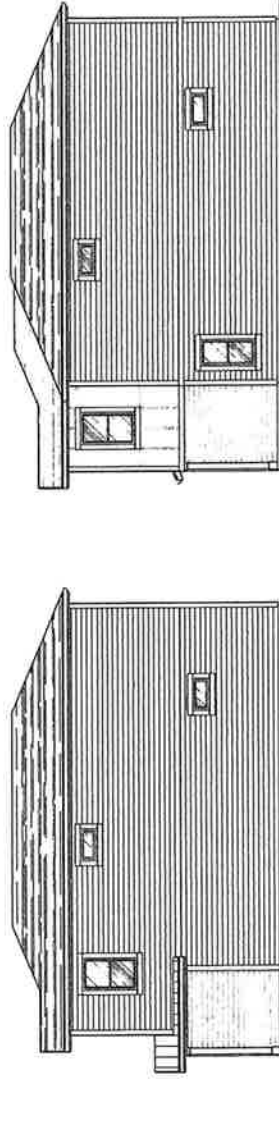


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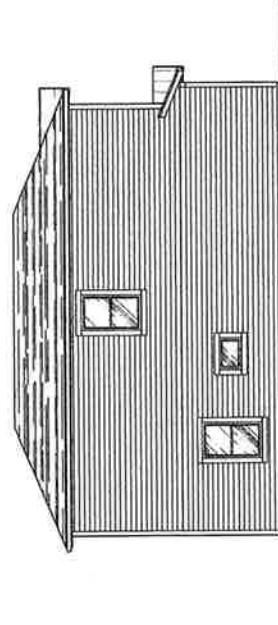


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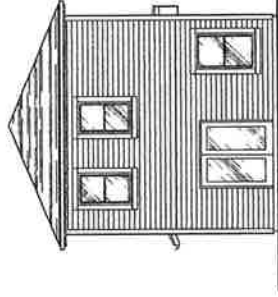




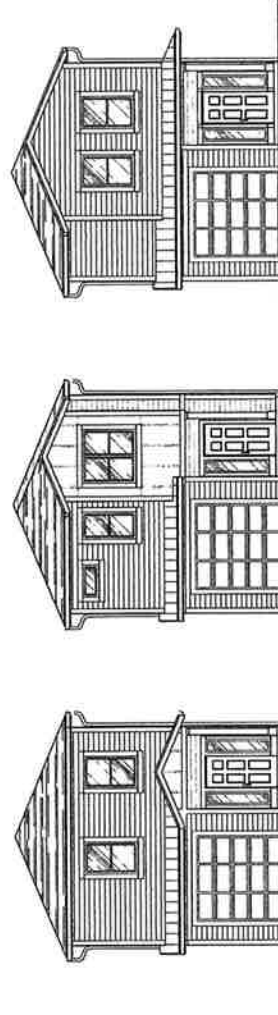
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SCALE: 3/16"=1'-0"



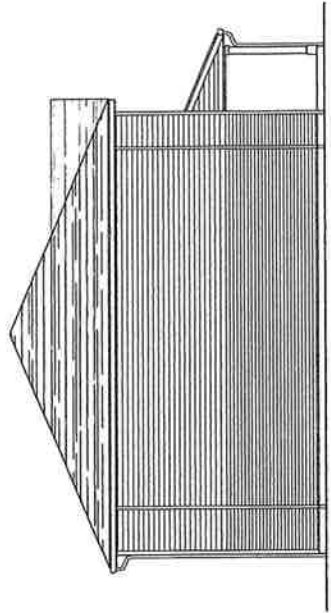
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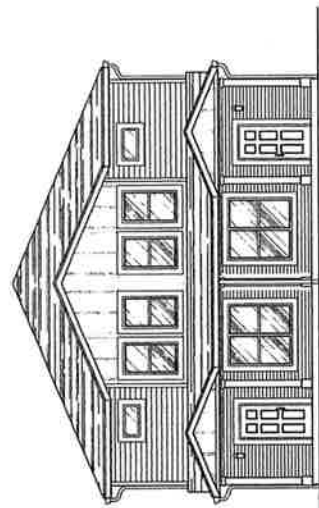
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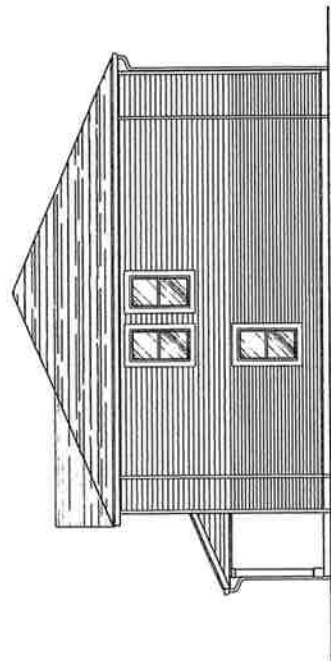
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SCALE: 3/16"=1'-0"



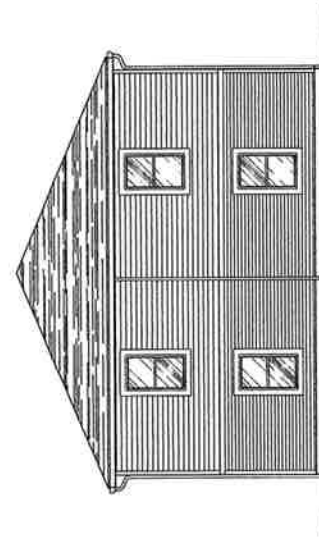
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 SCALE: 3/16" = 1'-0"



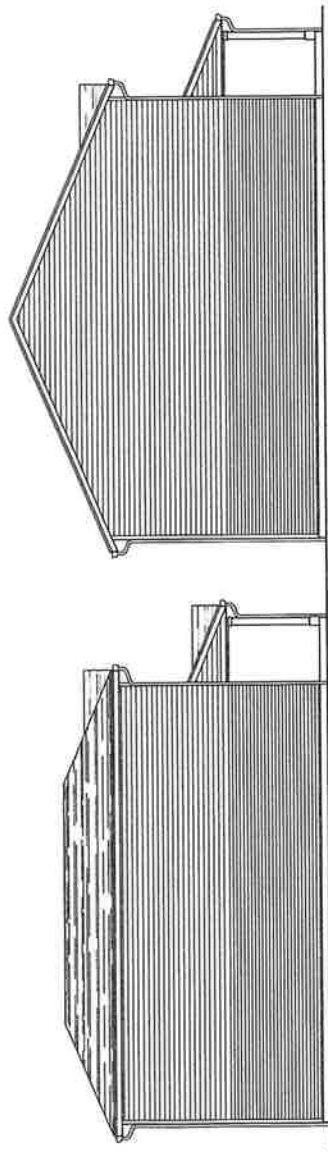
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 SCALE: 3/16" = 1'-0"



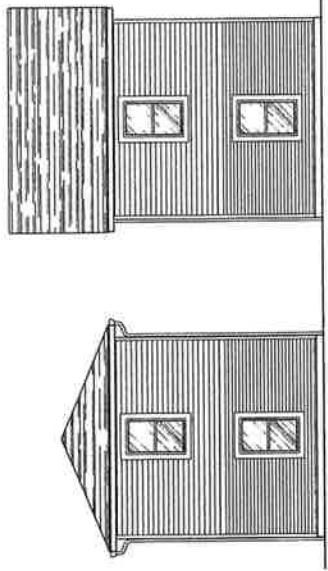
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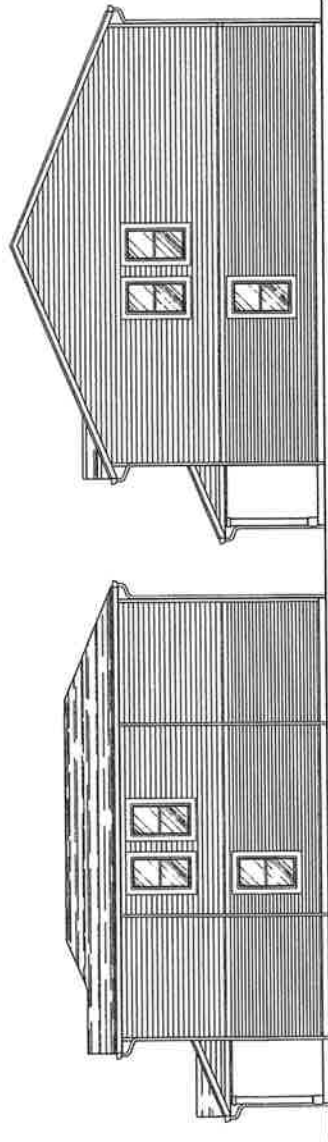
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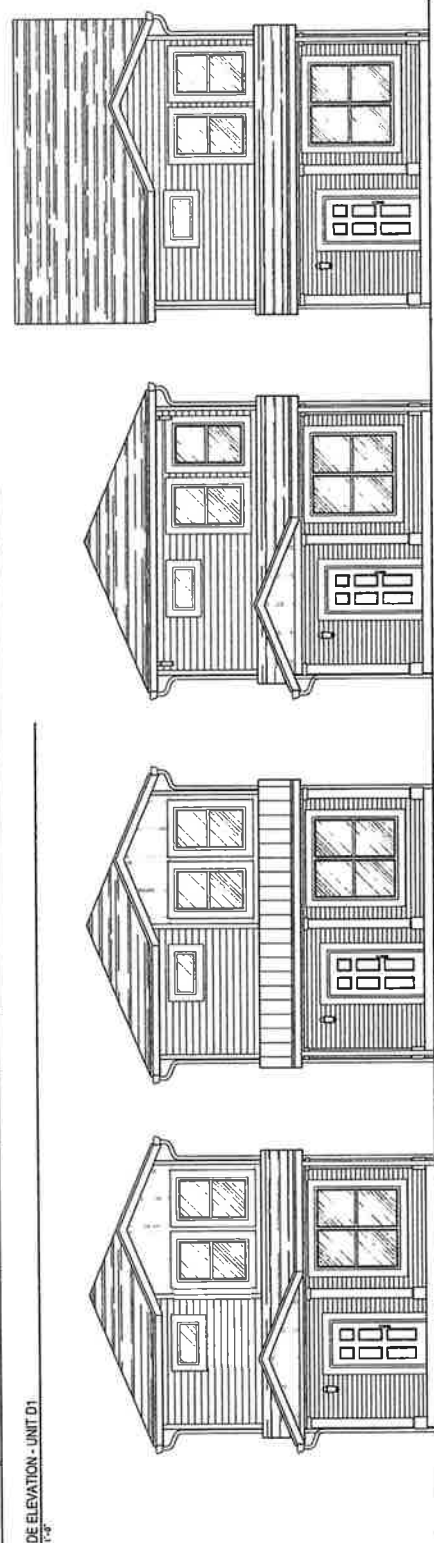
4-BED SIDE ELEVATION - UNIT D1
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4-BED REAR ELEVATION - UNIT D1
 SCALE: 3/16" = 1'-0"



4-BED SIDE ELEVATION - UNIT D1
 SCALE: 3/16" = 1'-0"



4-BED FRONT ELEVATION - UNIT D1
 SCALE: 3/16" = 1'-0"



STREETScape
0007-1102



SINGLE FAMILY HOMES
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K&G Architecture, Inc.
237 S. Main Street, Suite 101
Oxford, Ohio 45050
Ph: 765.457.4500 Fax: 765.457.4500
www.kandgarchitecture.com

RENDERED ELEVATIONS

THE FIELDS AT SOUTHPONTE

TOWNHOMES DEVELOPMENT - SOUTHPONTE CROSSINGS, OXFORD, OHIO

SCALE: As indicated

08/09/14
A2014.017

A210



LEASING OFFICE HOURS
SCALE: 1/8" = 1'-0"



LEASING OFFICE SIGN
SCALE: 1/8" = 1'-0"



ENTRANCE SIGN
SCALE: 1/8" = 1'-0"



MAIN ENTRANCE SIGN
SCALE: 1/8" = 1'-0"



ONE WAY SIGN
SCALE: 1/8" = 1'-0"



LEASING CENTER DIRECTIONAL SIGN
SCALE: 1/8" = 1'-0"



PERMIT PARKING SIGN
SCALE: 1/8" = 1'-0"



SPEED LIMIT SIGN
SCALE: 1/8" = 1'-0"



MAILBOX KIOSK SIGN
SCALE: 1/8" = 1'-0"



POOL DIRECTIONAL SIGN
SCALE: 1/8" = 1'-0"



FUTURE RESIDENT PARKING SIGN
SCALE: 1/8" = 1'-0"



RESERVED PARKING SIGN
SCALE: 1/8" = 1'-0"



BASKETBALL COURT RULES
SCALE: 1/8" = 1'-0"



VOLLEYBALL COURT RULES
SCALE: 1/8" = 1'-0"



TRASH DUMPSTER SIGN
SCALE: 1/8" = 1'-0"



MAINTENANCE OFFICE SIGN
SCALE: 1/8" = 1'-0"



STREET SIGN
SCALE: 1/8" = 1'-0"



STREET / STOP SIGN
SCALE: 1/8" = 1'-0"



STREET / STOP / PERMIT SIGN
SCALE: 1/8" = 1'-0"



UNIT ADDRESS SIGN
SCALE: 1/8" = 1'-0"



DECORATIVE WALL SCONCE
SCALE: 1/8" = 1'-0"



DECORATIVE LIGHT POLE
SCALE: 1/8" = 1'-0"



DECORATIVE LIGHT POLE w/ BANNERS
SCALE: 1/8" = 1'-0"



HANDICAP PARKING SIGN
SCALE: 1/8" = 1'-0"



SEPTEMBER 9, 2014

PLANNING

COMMISSION

MEETING DOCUMENTS

City of Oxford
Community Development Department
STAFF REPORT

Planning Commission

Case # PC-2014-10

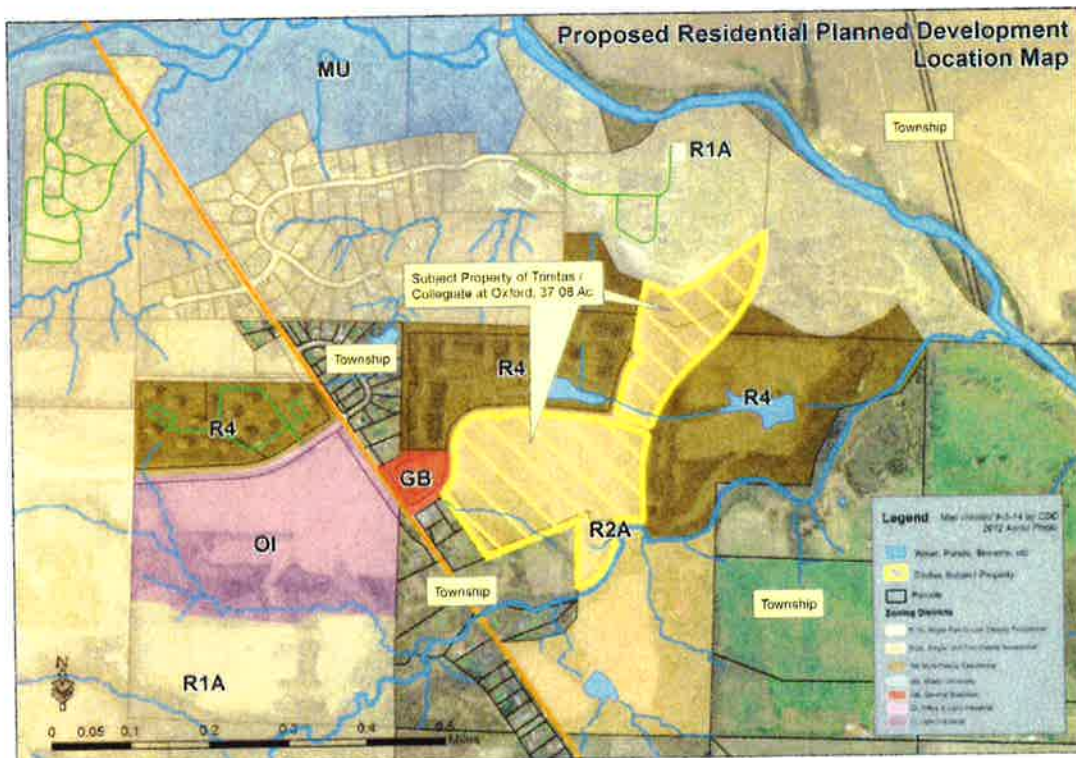
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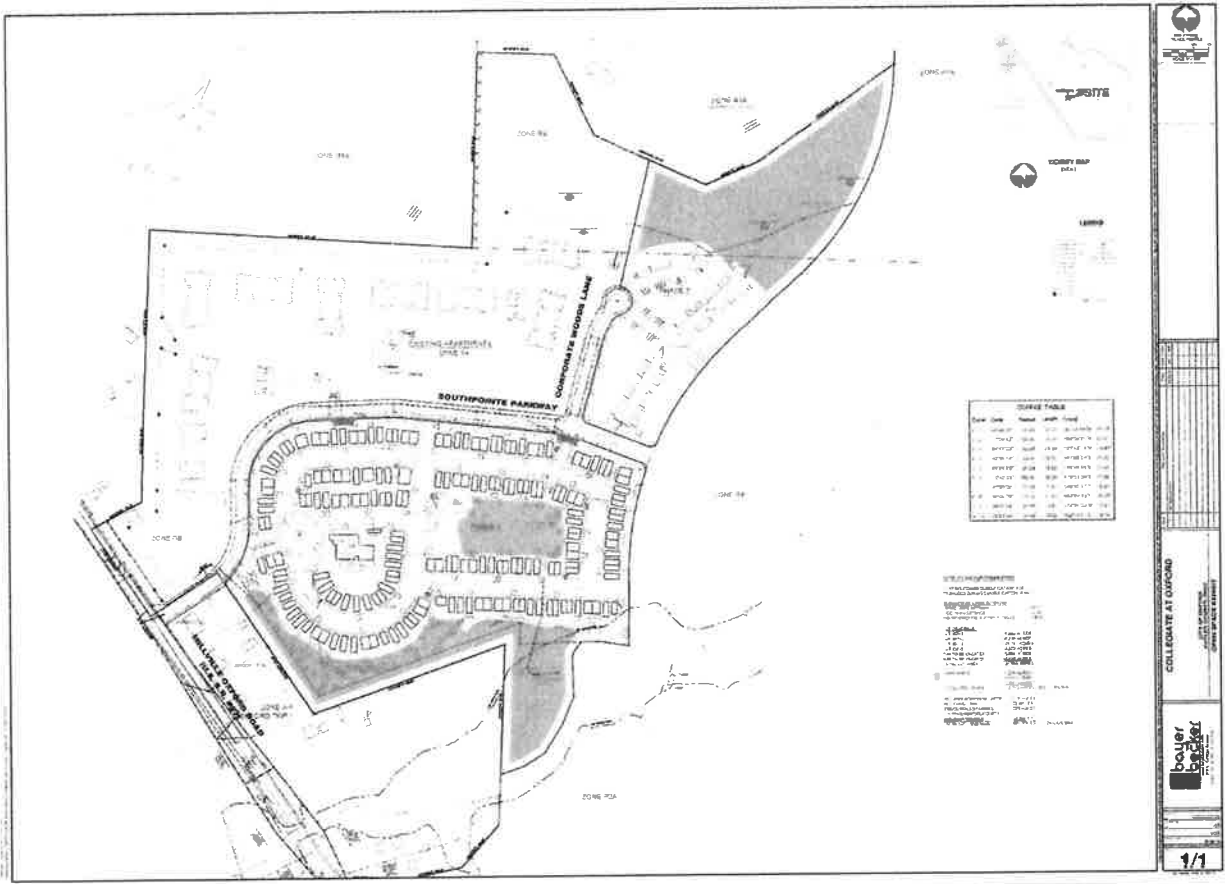
APPLICATION

Applicant:	Damian VanMatre/Travis Vencel, Trinitas Development
Location:	37 acres vacant land on Southpointe Parkway
Proposed Owner:	Trinitas Development LLC (Damian VanMatre and Travis Vencel)
Action Request:	Recommendation for Preliminary Planned Development – To forward a recommendation to City Council regarding proposed plans
Current Use:	Vacant Agricultural
Surrounding Existing Land Uses:	Multi-Family Residential, Vacant Agricultural and Low Density Residential

DESCRIPTION

The applicant is requesting a recommendation from the Planning Commission regarding their proposed Planned Development (PD) on Southpointe Parkway within a portion of the 37 acres recently rezoned from Office/Light Industrial (OI) to Single and Two Family Residential (R2A). The applicant proposes a 222-unit housing development on the vacant land along Southpointe Parkway. The development would be a mixture of two-story structure sizes and include on-site recreational amenities for the tenants. This request for action by the Commission follows a voluntary concept review presentation and discussion at the August Planning Commission meeting. The applicant has revised plans in response to that discussion.





ABOVE: Proposed site layout of Preliminary Planned Development (showing open space areas shaded)

ZONING APPROVALS SITE HISTORY

- A planned unit development was approved in 2004 by the Butler County Planning Commission
 - The subject property portion was labeled as a Business Planned Unit Development (B-PUD)
- A final Residential PUD, College Suites, 29 acres, was approved in 2005
 - “Level 27” Apartment buildings were built 2006-07
- The overall development (172 acres) was annexed/zoned into the City of Oxford in 2007
 - The zoning class for the subject property was set as “OI” in August 2007
- A condominium planned unit development was approved by the City of Oxford in 2007 on land east of the subject property.
 - Adjacent vacant portion currently zoned R-4 (re-labeled from R-3)
 - Did not move forward, therefore plan expired after 5 years per plan ordinance
- The subject property was rezoned from OI to R2A by Ordinance 3270 in April 2014
- Note that no specific site layout has been approved (preliminary or final), for the “Subject Property”

COMPREHENSIVE PLAN (2008)

In reviewing any development proposal, the Land Use Chapter of the Comp Plan will be consulted based on the intent of the Comp Plan and the Conservation and Development Map, and the Character Map.

The Land Use Principals (p. 3.9-3.12):

1. **The community’s small college town character will be preserved and enhanced.**

2. Uptown and new commercial development will have a mix of uses that are distinctive and contribute to enhancing the community's overall identity.
3. **Infill development and redevelopment of underutilized sites is a priority.**
4. The development of new residential areas, and redevelopment of existing residential areas, will have strong neighborhood qualities.
5. Green spaces and public spaces will be incorporated as part of future development.
6. **Future growth at the edge of the city will preserve open spaces, protect the area's rural character, and be consistent with the other principals.**
7. New commercial and light industrial developments will be developed with pedestrian amenities and green spaces.
8. Streets will create an attractive public realm.
9. Places will be connected to create better opportunities to walk, bike and access public transportation throughout the community.
10. **Environmentally sensitive and sustainable practices will be encouraged in future developments.**

The subject area is identified on the **Conservation and Development Map** in the following ways:

- Economic Expansion Area
 - Mixed Use Center
 - Traditional Neighborhood Design
- (See chart from page 3.19 of 2008 Comprehensive Plan)

Transportation (p. 5.1-5.7)

- Key Findings of Public Input to "Increase connectivity and accessibility" and "**Enhance opportunities for walking and bicycling in Oxford.**" (page 5.2)
- Existing Conditions and Trends for "Connectivity between local streets and cross-town connectivity" (bottom of page 5.3)
- **Objectives 1-8 (p. 5.6-5.7)**

Housing (p. 7.1-7.6)

- Pertinent Key Findings are:
 - **Provide diverse housing opportunities**
 - **Create more affordable housing options**
- Pertinent Existing Conditions and Trends are:
 - Median value of Oxford home is higher than state and county (in 2008 and currently)
 - **Oversupply of housing units projected**
- Pertinent Objectives are:
 - Objective 2: Expanding housing options
 - H2.5: Incorporate a variety of housing options and prices as part of mixed use development
 - Objective 5: Expanding home ownership
 - Home ownership incentive programs through employers
 - Objective 7: Encourage and utilize sustainable building practices
 - **Low-impact conservation development**
 - Incentives for energy conservation and efficiency

Utilities (p. 8.1-8.4)

- Pertinent Objectives are:
 - Objective 1: Provide and maintain high quality services
 - Objective 5: Promote utilization of environmentally friendly utility practices

Community Facilities and Services (p. 9.1-9.5)

- Pertinent Key findings from Public Input

- **Maintain quality EMS and Fire Departments**
- Pertinent Objectives
 - Objective 3: Improve city services
 - CF 3.4: Improve fire and emergency medical services

DECISION STANDARDS

The Planning Commission and City Council must review a request for a planned development approval based upon Section 1145.06 of Oxford Zoning Code. Bolded sections set the framework for review discussion.

1145.06 PLANNING COMMISSION AND COUNCIL REVIEW

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval.

The Planning Commission shall base its review of a proposed planned development 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.

The general decision standards for approval of a preliminary and final planned development are substantially similar. The final plan requires greater detail and is subject to additional decision standards.

If, at any time, 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.**

- (a) Burden of Proof. Planning Commission **has no obligation** to recommend approval and City Council has no obligation to approve a planned development. This Zoning Code assumes that a planned development is appropriate only if an applicant proves that the proposed uses and design will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.

Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.

- (b) General Decision Standards. All planned developments **shall satisfy these general decision standards:**

- (1) The proposed planned development is in fact permitted in the zoning districts in which it is proposed.
- (2) If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.
- (3) The uses and site plan will satisfy the **general intent of this Zoning Code.**
- (4) The uses and site plan will be compatible with the **general intent of the Comprehensive Plan.**
- (5) The size and shape of the site are sufficient for the proposed planned development.
- (6) The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- (7) The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- (8) Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.
- (9) The use and site will be **adequately served by public facilities and services such as** streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- (10) Development of the site and operation of the use will **not require substantial public expenditure for additional infrastructure or services.**

- (11) The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- (12) The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.
- (13) Proposed construction will not result in the **destruction, loss, or damage of a natural**, scenic, or historic feature of major importance.

PURPOSE STATEMENTS

Below are purpose statements from both applicable sections of Zoning Code:

R2A Underlying Zoning: Section 1143.04(a) Purpose: This district is designed to provide and preserve neighborhoods of smaller single-family residences within and adjacent to areas of similar development. This district also provides for a limited number of two-family residences.

Planned Development Overlay Zoning: Section 1145.01 Purpose:

- (a) Purpose. Planned developments incorporate land uses and development patterns that are intended to permit and encourage creative and flexible land development that is not permitted by-right under the administrative regulations of underlying zoning districts. The planned development is particularly well suited to address two distinct goals of the Comprehensive Plan: to provide for environmentally sensitive and cohesive developments that are an attractive alternative to traditional subdivision and infill development that fully utilizes available land and existing utility resources where they already exist.
 - (1) Planned developments share these common goals:
 - A. Protect the neighbors of a planned development and the City in general to at least the same degree normally inherent in the Zoning Code.**
 - B. Produce a development equal to or better than that resulting from single-use or traditional subdivision**
 - C. Have a site and situation that permits comprehensive planning both on the site and relative to its immediate surroundings**
 - D. Result in a design in which the placement, height, and uses of buildings, vehicle management areas, and open spaces efficiently utilize potentials of the site**
 - E. Include covenants, easements, and other private measures that will help ensure the long-term administrative viability of a development**
 - F. Be functional within a time period that helps ensure a viable development**
 - (2) Infill development also satisfies the following goals:
 - A. Fully utilize sites that could not be fully utilized because of their shape or because of their location relative to available public access.**
 - B. Increase geographic efficiencies of existing utilities such as public streets, water, sewer, electric, telephone, and cable by using them where they are already available.**
 - C. Help keep development from sprawling to and beyond the municipal boundaries of Oxford.**
 - (3) Open Space development also satisfies the following goals:
 - A. Retain natural areas and landscapes.**
 - B. Protect environmentally sensitive land and water features.**
 - C. Retain or create active and passive open spaces that serve the recreation needs of the development or the City generally.**
 - D. Lessen the land area devoted to vehicle management.**
 - E. Preserve natural scenic views that contribute to the Oxford setting.**

DESIGN REQUIREMENTS

Below are the design requirements for Planned Developments:

Section 1145.12

- (a) Arrangement. The physical arrangement of a planned development is not subject to the specific dimensional regulations that apply in the underlying zoning district, except as specifically noted in this Chapter. Land uses may be distributed throughout the site and throughout individual buildings in whatever manner is best suited to a particular planned development. Structures, vehicle management areas, open spaces, landscaping, and other elements may be distributed throughout the site in whatever manner is best suited to a particular planned development and the surrounding area.
- (b) Land Area. A planned development shall be a minimum of 1 (one) contiguous acre or more.
- (c) Land Use.
- (1) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing residential zoning district:
 - A. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
 - B. Institutional, public, and semi-public land uses that serve the planned development or the general public.
 - C. Commercial land uses, if the total land area of the planned development is greater than 10 acres and if the commercial land use is intended to serve the planned development only. Such commercial land uses shall be limited as follows:
 1. No signs that are visible from outside of the development.
 2. No direct vehicular access to a public thoroughfare.
 3. No less than 95 percent of the total land area shall be devoted to residential land uses.
 4. No separate structure intended to be used, in whole or part, for commercial land uses shall be constructed prior to the construction of not less than 50 percent of the dwelling units.
 - (2) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing commercial zoning district:
 - A. Any land use permitted in the underlying zoning district.
 - B. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
 - (3) The following land uses are permitted only in the portions of a planned development that overlay an existing industrial zoning district:
 - A. Any land use permitted in the underlying zoning district.
 - (4) The land uses permitted in a planned development may be distributed as follows:
 - A. If a single planned development overlays more than one zoning district, then the land uses permitted according to this Section may be distributed throughout the entire planned development site.
 - B. If a planned development includes land uses permitted only in an industrial zoning district, then those land uses may only be located in that portion of the planned development that overlays the industrially zoned land.
- (d) Residential Density. Residential density shall not exceed 110 percent of the density permitted in the underlying zoning district. Residential land uses in a planned development that overlays a commercial zoning district shall not exceed the density of the R1B Single-Family Medium-Density Residential Zoning District. Area devoted entirely to non-residential land uses, including buildings, vehicle management areas, and other associated land use elements shall be excluded from the area used to calculate residential density.
- (e) Dimensional Regulations.
- (1) Building Heights shall be limited as in the underlying zoning district, regardless of land use.
 - (2) Front setbacks shall be limited as in the underlying zoning district.
 - (3) All buildings and vehicle management areas shall be setback from the perimeter of a planned development no less than:
 - A. Residential zoning district – 25 feet.
 - B. Commercial zoning district – 25 feet.

C. Industrial zoning district – 50 feet.

(f) Open Space.

- (1) No planned development shall have less than 20 percent open space, which includes any area not less than 50 by 50 feet, not including the required setbacks, and includes nothing other than natural area.
- (2) Lot coverage shall be regulated according to the underlying zoning district, except that lot coverage for the residential portion of any planned development shall not exceed 40 percent.

(g) Environmental. A 100 foot natural buffer shall be maintained adjacent to all permanent and natural surface waters, springs, and wetlands. Development of this area is regulated as follows:

(1) Natural vegetation shall be maintained.

(2) No structures shall be built or improvements made, except as follows:

- A. Walking paths, bicycling paths, and the like, including infrastructure necessary to facilitate their development are permitted anywhere within the buffer.
- B. Roads and associated infrastructure are permitted in the buffer to facilitate crossing such water elements.
- C. Any improvements approved in a final plan.
- D. Any public safety or public utility improvements not associated with the planned development, but deemed necessary by the Service Director or Chief of Police.

(h) Landscaping and Screening.

- (1) A planned development shall satisfy all landscaping elements required by other sections of this Code.
- (2) The required perimeter setback area shall be retained in natural woods or suitably landscaped with grass, ground cover, shrubs, trees, or earthen mound.
- (3) A planned development that overlays a commercial or industrial zoning district that is adjacent to a residential zoning district shall be screened from the residential zoning district by a dense evergreen hedge a minimum of 8 feet tall and 10 feet wide at planting and that will maintain at least 90 percent opacity over time.

(i) Access and Mobility.

- (1) At residential densities greater than would be permitted in the R-1A District, have direct and principal access from a collector or arterial road.
- (2) Bicycle rack spaces shall be provided at all planned developments that overlay a commercial zoning district at a rate of 3 per acre.

(3) Adequate pedestrian connectivity shall be provided to and through a planned development.

(j) Utilities and Infrastructure. Electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground.

(k) Plan-Specific. Any other design elements deemed necessary by Planning Commission and Council to ensure that a planned development satisfies the decision criteria of this Chapter.

COMMENT FORMS

All property owners within 200 feet have been notified by letter, a sign has been posted on the property and a notice has been placed in the newspaper. One public comment form has been received as of this date, which is enclosed and dated August 30, 2014.

AGENCY REVIEWS

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

Police:	None returned
Fire:	Returned with comment
Service/Engineering:	Returned with comment
Econ. Dev.	Returned with comment

LAYOUT

The development main entrance features a roundabout followed by the clubhouse amenity area. The layout is similar to a vehicular oriented gated community in that the parking areas are along the drives and the front entrances of the buildings. However the buildings will be architecturally designed with matching elements on front and rear. There is a trail around the development as well as sidewalks throughout. There is shrub landscaping and detailed signage plans submitted. The phase 2 development is somewhat isolated because of the right of way separation. The developer has submitted drawings showing compliance with open space and lot coverage requirements.

Since the conceptual discussion the developer has revised several items, in summary:

- New potential drive connectors (off-site and to rights of way)
- Fewer units/buildings (222 units versus 249 units)
- Higher number of smaller buildings, particularly phase 2
- More centralized large open green space (separated from club house)

PRIMARY ISSUES ANALYSIS

The application proposes a new housing development on vacant lands totaling 222 housing units with 784 occupants. If the city were to approve the development, the result would be a Planned Development Overlay Zone, in addition to the underlying R2A zone. Current examples of recent Planned Developments are Bishop Square/Miami Preserve (former Walmart) and Stewart Square, both of which were mixed use planned developments done in General Business Districts. Some examples of purely residential PD's are Hawks Landing Apartments, Vereker Farms Condos, Indian Trace Apartments. The application at hand proposes a single-use, single-market development on a portion of 37 acres of vacant land, partially divided by a public right of way. The development company develops housing geared toward 18-26 year olds, but has stated to the Commission that they rent to anyone. Section 1145.12 of Oxford Zoning Code allows any land use permitted in any residential district, within a PD. Staff has identified some key categories of discussion for the Planning Commission based upon the relevant city codes listed earlier in this staff report.

STRAIGHT ZONING VERSUS PLANNED DEVELOPMENT

The R2A zoning offers the opportunity for development to occur either through the standard subdivision process or the planned development process. 2011 revisions to the subdivision code outline the options for either traditional subdivision design or the open space subdivision. The Planned Development code, while existing prior to the 2011 Subdivision code, contains similar general goals for natural resource protection. Therefore, either would likely result in the same natural resource protection discussion.

The development rate in Oxford has been in small phases for the past several decades. Typically, the rate has been between 10 and 30 lots being created in a single phase of a subdivision. Simultaneous to the standard rate of traditional subdivision growth has been occasional higher density planned residential developments, of up to a few hundred occupants each. The proposed development providing potentially simultaneous occupancy for approximately 800 persons therefore should require close scrutiny by the Commission.

The allowable dwelling unit per acre density limit has been met with the proposal of 222 units. Up to 265 units would be permitted in this area. This is assuming the subtraction of the 8.5 acres of open

space, a subtraction of 20% for rights of way, and a minimum lot size of 7,500 square feet for the maximum intensity 2-family dwelling.

To provide context for the situations in which it was envisioned that Planned Developments would be used, the following purpose statement is excerpted from Section 1145.01(a):

Planned developments incorporate land uses and development patterns that are intended to permit and encourage creative and flexible land development that is not permitted by-right under the administrative regulations of underlying zoning districts. The planned development is particularly well suited to address two distinct goals of the Comprehensive Plan: to provide for environmentally sensitive and cohesive developments that are an attractive alternative to traditional subdivision and infill development that fully utilizes available land and existing utility resources where they already exist.

While at least a portion of the uses (beyond 2-family structures) are not permitted by right, any single and two-family uses would be permitted by right. Additionally, since the environmental sensitivity goals of the Comprehensive plan are identified in the Planned Development code purpose statements, careful review should be made of any proposed planned developments where natural resources have been already mapped or identified.

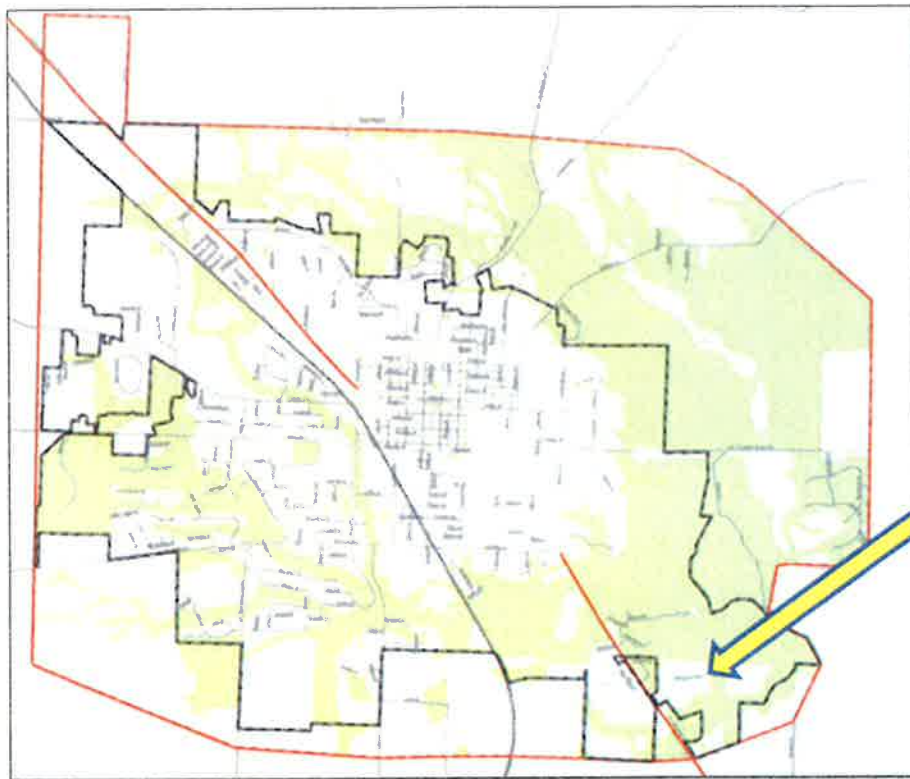
Some potential benefits to a planned development over a traditional subdivision are that issues of concern to the community can be handled by a single property owner versus multiple lot owners or an association. This could be an advantage to both sides if a development agreement were to be drawn up. These issues could be:

- natural resource protection
- connectivity to vacant lands
- public safety ingress/egress to a major roadway
- bike/pedestrian connection to urban core and other trails
- compliance with all other specific regulations

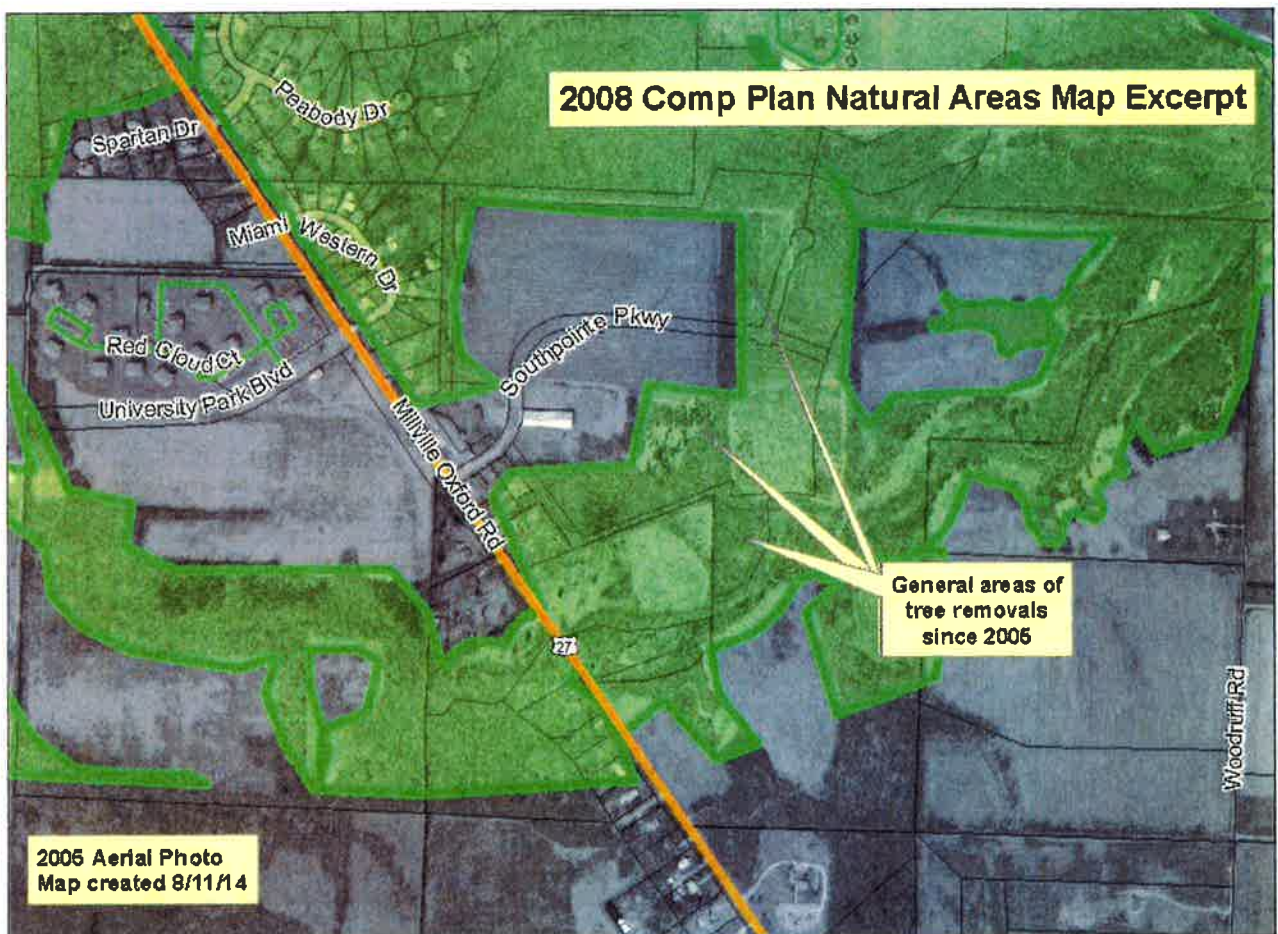
The challenge with any potential issues in need of addressing are that they must involve advance planning during preliminary stages because, unlike a traditional subdivision that develops in smaller phases, the impacts of a single planned development of this scale would be felt much sooner. There would be no additional time to plan for implementation or integration with the existing surrounding resources.

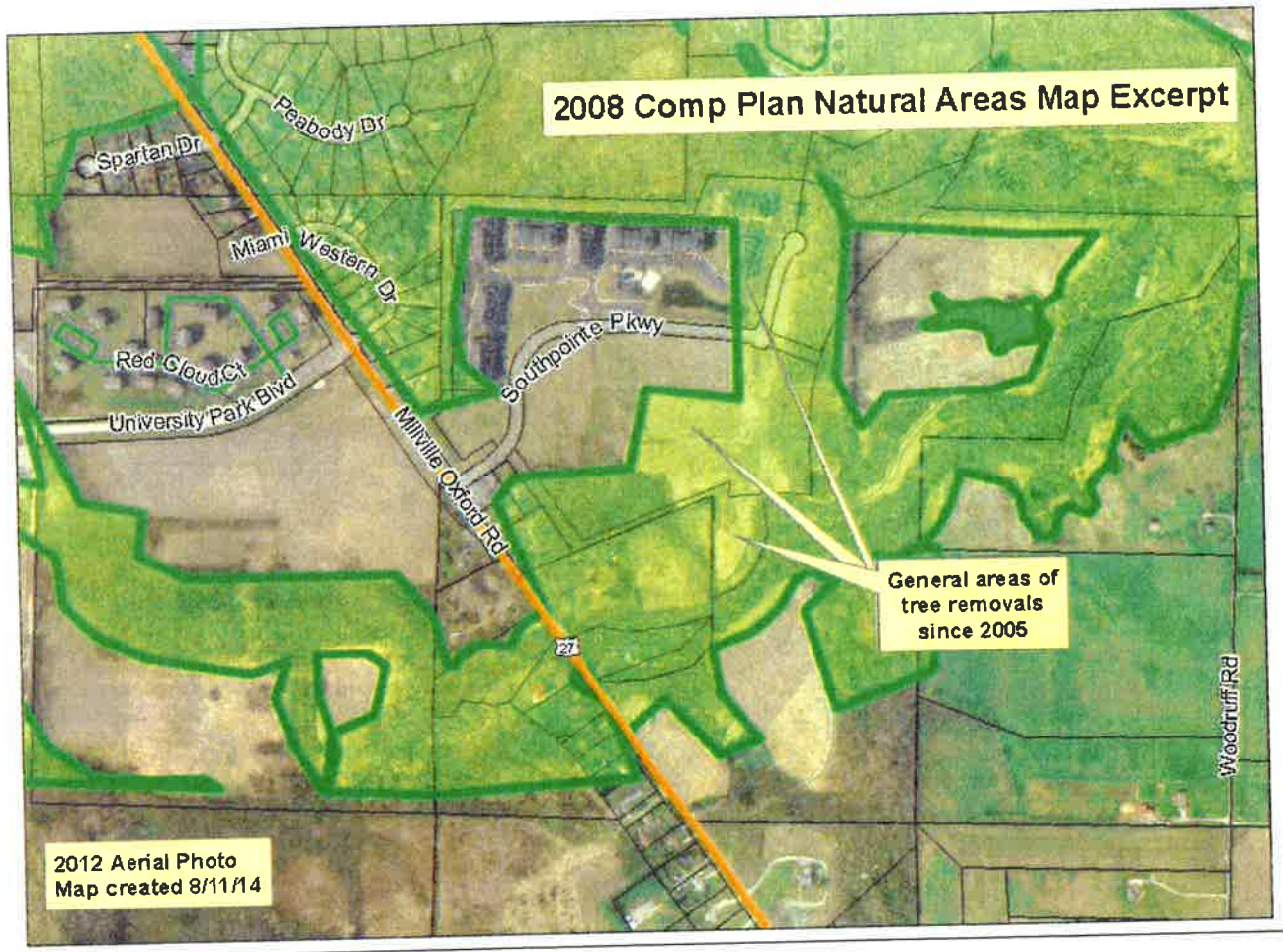
NATURAL RESOURCE PROTECTION

As mentioned above, the protection of natural resources is well documented in Oxford plans and codes. Map 3.3 of the 2008 Comprehensive Plan is included below. The first map below of the natural areas is recognized as environmentally sensitive lands as well, therefore, it should be consulted by the Commission and the developer in the drawing of plans. Following the natural areas map are two closer maps to the subject property with the boundaries of the natural areas map from 2008 superimposed on the aerial photography from 2005 and 2012. As can be seen substantial vegetation removal has already transpired. The proposed site layout does not address the natural areas map nor is there any statement of reasoning in the narrative for the replacement of natural areas with urban features such as buildings and paving. The site layout does however stay within the boundaries of the existing conservation easement / buffer parcels.



Left: Map 3.3, Natural Areas, from the 2008 Comprehensive Plan





CONNECTIVITY

The location of the development presents a challenge for the city and the developer because it is on the periphery of the urban core of Oxford, having only one primary connecting right of way, U.S. 27. Many plans and discussions have taken place about other methods of connection, however none exist at this time. Additionally, there is no right of way dedicated along the eastern boundary of the subject property for what was to be a connector road between U.S. 27 and S.R. 73. The only right of way serving the property is Southpointe Parkway. Past plan approvals including the subject property have required an additional connector to U.S. 27 for public safety purposes. Most recently the city engineer and fire chief have called for a second connector to U.S. 27.

In addition to typical transportation modes of passenger vehicle and mass transit, recent plans have been adopted by the city called the Bicycle and Pedestrian Safety Improvement Plan. The plan shows a future dedicated bike lane along U.S. 27. At the time of the plan adoption there was no potential for this number of residential dwellings at the subject property, so it may be wise to consider planning for an enhanced safer connector in the market sector of focus by the developer. Particularly because Sections 1145.05(a)(5)(I) and 1145.05(b)(2) requires a **transportation impact study to be completed which includes all modes of transportation**. This would serve to reduce somewhat the vehicular infrastructure demands and also improve access to a broader trail network. A separated multi-use path with a pedestrian bridge would be an ideal solution to maximize usage and limit additional vehicular impact in an already congested area around Miami University campus. The perceived full impact could be somewhat lessened by the developer's plans for a student mass transit system, which would likely not be used by all residents all of the time. In addition to planning for the movement of people without relying on vehicles, on-site covered bicycle storage areas could be installed, similar to Miami University residence halls recently constructed or renovated.

Both types of site connectors would be considered off-site improvements in need of further discussions regarding the application at hand. Nonetheless, these should also be considered for long range transportation planning document amendments.

An additional discussion point for the Commission is the connectivity to adjacent vacant lands. Since the conceptual review discussion, the developer has added two new potential connecting points to vacant land, as well as two new connecting points to existing paved rights of way (Southpointe Parkway and Corporate Woods Lane). However, in the same stretch of land where two small right of way vacations are requested, is also near where a new drive entry is proposed to the site. No apparent new connecting point to the south/U.S. 27 has been offered, neither has there been any discussion of additional right of way or easement across adjacent land. Regarding connections to vacant land, the Commission needs to discuss the practicality of accessing new lands through private roads. The particular private roads are essentially linear parking lots with a central drive. These may not be desirable city "streets." This may be the only foreseeable opportunity to address the connectivity to vacant lands issue if a development were to be approved during this process. The city could not rely on the township or county to ensure a connection through other off-site properties on narrow rural roads.

ADDITIONAL ISSUES

OPEN SPACE

Although the developer is somewhat limited by the location of the existing conservation easements, more thought could be given as to how to integrate the peripheral open space to be owned by the developer. There could be passive recreational opportunities such as trail connectors and picnic areas, as well as thought to connectors to trails maintained by Miami University.

PERFORMANCE BONDING

Section 1145.07 allows the city to require performance bonds to be filed to ensure completion of utilities or any other elements of the plan. Given the size of the development this could be required based upon qualified professional estimates of all site infrastructure and/or common area facilities. Additionally, each phase of the development should stand alone to meet all city requirements. Any associated bonding should align with any phasing scheme.

LANDSCAPE SCREENING

The planting plan has not been updated to reflect the revised layout but the concept is the same. Current code for landscaping is based upon parking requirements which the applicant has shown compliance. However, there is some concern that because the layout of the site puts the rear of the units toward the public right of way, the rear areas could become cluttered with trash, utility boxes, mechanical equipment and general private storage items. Some additional thought for rear landscaping while still maintaining desired security should be given.

LIGHTING

Nothing has been submitted for site lighting however code compliance will have to be determined in order to prevent glare and nuisance to surrounding properties as well as light fixture height.

STORM WATER MANAGEMENT

Recent conditional use permit approvals by the Planning Commission have required special storm water management measures which seek to go above and beyond the minimum standard requirement of maintaining the existing rate of runoff. Such measures filter and slow the water in order to improve the environmental quality as it leaves the site, or otherwise retained on the site. This effort would align well with the goals of the Planned Development City Code and Comprehensive Plan goals. The developer could review the Ohio Department of Natural Resources 2006 manual for Rainwater and Land Development – Ohio's Standards for Stormwater Management - Land Development and Urban Stream Protection.

CONCLUSION

Based upon the information submitted thus far, there remains substantial hesitancy by planning staff to find complete alignment with the Planned Development Ordinance and the Comprehensive Plan. Several outstanding issues for discussion have been presented within this report. Below is a summary based on the Decision Standards:

- Decision Standard 3, Zoning Code: Compliance has not been shown with bolded sections of 1145.12 regarding natural vegetation and pedestrian connectivity.
- Decision Standard 4, Comprehensive Plan: Alignment has not been shown with the bolded sections of the Comprehensive Plan in this report regarding Land Use Principles, Transportation, Housing and Community Facilities
- Decision Standard 9, Public Facilities: Alignment has not been shown with bolded sections within this report such as inclusion of pedestrian and bike transportation modes in transportation impact analysis. Alignment has not been shown with the need for a secondary access to U.S. 27.
- Decision Standard 13, Natural Areas: Compliance has not been shown with protection of mapped natural areas.

However, if a recommendation for approval were to be forwarded several conditions should be included. Additionally, the item could be tabled for a reasonable time frame, under mutual agreement with the applicant under the allowance of Section 1145.06 ("may suspend review until sufficient information has been provided").

RECOMMENDATION

Option 1

Based upon Section 1145.06(b) General Decision Standards, the applicant has not shown alignment with Decision Standards 3,4,9 and 13. Therefore, the Planning Commission forwards a recommendation of denial of the Preliminary Planned Development to the City Council.

Option 2

Based upon Section 1145.06, the Commission finds alignment of the Preliminary Planned Development with the decision standards, but recommends the following conditions with an approval to City Council under the provisions for additional requirements of Planned Developments under Section 1145.12(k).
[insert additional requirements list after Commission discussion]

Option 3

Based upon Section 1145.06(b) General Decision Standards, the applicant has not shown alignment with Decision Standards 3,4,9 and 13 for the Planned Development as currently submitted. Therefore, the Planning Commission has agreed with the applicant to table the recommendation decision until additional information has been submitted for review in a future public hearing within 60 days [or other agreed upon time frame].

SUBMITTED
BY:



Sam Perry, Planner

DATE: September 4, 2014

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 28, 2014 ✓

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

From: Community Development

RE-REVIEW OF PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, Collegiate of Oxford,
Southpointe Parkway, 37.08 acres, Trinitas Development LLC, Applicant, Agent

☒ Review ☐ Revisions ☐ Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **09/03/2014** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: ☒ w/comments ☐ without/comments

It appears that the secondary ingress/egress issue has not been addressed.

** It appears that the secondary ingress/egress issue has not been addressed*

Drawings reviewed by:



John Dethenage
PRINTED NAME

Date: 8-29-14

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

RE-REVIEW OF PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, Collegiate of Oxford,
Southpointe Parkway, 37.08 acres, Trinitas Development LLC, Applicant, Agent

☒ Review ☐ Revisions ☐ Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **09/03/2014** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

SEE MEMO DATED 9-3-2014.
JP

Drawings reviewed by:



Date: 9-3-2014

VICTOR POPESCU

PRINTED NAME



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, P.E.
City Engineer

RE: Re-Review of PC-2014-10
Preliminary Planned Development

DATE: September 3, 2014

The following are our comments:

- For safety reasons, a 2nd access entry from USR 27 (i.e. street, driveway, etc.) must be considered.
- Would the utilities (i.e. water, storm sewer, and sanitary sewer) be “private” or “public” upon completion of the development? This issue is important, as it would determine the maintenance responsibility for the utilities.
- Regardless of whether the utilities would be “private” or “public”, the utilities must be constructed in accordance with the City of Oxford Specifications. Note should be taken that the Specifications are the same for “private” or “public” utilities.
- If the utilities would be “public”, easements need to be recorded in the Final Plat.
- The submittal indicates the domestic water supply tapping on the existing water main in two (2) locations. The water supply at the Corporate Woods Lane is controlled by a Master Meter, indicative of a “private” utility. However, the tap on the main on Southpointe Parkway is not metered. Thus, to make the domestic water supply utility “private”, both points of supply must be metered. Otherwise, for the domestic water supply to be “public”, the structures must be individually metered, and easements dedicated.

- Are the proposed fire hydrants sufficient in number to fight fires? Re-check the proposed fire hydrants locations.
- All existing utilities within the proposed Phase I, that will be taken out of service, shall be removed and not abandoned in place.
- The north section of Phase I lacks fire water main and hydrants. It is assumed that fire protection will be provided from the existing fire hydrants along the Southpointe Parkway. This assumed proposal must be reviewed and approved by the City of Oxford's Fire Chief.
- If the utilities in the proposed development are deemed "private", would there be shut-off valves installed to control the water services to the individual structures?
- Would the individual structures be sprinkled for fire protection?
- Is there an irrigation system proposed for the development? If so, the water supply must be from the domestic water main and be metered.
- The proposed fire water main shall only be used for fire protection.

The above comments are based strictly on the preliminary drawing submitted for review. The Engineering Division reserves the right for additional comment at the time the construction plans are submitted for review.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 28, 2014

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

From: Community Development

**RE-REVIEW OF PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, Collegiate of Oxford,
Southpointe Parkway, 37.08 acres, Trinitas Development LLC, Applicant, Agent**

☒ Review ☐ Revisions ☐ Other

Comments or status update requested by: Lynn Taylor

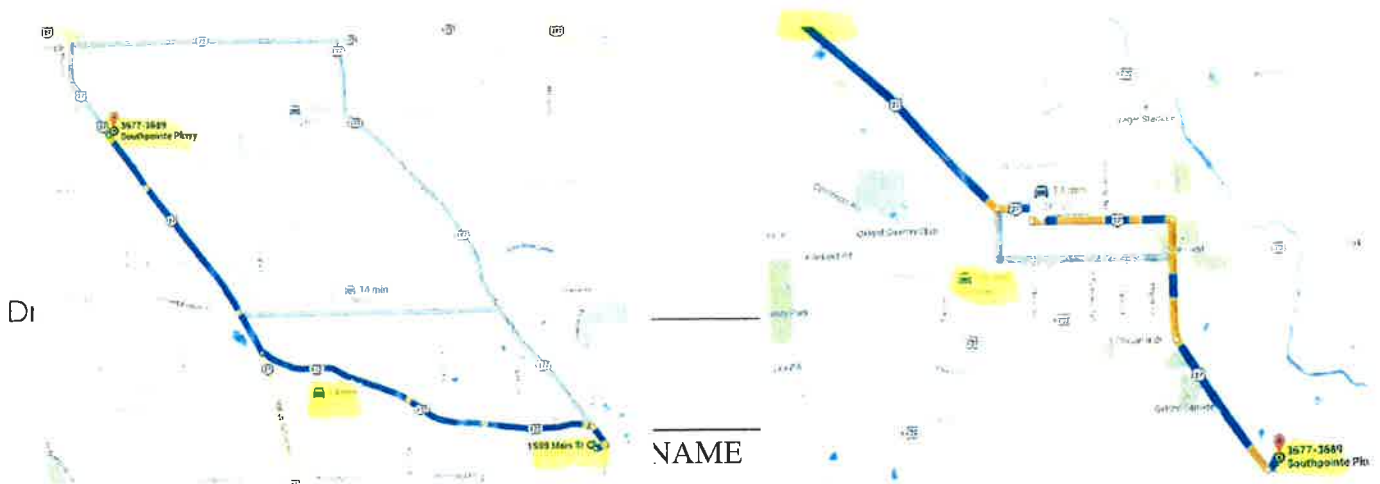
Please return no later than: **09/03/2014** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

MapQuest has the following travel times:

Southpointe to Oxford Walmart - 14 minutes

Southpointe to Hamilton Walmart - 14 Minutes



G. Allen Kychan

8-3-14



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

CASE NO.: PC-2014-10

DATE OF HEARING: September 9, 2014

PC-2014-10. PRELIMINARY PLANNED DEVELOPMENT, Collegiate of Oxford, Southpointe Parkway, 37.08 acres, Trinitas Development LLC, Applicant, Agent

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 by **September 4, 2014** to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name:

Robert and Tami Kuginski

Address:

3926 Oxford-Millville Rd.Oxford, OH 45056

Telephone:

Home: 513 523 9076

Work: _____

COMMENTS:

This has been a foregone conclusion since the initial incursion when Scott Webb swore these were going to be 1 Acre single-family homes. They have deep pockets and power and, even assuming the Planning Commission was inclined to honor our objections, when Scott Webb decides something will happen, it will happen. You're as powerless as we are!

Signature

Tami Kuginski

Date

8/30/14



PC-2014-10 Surrounding Property Owners Map

Legend

 Oxford Corporation Limit

 Subject Area

 200 Ft. Buffer

 Address Point

 Parcel

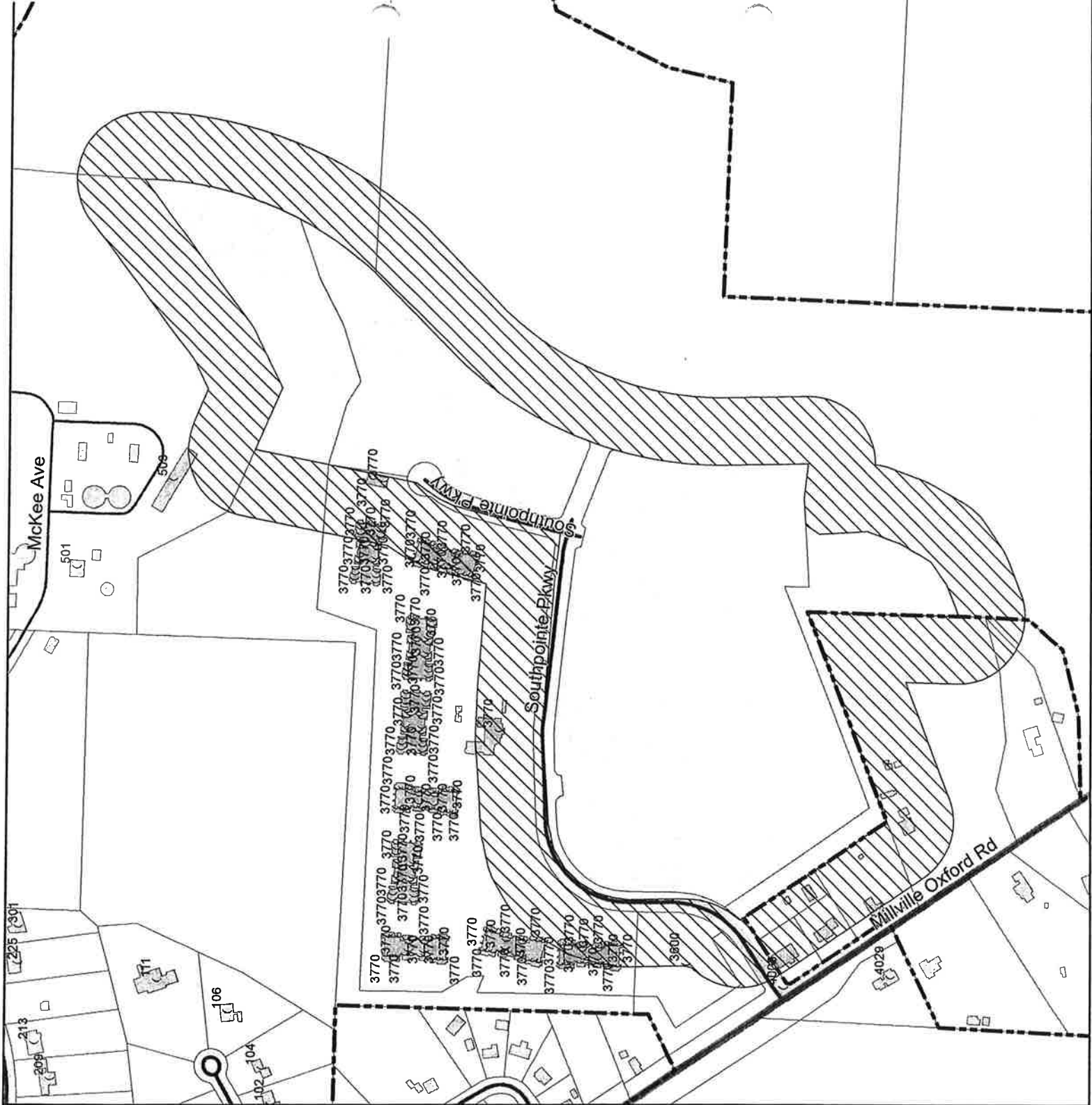
 Building Footprint

 Paved Roadway

K

1 inch = 400 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.





201 Main Street, Suite 1000
Lafayette, IN 47901
Phone: (765) 464-2800
Fax: (765) 497-3187

August 25, 2014

Mr. Chen
City of Oxford
101 East High Street
Oxford, OH 45056

**RE: Planning Commission Amendment
Southpointe Parkway Development**

Dear Mr. Chen

At this time, Trinitas Ventures, LLC requests to amend the documents on the agenda for the Planning Commission meeting occurring on September 9th, 2014. The purpose of this request is to modify the site plan based on feedback received from the Planning Commission for the potential development near the corner of Hwy 27 and Southpointe Parkway in the City of Oxford. Trinitas will bring forward a presentation to fully discuss the intent of the potential development.

If there are any other items you believe should be specifically discussed, please let us know so we can accurately meet your requests.

We look forward to discussing the project further on September 9th.

Sincerely,

Damian VanMatre
TRINITAS VENTURES LLC

cc: Travis Vencel



Received revisions
after August Planning
meeting. Hence, two
reviews went out to
Fire, Police Engineering,
Economic Development

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development Department

**PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, Southpointe Crossings Subdivision,
Lots 3710, 3712, 3714 and 3715; 37.08 Acres, R-2A (Single-and Two-Family Residential) District,
Trinitas Development LLC, Applicant, Agent**

☒ Review ☐ Revisions ☐ Other

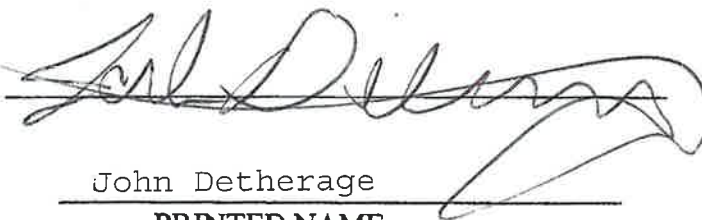
Comments or status update requested by: Lynn Taylor

Please return no later than: **08/15/2014** Note: if no comments are received, we will assume the project meets your department's standards.

Drawings are returned: ☒ w/comments ☐ without/comments

A secondary fire apparatus road shall be added to the project that allows access from US27 should the intersection of US27 and Southpointe Blvd. be blocked.

Drawings reviewed by:


John Detherage

PRINTED NAME

Date: 08-14-14

*emailed to Etta
8/20/14*

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 28, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development Department

**PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, Southpointe Crossings Subdivision,
Lots 3710, 3712, 3714 and 3715; 37.08 Acres, R-2A (Single-and Two-Family Residential) District,
Trinitas Development LLC, Applicant, Agent**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **08/15/2014** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

SEE MEMO DATED 7-31-2014, ATTACHED.

Drawings reviewed by: *V. Popescu*

Date: 7-31-2014

 VICTOR POPESCU

PRINTED NAME



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, P.E.
City Engineer

RE: PC-2014-10
Preliminary Planned Development

DATE: July 31, 2014

The following are our comments;

- Existing utilities within the proposed Phase I will need to be relocated, as proposed structure are to be build over utilities.
- The north section of Phase I lacks fire water main and hydrants. It is assumed that fire protection will be provided from the existing fire hydrants along the Southpointe Parkway.
- The fire water main and domestic water main, Phase II, are tapped from a lateral for a fire hydrant. City Specifications do not allow such taps. Revise to tap of water main.
- The proposed storm water system, Phase II, discharges into an existing storm sewer that runs north to south thru Phase I. Phase I proposes to build structures over the existing storm sewer. The Phase II storm water discharge needs to be revised.
- Existing utilities that will interfere with proposed structure are to be removed, and not abandoned in place.

If there are questions, please contact the Engineering Division.



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, P.E.
City Engineer

RE: PC-2014-10
Preliminary Planned Development – R/W Vacation

DATE: August 4, 2014

Reference is made to the correspondence dated July 25, 2014 from Ms Etta Reed, Bayer Becker, to Mike Dreisbach, Service Director – City of Oxford.

The correspondence is requesting that right-of-way for two (2) street entrances, as plotted in the record plat for the Southpointe Crossings, be vacated. The proposed Collegiate at Oxford development will not need the plotted street entrances, as per the presented preliminary design.

The City of Oxford accepts the request for the right-of-way vacations without objections.

If there are questions, please contact the Engineering Division.

JULY 25, 2014

PLANNED

DEVELOPMENT

APPLICATION

SUBMITTAL

4-Leaf Development, LLC
125 West Spring Street --- Oxford, OH 45056
(513) 524-9500 / FAX (513) 523-9415

July 16, 2014

To Whom it may Concern:

Please be advised that Trinitas Development LLC has our permission to submit applications for the approval of a Preliminary Planned Development on Lots 3710, 3712, 3714 and 3715 within the Southpointe Crossings development.

Should you have any questions or concerns, please do not hesitate to contact our office.

Sincerely,



James M. Clawson
4-Leaf Development, LLC



Internal Use Only:

Case No.

PC-2014-10

Date Filed

7/25/14

Planned Development Application

Application Type

Choose One



Preliminary (\$400)



Final (\$400)



Preliminary & Final (\$400)

Applicant Information

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

Name *

Trinitas Development LLC

Mailing Address *

201 Main Street, Suite 1000

City, State & Zip Code *

Lafayette, IN 47901

Telephone Number *

765-464-2800

Email Address

dvanmatre@trinitas.ventures

Owner Information

Name *

4 Leaf Development LLC

Mailing Address *

125 W. Spring Street

City, State & Zip Code *

Oxford, Ohio 45056

Telephone Number *

513-524-9500

Email Address

pam@hoteldevelopment.net

Engineer/Surveyor Information

Name *

Bayer Becker

Mailing Address *

318 South College Avenue

City, State & Zip Code *

Oxford, Ohio 45056

Telephone Number *

513-336-6600

Email Address

EttaReed@bayerbecker.com

Location and Lot Information

Name of Subdivision *

Southpointe Crossings

Location of Property *

Parcels H4100-109-000-010, H4100-143-000-002, 004, 005

Legal Description *

Entire Lot #3710, 3712, 3714 and 3715

Zoning District *

R-2A

Total Area *

37.08

Acres

Submission Requirements and Documentation

The application requirements (Section 1145.05¹) for a preliminary and final planned development are different. The final planned development application requires a greater degree of accuracy and completeness than does the preliminary planned development application. This section describes the application content requirements for each step of the process.

Thirteen (13) complete sets of all information shall be submitted with each preliminary and final application. If any information is submitted in color or on non-standard paper, more copies may be required. The Zoning Administrator may modify this requirement based upon

O. Other information as required by the Planning Commission or Council.

(7) Elevations. Elevations of proposed structures or typical elevations if structures are not yet designed.

(8) Other. Photographs of the existing site and its surroundings.

(b) Final Plan.

- (1) The same items and information as required for the preliminary plan, except that the approximations shall be refined to specific locations, dimensions, and descriptions.
- (2) A detailed traffic impact analysis, including all modes of transportation, prepared by a qualified professional engineer
- (3) Any additional description or information requested by the Planning Commission or Council during the preliminary plan approval process.
- (4) Detailed agreements, contracts, deed restrictions, and sureties that will be used to guarantee performance of the development during and after construction.

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 Search² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

Decision Process

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval. The review is based on the General Decision Standards found in Section 1145.06¹.

Fees & Receipt

The required fee for preliminary and final is \$400.00 plus \$100 per acre, plus postage charge. To calculate the postage charge, multiply the number of adjoining properties by current postage rate³.

Sign and Date

X Applicant Signature *



Date *

7-21-14

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 preliminary plans containing all required information as attachments and a check for fee and postage charges made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

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

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

For Staff Use Only

Fee Paid Date *

4111.92

Receipt Number *

354

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

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

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



*Where Creativity
Meets Functionality*

Civil Engineers | Transportation Engineers | Landscape Architects | Planners | Land Surveyors

July 25, 2014

Mr. Sam Perry
Planner
City of Oxford
101 East High Street
Oxford, Ohio 45056

Re: Collegiate at Oxford
Preliminary PUD Submittal

Dear Mr. Perry:

Enclosed please find the following items in support of Trinitas Development LLC's Application for Preliminary Planned Development approval for the Collegiate at Oxford development to be located on the south side of Southpointe Parkway in the Southpointe Crossings development:

- 1) A check in the amount of \$4,111.92 to cover the Application Fee.
- 2) Executed Planned Development Application.
- 3) Thirteen individual packets containing one (1) copy of each of the following:
 - a. Planned Development Application.
 - b. An Affidavit from 4 Leaf Development LLC granting Trinitas Development LLC permission to submit applications for the approval of a Preliminary Planned Development.
 - c. List of property owners within 200 feet of the site.
 - d. Legal descriptions of the property.
 - e. Right of Way Vacation request submitted to Mike Dreisbach.
 - f. Traffic Evaluation letter submitted to Victor Popescu.
 - g. Site Layout Plan
 - h. Preliminary Utility Plan.
 - i. Lot Coverage Exhibit.
 - j. Architectural Site Plan.
 - k. Preliminary Building Elevations and Floor Plans.
 - l. Preliminary Landscape Plan.
 - m. Proposed signage.
 - n. Photos of the subject site and surrounding area.

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209 Grandview Drive
Fort Mitchell, KY 41017
859-261-1113

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4) Applicant:

*Trinitas Development LLC
201 Main Street, Suite 1000
Lafayette, IN 47901
765-464-2800*

Owner:

*4 Leaf Development LLC
125 W. Spring Street
Oxford, OH 45056
513-524-9500*

5) Design Professionals:

a. Architect:

*KJG Architecture, Inc.
527 Sagamore Pkwy. W, Suite 101,
West Lafayette, IN 47906
765-497-4598*

b. Engineer, Surveyor & Landscape Architect:

*Bayer Becker
318 S. College Ave
Oxford, OH 45056
513-336-6600*

6) Description of use and site:

- a. A legal description of the boundary of the proposed development is enclosed.
- b. The property is currently vacant.
- c. The property is zoned R-2A, Single and Two-Family Residential.
- d. A description of the proposed planned development:

- i. The number of housing units by size and type proposed within each phase.

Collegiate at Oxford will contain 249 student residential cottages to be constructed in 2 phases. The development will contain a mix of 2, 3 and 4 bedroom cottages. The following table shows a breakdown of the number of units to be constructed per phase.

Unit Type	Phase 1	Phase 2	Total
2 Bedroom	45	8	53
3 Bedroom	30	7	37
4 Bedroom	125	34	159
Total	200	49	249

- ii. A description of any nonresidential operations, including types of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.

Not applicable.

- iii. The hours of operation of any nonresidential use.

Not applicable.

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- iv. A phased development schedule, if applicable, that indicates the location and timing of phases and demonstrates that each completed phase would form a reasonably independent unit if succeeding phases were abandoned.

Phase 1, 200 units, will consist of the southern portion of the development to be located along the south side of Southpointe Parkway. Phase 2, consisting of 49 units, will be located at the northeast corner of the intersection of Southpointe Parkway and Corporate Woods Lane.

- e. A narrative statement that evaluates the compatibility of the proposed planned development with the general vicinity and adjacent properties.

- i. How the proposed uses are similar to or different from existing area uses and if there will be any interaction between the proposed site and adjacent sites.

The proposed use, student residential cottages, serves as a transition from Level 27, an apartment complex to the north, to the single family homes to the south and future residential to the east.

Collegiate at Oxford is proposing to construct a multi-use trail around the southern portion of the development, Phase 1, as well as sidewalks throughout the entire development. The trail will enable residents to bike or walk to Southpointe Parkway and connect to the proposed sidewalk to be constructed along Millville Oxford Road (US 27) as part of the BUT-27-14.12 project.

As required by the subdivision regulations, sidewalk will be installed along the east side of Corporate Woods Lane, which will enable the residents to connect to the existing sidewalk along Southpointe Parkway and proceed to Millville Oxford Road (US 27).

- ii. How any existing structures, proposed structures, and the site design relate adjacent structures and sites.

The Architecture of the proposed cottages in the Collegiate at Oxford development more closely resembles single family homes and will blend well with the future residential to the east. While the site design will be similar to the apartment development to the North, wherein the development occurs in the middle of the property and the open space is located at the perimeter.

- iii. If the proposed uses will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibrations or emissions.

The proposed use, residential, will not involve any operations that create potential nuisances.

- iv. How any potential negative effects on adjacent land will be mitigated.

Collegiate at Oxford will not have a negative effect on adjacent land. The property to the north, Level 27 is an apartment complex, while the property to the east is vacant. Century 21 Real Estate office and vacant commercial zoned property is located to the west. The property to the south is currently single family residential and will be buffered from Collegiate at Oxford by the existing vegetation along the south property line. Lastly, landscaping will be installed along Southpointe Parkway providing a visual buffer for properties to the north and west.

- f. A statement about why the location proposed is appropriate for the planned development.

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The Southpointe Crossings development, was originally approved as a Planned Unit Development (PUD) in 2004 by the Butler County Commissioners. When the subject property was annexed into the City of Oxford, it lost its Planned Unit Development designation and was straight zoned as O-I. Due to its location this property is appropriate for a PUD. Situated at the south entry to the City, the PUD overlay allows the City to work hand in hand with the developer to create a project that is a win for both parties. Items such as the architecture of the structures and landscaping will be defined during the review process. Without the PUD overlay, the property could develop as single or two-family residential units without any architectural requirements.

- g. A statement of the necessity or desirability of the proposed planned development to the neighborhood or community.

The Oxford housing market continues to see a demand for housing that directly affects the affordability of the housing stock of the community. The continued market demand for student housing places additional pressures on the core neighborhoods and this development will aid in alleviating some of this pressure. This project will provide a diverse product to the local market and provide a transition from high density developments to more traditional suburban developments to the southeast. As part of the larger PUD this development will provide a mix of residential styles and products in an area that is already served by public infrastructure and long planned as an area of future growth. Overall impact from this development on the community is limited as the City has long planned for this area to be incorporated into the City's infrastructure.

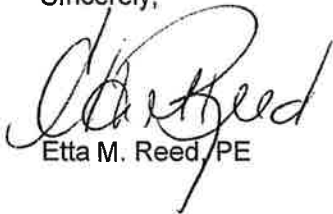
- h. Proposals for the provision of public utilities and services, if insufficient or not available for the planned development, or for the provision of suitable private utilities and services.

Public water and sanitary sewer are available to the property. Stormwater detention has been provided in the existing detention basin in the southern portion of the development.

Please place this item on the September 9th Planning Commission Meeting agenda.

Should you have any questions, or need any additional information, please do not hesitate to contact us.

Sincerely,



Etta M. Reed, PE

Civil Engineers | Transportation Engineers | Landscape Architects | Planners | Land Surveyors

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Date: July 23, 2014

Description: Southpointe Crossings, Section One
Lots 3714, 3715 and part of the
Right of Way of Southpointe Parkway

Location: City of Oxford
Butler County, Ohio



Situated in the City of Oxford, Butler County, Ohio, being all of Lot #3714 and Lot #3715 and part of the existing right of way of Southpointe Parkway of Southpointe Crossing, Section One as recorded in Plat Book 4020, Pages A & B of the Butler County Recorder's Office and being further described as follows:

Beginning at a found concrete monument at the southwest corner of said Lot # 3715 being the southeast corner of Edwards Subdivision as recorded in Plat Envelope 318, Page B and being the **True Point of Beginning**;

thence, from the True Point of Beginning thus found and with the easterly boundary of said Edwards Subdivision, North 33° 20' 39" West, 528.35 feet to the southerly right of way of Southpointe Parkway;

thence, with said southerly right of way of Southpointe Parkway, with a curve to the left, having a central angle of 45° 14' 55", a radius of 280.00 feet, an arc length of 221.13 feet, and a chord bearing and distance of, North 22° 37' 27" East, 215.42 feet;

thence, North 00° 00' 00" East, 123.60 feet;

thence, with a curve to the right, having a central angle of 88° 04' 43", a radius of 220.00 feet, an arc length of 338.20 feet, and a chord bearing and distance of, North 44° 02' 21" East, 305.87 feet;

thence, continuing with and through said southerly right of way of Southpointe Parkway, North 88° 04' 43" East, 246.98 feet;

thence, with a curve to the right, having a central angle of 08° 12' 01", a radius of 270.00 feet, an arc length of 38.64 feet, and a chord bearing and distance of, South 87° 49' 17" East, 38.61 feet;

thence, South 83° 43' 17" East, 487.06 feet;

thence, with a curve to the right, having a central angle of 15° 11' 17", a radius of 500.00 feet, an arc length of 132.54 feet, and a chord bearing and distance of, South 76° 07' 38" East, 132.15 feet;

thence,, South 68° 32' 00" East, 207.10 feet to the easterly boundary of said Southpointe Crossing, Section One;

thence, leaving said southerly right of way of Southpointe Parkway and with said easterly boundary of Southpointe Crossing, Section One with a curve to the right, having a central angle of 87° 26' 29", a radius of 20.00 feet, an arc length of 30.52 feet, and a chord bearing and distance of, South 24° 48' 46" East, 27.65 feet;

thence, with a curve to the left, having a central angle of 18° 25' 58", a radius of 1100.00 feet, an arc length of 353.89 feet, and a chord bearing and distance of, South 09° 41' 29" West, 352.36 feet;

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Page 1 of 2

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thence, South 00° 28' 30" West, 238.26 feet;
thence, North 81° 47' 13" West, 104.46 feet;
thence, South 88° 11' 02" West, 56.88 feet;
thence, South 35° 24' 04" West, 49.34 feet;
thence, South 00° 44' 30" East, 143.90 feet;
thence, South 22° 37' 31" West, 102.20 feet;
thence, South 32° 22' 25" West, 110.14 feet;
thence, South 57° 36' 25" West, 80.70 feet;
thence, South 70° 59' 47" West, 85.38 feet to the westerly boundary of said Southpointe Crossings,
Section One;
thence, with said westerly boundary of Southpointe Crossings, Section One, North 02° 23' 54" East,
437.33 feet;
thence, with the southerly boundary of said Southpointe Crossings, Section One, South 70° 13' 00" West,
669.69 to the **True Point of Beginning** containing 25.198 acres of land more or less of which
21.757 acres are in Lot #3714, 3.373 Acres are in Lot #3715 and 0.067 acres are in the existing
right of way of Southpointe Parkway and being subject to all easements, legal highways,
restrictions and agreements of record.

Date: July 23, 2014

Description: Southpointe Crossings, Section One
Lots 3710 & 3712

Location: City of Oxford
Butler County, Ohio



Situated in the City of Oxford, Butler County, Ohio, being all of Lot #3710 and Lot #3712 of Southpointe Crossing, Section One as recorded in Plat Book 4020, Pages A & B of the Butler County Recorder's Office and being further described as follows:

Beginning found 5/8" iron pin at northeast corner of said Lot #3710 and being the True Point of Beginning:

thence, with the easterly boundary of said Southpointe Crossings, Section One, South 02° 08' 25" West, 5.02 feet;

thence, with a curve to the right, having a central angle of 45° 25' 51", a radius of 1000.00 feet, an arc length of 792.92 feet, and a chord bearing and distance of, South 24° 51' 21" West, 772.31 feet;

thence, South 47° 34' 16" West, 282.77 feet;

thence, with a curve to the left, having a central angle of 23° 32' 45", a radius of 1100.00 feet, an arc length of 452.05 feet, and a chord bearing and distance of, South 35° 47' 54" West, 448.87 feet to the northerly right of way of Southpointe Parkway;

thence, leaving said easterly boundary of Southpointe Crossings, Section One and with said northerly right of way of Southpointe Parkway, with a curve to the right, having a central angle of 87° 26' 29", a radius of 20.00 feet, an arc length of 30.52 feet, and a Chord bearing and distance of, South 67° 44' 46" West, 27.65 feet;

thence, North 68° 32' 00" West, 211.10 feet to the easterly right of way of Corporate Woods Lane;

thence, with a curve to the left, having a central angle of 00° 54' 42", a radius of 530.00 feet, an arc length of 8.43 feet, and a chord bearing and distance of, North 68° 59' 21" West, 8.43 feet;

thence, with a curve to the right, having a central angle of 84° 47' 03", a radius of 20.00 feet, an arc length of 29.60 feet, and a chord bearing and distance of, North 27° 03' 10" West, 26.97 feet;

thence, North 15° 20' 21" East, 241.92 feet;

thence, with a curve to the right, having a central angle of 18° 49' 25", a radius of 291.32 feet, an arc length of 95.71 feet, and a chord bearing and distance of, North 24° 45' 04" East, 95.28 feet;

thence, with a curve to the right, having a central angle of 45° 54' 16", a radius of 35.00 feet, an arc length of 28.04 feet, and a chord bearing and distance of, North 57° 06' 54" East, 27.30 feet;

thence, with a curve to the left, having a central angle of 156° 46' 22", a radius of 50.00 feet, an arc length of 136.81 feet, and a chord bearing and distance of, North 01° 40' 51" East, 97.95 feet to the easterly line of Lot #3711 of said Southpointe Crossings, Section One;

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Page 1 of 2

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thence, leaving said easterly right of way of Corporate Woods Lane and with said easterly line of Lot #3711, North 13° 17' 40" East, 430.67 feet to the northeast corner of Lot #3709 of said Southpointe Crossings, Section One, being the northerly boundary of said Southpointe Crossings, Section One;

thence, with said northerly boundary of Southpointe Crossings, Section One, South 65° 04' 39" East, 199.80 feet;

thence, North 66° 05' 41" East, 199.87 feet;

thence, North 54° 27' 42" East, 547.65 feet to the **True Point of Beginning** containing 25.198 acres of land more or less of which 21.757 acres are in Lot #3714, 3.373 Acres are in Lot #3715 and 0.067 acres are in the existing right of way of Southpointe Parkway and being subject to all easements, legal highways, restrictions and agreements of record.



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July 25, 2014

Mr. Mike Dreisbach
Services Director
City of Oxford
101 East High Street
Oxford, Ohio 45056

Re: Collegiate at Oxford
Right of Way Vacation

Dear Mr. Dreisbach,

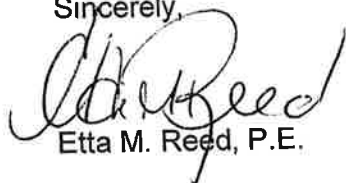
The enclosed Preliminary Development Plan (PDP) for the Collegiate at Oxford, located on the south side of Southpointe Parkway in the Southpointe Crossings development, is being submitted to the Oxford Planning Commission for the meeting to be held on September 9, 2014. As part of the submittal, Trinitas Development LLC is hereby requesting that a portion of the right of way of Southpointe Parkway be vacated. More specifically, the 2 areas shaded on the attached plan, which equate to 0.0673 acres.

The right of way was originally dedicated with the record plat for Southpointe Crossings, as public streets were to be constructed in the future at those locations. Since the property south of Southpointe Parkway will now be developed as a single development without public streets, the right of way is not necessary.

Should the request be granted, Trinitas Development LLC will prepare the necessary right of way vacation plat for your approval.

Please review the enclosed plan and this request, and contact us with any additional information you may need.

Sincerely,



Etta M. Reed, P.E.

Attachments

cc: Damian VanMatre, Trinitas Development LLC

14D018-000 Oxford 140725 RW Vacation request.Docx

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July 25, 2014

Mr. Victor Popescu, P.E.
City of Oxford
101 East High Street
Oxford, Ohio 45056

Re: Collegiate at Oxford
Traffic Evaluation

Dear Mr. Popescu,

The enclosed Preliminary Development Plan (PDP) for the Collegiate at Oxford, to be located on the south side of Southpointe Parkway in the Southpointe Crossings development, is being submitted to the Oxford Planning Commission for the meeting to be held on September 9, 2014. As part of the submittal, we are required to submit a general analysis of expected traffic impact resulting from the proposed development.

The Collegiate at Oxford development is to consist of 249 student residential cottages, along with an associated club house and recreational activities.

Access to the site is planned via a full access drive on Southpointe Parkway located approximately 375' east of Millville Oxford Road (US 27) (measured center-to-center), with a secondary, full movement drive located on Southpointe Crossings opposite Corporate Woods Lane.

Trips generated by the Collegiate at Oxford development during both the AM and PM Peak Hours are presented in the following table. ITE does not have trip generation data for student residential cottages. Since the development will operate similar to a development containing apartments, and will have a shuttle for the students, the Apartment land use was used for trip generation purposes. Trip generation information excerpted from the ITE *Trip Generation Manual*, 9th Edition are provided by attachment.

Land Use	ITE Code	Size	Unit	AM Peak Hour			PM Peak Hour		
				Enter	Exit	Total	Enter	Exit	Total
Apartment	220	249	Units	25	102	127	101	54	155

A traffic impact study (TIS) for the entire Southpointe Crossings development was prepared and submitted in March 2005 and updated May 10, 2005. According to the TIS, 214,000 SF of General Office was assumed to be constructed on the property where Collegiate at Oxford will be located.

Trip generation calculations from the original TIS were determined using the ITE *Trip Generation Manual*, 7th Edition and a table summarizing the trips associated with the Collegiate at Oxford property, excerpted from the original TIS is provided below.

Land Use	ITE Code	Size	Unit	AM Peak Hour			PM Peak Hour		
				Enter	Exit	Total	Enter	Exit	Total
General Office	710	214	TSF	304	41	345	54	264	318

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A comparison of the two tables shows that the site trips associated with the Collegiate at Oxford development are expected to be less than the site trips that were included in the original TIS for the same parcel of ground.

Based on the analysis previously conducted by Bayer Becker and approved by the City of Oxford, Butler County Engineer's Office and the Ohio Department of Transportation, 4 Leaf Development LLC constructed the following roadway improvements to mitigate the impact of the Southpointe Crossings Development:

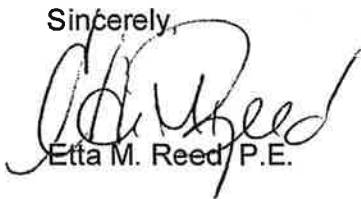
- Northbound right turn lane on Millville Oxford Road (US 27) at Southpointe Parkway.
- Southbound left turn lane on Millville Oxford Road (US 27) at Southpointe Parkway.

Conclusions

Based upon the analysis prepared and engineering judgment, the volume of traffic generated by the 249 student residential cottages was taken into account with the original traffic impact study, and the improvements constructed by 4 Leaf Development LLC have mitigated the impact on the adjoining roadways.

Please feel free to contact us with any questions or comments.

Sincerely,



Etta M. Reed P.E.

Attachments

cc: Damian VanMatre, Trinitas Development LLC

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Land Use: 220

Apartment

Description

Apartments are rental dwelling units located within the same building with at least three other dwelling units, for example, quadraplexes and all types of apartment buildings. The studies included in this land use did not identify whether the apartments were low-rise, mid-rise, or high-rise. Low-rise apartment (Land Use 221), high-rise apartment (Land Use 222) and mid-rise apartment (Land Use 223) are related uses.

Additional Data

This land use included data from a wide variety of units with different sizes, price ranges, locations and ages. Consequently, there was a wide variation in trips generated within this category. Other factors, such as geographic location and type of adjacent and nearby development, may also have had an effect on the site trip generation.

The peak hour of the generator typically coincided with the peak hour of the adjacent street traffic.

The sites were surveyed between the late 1960s and the 2000s throughout the United States and Canada.

Many of the studies included in this land use did not indicate the total number of bedrooms. To assist in the future analysis of this land use, it is important that this information be collected and included in trip generation data submissions.

Source Numbers

2, 4, 5, 6, 9, 10, 11, 12, 13, 14, 16, 19, 20, 34, 35, 40, 72, 91, 100, 108, 188, 192, 204, 211, 253, 283, 357, 436, 525, 530, 579, 583, 638

Apartment (220)

Average Vehicle Trip Ends vs: Dwelling Units
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.

Number of Studies: 78
 Avg. Number of Dwelling Units: 235
 Directional Distribution: 20% entering, 80% exiting

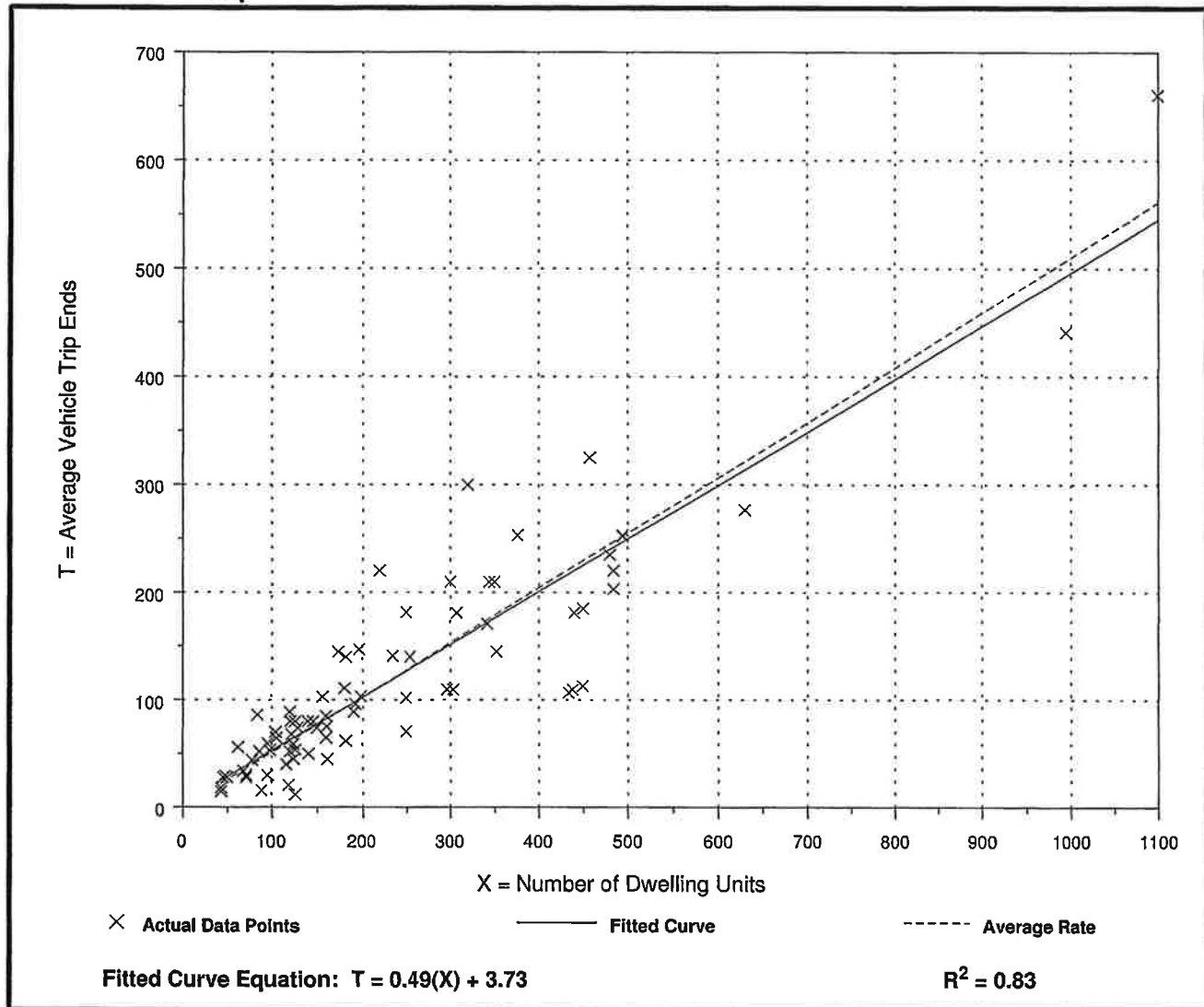
Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.51	0.10 - 1.02	0.73

249 units x 0.51 = 127 trips

*25 enter
102 exit*

Data Plot and Equation



Apartment (220)

Average Vehicle Trip Ends vs: Dwelling Units
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.

Number of Studies: 90
 Avg. Number of Dwelling Units: 233
 Directional Distribution: 65% entering, 35% exiting

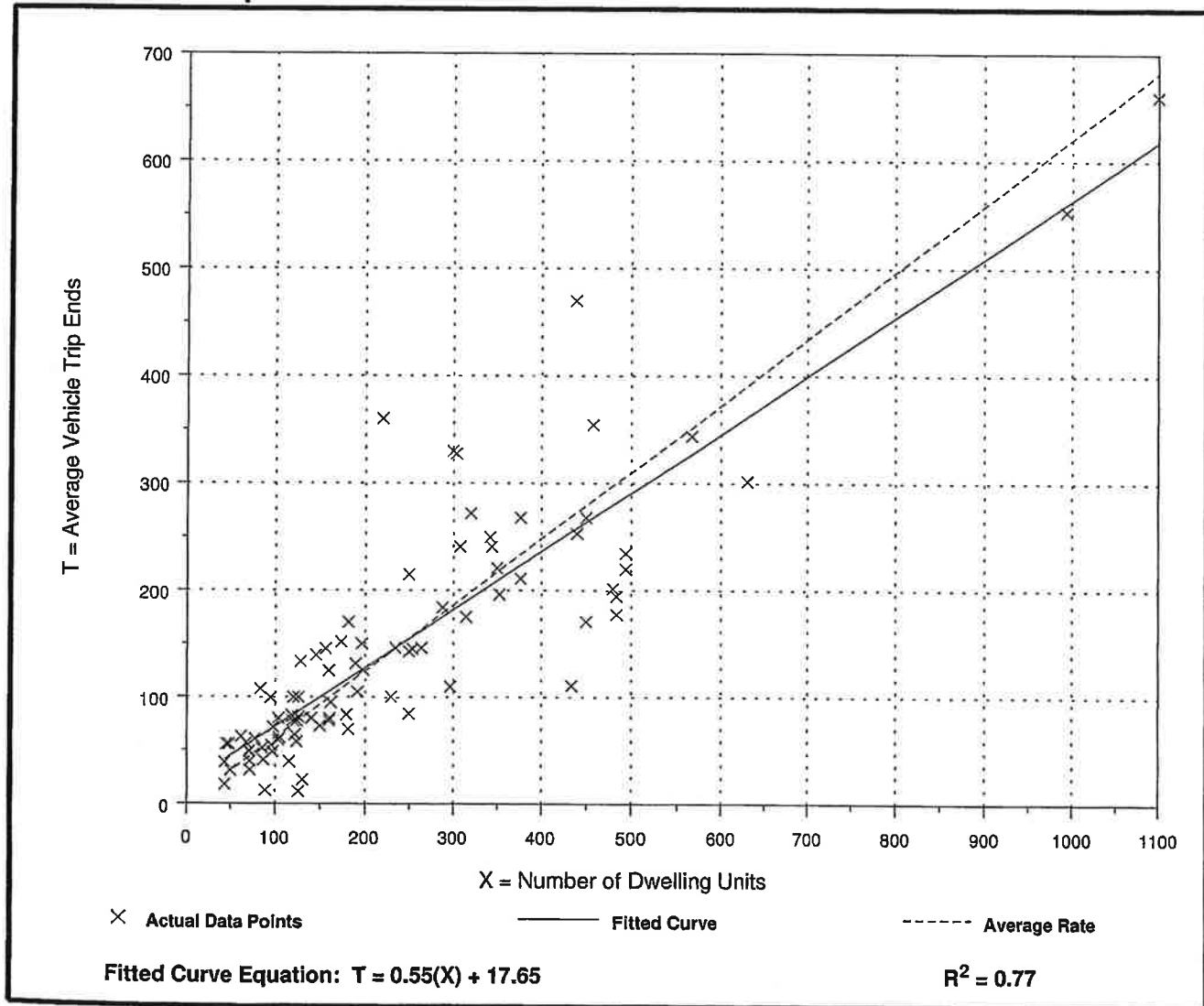
Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.62	0.10 - 1.64	0.82

249 units x 0.62 = 155 trips

*101 enter
54 exit*

Data Plot and Equation



Lot Coverage

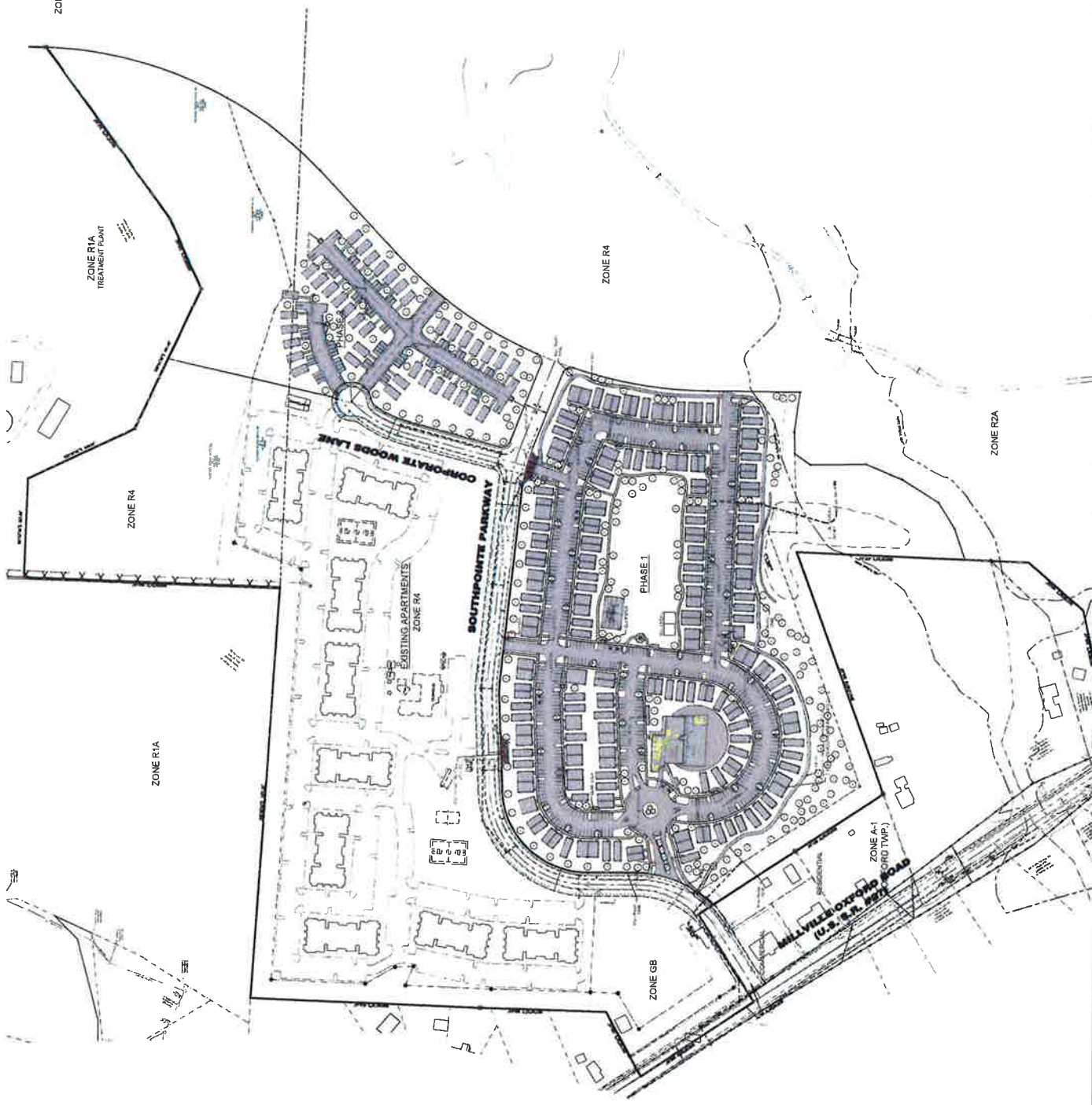


LEGEND

• 1/2 lb. butter sticks
• 1/2 lb. lard
• 1/2 lb. shortening
• 1/2 lb. oil
• 1/2 lb. marg.
• 1/2 lb. cream
• 1/2 lb. milk
• 1/2 lb. sugar
• 1/2 lb. brown sugar
• 1/2 lb. honey
• 1/2 lb. molasses
• 1/2 lb. corn syrup
• 1/2 lb. maple syrup
• 1/2 lb. fruit
• 1/2 lb. jam
• 1/2 lb. jelly
• 1/2 lb. preserves
• 1/2 lb. marmalade
• 1/2 lb. pickles
• 1/2 lb. relish
• 1/2 lb. catsup
• 1/2 lb. dressing
• 1/2 lb. sauce
• 1/2 lb. gravy
• 1/2 lb. stock
• 1/2 lb. broth
• 1/2 lb. soup
• 1/2 lb. salad dressing
• 1/2 lb. mayonnaise
• 1/2 lb. ketchup
• 1/2 lb. mustard
• 1/2 lb. vinegar
• 1/2 lb. lemon juice
• 1/2 lb. lime juice
• 1/2 lb. orange juice
• 1/2 lb. pineapple juice
• 1/2 lb. apple juice
• 1/2 lb. grape juice
• 1/2 lb. cherry juice
• 1/2 lb. peach juice
• 1/2 lb. plum juice
• 1/2 lb. apricot juice
• 1/2 lb. nectarine juice
• 1/2 lb. kiwi fruit
• 1/2 lb. guava
• 1/2 lb. passion fruit
• 1/2 lb. dragon fruit
• 1/2 lb. jackfruit
• 1/2 lb. breadfruit
• 1/2 lb. soursop
• 1/2 lb. ackee
• 1/2 lb. bilimbi
• 1/2 lb. bael
• 1/2 lb. cashew
• 1/2 lb. almond
• 1/2 lb. walnut
• 1/2 lb. pecan
• 1/2 lb. hazelnut
• 1/2 lb. pistachio
• 1/2 lb. macadamia
• 1/2 lb. brazil
• 1/2 lb. cashew
• 1/2 lb. almond
• 1/2 lb. walnut
• 1/2 lb. pecan
• 1/2 lb. hazelnut
• 1/2 lb. pistachio
• 1/2 lb. macadamia
• 1/2 lb. brazil

Curve	Dwell	Radius	Length	Chord
C-1	8° 25' 25"	20.00	34.54 ± 44.3%	37.85
C-2	9° 34' 42"	20.00	35.81 ± 21.7%	38.42
C-3	8° 44' 03"	20.00	32.93 ± 10.9%	35.34
C-4	4° 24' 11"	20.00	18.00 ± 34.4%	21.26
C-5	8° 25' 25"	20.00	32.22 ± 37.8%	35.85
C-6	10° 42' 01"	20.00	34.23 ± 33.2%	38.25
C-7	8° 55' 00"	20.00	31.42 ± 54.93 ± 17%	34.68
C-8	20.00 00.00	20.00	31.42 ± 61.04 ± 4%	35.26
C-9	10° 27' 48"	20.00	33.64 ± 52.77 ± 10%	36.81
C-10	10° 27' 48"	20.00	33.71 ± 52.77 ± 10%	36.81

SITE PLAN INFORMATION.

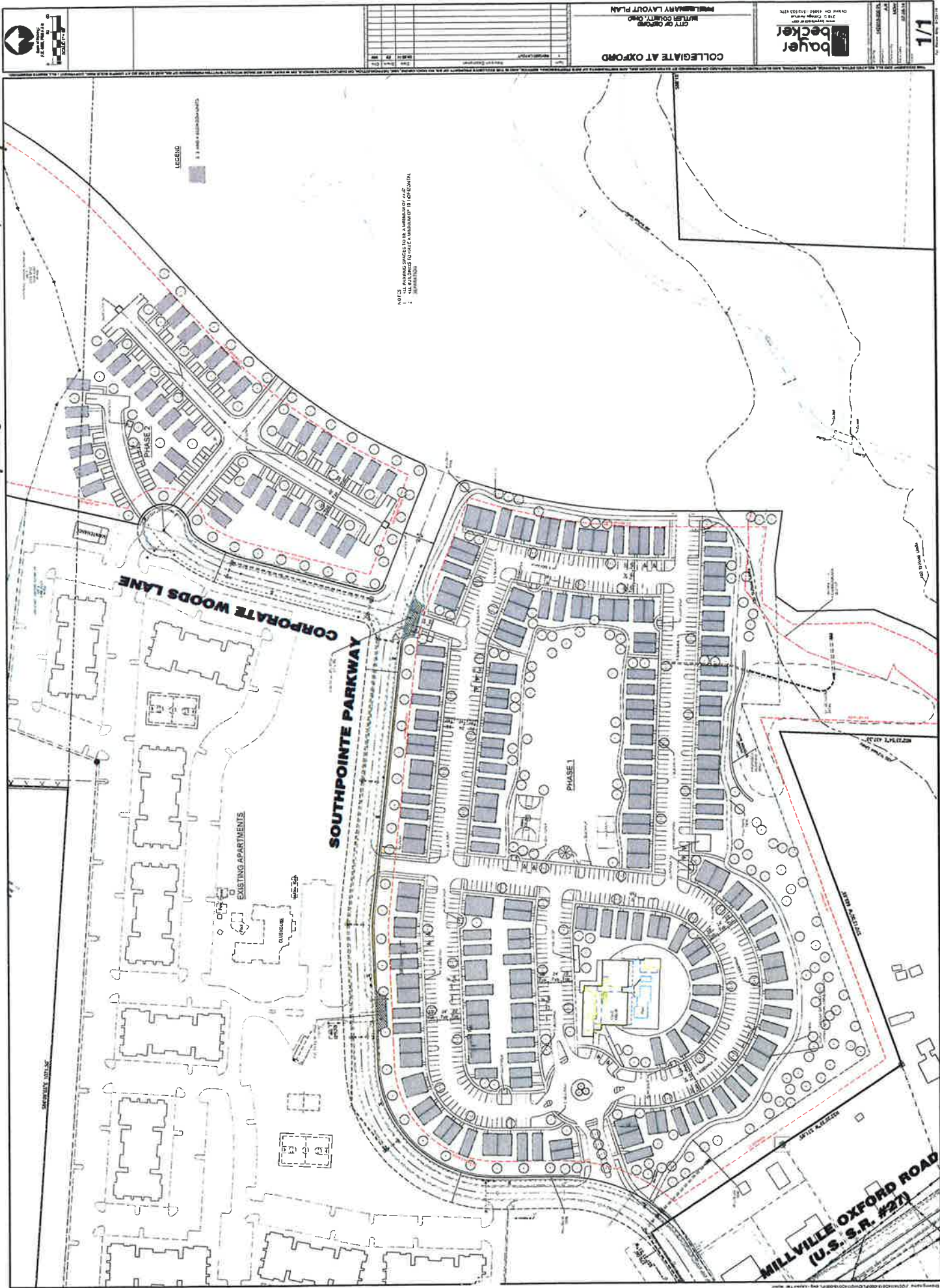
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SITE PLAN GENERAL NOTES:

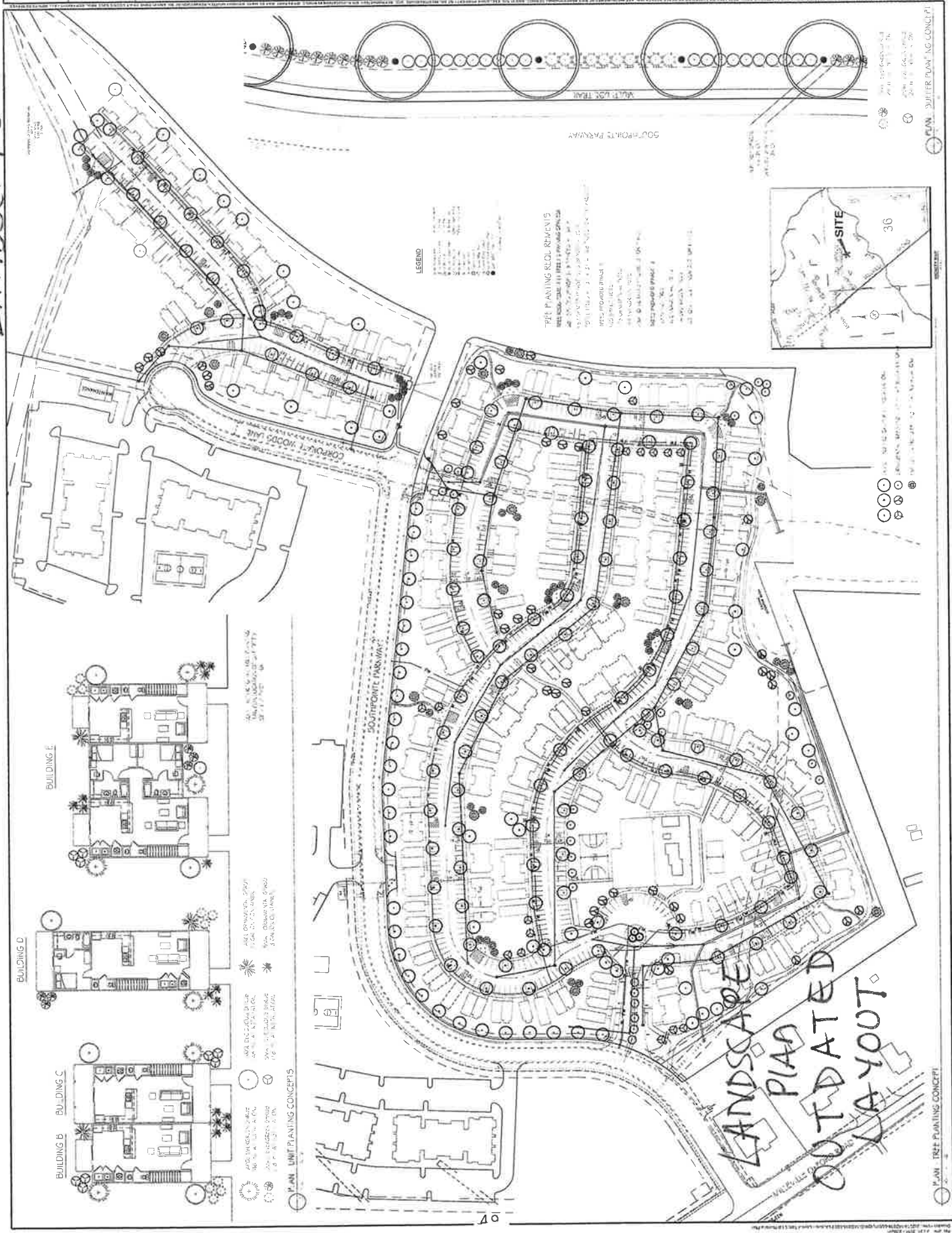
1. THIS SITE PLAN IS FOR THE PROPOSED DEVELOPMENT OF THE COLLEGE LIVING AT OXFORD COMMUNITY. THE SITE PLAN IS FOR THE PROPOSED DEVELOPMENT OF THE COLLEGE LIVING AT OXFORD COMMUNITY. THE SITE PLAN IS FOR THE PROPOSED DEVELOPMENT OF THE COLLEGE LIVING AT OXFORD COMMUNITY.
2. ALL FIVE SERVICES FOR WATER AND SEWER SERVICES AND BUILDING CONNECTED TO THE LOCAL UTILITY SYSTEMS SHALL BE ESTABLISHED BY THE OWNER AT THE COMMUNITY'S EXPENSE. THE FIVE SERVICES FOR WATER AND SEWER SERVICES AND BUILDING CONNECTED TO THE LOCAL UTILITY SYSTEMS SHALL BE ESTABLISHED BY THE OWNER AT THE COMMUNITY'S EXPENSE.
3. EXISTING CHANGES FOR THE PROJECT ARE NOT SHOWN AND THE DESIGN HAS BEEN BASED ON THE ASSUMPTION THAT THE EXISTING UTILITIES ARE AS SHOWN ON THE PLANS. THE DESIGN HAS BEEN BASED ON THE ASSUMPTION THAT THE EXISTING UTILITIES ARE AS SHOWN ON THE PLANS.
4. THE CITY ENGINEER'S OFFICE SHALL BE CONTACTED PRIOR TO PERMITTING ANY CHANGES TO THE PLANS. THE CITY ENGINEER'S OFFICE SHALL BE CONTACTED PRIOR TO PERMITTING ANY CHANGES TO THE PLANS.
5. THE PLANNING COMMISSIONER SHALL CONSULT WITH THE LOCAL TELEPHONE COMPANY AND SHALL PROVIDE ALL NECESSARY INFORMATION TO THE LOCAL TELEPHONE COMPANY. THE PLANNING COMMISSIONER SHALL CONSULT WITH THE LOCAL TELEPHONE COMPANY AND SHALL PROVIDE ALL NECESSARY INFORMATION TO THE LOCAL TELEPHONE COMPANY.
6. THE PLANNING COMMISSIONER SHALL CONSULT WITH THE LOCAL TELEPHONE COMPANY AND SHALL PROVIDE ALL NECESSARY INFORMATION TO THE LOCAL TELEPHONE COMPANY. THE PLANNING COMMISSIONER SHALL CONSULT WITH THE LOCAL TELEPHONE COMPANY AND SHALL PROVIDE ALL NECESSARY INFORMATION TO THE LOCAL TELEPHONE COMPANY.
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8. THE PLANNING COMMISSIONER SHALL CONSULT WITH THE LOCAL TELEPHONE COMPANY AND SHALL PROVIDE ALL NECESSARY INFORMATION TO THE LOCAL TELEPHONE COMPANY. THE PLANNING COMMISSIONER SHALL CONSULT WITH THE LOCAL TELEPHONE COMPANY AND SHALL PROVIDE ALL NECESSARY INFORMATION TO THE LOCAL TELEPHONE COMPANY.
9. EXISTING SANITARY SEWER PIPES SHALL BE APPROVED PLASTIC. SLOPE SHALL BE IN ACCORDANCE WITH CODE.
10. UNDERGROUND WATER SERVICE SHALL BE FIVE (5) SIPS COPIED WITH NO JOINTS FROM WATER MAIN TO THE BUILDING.
11. UNDERGROUND WATER SERVICE SHALL BE INSTALLED WITH A MINIMUM OF 3' OF COVER.

PHASE 1 UNIT MIX	
UNIT	DESCRIPTION
N/A	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 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PRELIM. LAYOUT



LANDSCAPE



PLANT TREE PLANTING CONCEPT

PLAN: BUFFER PLAN[®] NO CONCEPT!

 K&G Associates, Inc. 1233 Springdale in. Suite 100 Cincinnati, Ohio 45240 Phone: 513.263.1100 Fax: 513.263.1101 www.kandginc.com	PROJECT TITLE COLLEGIATE AT OXFORD A STUDENT LIVING COMMUNITY		LOCATION SOUTHPOINTE CROSSINGS OXFORD, OHIO	
	DATE 07/14/2014			





1. DUAL HEAD POLE LIGHT
 1/8" = 1'-0"



2. DUAL HEAD POLE LIGHT
 1/8" = 1'-0"



3. SINGLE HEAD POLE LIGHT
 1/8" = 1'-0"



4. BOLLARD LIGHT
 1/8" = 1'-0"



5. POOL WARNING SIGN



6. NO FOOD OR DRINK SIGN



7. POOL RULES SIGN



8. EMERGENCY PHONE SIGN



9. NO DIVING SIGN



10. SPA RULES SIGN



11. HAZARDOUS CHEMICALS SIGN



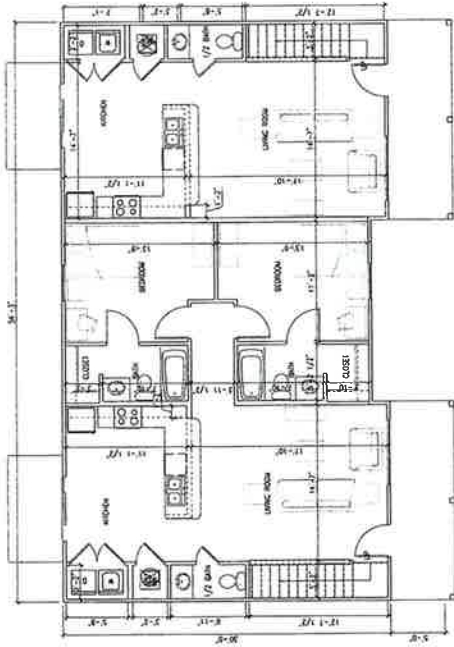
12. BATHER LOAD SIGN



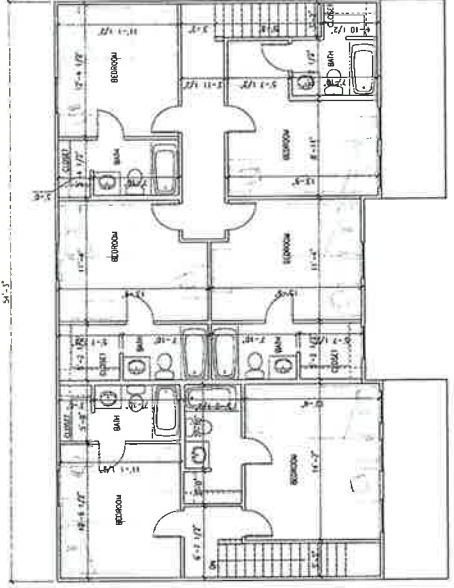
13. SPA / EMERGENCY SIGNS

14. POOL / SPA SIGNAGE PACKAGE
 1/8" = 1'-0"

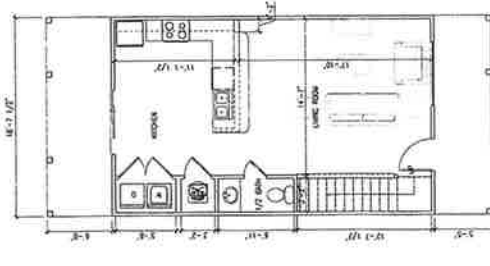
FLOOR PLANS



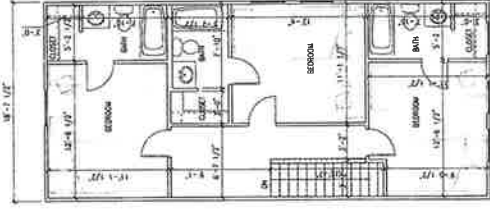
UNIT D2D3 - 1ST FLOOR PLAN
SCALE: 3/16"=1'-0"



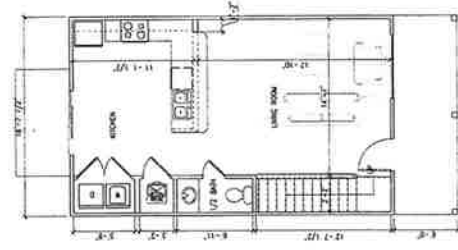
UNIT D2D3 - 2ND FLOOR PLAN
SCALE: 3/16"=1'-0"



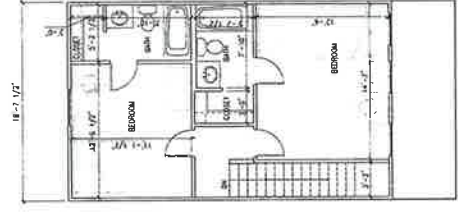
UNIT C1 - 1ST FLOOR PLAN
SCALE: 3/16"=1'-0"



UNIT C1 - 2ND FLOOR PLAN
SCALE: 3/16"=1'-0"



UNIT B1 - 1ST FLOOR PLAN
SCALE: 3/16"=1'-0"



UNIT B1 - 2ND FLOOR PLAN
SCALE: 3/16"=1'-0"

COLLEGIATE AT OXFORD
A STUDENT LIVING COMMUNITY
SOUTHPONTE CROSSINGS
OXFORD, OHIO

PROJECT FLOOR
PROJECT NUMBER
PROJECT NAME
PROJECT ADDRESS
PROJECT CITY
PROJECT STATE
PROJECT ZIP
PROJECT PHONE
PROJECT FAX
PROJECT EMAIL
PROJECT WEBSITE

PRELIMINARY

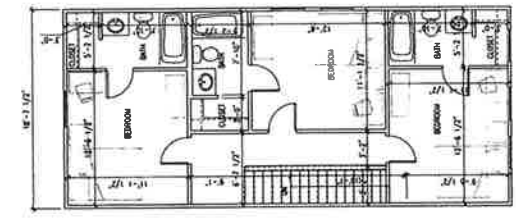
DATE: 07/14/2014

PROJECT NUMBER
PROJECT NAME
PROJECT ADDRESS
PROJECT CITY
PROJECT STATE
PROJECT ZIP
PROJECT PHONE
PROJECT FAX
PROJECT EMAIL
PROJECT WEBSITE

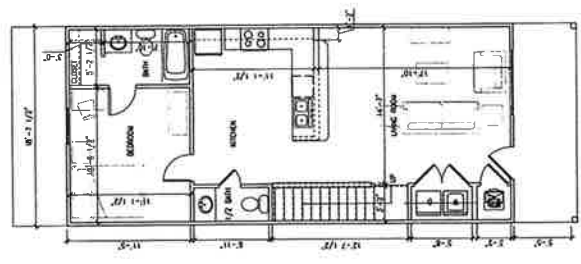
PROJECT NUMBER

A110





UNIT D1 - 2ND FLOOR PLAN
 SCALE: 3/8"=1'-0"



UNIT D1 - 1ST FLOOR PLAN
 SCALE: 3/8"=1'-0"

Elevations



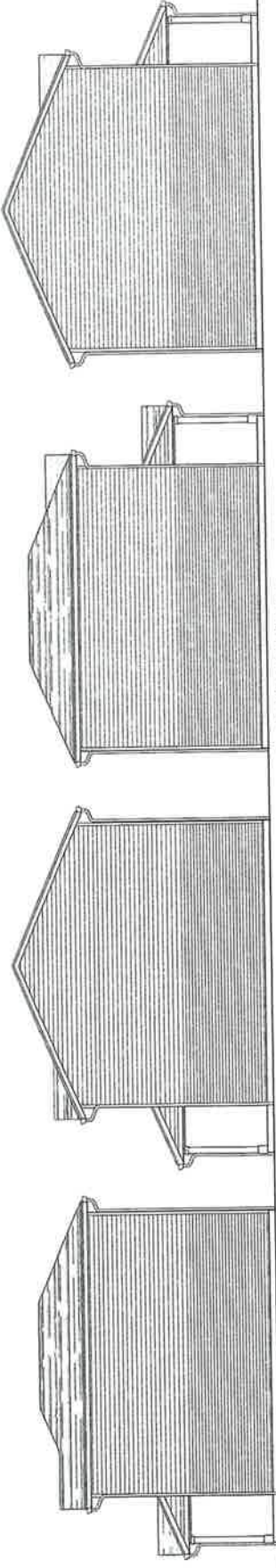
PROJECT: 11111
COLLEGIATE AT OXFORD
A STUDENT LIVING COMMUNITY
SOUTHPOINTE CROSSINGS
OXFORD, OHIO

DATE: 07/14/2014
PROJECT: 11111
SHEET: 11111
SHEET: 11111

PRELIMINARY
07/14/2014
PROJECT: 11111
SHEET: 11111
SHEET: 11111

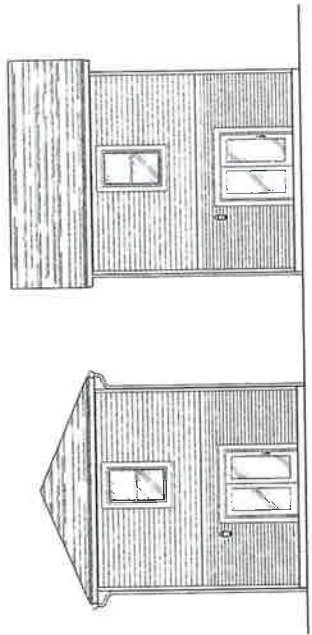
EXTERIOR
ELEVATIONS - 2BR
UNIT B1

A200

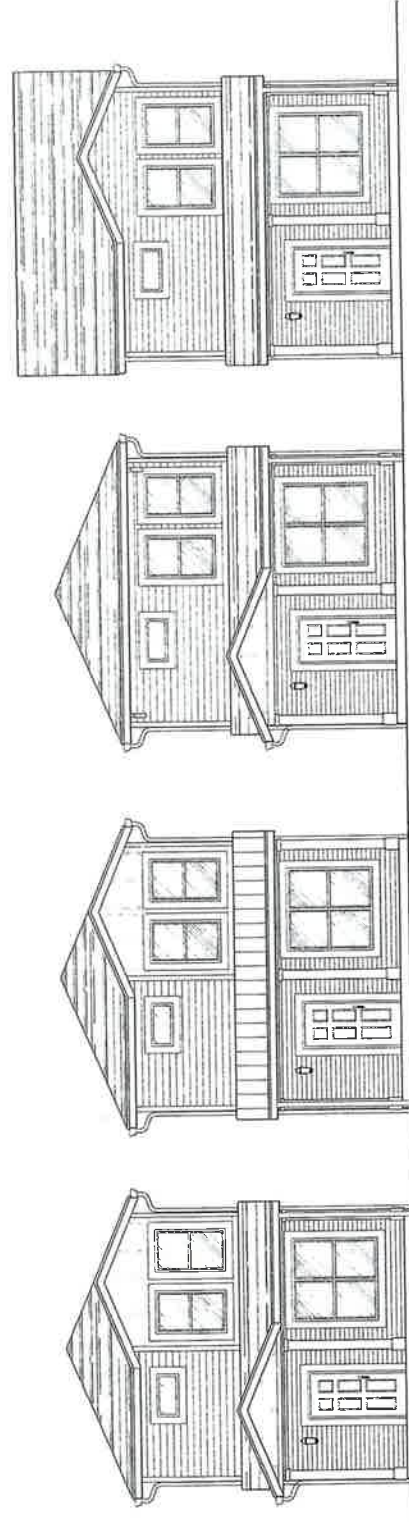


2-BED SIDE ELEVATION - UNIT B1
SCALE: 1/8" = 1'-0"

2-BED SIDE ELEVATION - UNIT B1
SCALE: 1/8" = 1'-0"

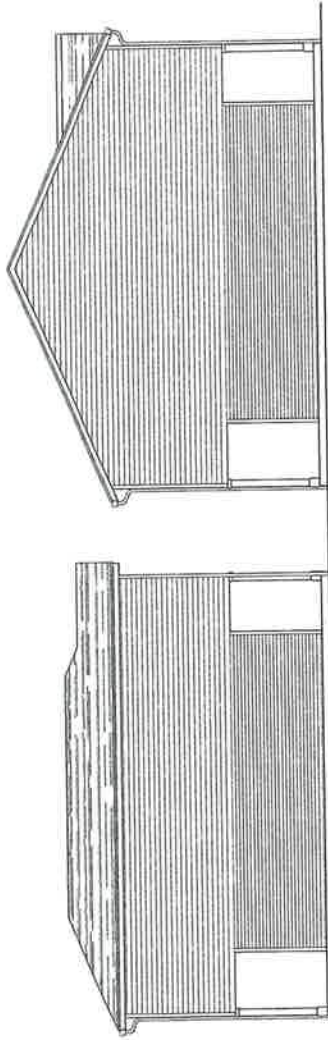


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SCALE: 1/8" = 1'-0"

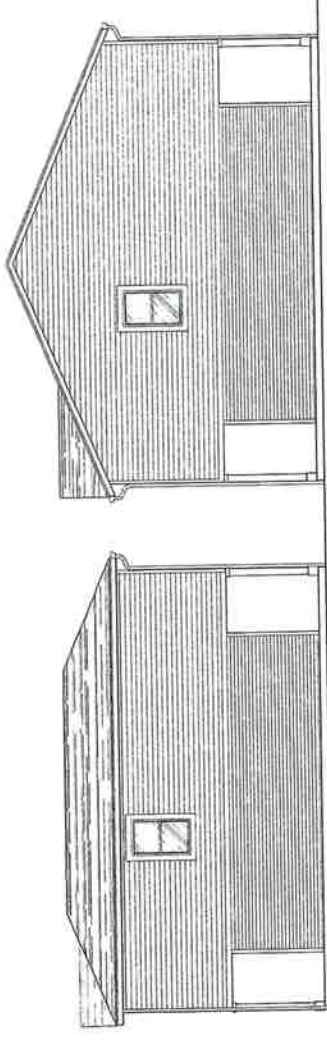


2-BED FRONT ELEVATION - UNIT B1
SCALE: 1/8" = 1'-0"

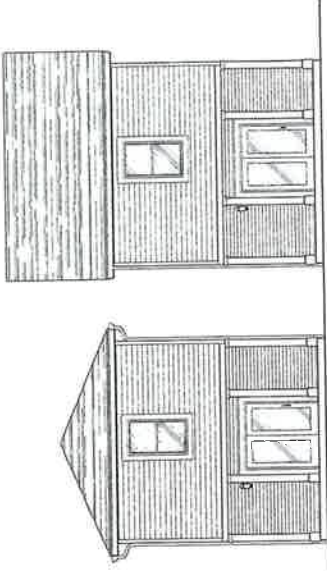
Elevations



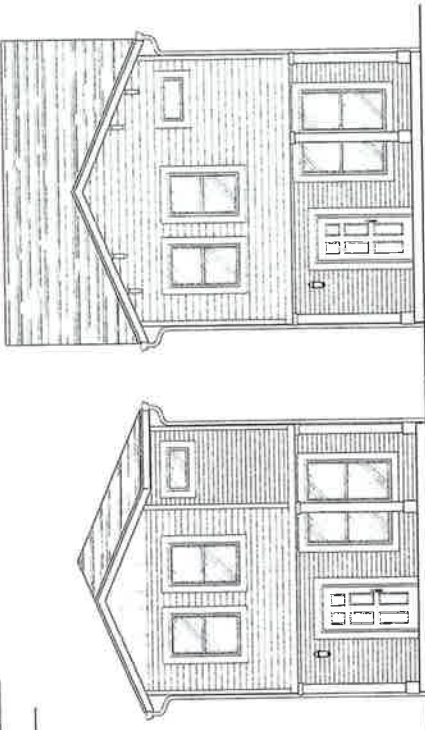
3-BED SIDE ELEVATION - UNIT C1
SCALE 1/4" = 1'-0"



3-BED SIDE ELEVATION - UNIT C1
SCALE 1/4" = 1'-0"



3-BED REAR ELEVATION - UNIT C1
SCALE 1/4" = 1'-0"



3-BED FRONT ELEVATION - UNIT C1
SCALE 1/4" = 1'-0"



PROJECT TITLE
COLLEGIATE AT OXFORD
A STUDENT LIVING COMMUNITY
SOUTH POINTE CROSSINGS
OXFORD, OHIO

DATE: 07/14/2014
PROJECT: 07/14/2014
DRAWN BY: A2218-017
CHECKED BY: [Signature]
APPROVED BY: [Signature]

PRELIMINARY

07/14/2014

REVISIONS
REVISION NO. 1
REVISION DATE 07/14/2014
REVISION DESCRIPTION
ELEVATIONS - 3BR
UNIT C1

A201

K&G Architecture, Inc.
 12500 Highway 100, Suite 200
 Houston, Texas 77036
 Tel: 281.466.1000
 Fax: 281.466.1001
 Email: info@kandg.com

COLLEGIATE AT OXFORD
A STUDENT LIVING COMMUNITY

DISCLAIMER

This is not intended to be construed as an offer of insurance or any other financial product. All rates and benefits are the subject of a policy and are subject to change without notice. The information is provided for informational purposes only and is not intended to be used as a basis for any financial decision. Please consult your insurance agent for more information.

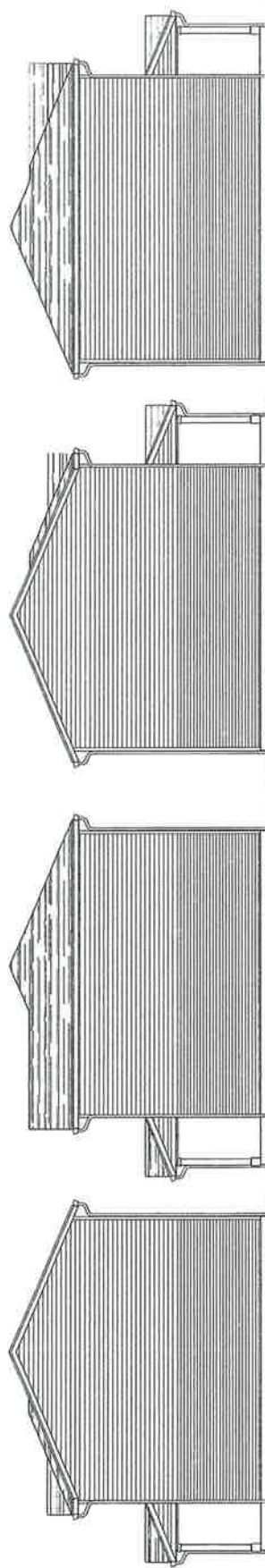
PRELIMINARY

07/14/2014

PROJECT NUMBER: A2014.017
DRAWING TITLE: EXTERIOR ELEVATION - 4BR UNIT D2-D3

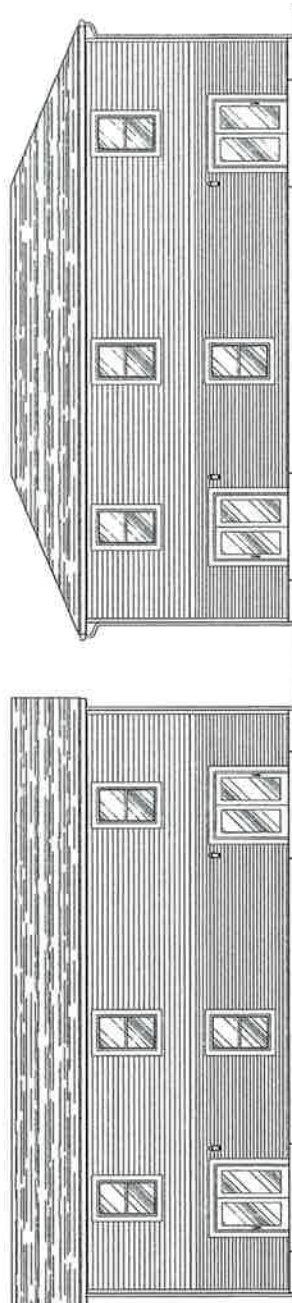
World War II.

A202

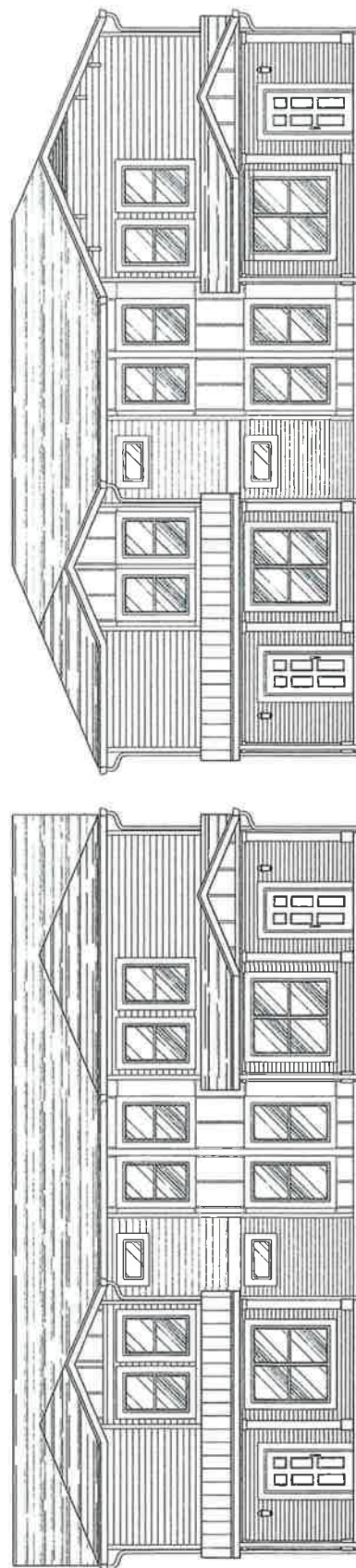


4 4-BED SIDE ELEVATION - UNIT D2/D3
ASME SCALE 3/16"=1'-0"

3 4-BED SIDE ELEVATION - UNIT D2/D3
A202 SCALE 3/16" = 1'-0"

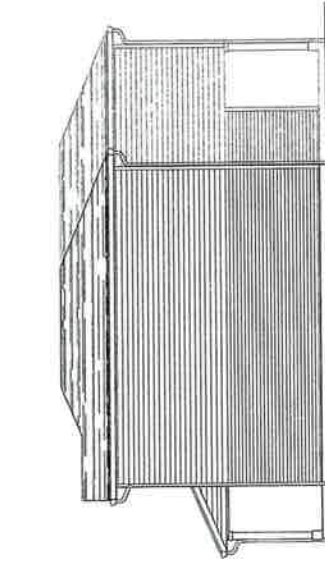


2 4-BED REAR ELEVATION - UNIT D2/D3
A202 SCALE 3/16"=1'-0"

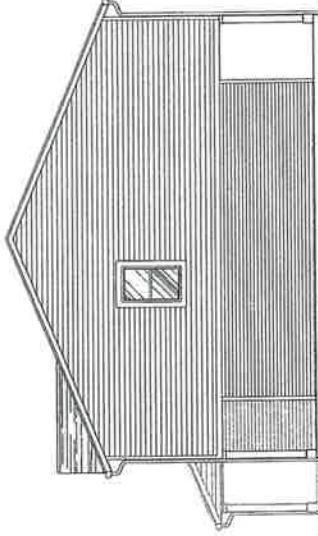


1 4-BED FRONT ELEVATION - UNIT D2/D3
CON SCALE 1/4"=1'-0"

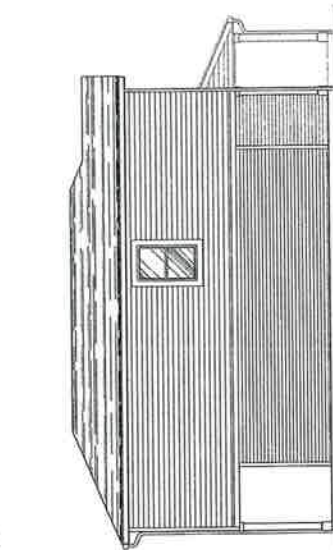
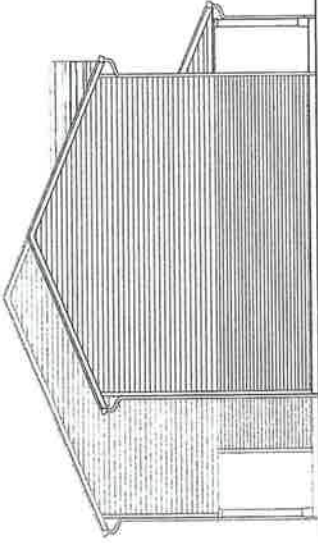
Elevations



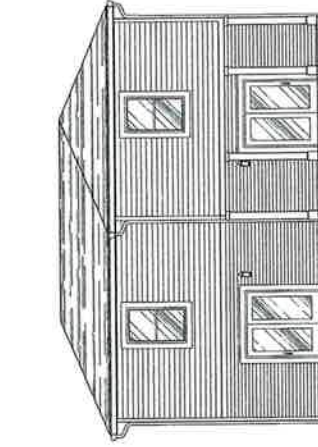
2-3 BED SIDE ELEVATION
SCALE: 3/16" = 1'-0"



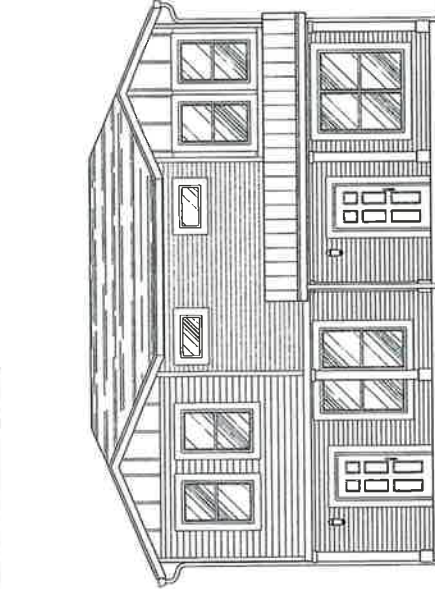
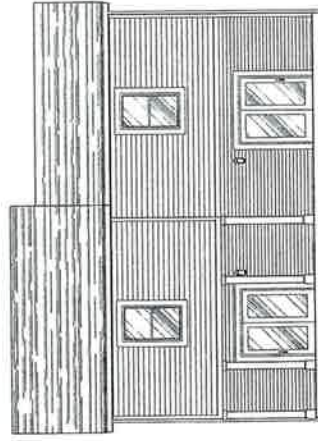
2-3 BED SIDE ELEVATION
SCALE: 3/16" = 1'-0"



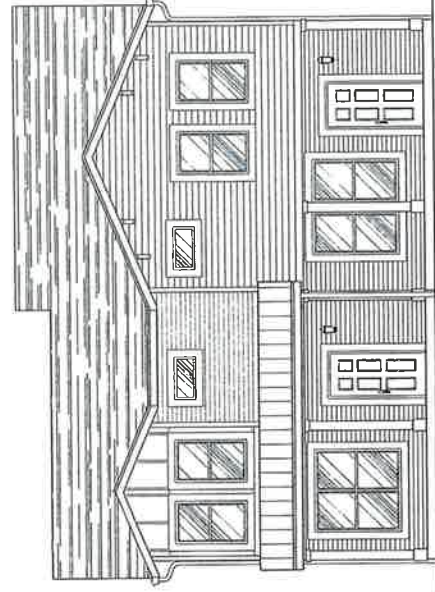
2-3 BED REAR ELEVATION
SCALE: 3/16" = 1'-0"



2-3 BED REAR ELEVATION
SCALE: 3/16" = 1'-0"



2-3 BED FRONT ELEVATION
SCALE: 1/4" = 1'-0"



COLLEGIATE AT OXFORD
A STUDENT LIVING COMMUNITY
SOUTHPOINTE CROSSINGS
OXFORD, OHIO

PROJECT NUMBER
A203

PRELIMINARY

PROJECT DATE
07/14/2014

PROJECT NUMBER
A203

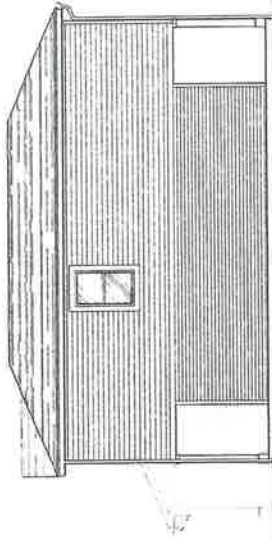
PROJECT NAME
COLLEGIATE AT OXFORD
A STUDENT LIVING COMMUNITY
SOUTHPOINTE CROSSINGS
OXFORD, OHIO

PROJECT DATE
07/14/2014

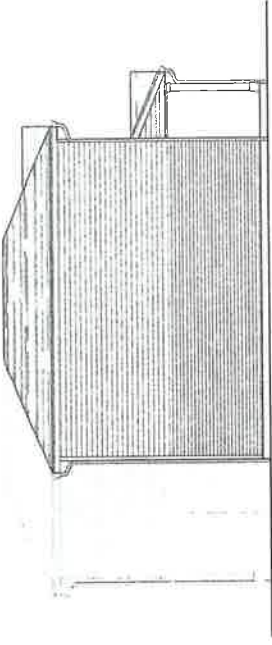
PROJECT NAME
COLLEGIATE AT OXFORD
A STUDENT LIVING COMMUNITY
SOUTHPOINTE CROSSINGS
OXFORD, OHIO

PROJECT NUMBER
A203

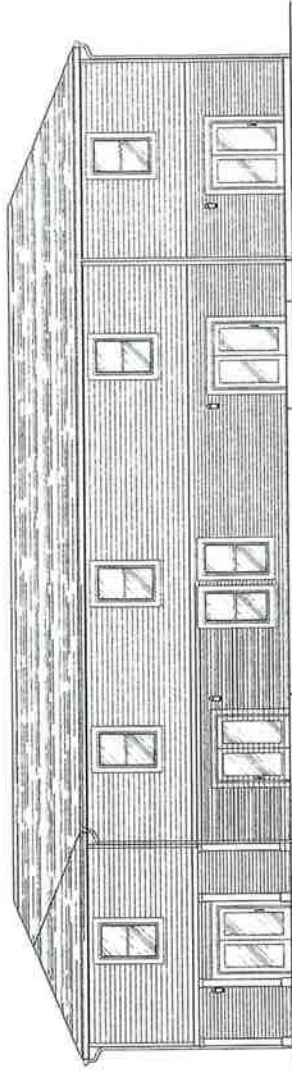
Elevations



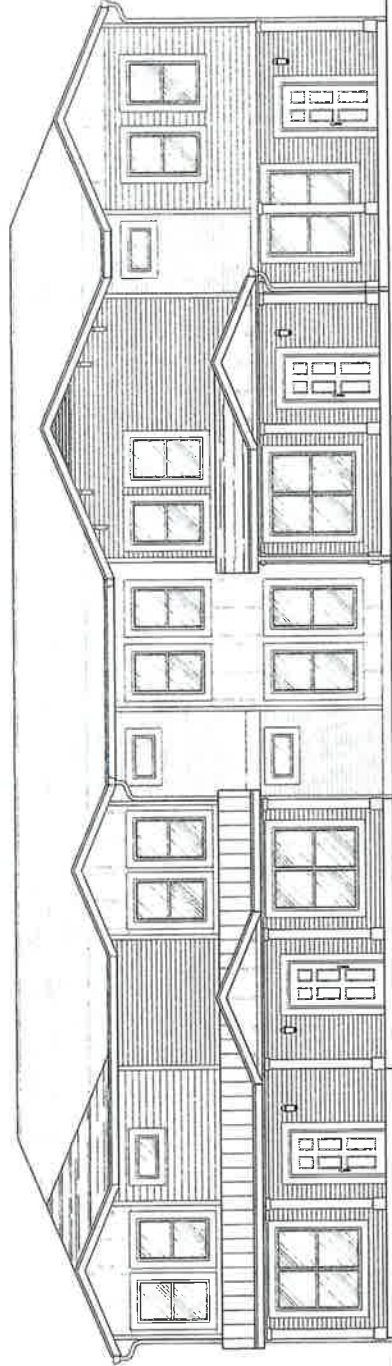
2-3-4 BED SIDE ELEVATION
SCALE 1/8" = 1'-0"



2-3-4 BED SIDE ELEVATION
SCALE 1/8" = 1'-0"

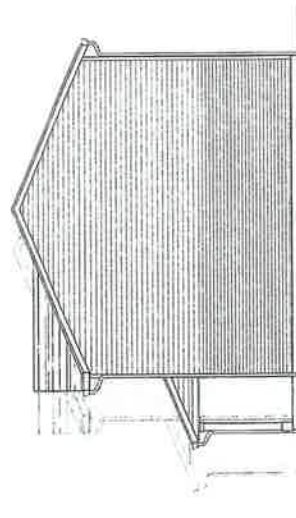


2-3-4 BED REAR ELEVATION
SCALE 1/8" = 1'-0"

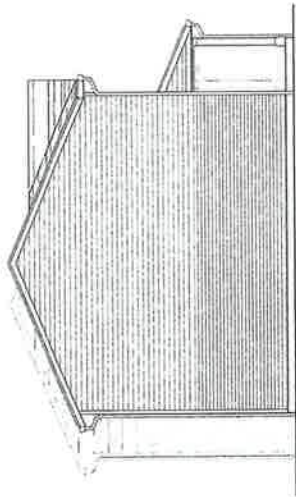


2-3-4 BED FRONT ELEVATION
SCALE 1/8" = 1'-0"

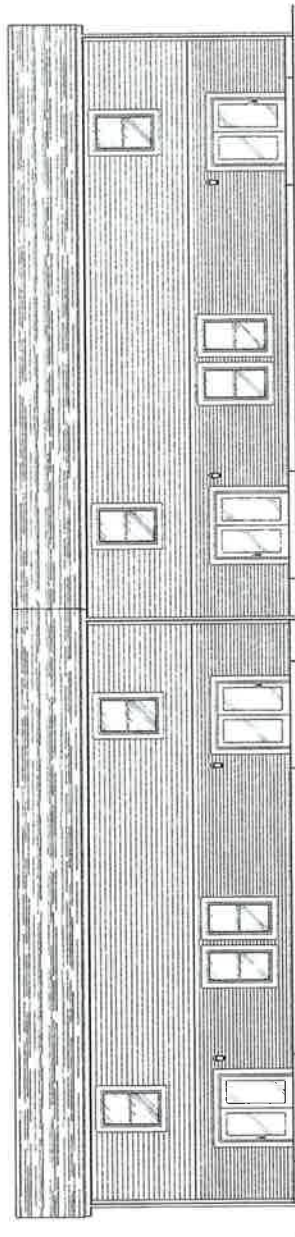
Elevations



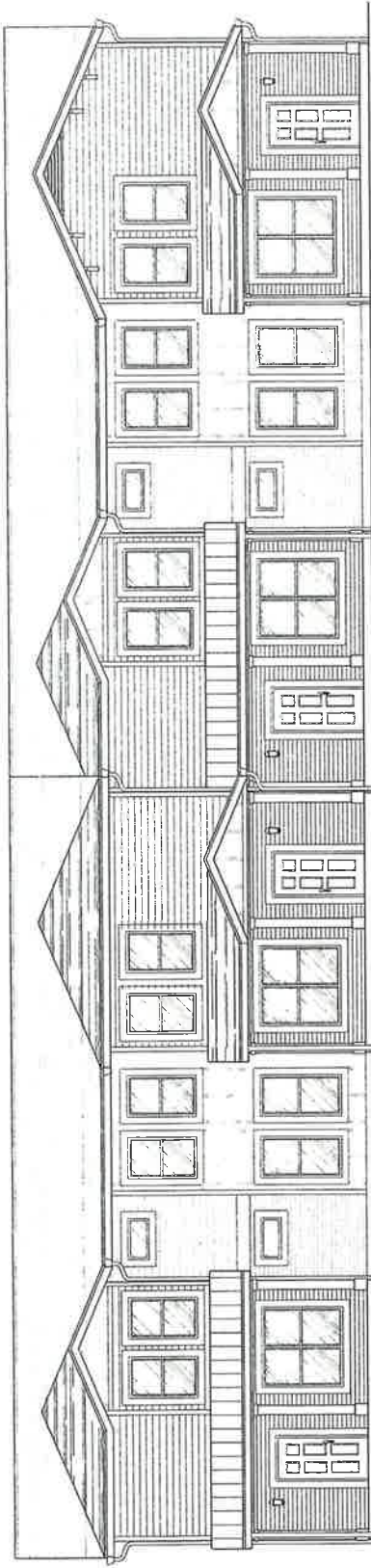
4-4 BED SIDE ELEVATION
SCALE 3/16" = 1'-0"



4-4 BED SIDE ELEVATION
SCALE 3/16" = 1'-0"



4-4 BED REAR ELEVATION
SCALE 3/16" = 1'-0"



4-4 BED FRONT ELEVATION
SCALE 3/16" = 1'-0"



K&G Architecture, Inc.
10000 K&G Drive, Suite 200
Oxford, Ohio 45050-1000
Phone: 513.333.3333
Fax: 513.333.3333
www.kgarch.com

PRODUCT TITLE
COLLEGIATE AT OXFORD
A STUDENT LIVING COMMUNITY
SOUTHPOINTE CROSSINGS
OXFORD, OHIO

DATE: 07/14/2014
PROJECT NO: 10000
DRAWN BY: J. K. G. ARCH.
CHECKED BY: J. K. G. ARCH.
APPROVED BY: J. K. G. ARCH.

PRELIMINARY
07/14/2014

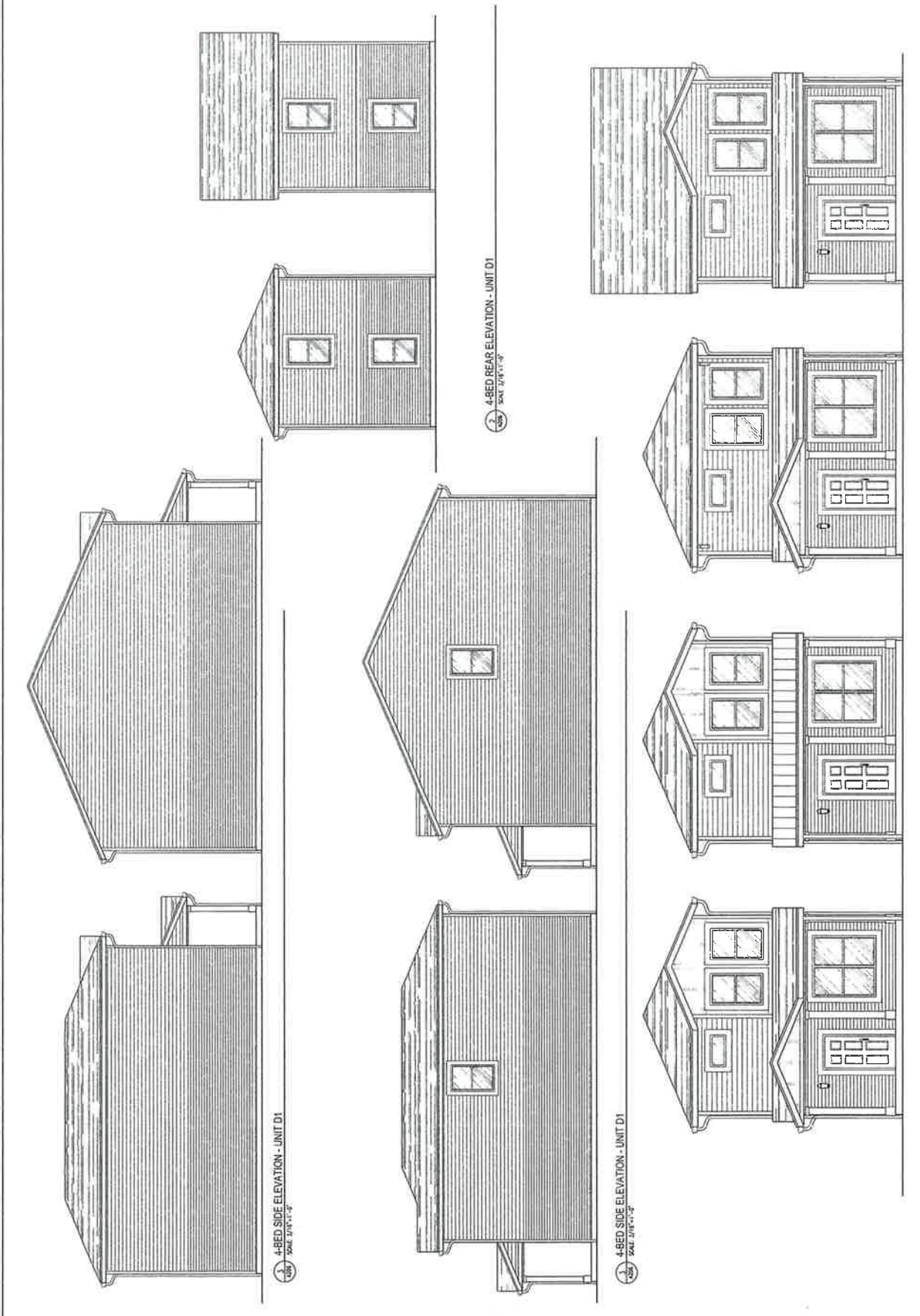
PROJECT NO: 10000
DRAWN BY: J. K. G. ARCH.
CHECKED BY: J. K. G. ARCH.
APPROVED BY: J. K. G. ARCH.

PROJECT NO: 10000
DRAWN BY: J. K. G. ARCH.
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APPROVED BY: J. K. G. ARCH.

PROJECT NO: 10000
DRAWN BY: J. K. G. ARCH.
CHECKED BY: J. K. G. ARCH.
APPROVED BY: J. K. G. ARCH.



4-BED FRONT ELEVATION - UNIT D1
 SCALE: 1/8" = 1'-0"

4-BED REAR ELEVATION - UNIT D1
 SCALE: 1/8" = 1'-0"

4-BED SIDE ELEVATION - UNIT D1
 SCALE: 1/8" = 1'-0"

4-BED SIDE ELEVATION - UNIT D1
 SCALE: 1/8" = 1'-0"



(1) View from the intersection of U.S. 27 looking east along Southpointe Parkway.



(2) View from the center of Southpointe Parkway looking towards subject site.



(3) View from proposed main entrance of Collegiate at Oxford looking west along Southpointe Pkwy. towards U.S. 27.



(4) View from proposed main entrance of Collegiate at Oxford looking north along Southpointe Pkwy. towards Level 27 Apartments.



(5) View from proposed main entrance of Collegiate at Oxford looking east into the subject site.



(6) View from the center of the subject site looking west towards U.S. 27.



(7) View from the center of the subject site looking northwest.



(8) View from the center of the subject site looking north.



(9) View from the center of the subject site looking northeast.



(10) View from the center of the subject site looking east.



(11) View from the center of the subject site looking southeast.



(12) View from the center of the subject site looking south.



(13) View from the east side of the subject site looking west.



(14) View from the proposed entrance to Collegiate at Oxford opposite Corporate Woods Lane looking north.



(15) View from the intersection of Southpointe Parkway and Corporate Woods Lane looking south into the subject site.



(16) View from the intersection of Southpointe Parkway and Corporate Woods Lane looking northwest towards Level 27 Apartments.



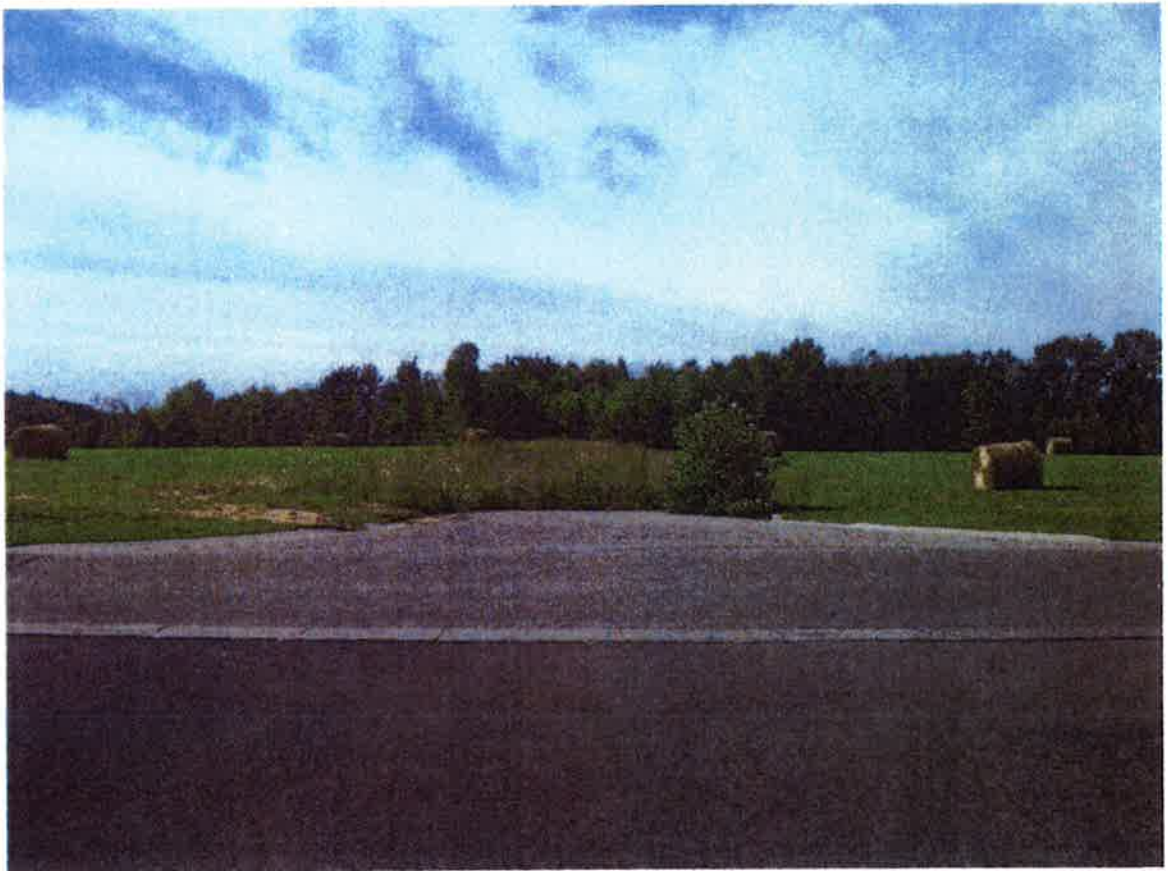
(17) View from the center of Corporate Woods Lane looking south towards the proposed entrance to Collegiate at Oxford.



(18) View from the north side of Southpointe Parkway looking south into the subject site.



(19) View from the north side of Southpointe Parkway looking south into the subject site.



(20) View from the entrance of Level 27 Apartments looking south into the subject site.



(21) View from Southpointe Parkway looking north at the entrance to Level 27 Apartments.



(22) View from intersection of Southpointe Parkway and Corporate Woods Lane looking northeast into the subject site.



(23) View from the cul-de-sac of Corporate Woods Lane looking east into the subject site.



(24) View from the cul-de-sac of Corporate Woods Lane looking west into Level 27 apartments.

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: December 2, 2014

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 20, 2014

Date Prepared

Agenda Title: An Ordinance Accepting The Annexation Petition From Douglas R. Elliott, Jr. For 137.622 Acres Of Land In The Township Of Oxford, Butler County Ohio, And Accepting Said Territory To Be Annexed.

Recommendation: Adopt the Ordinance

Discussion:

The Butler County Engineer plans to replace the Bonham Road Bridge in 2015 or 2016. The City was approached early in 2012 by the Butler County Engineer to see if the City would annex the bridge and road R-O-W. The speed limit may be lowered to 35 mph if the bridge and adjoining property is in the City limits. If the speed limit is lowered to 35 mph from 45 mph, the construction cost for the bridge replacement will be considerably lower. The new bridge will include a sidewalk.

A Type II process has been utilized for this annexation which requires signatures from all affected property owners.

The Beta Theta Pi Foundation land is included in the annexation petition since the organization signed an agreement with the City on March 14, 1994 for water service with the condition that Beta Theta Pi would annex its property to the City when requested by the City.

This is Council's final step in this annexation process. After 30 days all pertinent documents regarding the annexation will be filed with the County Auditor, the County Recorder, the County Engineer, the Ohio Secretary of State and the Butler County Board of Elections.

Approved By:

Initial Date

Department Head:

City Manager:

 11/25/14

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE ANNEXATION PETITION FROM DOUGLAS R. ELLIOTT, JR. FOR 137.622 ACRES OF LAND IN THE TOWNSHIP OF OXFORD, BUTLER COUNTY OHIO, AND ACCEPTING SAID TERRITORY TO BE ANNEXED.

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

SECTION 1: On August 27, 2014 Douglas R. Elliott, Jr., Agent for the petitioners, filed a petition with the Board of County Commissioners of Butler County, Ohio, to obtain annexation to the City of Oxford, Butler County, Ohio, territories consisting of 137.622 acres of land contiguous to the City of Oxford and the existing corporation line of Oxford Township, Ohio. Said petition was filed with the consent of all parties utilizing the annexation procedure set forth in Sections 709.021 and 709.023 of the Ohio Revised Code.

SECTION 2: The Board of County Commissioners did, by Resolution No.14-09-04218 adopted on September 29, 2014, approve the annexation of the proposed territory to the City of Oxford as hereinafter described. Such approval was subject to the terms and conditions contained in the Statement of Services Resolution No. 4852 a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 3: The Board of County Commissioners did, through the Clerk of the Board of County Commissioners, Butler County, Ohio, certify a transcript of the proceedings in connection with the map and petition required herein to the Clerk of Oxford City Council who received the same on or about October 2, 2014.

SECTION 4: A certified transcript of the proceedings for annexation with an accurate map of the territory, together with the petition for annexation and the papers relating to all proceedings heretofore with the County Commissioners, are all on file with the Clerk of the City of Oxford, and have been for more than sixty (60) days.

SECTION 5: The proposed annexation, as applied for in the petition of the owners of the real estate in the territory sought to be annexed and filed with the Board of County Commissioners, Butler County, Ohio, in which the petition prayed for annexation to the City of Oxford, Ohio, of certain territory adjacent thereto as hereinafter described, be and the same is hereby accepted and deemed annexed to the City of Oxford, subject to all the terms and conditions provided herein and contained within the Statement of Services Resolution No. 4806 attached hereto and incorporated herein as Exhibit "A". The territory to be annexed is more particularly described in Exhibits "B" and "C," attached hereto and incorporated herein.

SECTION 6: The Clerk of the City of Oxford be and is hereby authorized and directed to make five copies of this ordinance, to each of which shall be attached a copy of the map accompanying this petition for annexation, a copy of the transcript of the proceedings of the Board of County Commissioners of Butler County, Ohio, related thereto, and certified as to the correctness thereof. The Clerk shall then forthwith deliver one copy to the County Auditor, one copy to the County Recorder, one copy to the County Engineer, and one copy to the Ohio Secretary of State and shall file notice of this annexation with the Board of Elections within thirty (30) days after it becomes effective and the Clerk shall do all other things as required by law.

SECTION 7: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

RESOLUTION NO. 4852

RESOLUTION ADOPTING A STATEMENT INDICATING THE SERVICES THE CITY OF OXFORD, OHIO WILL PROVIDE TO THE TERRITORY COMPRISING 137.622 MORE OR LESS ACRES OF LAND ALONG BONHAM ROAD, PROPOSED TO BE ANNEXED TO THE CITY OF OXFORD, OHIO PURSUANT TO A PETITION FILED WITH THE BOARD OF COUNTY COMMISSIONERS OF BUTLER COUNTY, OHIO BY DOUGLAS R. ELLIOTT, JR., AGENT FOR PETITIONERS, AS PROVIDED BY OHIO REVISED CODE SECTION 709.023.

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

SECTION 1: Council, having received the notification of a petition for annexation from the Ellen Buerk Trust, the President and Trustees of The Miami University of Oxford, Ohio Theodore O. Pickerill, Secretary to the Board of Trustees and Executive Assistant to the President, Beta Theta Pi Foundation, and Three Valley Conservation Trust Successor in Interest to, Four Mile Valley Conservation Trust Liz Woedl, Executive Director for 137.622 more or less acres of land in the Township of Oxford, Butler County, Ohio hereby accepts said petition.

SECTION 2: Council hereby adopts this resolution indicating what services the City will provide to the land to be annexed to the City in accordance with Ohio Revised Code Section 709.023(C).

SECTION 3: The City of Oxford, Ohio hereby states that it will provide, upon the finalization of the annexation, the following services to the Territory: law enforcement, recreation programming, maintenance of any and all public streets and alleyways, keeping same open, in repair and free from nuisance, and professional planning staff; which said services shall be available immediately or as required thereafter upon finalization of the annexation. In addition, the facilitation of public utility services which include potable water, sanitary and storm sewerage, solid waste collection and disposal, street lighting and fire inspection, fire protection, paramedic and ambulance services, and any and all other services provided to or made available to the citizens of the City of Oxford, Ohio, as appropriate shall be available as the Territory is developed and such services become appropriate. Extension of all public utility services shall be subject to such regulations, conditions and fees as the City deems appropriate.

SECTION 4: The Clerk is hereby directed to forward a certified copy of this resolution to the Board of County Commissioners of Butler County, Ohio.

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


MAYOR

ADOPTED: September 2, 2014

ATTEST:


ACTING CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

EXHIBIT 'B'

City of Oxford

Date: January 29, 2014
Description: Bonham Road
137.622 Acres
Location: Oxford Township
Butler County, Ohio



Situated in the Sections 14, 23 and 24 Town 5, Range 1, Oxford Township, being parts of the lands of the President and Trustees of Miami University as recorded in Official Record 7332, Page 1032, the lands of the Village of Oxford as recorded in Deed Book 124, Page 351 and Deed Book 274, Page 371, the lands of Four Mile Conservation Trust as recorded in Official Record 6032, Page 2378 and Official Record 6319, Page 1211, part of the lands of Ellen Buerk Tr. as recorded in Official Record 6215, Page 405 and the lands of Beta Theta Phi Foundation as recorded in Deed Book 1802, Page 684 of the Butler County Ohio Recorder's Office and being more particularly described as follows:

Beginning at the southeast corner of Lot #2 of Coulter Subdivision as recorded in Plat Envelope 216, Pages C and D;
thence, South 00°15'18" East, 563.09 feet;
thence, South 72°51'31" East, 890.03 feet;
thence, South 01°36'47" West, 466.05 feet to the south line of the northwest quarter of said Section 24, being the City of Oxford corporation line;
thence, with south line of the northwest quarter of said Section 24 and said City of Oxford corporation line, South 89°53'36" West, 1321.06 feet to the southeast corner of the northeast quarter of said Section 23;
thence, with the south line of the northeast quarter of said Section 23 and continuing with said City of Oxford corporation line, North 88°47'33" West, 1790.81 feet to the southeast corner of Lot #4 of said Section 23;
thence, leaving said City of Oxford corporation line and with the east line of said Lot #4 of Section 23, North 03°25'39" East, 473.22 feet to the northeast corner of the lands of Michael W. and Patricia L. Dale as recorded in Official Record 5337, Page 616 of the Butler County Recorder's Office;
thence, leaving said east line of said Lot #4, of Section 23 and with the northerly line of said lands of Michael W. and Patricia L. Dale, North 32°35'47" West, 396.93 feet to the easterly line of said lands of Four Mile Valley Conservation Trust;
thence, leaving said northerly line of said lands of Michael W. and Patricia L. Dale and with said easterly line of Four Mile Valley Conservation Trust, for the following four courses: North 15°17'13" East, 205.15 feet;
thence, North 15°40'21" West, 424.06 feet;
thence, South 73°40'27" West, 105.00 feet;
thence, North 17°56'13" West, 235.57 feet to the southerly right of way of Bonham Road;
thence, with said southerly right of way of Bonham Road for the following three courses: South 50°58'19" West, 27.04 feet;
thence, South 70°39'43" West, 160.60 feet;

11D032-000 137.622 Ac. 140129.doc

Page 1 of 2

6900 Tylersville Road, Suite A
Mason, Ohio 45040
513-336-8600

209 Grandview Drive
Fort Mitchell, Kentucky 41017
859-261-1113

318 South College Avenue
Oxford, Ohio 45056
513-523-4270

P.O. Box 3706
Lawrenceburg, Indiana 47025
812-537-9064

Engineering - Surveying - Landscape Architecture - Planning
www.bayerbecker.com

thence, South 41° 39' 58" West, 750.56 feet to the City of Oxford corporation line;
 thence, leaving said south right of way of Bonham Road and with said City of Oxford corporation line for the followings seven courses, North 64°10'32" West, 62.54 feet to the north right of way of said Bonham Road;
 thence, with said north right of way of Bonham Road, North 41°40'14" East, 783.01 feet;
 thence, continuing with said north right of way of Bonham Road, North 70°44'58" East, 102.15 feet to the east line of Lot #3793;
 thence, leaving said north right of way of Bonham Road and with the east line of said Lot # 3793 for the following four courses: North 27°18'32" West, 658.42 feet;
 thence, North 02°55'58" East, 165.00 feet;
 thence, North 22°04'02" West, 198.00 feet;
 thence, North 54°04'02" West, 231.00 feet to the north line of said Section 23 and the south line of said Section 14;
 thence, leaving said City of Oxford corporation line and with said north line of Section 23 and the south line of said Section 14, South 88°07'08" East, 1475.21 feet;
 thence, leaving said north line of Section 23 and the south line of said Section 14, North 01°59'42" East, 199.64 feet;
 thence, South 88°13'34" East, 372.60 feet;
 thence, South 87°17'47" East, 112.33 feet;
 thence, South 08°48'20" West, 224.53 feet to the north line of said Section 23 and the south line of said Section 14;
 thence, South 06°43'25" East, 380.06 feet to the centerline of said Bonham Road;
 thence, with said centerline of Bonham Road, South 67°50'07" West, 341.03 feet;
 thence, leaving said centerline of Bonham Road, South 00°26'35" East, 517.86 feet;
 thence, North 89°46'24" East, 668.42 feet;
 thence, North 14°31'49" East, 191.73 feet;
 thence, South 48°34'00" East, 205.01 feet;
 thence, South 68°30'28" East, 443.21 feet to the east line of said Section 23 and the west line of said Section 24;
 thence, leaving said east line of said Section 23 and the west line of said Section 24, South 62°25'43" East, 462.36 feet to the **Point of Beginning** containing 137.622 acres of land of which 2.165 acres are located in Section 14, 109.388 acres are located in Section 23 and 26.069 acres are located in Section 24 of which 3.092 acres are located within the right of way of Bonham Road, more or less and being subject to all easements, legal highways, restrictions and agreements of record.

The above description was prepared from an annexation plat prepared by Bayer Becker, David Douglas Smith, Registered Surveyor #7121 in the State of Ohio, January 29, 2014.



**CITY OF OXFORD
STAFF SUMMARY REPORT**

1143

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 7, 2014

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

September 19, 2014
Date Prepared:

PC-2014-13 Zoning Text Amendment to Amend Chapter 1143 Districts, Specifically 1143.12 (b)(2)C GB General Business District; and 1143.14(b)(2) LI Light Industrial District to include mini-warehouse (self-storage unit) and business incubator as conditional uses; and Chapter 1147 Conditional Use, specifically, 1147.03 Use-Specific regulations and potential concerns related to mini-warehouse (self-storage unit) and business incubator; and Chapter 1159 Definitions, specifically adding definitions for mini-warehouse (self-storage unit) and business incubator, **City of Oxford, Applicant**

Recommendation: Approval

Discussion:

The rationale behind the amendment stemmed from a proposal from a local property owner located on 801 S. Beech Street. The owner desires to turn a vacant car repair business into an indoor and outdoor storage area and the existing office space into a business incubator.

The rewrite of the Zoning Code in 2003 specifically removed mini-warehouse entirely from the zoning code. The common approach to include certain uses in the district is to add those uses in the district either as permitted uses or conditional uses, based on the potential adverse impact to the surrounding properties. Staff researched other entities, to learn what concerns with such uses could occur, and considered local factors to see what elements of the uses need to be carefully reviewed.

The Planning Commission went through the draft proposal in two work sessions and two regular meetings to ensure that the proposed uses are thoroughly reviewed with respect to its potential impact to the neighborhoods and the location where might be appropriate for such uses. The Commission went through deliberate discussion to develop design considerations and issues that need to be addressed. It was a consensus that placing these uses as conditional uses would allow the Commission the opportunity to have dialogue with the owner/applicant concerning potential issues and to ensure the final product would be compatible with the neighborhood characters.

The Commission spent an extensive time debating and discussing the draft language and determined that it would be appropriate to allow mini-warehouse and business incubator as conditional uses in the GB and LI Districts. Some concerns rose that these uses should be avoided in the Mile Square and might be appropriate in an LI District and along major roadways.

The Commission, after the public hearing, voted 5-1-0 recommending approval to the City Council to include mini-warehouse and business incubator as conditional uses and recommend amendments to other related chapters of the Zoning Code to be consistent and reasonable.

Approved By:

Department Head:

City Attorney:

City Manager:

JHC / 11/19/14
DAE / 11/25/17

ORDINANCE NO.

ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1143.12 ENTITLED GENERAL BUSINESS DISTRICT, 1143.13 ENTITLED OFFICE AND LIGHT INDUSTRIAL DISTRICT AND 1143.14 ENTITLED LIGHT INDUSTRIAL DISTRICT, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1143.12 ENTITLED GENERAL BUSINESS DISTRICT, 1143.13 ENTITLED OFFICE AND LIGHT INDUSTRIAL DISTRICT AND 1143.14 ENTITLED LIGHT INDUSTRIAL DISTRICT.

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 November 11, 2014 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Section 1143.12 entitled General Business District, 1143.13 entitled Office and Light Industrial District, and 1143.14 entitled Light Industrial District, and adopting new Oxford Codified Ordinance Section 1143.12 entitled General Business District, 1143.13 entitled Office and Light Industrial District, and 1143.14 entitled Light Industrial District.

SECTION II: Council hereby repeals Sections 1143.12, 1143.13 and 1143.14 of the Oxford Code of Ordinances and adopts new Sections 1143.12, 1143.13 and 1143.14 as follows (deletions are ~~stricken through~~ and additions are **bolded**):

1143.12 GB GENERAL BUSINESS DISTRICT.

(a) Purpose. This district is intended to provide for a variety of retail, service and administrative establishments required to satisfy the needs of the overall community. This district is also intended to accommodate retail trade establishments in the community that cannot be practically provided for in a neighborhood commercial district development. This district is only appropriate within areas that are presently served, or will be served upon development, with both central water and sewer.

(b) Uses.

(1) Permitted uses.

A. Retail services

1. Apparel and jewelry.
2. Books, stationery, newspapers, magazines, office equipment and office supply stores.
3. Department stores.
4. Drug stores selling health and personal care aids.
5. Food products, including groceries, meat, fish, baked goods, confectionary, and beverages.
6. Flowers, potted plants, and garden supplies.
7. Hardware, paint, home furnishings, and other home improvement products.
8. Optical aids.
9. Photography, bicycles, gifts and toys, pets, music, sporting goods, and other hobby and craft supplies.
10. Restaurants, not including drive-in or fast food.

11. Sales of new and used motor vehicles by dealerships holding franchises authorized by manufacturers for the sale of new vehicles.
- B. Personal and professional services.
1. Accounting, advertising, architectural, auditing, bookkeeping, legal, and medical offices, and offices for other similar professional service providers.
 2. Banks, credit agencies, investment firms, real estate, insurance offices, and other similar establishments engaged primarily in financial services.
 3. Barber and beauty shops.
 4. Cleaners, including dry cleaning and Laundromats.
 5. Home improvement services, including carpentry, electrical, heating, plumbing, and decorating.
 6. Offices for nonprofit, charitable, labor, and other service organizations.
 7. Repair establishments for bicycles, household appliances, locksmiths, shoes, and motor vehicles (if no gasoline is sold and repair work is done inside).
 8. Theaters, not including drive-ins.
 9. Other similar personal and professional services, such as employment agencies, travel bureaus, and ticket offices.
- C. Accessory buildings incidental to the principal use.
- (2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
- A. Retail services.
1. Automobile service stations selling gasoline.
 2. Bars and establishments serving alcohol.
 3. Banks with drive-through facilities.
 4. Building supplies, garden supplies.
 5. Drive-in and fast-food restaurants.
 6. Sales of motorcycles and used motor vehicles, rental and service of motor vehicles, sales and rental of boats and marine equipment, and sales and rental of trailers.
 7. Temporary or outdoor sales of plants and garden supplies.
- B. Personal and public services.
1. Animal hospitals or kennels.
 2. Bowling alleys.
 3. Cultural institutions, including libraries, art galleries and museums.
 4. Hotels and motels.
 5. Places of worship.
 6. Funeral homes.
 7. Indoor skating rinks, arcades, and similar recreational uses.
 8. Instructional studios.
 9. Night clubs, discotheques, and other entertainment facilities.
- C. Other uses.
1. Community-Oriented Residential Social Service Facilities (CORSSF's).
 2. Shared Housing and Congregate Housing for the elderly.

3. Government owned and/or operated parks and recreation facilities.
4. Bed and breakfast homes.
5. Publicly owned and operated neighborhood recreation centers.
6. Day care facilities, including Day Care for child, Day Care Center for child, Day Care Home Type A family, and Day Care Home Type B family.
7. Schools: primary, intermediate, and secondary, both public and private.
8. **Mini-Warehouse (Self-Storage Units)**
9. **Business Incubator**

(c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)

- (1) Lot requirements. No minimum lot size or lot width is specified, however, lot size and width shall be adequate to provide for parking, access drive spacing, yard space and screening requirements. Any proposed development for over 1 acre shall submit a concept review to the Planning Commission for discussion purposes.
- (2) A. Yard requirements (minimum).

Front yard	Rear yard	Side yard
35 feet	25 feet	0 feet

When a side or rear lot line abuts residential district lot lines, the minimum side or rear transitional setback distance shall be 25 feet in depth and shall be screened from the residential district by a dense evergreen hedge a minimum of 6 feet tall at planting and that will maintain at least 90 percent opacity over time. Existing vegetation may be considered as long as the anticipated overall opacity effect can be achieved. Alternatively, different types of screenings may be utilized subject to review and approval by the Zoning Administrator if the alternative material can achieve the overall 90% opacity effect.

B. Maximum front yard setback. A maximum front yard setback of 150 feet; and at least 75% of the façade of the principal building must be setback no more than 150 feet from the front lot line.
- (3) Structural requirements.

Maximum building height	45 feet
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(d) Supplementary regulations.

- (1) All merchandise, new and used, with the exception of boat, automobile, truck or farm implements and plants and garden supplies, shall be stored within a completely enclosed building. Displays of boats, automobiles, tractors, recreational trailers and/or mobile homes shall conform to the requirements as defined in Section 1141.03 (e)
- (2) Landscaping: The required front yard, with the exception of the area used for vehicle access shall be landscaped with trees, shrubs and ground cover. A minimum of 1 tree for every 25 linear feet of frontage shall be planted in this area provided that the placement of the trees does not interfere with sight distance entering or leaving the site. Each tree shall be a minimum of 6 feet tall and have a minimum 2-inch diameter at breast height (DBH).

- A. A minimum of 50% of the trees shall be hardwood type, as listed on the City's Tree List maintained by the Environmental Commission.
 - B. All landscaping material must be maintained in good condition. Any missing or dead materials must be replaced in a timely manner.
- (3) The building should be oriented so that the principal building entrance faces the principal street or the street providing main access to the site. The entrance must be connected to the street and adjacent parking with clearly marked sidewalks/walkways. The building façades facing the street must adhere to the façade treatment as outlined in the following sections. In no instance, shall the rear of the building face the public right-of-way.
- (4) Building facades that are oriented toward a right-of-way shall be provided for visual relief as follows:
- A. Windows and transparent doors must occupy a minimum of 60% of the entire building wall area measured between 2.5 and 7 feet in height above grade along the entire front façade. Glass block, opaque or darkly tinted glass is not considered to be transparent.
 - B. Building façades must have different articulation in height and setback. Different horizontal articulations with material, color and opening shall also be utilized when building elevation is higher than 14 feet. Preferred materials include brick, stone, glass or wood.
- (5) Each development is required; where appropriate, to provide adequate space (including easements) for alternative modes of transportation such as bike paths, multi-use paths, bus stops and turnarounds. Each development is also required to provide bicycle rack space at a rate of 3 per 10,000 square feet of gross floor area.
- (6) The front façade of the principal structure shall be finished, utilizing at least 50% natural materials including brick, stone, masonry, glass, or wood. No aluminum or vinyl siding shall be used in finishing or utilized on the front façade of the building.
- (7)
- A. All utility boxes must be screened with appropriate landscaping material such that they are not visible from a right-of-way or other publicly accessible area.
 - B. All refuse collection and recycling containers must be enclosed or screened so as not to be visible from a right-of-way or other publicly accessible area. The structure surrounding the container(s) must be enclosed on all sides, one of which includes a gate or door that can be secured. The enclosure may consist of wood or masonry walls. Containers shall not be located in any front yard. The exterior perimeter of the enclosure(s) must be landscaped, excluding the access point.

1143.13 OI OFFICE & LIGHT INDUSTRIAL DISTRICT.

(a) Purpose. This district is intended to provide for research and development and professional office facilities that have minimal impact upon the surrounding environment

(b) Uses.

(1) Permitted uses.

- A. Professional, business, government, and medical offices with no retail sales to the general public, with no storage of goods for sale.
- B. Professional Offices relying on advanced scientific and engineering capabilities.
- C. Research, experimental, or testing laboratories conducted entirely within enclosed buildings.
- D. Electronic data processing.
- E. Public service facilities.

(2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

- A. Operations designed to attract little or no customer or client traffic other than employees.
- B. Semi-public uses.

(c) Site Development Regulations.

(1) Lot requirements. No minimum lot size or lot width is specified, however, lot size and width shall be adequate to provide for parking, access drive spacing, yard space and screening requirements.

(2) Yard requirements.

- A. Minimum front yard depth 50 feet
- B. Minimum rear yard depth and side yard width
 - 1. If side or rear yard abuts onto a Residential District, yard shall have a minimum 50 feet for Permitted Use and minimum 100 feet for Conditional Use, and landscaped screening provided.
 - 2. Each side and rear yard shall be equal to the height of the principal building.
 - 3. Opaque fence may be substituted for plantings if approved by the Board of Zoning Appeals.

(3) Structural requirements.

A. Maximum height	45 feet
B. Lot coverage	70 percent

(d) Supplementary Regulations.

(1) Site plan approval required. A site plan shall be submitted that shows graphically the location and dimensions of vehicular entrances, exits, internal circulation pattern, off-street parking and loading facilities, building location and dimensions, storage facilities, landscaping and screening facilities.

(2) Impact statement. Prior to being issued a zoning certificate in the Office/Industrial District, the applicant must obtain approval of a descriptive text indicating the nature of the proposed activity, expected levels of noise, odor, dust, smoke, light, glare and/or vibration from normal operations and a plan for addressing these impacts. The expected number of employees per shift, at the outset and at full expansion, shall be indicated. Other information, as required, shall be submitted either in text or plans.

- (3) Storage of material. Storage of material and equipment shall be within an enclosed building, unless located behind the principal structure and visually screened from the street and adjacent properties by a landscaped screen, fence or wall. Such screening of open storage and trash containers must meet the requirements of Sections ~~1141.01(a)(3) and 1141.01(b)(1).~~ **1141.01 and 1141.04.**

1143.14 LI LIGHT INDUSTRIAL DISTRICT.

(a) Purpose. This district is intended to provide for those analytical and associated fabrication activities associated with research and development, as well as for office and industrial uses having minimum impact upon the surrounding environment in areas that are suitable for industrial development by reason of location and the availability of adequate utility and transportation systems. Permitted uses are those that can be operated in a clean and quiet manner, subject only to those regulations and performance standards necessary to prohibit congestion and for the protection of adjacent residential and business activities.

- (b) Uses.
- (1) Permitted uses.
- A. Any use whose principal function is basic research, design and/or pilot or experimental product development or technical training.
 - B. Office buildings of an executive or of an administrative nature or incidental to those uses previously listed.
 - C. Sales offices related to the principal manufacturer on the same site provided that any retail trade with the general public shall be of a limited nature and that no stock of goods is maintained for sale to the general public.
 - D. Sales offices related to the principal manufacturer on the same site provided that any retail trade with the general public shall be of a limited nature.
 - E. Business and industrial service facilities.
 - F. Laboratories including experimental, film, testing, research, or engineering.
 - G. Printing, publishing, binding, and typesetting plants.
 - H. The manufacture, compounding, processing, packaging, or treatment of such products as, but not limited to bakery goods, business machinery, candy, clocks and toys, cosmetics, electrical and electronics products, components and equipment, food products, hardware and cutlery, tools, and pharmaceuticals.
 - I. The manufacture, compounding, assembling, or treatment of articles or merchandise from previously prepared materials such as, but not limited to, bone, canvas, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semi-precious metals or stone, sheet metal (excluding large stampings, such as automobile fenders or bodies) shell, textiles, tobacco, wax, wire, wood, (excluding saw and planing mills), and yarns.
 - J. Medical, dental, optical manufacturing.
 - K. The manufacture of pottery and figurines or other similar ceramic products using only previously pulverized clay, and kilns fired only by electricity or gas.
 - L. The manufacture and repair of electric and neon signs.
 - M. Motion picture production.
 - N. Adult Entertainment Facilities.
 - O. Accessory buildings and uses incidental to the principal use.
- (2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
- A. Any permitted use over 100,000 square feet of gross floor area
 - B. Electroplating
 - C. Graphic products manufacturer
 - D. Light sheet metal products, including heating and ventilating equipment, cornices or eaves
 - E. Cold storage plants

- F. Tool and die shops, wrought iron shops, machine shops, excluding drop hammers
- G. Banks, including drive-in facilities
- H. Restaurants, including fast food and drive-ins
- I. Taverns
- J. Wholesale facilities
- K. Other manufacturing, processing, or storage uses determined by the Planning Commission to be of the same general character as the permitted uses previously listed and found not to be a nuisance or offensive by reason the potential emission or transmission of noise, vibration, smoke, dust, glare, heat, water or air pollution. In this regard, the Planning Commission may seek expert advice on what conditions should be imposed on a particular operation to carry out the purposes of this zone: the cost of such expert assistance shall be borne by the applicant.
- L. Mini-Warehouse (Self-Storage Units)**
- M. Business Incubator**

(c) Site Development Regulations.

- (1) Lot requirements. No minimum lot size or lot width is specified, however, lot size and width shall be adequate to provide for parking, access drive spacing, yard space and screening requirements.
- (2) Yard requirements.
 - A. Minimum front yard depth 50 feet
 - B. Minimum rear yard depth and side yard width
 - 1. If side or rear yard abuts onto a Residential District, yard shall have a minimum 50 feet for Permitted Use and minimum 100 feet for Conditional Use, and landscaped screening provided.
 - 2. Each side and rear yard shall be equal to the height of the principal building.
 - 3. Opaque fence may be substituted for plantings if approved by the Zoning Board of Appeals.
- (3) Structural requirements.

A. Maximum height	45 feet
B. Maximum Lot coverage	70 percent

(d) Supplementary Regulations.

- (1) Site plan approval required. A site plan shall be submitted that shows graphically the location and dimensions of vehicular entrances, exits, internal circulation pattern, off-street parking and loading facilities, building location and dimensions, storage facilities, landscaping and screening facilities.
- (2) Impact statement. Prior to being issued a zoning certificate in the Office/Industrial District, the applicant must obtain approval of a descriptive text indicating the nature of the proposed activity, expected levels of noise, odor, dust, smoke, light, water and air pollution, glare and/or vibration from normal operations and a plan for addressing these impacts. The expected number of employees per shift, at the outset and at full expansion, shall be indicated. Other information, as required, shall be submitted either in text or plans.
- (3) Storage of material. Storage of material and equipment shall be within an enclosed building, unless located behind the principal structure and visually screened from the street and adjacent properties by a landscaped screen, fence or wall. Such screening of open storage and trash containers must meet the requirements of Sections 1141.01(a)(3) and 1141.01(b)(1).
1141.01 and 1141.04.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

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

<u>Report Date</u>	December 2, 2014
<u>Case Number</u>	PC-2014-13
<u>Applicant Information</u>	City of Oxford
<u>Requested Action</u>	Zoning Code Text Amendment
<u>Summary of Request</u>	Zoning Text Amendment to Amend Chapter 1143 Districts, Specifically 1143.12 (b)(2)C GB General Business District; and 1143.14(b)(2) LI Light Industrial District to include mini-warehouse (self-storage unit) and business incubator as conditional uses; and Chapter 1147 Conditional Use, specifically, 1147.03 Use-Specific regulations and potential concerns related to mini-warehouse (self-storage unit) and business incubator; and Chapter 1159 Definitions, specifically adding definitions for mini-warehouse (self-storage unit) and business incubator, City of Oxford, Applicant
<u>Public Hearing Information</u>	On October 14, 2014, and November 11, 2014 Public Hearings took place at 118 W. High Street. A Public Hearing notice was published in the Oxford Press on September 8, 2014.
<u>Commission Action</u>	The Planning Commission voted 5-1-0 recommending approval to City Council.
<u>Commission Findings and Conclusions</u>	The Planning Commission recommended this Zoning Code Text Amendment after much discussion, having initially tabled the case at the October hearing. The Planning Commission asked Staff to modify the proposed language after discussion and a work session took place.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report dated October 31, 2014 with Proposed Language Incorporated After the November 11, 2014 Meeting 2. Interoffice Reviews Dated September 26, 2014 3. Zoning Code Text Amendment Application dated August 29, 2014

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2014-013

Date – **October 14, 2014**

November 11, 2014

APPLICATION

Applicant:

City of Oxford

Action Request:

Zoning Text Amendment to Amend Chapter 1143 Districts, Specifically 1143.12 (b)(2)C GB General Business District; and 1143.14(b)(2) LI Light Industrial District to include mini-warehouse (self-storage unit) and business incubator as conditional uses; and Chapter 1147 Conditional Use, specifically, 1147.03 Use-Specific regulations and potential concerns related to mini-warehouse (self-storage unit) and business incubator; and Chapter 1159 Definitions, specifically adding definitions for mini-warehouse (self-storage unit) and business incubator, **City of Oxford, Applicant**

DESCRIPTION

This application is seeking to amend the current Oxford Zoning Code to include mini warehouse (self-storage units) and business incubators as a conditional use in the General Business (GB) District, and Light Industrial (LI) District, and amend Chapter 117 Conditional Use to prescribe regulations for such uses, and to include the definitions of such uses in Chapter 1159 Definition.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1143.12(b)(2)C, **1143.13(b)(2)C and 1143.14 (b)(2)** and Chapter 1147.03, as well as Chapter 159 Definition, for your information.

COMPREHENSIVE PLAN

No specific provisions related to the proposed uses are mentioned in the 2008 Oxford Comprehensive Plan since they are very specific and are not addressed in the Comp Plan.

AGENCY REVIEWS

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

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

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

The rationale behind the amendment stemmed from a proposal from a local property owner located on 801 S. Beech Street. The owner desires to turn a vacant car repair business into an indoor and outdoor storage area and the existing office space into a business incubator.

In the early part of this year, staff made a determination that self-storage was not permitted in the GB District. Upon further research, staff also found that a self-storage unit was considered as a special use, which was a use that may be permissible in any district, subject to the review by the Planning Commission and City Council, prior to the overhaul of the Oxford Zoning Code in 2003. It appeared that during the rewrite of the Oxford Zoning Code, the stakeholders and decision-making body made a deliberate decision to remove self-storage units from the Zoning Code.

Several meetings took place between the City administration and the applicant, along with his architect to find ways to move this proposal forward. At the end, City Council directed the Planning Commission to study the idea of including the mini-warehouse and incubator into the Zoning Code and make recommendations to Council for consideration.

The common approach to include certain uses in the district is to add those uses in the district either as permitted uses or conditional uses, based on the potential adverse impact to the surrounding properties. Staff researched other entities, to learn what concerns with such uses could occur, and considered local factors to see what elements of the uses need to be carefully reviewed.

For mini-warehouse (self-storage units), the general issue is that the buildings usually are flat-roofed, one story structures and arranged in long monotonous rows. Additionally, they often give an industrial look with chain link fencing around the perimeter. Furthermore, there have been examples that the rears of the buildings are being used as part of the perimeter. Therefore, the emphasis has been focused on outdoor storage, landscaping and any potential negative activity that may occur on premises.

For business incubator, this concept has traditionally been associated with manufacturing start-up businesses to provide necessary business support to ensure the success of entrepreneurial companies. Since the computer industry has become the primary driving force, the traditional concept of manufacturing business incubators has been expanded into computer networking, data storage and software and hardware development. Additionally, some incubators also encourage artists in various forms, including metal sculpturing, metal design and fabrication. It would be difficult to include all potential “businesses” into the current mindset, but it is important to consider perimeters for the potential impact to the surrounding. Typically the approach to address these concerns is through performance standards.

During the October regular meeting, the Planning Commission discussed the proposed language and felt that such uses could also be added as conditional uses in Office Industrial (OI) District and Light Industrial District (LI). Additionally, the Commission felt that the design guidelines for storage units that need to be in place to help the applicant in the site layout development and building elements to blend the proposed building better with the surroundings.. More specifically, the design guidelines are provided on page 17 of this report for the Commission to consider and discuss.

As pointed out previously in this report, storage units in the current market tend to be designed in long monotonous rows, flat roofed single story buildings, and the look and feel of this type of building may not be envisioned by this community. In order to break up such long and monotonous buildings, different setbacks and articulation will need to be incorporated into the building design. Additionally, the proposed language also addresses the flat roof that is commonly utilized in this type of storage building. It is also important to point out that even with the proposed design elements; it will not mask the intended use of the buildings as storage units.

Please note that the design guidelines are not developed for any specific site and each application should be evaluated individually based upon its specific circumstances and its surroundings. It would be very difficult to anticipate any and all issues around the proposal; therefore, it would be important to develop a general set of guidelines and to work with the applicant to address those general concerns. The specific concerns and issues related to the site, surroundings can then be addressed by the

Commission, if those concerns deemed to be critical. This is also the intent of placing such uses as a conditional use in order for a detailed review by the Commission.

RECOMMENDATION

The Planning Commission may accept, reject or modify staff recommendations with the addition of the proposed uses to the Conditional Use list in the GB, OI and LI District, along with the draft language with respect to the concerns of those uses.

SUBMITTED

BY: _____

Jung-Han Chen
Community Development Director

DATE: September 30, 2014
October 31, 2014

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.

Date – October 14, 2014

November 11, 2014

1143.12 GB GENERAL BUSINESS DISTRICT.

(a) Purpose. This district is intended to provide for a variety of retail, service and administrative establishments required to satisfy the needs of the overall community. This district is also intended to accommodate retail trade establishments in the community that cannot be practically provided for in a neighborhood commercial district development. This district is only appropriate within areas that are presently served, or will be served upon development, with both central water and sewer.

(b) Uses.

(1)

Permitted uses.

A. Retail services

1. Apparel and jewelry.
2. Books, stationery, newspapers, magazines, office equipment and office supply stores.
3. Department stores.
4. Drug stores selling health and personal care aids.
5. Food products, including groceries, meat, fish, baked goods, confectionary, and beverages.
6. Flowers, potted plants, and garden supplies.
7. Hardware, paint, home furnishings, and other home improvement products.
8. Optical aids.
9. Photography, bicycles, gifts and toys, pets, music, sporting goods, and other hobby and craft supplies.
10. Restaurants, not including drive-in or fast food.
11. Sales of new and used motor vehicles by dealerships holding franchises authorized by manufacturers for the sale of new vehicles.

B. Personal and professional services.

1. Accounting, advertising, architectural, auditing, bookkeeping, legal, and medical offices, and offices for other similar professional service providers.
2. Banks, credit agencies, investment firms, real estate, insurance offices, and other similar establishments engaged primarily in financial services.
3. Barber and beauty shops.
4. Cleaners, including dry cleaning and Laundromats.
5. Home improvement services, including carpentry, electrical, heating, plumbing, and decorating.
6. Offices for nonprofit, charitable, labor, and other service organizations.
7. Repair establishments for bicycles, household appliances, locksmiths, shoes, and motor vehicles (if no gasoline is sold and repair work is done inside).
8. Theaters, not including drive-ins.
9. Other similar personal and professional services, such as employment agencies, travel bureaus, and ticket offices.

C. Accessory buildings incidental to the principal use.

(2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

A. Retail services.

1. Automobile service stations selling gasoline.
2. Bars and establishments serving alcohol.
3. Banks with drive-through facilities.
4. Building supplies, garden supplies.

5. Drive-in and fast-food restaurants.
6. Sales of motorcycles and used motor vehicles, rental and service of motor vehicles, sales and rental of boats and marine equipment, and sales and rental of trailers.
7. Temporary or outdoor sales of plants and garden supplies.
- B. Personal and public services.
 1. Animal hospitals or kennels.
 2. Bowling alleys.
 3. Cultural institutions, including libraries, art galleries and museums.
 4. Hotels and motels.
 5. Places of worship.
 6. Funeral homes.
 7. Indoor skating rinks, arcades, and similar recreational uses.
 8. Instructional studios.
 9. Night clubs, discotheques, and other entertainment facilities.
- C. Other uses.
 1. Community-Oriented Residential Social Service Facilities (CORSSF's).
 2. Shared Housing and Congregate Housing for the elderly.
 3. Government owned and/or operated parks and recreation facilities.
 4. Bed and breakfast homes.
 5. Publicly owned and operated neighborhood recreation centers.
 6. Day care facilities, including Day Care for child, Day Care Center for child, Day Care Home Type A family, and Day Care Home Type B family.
 7. Schools: primary, intermediate, and secondary, both public and private.
 - 8. Mini-Warehouse (Self-Storage Units)**
 - 9. Business Incubator**

- (c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)
- (1) Lot requirements. No minimum lot size or lot width is specified, however, lot size and width shall be adequate to provide for parking, access drive spacing, yard space and screening requirements. Any proposed development for over 1 acre shall submit a concept review to the Planning Commission for discussion purposes.
 - (2) A. Yard requirements (minimum).

Front yard	Rear yard	Side yard
35 feet	25 feet	0 feet

When a side or rear lot line abuts residential district lot lines, the minimum side or rear transitional setback distance shall be 25 feet in depth and shall be screened from the residential district by a dense evergreen hedge a minimum of 6 feet tall at planting and that will maintain at least 90 percent opacity over time. Existing vegetation may be considered as long as the anticipated overall opacity effect can be achieved. Alternatively, different types of screenings may be utilized subject to review and approval by the Zoning Administrator if the alternative material can achieve the overall 90% opacity effect.
 - B. Maximum front yard setback. A maximum front yard setback of 150 feet; and at least 75% of the façade of the principal building must be setback no more than 150 feet from the front lot line.
 - (3) Structural requirements.

Maximum building height	45 feet
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- (d) Supplementary Regulations.
- (1) All merchandise, new and used, with the exception of boat, automobile, truck or farm implements and plants and garden supplies, shall be stored within a

completely enclosed building. Displays of boats, automobiles, tractors, recreational trailers and/or mobile homes shall conform to the requirements as defined in Section 1141.03 (e)

- (2) Landscaping: The required front yard, with the exception of the area used for vehicle access shall be landscaped with trees, shrubs and ground cover. A minimum of 1 tree for every 25 linear feet of frontage shall be planted in this area provided that the placement of the trees does not interfere with sight distance entering or leaving the site. Each tree shall be a minimum of 6 feet tall and have a minimum 2-inch diameter at breast height (DBH).
 - A. A minimum of 50% of the trees shall be hardwood type, as listed on the City's Tree List maintained by the Environmental Commission.
 - B. All landscaping material must be maintained in good condition. Any missing or dead materials must be replaced in a timely manner.
- (3) The building should be oriented so that the principal building entrance faces the principal street or the street providing main access to the site. The entrance must be connected to the street and adjacent parking with clearly marked sidewalks/walkways. The building façades facing the street must adhere to the façade treatment as outlined in the following sections. In no instance, shall the rear of the building face the public right-of-way.
- (4) Building facades that are oriented toward a right-of-way shall be provided for visual relief as follows:
 - A. Windows and transparent doors must occupy a minimum of 60% of the entire building wall area measured between 2.5 and 7 feet in height above grade along the entire front façade. Glass block, opaque or darkly tinted glass is not considered to be transparent.
 - B. Building façades must have different articulation in height and setback. Different horizontal articulations with material, color and opening shall also be utilized when building elevation is higher than 14 feet. Preferred materials include brick, stone, glass or wood.
- (5) Each development is required; where appropriate, to provide adequate space (including easements) for alternative modes of transportation such as bike paths, multi-use paths, bus stops and turnarounds. Each development is also required to provide bicycle rack space at a rate of 3 per 10,000 square feet of gross floor area.
- (6) The front façade of the principal structure shall be finished, utilizing at least 50% natural materials including brick, stone, masonry, glass, or wood. No aluminum or vinyl siding shall be used in finishing or utilized on the front façade of the building.
- (7)
 - A. All utility boxes must be screened with appropriate landscaping material such that they are not visible from a right-of-way or other publicly accessible area.
 - B. All refuse collection and recycling containers must be enclosed or screened so as not to be visible from a right-of-way or other publicly accessible area. The structure surrounding the container(s) must be enclosed on all sides, one of which includes a gate or door that can be secured. The enclosure may consist of wood or masonry walls. Containers shall not be located in any front yard. The exterior perimeter of the enclosure(s) must be landscaped, excluding the access point.

1143.13 OI OFFICE & LIGHT INDUSTRIAL DISTRICT.

(a) Purpose. This district is intended to provide for research and development and professional office facilities that have minimal impact upon the surrounding environment.

(b) Uses.

(1) Permitted uses.

- A. Professional, business, government, and medical offices with no retail sales to the general public, with no storage of goods for sale.
- B. Professional Offices relying on advanced scientific and engineering capabilities.
- C. Research, experimental, or testing laboratories conducted entirely within enclosed buildings.
- D. Electronic data processing.
- E. Public service facilities.

(2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

- A. Operations designed to attract little or no customer or client traffic other than employees.
- B. Semi-public uses.

(c) Site Development Regulation

(1) Lot requirements. No minimum lot size or lot width is specified, however, lot size and width shall be adequate to provide for parking, access drive spacing, yard space and screening requirements.

(2) Yard requirements.

- A. Minimum front yard depth 50 feet
- B. Minimum rear yard depth and side yard width
 - 1. If side or rear yard abuts onto a Residential District, yard shall have a minimum 50 feet for Permitted Use and minimum 100 feet for Conditional Use, and landscaped screening provided.
 - 2. Each side and rear yard shall be equal to the height of the principal building.
 - 3. Opaque fence may be substituted for plantings if approved by the Board of Zoning Appeals.

(3) Structural requirements.

A. Maximum height	45 feet
B. Lot coverage	70 percent

d) Supplementary Regulations.

- (1) Site plan approval required. A site plan shall be submitted that shows graphically the location and dimensions of vehicular entrances, exits, internal circulation pattern, off-street parking and loading facilities, building location and dimensions, storage facilities, landscaping and screening facilities.
- (2) Impact statement. Prior to being issued a zoning certificate in the Office/Industrial District, the applicant must obtain approval of a descriptive text indicating the nature of the proposed activity, expected levels of noise, odor, dust, smoke, light, glare and/or vibration from normal operations and a plan for addressing these impacts. The expected number of employees per shift, at the outset and at full expansion, shall be indicated. Other information, as required, shall be submitted either in text or plans.
- (3) Storage of material. Storage of material and equipment shall be within an enclosed building, unless located behind the principal structure and visually screened from the street and adjacent properties by a landscaped screen, fence or wall. Such

screening of open storage and trash containers must meet the requirements of Sections ~~1141.01(a)(3) and 1141.01(b)(1)~~ **1141.01 and 1141.04.**

1143.14 LIGHT INDUSTRIAL DISTRICT.

(a) Purpose. This district is intended to provide for those analytical and associated fabrication activities associated with research and development as well as for office and industrial uses having minimum impact upon the surrounding environment in areas that are suitable for industrial development by reason of location and the availability of adequate utility and transportation systems. Permitted uses are those that can be operated in a clean and quiet manner, subject only to those regulations and performance standards necessary to prohibit congestion and for the protection of adjacent residential and business activities.

(b) Uses.

(1)

Permitted uses.

- A. Any use whose principal function is basic research, design and/or pilot or experimental product development or technical training.
- B. Office buildings of an executive or of an administrative nature or incidental to those uses previously listed.
- C. Sales offices related to the principal manufacturer on the same site provided that any retail trade with the general public shall be of a limited nature and that no stock of goods is maintained for sale to the general public.
- D. Sales offices related to the principal manufacturer on the same site provided that any retail trade with the general public shall be of a limited nature.
- E. Business and industrial service facilities.
- F. Laboratories including experimental, film, testing, research, or engineering.
- G. Printing, publishing, binding, and typesetting plants.
- H. The manufacture, compounding, processing, packaging, or treatment of such products as, but not limited to bakery goods, business machinery, candy, clocks and toys, cosmetics, electrical and electronics products, components and equipment, food products, hardware and cutlery, tools, and pharmaceuticals.
- I. The manufacture, compounding, assembling, or treatment of articles or merchandise from previously prepared materials such as, but not limited to, bone, canvas, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semi-precious metals or stone, sheet metal (excluding large stampings, such as automobile fenders or bodies) shell, textiles, tobacco, wax, wire, wood, (excluding saw and planing mills), and yarns.
- J. Medical, dental, optical manufacturing.
- K. The manufacture of pottery and figurines or other similar ceramic products using only previously pulverized clay, and kilns fired only by electricity or gas.
- L. The manufacture and repair of electric and neon signs.
- M. Motion picture production.
- N. Adult Entertainment Facilities.
- O. Accessory buildings and uses incidental to the principal use.

(2)

Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

- A. Any permitted use over 100,000 square feet of gross floor area
- B. Electroplating
- C. Graphic products manufacturer
- D. Light sheet metal products, including heating and ventilating equipment, cornices or eaves
- E. Cold storage plants
- F. Tool and die shops, wrought iron shops, machine shops, excluding drop hammers
- G. Banks, including drive-in facilities
- H. Restaurants, including fast food and drive-ins
- I. Taverns
- J. Wholesale facilities
- K. Other manufacturing, processing, or storage uses determined by the

Planning Commission to be of the same general character as the permitted uses previously listed and found not to be a nuisance or offensive by reason the potential emission or transmission of noise, vibration, smoke, dust, glare, heat, water or air pollution. In this regard, the Planning Commission may seek expert advice on what conditions should be imposed on a particular operation to carry out the purposes of this zone: the cost of such expert assistance shall be borne by the applicant.

L. Mini-Warehouse (Self-Storage Units)

M. Business Incubator

(c) Site Development Regulations.

- (1) Lot requirements. No minimum lot size or lot width is specified, however, lot size and width shall be adequate to provide for parking, access drive spacing, yard space and screening requirements.
- (2) Yard requirements.
 - A. Minimum front yard depth 50 feet
 - B. Minimum rear yard depth and side yard width
 1. If side or rear yard abuts onto a Residential District, yard shall have a minimum 50 feet for Permitted Use and minimum 100 feet for Conditional Use, and landscaped screening provided.
 2. Each side and rear yard shall be equal to the height of the principal building.
 3. Opaque fence may be substituted for plantings if approved by the Zoning Board of Appeals.
- (3) Structural requirements.

A. Maximum height	45 feet
B. Maximum Lot coverage	70 percent

(d) Supplementary Regulations.

- (1) Site plan approval required. A site plan shall be submitted that shows graphically the location and dimensions of vehicular entrances, exits, internal circulation pattern, off-street parking and loading facilities, building location and dimensions, storage facilities, landscaping and screening facilities.
- (2) Impact statement. Prior to being issued a zoning certificate in the Office/Industrial District, the applicant must obtain approval of a descriptive text indicating the nature of the proposed activity, expected levels of noise, odor, dust, smoke, light, water and air pollution, glare and/or vibration from normal operations and a plan for addressing these impacts. The expected number of employees per shift, at the outset and at full expansion, shall be indicated. Other information, as required, shall be submitted either in text or plans.
- (3) Storage of material. Storage of material and equipment shall be within an enclosed building, unless located behind the principal structure and visually screened from the street and adjacent properties by a landscaped screen, fence or wall. Such screening of open storage and trash containers must meet the requirements of Sections ~~1141.01(a)(3) and 1141.01(b)(1).~~ **1141.01 and 141.04.**

1147.03 USE SPECIFIC REGULATIONS & POTENTIAL CONCERNS.

The uses listed in this section are Conditional Uses in at least 1 zoning district. Each use is listed with Potential Concerns and may be listed with specific regulations.

The Potential Concerns are use-specific criteria that Planning Commission shall consider when it makes a recommendation to Council on an application for a Conditional Use. The Planning Commission may also consider additional use-specific concerns not listed here if it deems them appropriate.

The Additional Regulations are more strict or additional dimensional regulations or operational conditions that apply to the use, regardless of whether it is permitted or conditional, and regardless of the zoning district in which it is located, and are enforced by the Zoning Administrator.

- (a) General. Wherever no specific area, lot width, or setback requirements are specified in the provisions for specific Conditional Uses, then the dimensional regulations for the most restrictive permitted use in the applicable zoning district shall apply.
- (b) Uses.
 - (1) Agricultural Services.
 - A. Potential Concerns.
 - 1. Produce and meat storage areas.
 - 2. Noise, dust, and odor from operations.
 - 3. Truck routes from municipal boundary.
 - 4. Temporary sales.
 - B. Regulations.
 - 1. Farm product storage buildings shall be setback a minimum of 100 feet from a residential zoning district.
 - 2. No outdoor farm machinery repair unless entirely enclosed within a screening fence.
 - 3. Animal enclosures shall be setback a minimum of 200 feet from all lot lines.
 - (2) Airports and Landing Strips.
 - A. Potential Concerns.
 - 1. Aircraft noise.
 - 2. Dust from operations.
 - 3. Lighting.
 - 4. Proximity of powered aircraft on the ground to lot lines and adjacent uses.
 - B. Regulations.
 - 1. Compliance with FAA regulations.
 - 2. Runway locations will not require height restrictions on other properties less than would normally be required by dimensional regulations of the zoning district.
 - 3. Runways and taxiing areas shall be setback a minimum of 100 feet from a residential zoning district.
 - 4. Aircraft storage and service buildings shall be setback a minimum of 100 feet from a residential zoning district.
 - (3) Animal Hospitals, Veterinary Clinics, and Kennels.
 - A. Potential Concerns.
 - 1. Traffic generation from associated retail sales.
 - 2. Location of diagnosis and outdoor activity areas relative public streets and residential zoning district.
 - 3. Design of facilities that will help ensure humane conditions and treatment of animals.
 - 4. Animal noise and odor.
 - B. Regulations.
 - 1. Outdoor pens are not permitted.
 - 2. Outdoor activity shall be limited to diagnosis and temporary outdoor activity for boarded animals.
 - (4) Bed & Breakfast.
 - A. Potential Concerns.

1. Appropriate number of rooms for the neighborhood in which it is proposed.
 2. Location of separate entrances.
 - B. Regulations.
 1. No more than 8 rooms for rent in any structure.
 2. Owner or manager must live in the structure.
 3. At least one meal must be provided to guests on site.
- (5) Gas Station with Convenience Store.
- A. Potential Concerns.
 1. Adequate design of vehicle management area.
 2. Location of fuel pumps and pump canopy.
 3. Outdoor sales and storage.
 - B. Regulations.
 1. All merchandise shall be located within a completely enclosed structure.
 2. Fuel pumps shall be setback a minimum of 30 feet from lot lines or 40 feet from a residential zoning district.
 3. Fuel pump canopies shall be set back a minimum of 20 feet from lot lines or 40 feet from a residential zoning district.
- (6) Vehicle Service and Repair.
- A. Potential Concerns.
 1. Proper design of vehicle management area.
 2. Proximity of service areas to lot lines and adjacent uses.
 3. Outdoor sales and storage.
 4. Tow truck storage.
 - B. Regulations.
 1. All disassembly, service, and assembly of vehicles shall be within a completely enclosed structure.
 2. All service equipment and supplies shall be within a completely enclosed structure.
 3. Vehicles being serviced or awaiting service shall not be stored in an unenclosed area for more than 7 days.
 4. Vehicle service bays shall be setback a minimum of 100 feet from a residential zoning district.
- (7) Vehicle Washing Facility.
- A. Potential Concerns.
 1. Design of vehicle management area.
 2. Enclosure of potential nuisances.
 3. Screening from adjacent uses residential.
 4. Lighting.
 5. Hours of operation.
 - B. Regulations.
 1. Wash bays shall be setback a minimum of 100 feet from a residential zoning district.
 2. Outdoor equipment (such as vacuum stations) shall not be located in a yard adjacent to a residential zoning district.
 3. Queuing spaces shall not be located in a yard adjacent to a residential zoning district.
- (8) Drive-Through Banking and Pharmacy Facilities.
- A. Potential Concerns.
 1. Design of vehicle management area.
 2. Noise from operations (vehicle and loudspeaker).
 3. Screening from adjacent uses.
 - B. Regulations.
 1. Drive-through stations shall not be located in a yard adjacent to a residential zoning district.
 2. Queue spaces shall not be located in a yard adjacent to a residential zoning district.
- (9) Drive-Through Convenience and Beverage Facilities.
- A. Potential Concerns.

1. Design of vehicle management area.
 2. Noise from operations (vehicle and loudspeaker).
 3. Proximity to churches, schools, other similar institutions.
 4. Location and adequacy of dumpsters.
- B. Regulations.
1. Structure shall be setback a minimum of 50 feet from a residential zoning district.
 2. Drive-through stations shall be completely enclosed.
 3. Cue Queue spaces shall not be located in a yard adjacent to a residential zoning district.
 4. Site shall be a minimum of 500 feet from a church, school, or similar institution, except in a commercial zoning district.
- (10) Drive-Through Restaurant Facilities.
- A. Potential Concerns.
1. Design of vehicle management area.
 2. Noise from operations (vehicle and loudspeaker).
 3. Signs and menu boards.
 4. Location and adequacy of dumpsters.
- B. Regulations.
1. Drive-through stations shall not be located in a yard adjacent to a residential zoning district.
 2. Cue Queue spaces shall not be located in a yard adjacent to a residential zoning district.
 3. Drive-up stations shall be setback a minimum of 50 feet from a residential zoning district.
- (11) Bars and Taverns.
- A. Potential Concerns.
1. Evening traffic.
 2. Noise from operations (music).
 3. Location and adequacy of dumpsters.
- B. Regulations.
1. Site shall be a minimum of 500 feet from a church, school, or similar institution, except in a commercial zoning district
 2. Structure shall be setback a minimum of 50 feet from a residential zoning district
- (12) Indoor Sports and Recreation Facilities such as Bowling Alleys, Skating Rinks, Tennis and Racquetball Courts, Soccer Fields, and Swimming Pools.
- A. Potential Concerns
1. Traffic volume during group or league events.
- B. Regulations.
1. Entrance to structure shall not be located in a yard adjacent to a residential zoning district.
 2. Parking spaces shall not be located in a yard adjacent to a residential zoning district.
 3. Structure shall be setback a minimum of 30 feet from a residential zoning district./
- (13) Building Materials Sales Yards.
- A. Potential Concerns
1. Noise, dust, vibration from operations.
 2. Height and visibility of merchandise storage structures.
 3. Commercial vehicle storage.
 4. Location of loading spaces and on-site management of delivery vehicles.
 5. Unenclosed storage and display.
- B. Regulations.
1. Traffic management areas shall not be located in a yard adjacent to a residential district.
 2. Commercial woodworking equipment and other similar machinery shall not be permanently affixed or operated within 50 feet of a residential zoning district, except within a

- completely enclosed structure.
- (14) Cemeteries.
- A. Potential Concerns
 - 1. Location and size of structures including mausoleums, chapels, gatehouses, crematoriums, offices, and service and storage buildings.
 - 2. Appropriate screening, ornamental fencing, and landscaping to minimize potential nuisance.
 - B. Regulations.
 - 1. Driveways shall be setback a minimum of 10 feet from all lot lines.
 - 2. Grave markers, mausoleums, and other monuments shall be setback a minimum of 10 feet from all lot lines.
- (15) Churches, Libraries, Community and Recreation Centers.
- A. Potential Concerns
 - 1. Adequate lot size to permit future expansion.
 - 2. Location and screening of outdoor recreation areas.
 - 3. Bus or van storage.
 - 4. Lighting.
 - 5. Parking and traffic impact.
 - B. Regulations.
 - 1. None.
- (16) Clinics.
- A. Potential Concerns
 - 1. Extent of accessory services.
 - 2. Hours of operation.
 - B. Regulations.
 - 1. Accessory services, including laboratories and pharmacies for the use of patients visiting medical practitioners in the clinic, may not be accessible directly from the exterior of the building and may operate only during the hours of operation for the clinic.
- (17) Golf and Country Clubs.
- A. Potential Concerns.
 - 1. Proximity of fairways and greens to lot lines and adjacent structures.
 - 2. Trajectory of golf balls.
 - 3. Location of cart paths.
 - 4. Location of accessory uses such as ball fields, swimming pools, and tennis courts.
 - 5. Appropriate screening of high activity areas from adjacent properties.
 - B. Requirements.
 - 1. Cart paths shall be a minimum of 10 feet from all lot lines.
 - 2. Accessory uses such as clubhouses, restaurants, bars, swimming pools and similar activities are subject to any regulations that would apply to their operation as a principal use.
- (18) Service Organization Lodges.
- A. Potential Concerns
 - 1. Location of accessory uses such as ball fields, swimming pools, and tennis courts.
 - 2. Appropriate screening of high activity areas from adjacent properties.
 - B. Requirements.
 - 1. Accessory uses such as clubhouses, restaurants, bars, swimming pools and similar activities are subject to any regulations that would apply to their operation as a principal use.
- (19) Fraternity and Sorority Houses.

- A. Potential Concerns.
 - 1. Aesthetic Concerns:
 - a. Historical characteristics of existing structures.
 - b. Residential scale and character.
 - c. Yards and landscaping.
 - d. Walls and fences.
 - 2. Activities Areas:
 - a. Porches and patios.
 - b. Locations of recreational areas and courts.
 - c. Locations of accessory structures.
 - 3. Vehicle Management:
 - a. Site access .
 - b. Required parking.
 - c. Emergency access.
 - d. Deliveries.
 - e. Occasional and excess parking management.
 - 4. Adequate Public Utilities:
 - a. Water.
 - b. Sewer.
 - c. Storm water management.
 - d. Other services.
 - 5. Nuisance:
 - a. Waste/trash management.
 - b. Noise and off-site impact.
 - c. Lighting and off-site impact.
- B. Requirements:
 - 1. New Structures: Building shall be of a size and scale that approximates neighboring structures.
 - 2. Existing Structures: Exterior renovation and improvements shall be maintained to protect existing architectural details, materials and ornamentation.
 - 3. Addition: Building expansions shall be sympathetic to the architectural scale and style of the existing building.
 - 4. Outdoor Areas: Activity areas shall be designed and located to contain noise and light within the property. Activity areas shall be appropriately screened from adjacent properties.
 - 5. Waste facilities: Trash and recycling containers and material shall be stored in a fully enclosed area and properly screened. The waste enclosure shall be adequate for the occupancy and accessible to service vehicles.
 - 6. Parking and Transportation Demand Management: Parking shall meet requirements of Zoning Code Chapter 1149 and shall be properly designed, screened and maintained.

(20) Family Community Residence, Group Community Residence, and Community Residence.

- A. Potential Concerns.
 - 1. Maximum occupancy and staffing.
 - 2. Appropriate indoor and outdoor recreation areas.
 - 3. Proximity to and number of similar uses in Oxford.
- B. Regulations.
 - 1. Site shall be a minimum of 891 feet from any other Community Residence

(21) Day Care Centers and Nursery Schools.

- A. Potential Concerns
 - 1. Location and adequacy of planned outdoor play area.
 - 2. Noise.
 - 3. Adequate drop-off facilities.
- B. Regulations.
 - 1. Use of outdoor play areas shall be limited to between the hours of 8:00 A.M. and 8:00 P.M. daylight hours.

- (22) Drive-In Theater.
- A. Potential Concerns.
 - 1. Appropriate screening.
 - 2. Setback and visibility of screen from residential zoning district and public streets.
 - 3. Design of vehicle management area, especially street access.
 - 4. Noise from operations (vehicle).
 - B. Regulations.
 - 1. No outdoor loudspeaker is permitted.
- (23) Elderly Housing, Congregate Housing.
- A. Potential Concerns.
 - 1. Proximity to existing or possible area uses that are potentially dangerous to elderly or handicapped occupants.
 - B. Regulations.
 - 1. Maximum density of 1 dwelling unit per 3,000 square feet
- (24) Funeral Homes and Mortuaries.
- A. Potential Concerns.
 - 1. Design of vehicle management areas to ensure quick and efficient access to public streets during processions.
 - 2. Adequate cue space at drop-off areas to ensure that access to parking spaces is not impeded.
 - B. Regulations.
 - 1. All hearses, limousines, and other related business vehicles shall be stored within an enclosed building when not in use
 - 2. Parking areas are exempt from provisions of the Vehicle Management regulations that would prevent a vehicle management area that is designed to facilitate funeral processions.
- (25) Gaming Arcades.
- A. Potential Concerns.
 - 1. Proximity to schools, churches, and establishments serving alcohol.
 - 2. Proximity to residential zoning district.
 - 3. Adequate screening of parking and outdoor gathering areas.
- (26) Hospitals.
- A. Potential Concerns.
 - 1. Location of parking for employees.
 - 2. Parking for visitors.
 - 3. Design of drop-off area.
 - 4. Emergency vehicle access to the site and to the building.
 - 5. Adequate lot size and shape to handle current proposal and possible additions.
 - 6. Screening.
 - 7. Access to appropriate street.
 - 8. Helicopter landing facilities.
- (27) Motels.
- A. Potential Concerns.
 - 1. Proximity to residential.
 - 2. Screening from residential.
 - 3. Appropriate street access.
- (28) Nursing Homes, Convalescent Homes.
- A. Potential Concerns.
 - 1. Adequate lot size to provide for visitors and for outdoor activities.
 - 2. Access to an appropriate street.
 - 3. Adequate screening from residential.
 - B. Regulations.
 - 1. Minimum 500 square feet per bed of on-site open space.
- (29) Riding Academies, Stables.
- A. Potential Concerns.

1. Adequate lot size.
 2. Noise and dust from operations.
 3. Security fencing.
 4. Location of corrals and other animal areas.
 5. Adequate vehicle management area for transportation of animals.
 6. Hours of operation.
- B. Regulations.
1. Any area designed to accommodate animals used in the operations shall be setback a minimum of 50 feet from any lot line.
- (30) Schools.
- A. Potential Concerns.
1. Adequate lot size to permit future expansion.
 2. Bus and van storage.
 3. Access to streets that can handle traffic generated by the use.
 4. Design of vehicle management area.
 5. Location of outdoor facilities such as ball fields and band practice areas.
 6. Proximity to incompatible uses (establishments serving alcohol).
- B. Regulations.
1. Parking spaces shall not be located in a yard adjacent to a residential zoning district.
 2. Structure shall be setback a minimum of 30 feet from a residential zoning district.
- (31) Temporary and/or Outdoor Sales of Plants and Garden Supplies
- A. Potential Concerns.
1. Signs.
 2. Sight distance at corner lots.
- B. Regulations.
1. Storage of goods shall not reduce the usable number of parking spaces by more than 10 percent of the required total.
 2. Goods shall not be stored in a driveway required to access required parking spaces.
- (32) **Mini-Warehouse (Self-Storage Units):**
- A. **Potential Concerns**
1. **Adequate lot size**
 2. **Design of vehicle management area**
 3. **Outdoor storage-inoperable vehicles and junk**
 4. **Hours of operation**
 5. **Proximity to residential zoning districts**
 6. **Flammable, combustible material stored on site**
 7. **Scale and Character shall be compatible with surrounding properties and existing uses**
- B. **Regulations**
1. **Site shall be at a minimum of two acres, and maximum of five acres in area**
 2. **Parking area shall not be located in yard adjacent to a residential zoning district**
 3. **Outdoor security lighting shall be designed to prevent spillover to adjoining properties**
 4. **Landscaping along the public street**
 5. **No chain-link fencing shall be installed visible from any public street, unless specifically approved by the Planning Commission. Any chain-link fence shall have limited visibility from the public street, unless approved by the Planning Commission.**

6. Sufficient isle way width and on-site water supply (including fire hydrants locations) will be determined by the Oxford Fire Chief, between buildings for firefighting purposes.
7. Design of the building and site shall be consistent with the following criteria:
 - a. The rear of the principal building shall not face the public right-of-way
 - b. The front façade of the principal building shall be finished utilizing masonry material that has textured relief. No vinyl or aluminum shall be used in finishing on the front façade of the building.
 - c. The building façade shall have different articulation in height and setbacks.
 - d. The roof of the principal building shall not be a long continuous flat roof and a break in length and elevation shall be provided in regular interval.
 - e. The entrance to the site shall be designed to allow sufficient queuing that on-street traffic will not be impacted.
 - f. ~~There shall be no outdoor storage visible from the public right-of-way.~~ Outdoor storage shall have limited visibility from the public right-of-way.
 - h. There shall be no employee residing on site, unless specifically approved by the Planning Commission and the City Council.

C. Other

1. Encourage the mini-warehouse as the second principal use in conjunction with or behind other principal uses.

(33) Business Incubator:

A. Potential Concerns

1. Hours of operation
2. Type of businesses generating noise, vibration, fumes and other obnoxious environmental concerns
3. Outdoor operations

B. Regulations

1. All activities/merchandise shall be located within a completely enclosed space.
2. Sized adequately to provide all necessary business support

1159.03 DEFINITIONS (BEGINNING WITH LETTER “B”).

(1) **BANK** - A building, or part of a building, used principally for the deposit and withdrawal of money and other financial transactions.

(2) **BASEMENT** – The portion of a building which is partly underground and which has one-half or more of its ceiling height above the average finished grade of the ground adjoining the building.

(3) **BED & BREAKFAST** - Overnight accommodations, with or without meals, in a dwelling unit provided to transients for compensation.

(4) **BLOCK** – A tract of land bordered on all sides by a street, or by one or more streets and a railroad right-of-way, stream, river or un-subdivided acreage.

(5) **BUILDING** - Any structure having a roof supported by columns or walls and intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.

(6) **BUILDING, ACCESSORY**

Building Height:

A. The vertical distance from the average elevation of the finished grade along the front of the building to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the mean height level between the eaves and the ridge for gable, hip or gambrel roofs.

B. When referring to a telecommunications tower or steeple, sign, or other structure, the distance measured from the ground level or the structure’s point of attachment (such as the roof for a residential TV antenna) to the highest point on the tower or other structure even if said highest point is an antenna.

(7) **BUILDING HEIGHT** – The vertical distance from the average elevation of the finished grade along the front of the building to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the mean height level between the eaves and the ridge for gable, hip or gambrel roofs.

(8) **BUILDING LINE** - A line parallel to the street right-of-way line at any story level of a building and representing the distance which all or any part of the building is to be set back from said right-of-way property line.

(9) **BUILDING, MAIN** - A building in which the principal use of the site is conducted.

(10) **BUILDING PERMIT** - A document certifying that the plans reviewed conform to the requirements of the Building Code.

(11) **BUILDING, TEMPORARY** - A building used temporarily for the storage of construction materials and equipment incidental and necessary to on-site permitted construction of utilities, or other community facilities, or used temporarily in conjunction with the sale of property within a subdivision under construction.

(12) **BUSINESS** - Retail, wholesale, and service establishments which cater to the community needs for goods and services.

A. **Retail Business:** The sale of products directly to the consumer for personal, household or farm use including restaurants.

B. **Wholesale Business:** The sale of products to retailers or to institutional, industrial, commercial and professional users.

C. **Personal Service:** Any enterprise conducted for gain which primarily offers services to the general public including, but not limited to, shoe repair, barbershop, beauty parlor, or doctor’s office.

D. **Business Services:** Any activity conducted for gain which renders services primarily to other commercial or industrial enterprises, or which services and

repairs appliances and machines used in homes or businesses.

(13) **BUSINESS INCUBATOR:** An organization designed to accelerate the growth and success of entrepreneurial companies through an array of business support resources and services that could include physical space, capital, coaching, common services and networking connections.

1159.14 DEFINITIONS (BEGINNING WITH LETTER "M").

(1) **MANUFACTURED HOME** - A structure, transportable in one or more sections, which in the traveling mode is eight feet or more in width or 40 feet in length, or when erected on site is 320 square feet or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained therein. (See Ohio Revised Code)

(2) **MANUFACTURING.**

- A. **MANUFACTURING, HEAVY** - All other types of manufacturing not included in the definitions of light manufacturing and medium manufacturing.
- B. **MANUFACTURING, LIGHT** - The manufacturing, compounding, processing, assembling, packaging, or testing of goods or equipment, including research activities, conducted entirely within an enclosed structure, with no outside storage, serviced by a modest volume of trucks or vans and imposing a negligible impact on the surrounding environment by noise, vibration, smoke, dust or pollutants.
- C. **MANUFACTURING, MEDIUM** - The manufacturing, compounding, processing, assembling, packaging or testing of goods or equipment within an enclosed structure or an open yard that is capable of being screened from neighboring properties, serviced by a modest volume of trucks or other vehicles.

(3) **MARQUEE** - Any hood, canopy, awning, or permanent construction that projects from a wall of a building without ground mounted supports, usually above an entrance.

(4) **MASSAGE ESTABLISHMENT** - Any establishment having a fixed place of business where massages are administered for pay. This definition shall not be construed to include a hospital, nursing home, medical clinic, or the office of a physician, surgeon, chiropractor, osteopath, or massage therapist duly licensed by the State of Ohio, nor barbershops or beauty salons in which massages are administered only to the scalp, the face, the neck, or the shoulder.

(5) **MILE SQUARE** - The area bounded and described as follows: Beginning at the intersection of Chestnut Street and Patterson Avenue; thence northwardly with the centerline of Patterson Avenue to a point, which was the 1976 North Corporate line; thence with the 1976 North Corporate line to a point in the centerline of Brown Road; thence southwardly with the centerline of Brown Road to a point in the centerline of Sycamore Street; thence westwardly with the centerline of Sycamore Street to a point in the centerline of Locust Street; thence with the centerline of Locust Street southwardly to a point in the intersection of the centerline of Chestnut Street and Locust Street; thence with the centerline of Chestnut Street eastwardly to the place of beginning.

(6) MINI-WAREHOUSE (SELF-STORAGE UNITS)- A building or group of buildings consisting of individual, small, self-contained units that are leased or owned for the storage of business and household goods.

(7) ~~(6)~~ **MINOR REPAIR** - The renewal or replacement of any part of a building in keeping with the existing type of construction, arrangement of parts, and occupancy of the building, for maintenance purposes only, when the structural, plumbing, gas piping, wiring, heating, or ventilation branches of the building are not affected; but not including any additions or replacement of entire segments of a structure, structural alterations, or any changes affecting safety, required exit facilities, or use.

(8) ~~(7)~~ **MOBILE HOME** - A self-propelled or non-self-propelled vehicle so designed, constructed or added to by means of accessories in such manner as will permit the use and occupancy therein for habitation, whether resting on wheels, jacks or other foundations and used or so constructed as to permit its being used as a conveyance upon the public highway.

(9) ~~(8)~~ **MOBILE HOME PARK** - Any premises occupied by, or designed to be occupied by, more than one family in mobile homes, tents, camp cars or similar facilities, and including any roadway structure, vehicle or enclosure used or intended for use as a part of the facilities of such Mobile Home Park.

(10)(9) **MOBILE HOME SALES** - An open area, other than a street, used for the display or sale of new or used mobile homes and where no repair work is done except minor incidental repair of mobile homes to be displayed and sold on the premises.

(11)(10) **MODEL HOME** - A dwelling temporarily used as a sales office for a residential development under construction; said home being used for on-site sales and not for general real estate business.

(12)(11) **MODULAR HOME** - A factory-built home, other than a manufactured home, which meets all of the following requirements:

- A. Is designed only for erection or installation on a site-built permanent foundation;
- B. Is not designed to be moved once so erected or installed;
- C. Is designed and manufactured to comply with a nationally recognized model building code or an equivalent local code, or with a state or local modular building code recognized as generally equivalent to building codes for site-built housing; or
- D. To the manufacturer's knowledge, is not intended to be used other than on a site-built permanent foundation.

(13)(12) **MOTEL** - An establishment providing sleeping accommodations for transients with a majority of all rooms having direct access to the outside without the necessity of passing through the main lobby of the building.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 26, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-13 ZONING CODE TEXT AMENDMENT to Amend Chapter 1143 Districts, Specifically 1143.12 (b)(2)(c) GB General Business to include mini-warehouse (self-storage unit) and business incubator as conditional uses; and Chapter 1147 Conditional Use, specifically, 1147.03 Use specific regulations and potential concerns related to mini-warehouse (self-storage unit) and business incubator; and Chapter 1159 Definition, specifically adding definitions for mini-warehouse (self-storage unit) and business incubator, **City of Oxford, Applicant**

 X Review Revisions Other

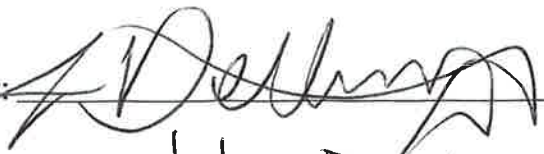
Comments or status update requested by: Lynn Taylor

Please return no later than: **10/08/2014** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

SEE ATTACHED

Drawings reviewed by:


John Detherage
PRINTED NAME

Date: 10-2-14

Memo

To: Community Development
From: John Detherage, Fire Chief
CC: N/A
Date: 10/2/2014
Re: PC-2014-13

I would suggest that we add another line in section (32):

B.7 Sufficient on site water supply for firefighting purposes will be determined by the Oxford Fire Chief, including the location of fire hydrants.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 26, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-13 ZONING CODE TEXT AMENDMENT to Amend Chapter 1143 Districts, Specifically 1143.12 (b)(2)(c) GB General Business to include mini-warehouse (self-storage unit) and business incubator as conditional uses; and Chapter 1147 Conditional Use, specifically, 1147.03 Use specific regulations and potential concerns related to mini-warehouse (self-storage unit) and business incubator; and Chapter 1159 Definition, specifically adding definitions for mini-warehouse (self-storage unit) and business incubator, **City of Oxford, Applicant**

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Please return no later than: **10/08/2014** 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 26 2014

City of Oxford
Service Department

Drawings reviewed by: *H. Popescu*

Date: 9-29-14

VICTOR POPESCU
PRINTED NAME



Internal Use Only:	
Case No.	PC-2014-13
Date Filed	8/29/14

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 St.
City, State & Zip Code *	Oxford, OH 45056
Telephone Number(s) *	(513)524-5204
Email Address	jhchen@cityofoxford.org

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.

- 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 *


9/2/14

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>

1147

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 7, 2014

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

September 19, 2014
Date Prepared:

PC-2014-13 Zoning Text Amendment to Amend Chapter 1143 Districts, Specifically 1143.12 (b)(2)C GB General Business District; and 1143.14(b)(2) LI Light Industrial District to include mini-warehouse (self-storage unit) and business incubator as conditional uses; and Chapter 1147 Conditional Use, specifically, 1147.03 Use-Specific regulations and potential concerns related to mini-warehouse (self-storage unit) and business incubator; and Chapter 1159 Definitions, specifically adding definitions for mini-warehouse (self-storage unit) and business incubator, **City of Oxford, Applicant**

Recommendation: Approval

Discussion:

The rationale behind the amendment stemmed from a proposal from a local property owner located on 801 S. Beech Street. The owner desires to turn a vacant car repair business into an indoor and outdoor storage area and the existing office space into a business incubator.

The rewrite of the Zoning Code in 2003 specifically removed mini-warehouse entirely from the zoning code. The common approach to include certain uses in the district is to add those uses in the district either as permitted uses or conditional uses, based on the potential adverse impact to the surrounding properties. Staff researched other entities, to learn what concerns with such uses could occur, and considered local factors to see what elements of the uses need to be carefully reviewed.

The Planning Commission went through the draft proposal in two work sessions and two regular meetings to ensure that the proposed uses are thoroughly reviewed with respect to its potential impact to the neighborhoods and the location where might be appropriate for such uses. The Commission went through deliberate discussion to develop design considerations and issues that need to be addressed. It was a consensus that placing these uses as conditional uses would allow the Commission the opportunity to have dialogue with the owner/applicant concerning potential issues and to ensure the final product would be compatible with the neighborhood characters.

The Commission spent an extensive time debating and discussing the draft language and determined that it would be appropriate to allow mini-warehouse and business incubator as conditional uses in the GB and LI Districts. Some concerns rose that these uses should be avoided in the Mile Square and might be appropriate in an LI District and along major roadways.

The Commission, after the public hearing, voted 5-1-0 recommending approval to the City Council to include mini-warehouse and business incubator as conditional uses and recommend amendments to other related chapters of the Zoning Code to be consistent and reasonable.

Approved By:

Department Head:

City Attorney:

City Manager:

ghe 11/19/14
JSE 12/25/14

ORDINANCE NO.

ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 1147.03 ENTITLED USE SPECIFIC REGULATIONS & POTENTIAL CONCERNS AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1147.03 ENTITLED USE SPECIFIC REGULATIONS & POTENTIAL CONCERNS.

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 November 11, 2014 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Section 1147.03 entitled Use Specific Regulations & Potential Concerns and adopting new Oxford Codified Ordinance Section 1147.03 entitled Use Specific Regulations & Potential Concerns.

SECTION II: Council hereby repeals Section 1147.03 and adopts new Section 1147.03 as follows (deletions are ~~stricken through~~ and additions are **bolded**):

1147.03 USE SPECIFIC REGULATIONS & POTENTIAL CONCERNS.

The uses listed in this section are Conditional Uses in at least 1 zoning district. Each use is listed with Potential Concerns and may be listed with specific regulations.

The Potential Concerns are use-specific criteria that Planning Commission shall consider when it makes a recommendation to Council on an application for a Conditional Use. The Planning Commission may also consider additional use-specific concerns not listed here if it deems them appropriate.

The Additional Regulations are more strict or additional dimensional regulations or operational conditions that apply to the use, regardless of whether it is permitted or conditional, and regardless of the zoning district in which it is located, and are enforced by the Zoning Administrator.

(a) General. Wherever no specific area, lot width, or setback requirements are specified in the provisions for specific Conditional Uses, then the dimensional regulations for the most restrictive permitted use in the applicable zoning district shall apply.

(b) Uses.

(1) Agricultural Services.

A. Potential Concerns.

1. Produce and meat storage areas.
2. Noise, dust, and odor from operations.
3. Truck routes from municipal boundary.
4. Temporary sales.

B. Regulations.

1. Farm product storage buildings shall be setback a minimum of 100 feet from a residential zoning district.
2. No outdoor farm machinery repair unless entirely enclosed within a screening fence.
3. Animal enclosures shall be setback a minimum of 200 feet from all lot lines.

(2) Airports and Landing Strips.

A. Potential Concerns.

1. Aircraft noise.
2. Dust from operations.
3. Lighting.
4. Proximity of powered aircraft on the ground to lot lines and adjacent uses.

B. Regulations.

1. Compliance with FAA regulations.
2. Runway locations will not require height restrictions on other

- properties less than would normally be required by dimensional regulations of the zoning district.
3. Runways and taxiing areas shall be setback a minimum of 100 feet from a residential zoning district.
 4. Aircraft storage and service buildings shall be setback a minimum of 100 feet from a residential zoning district.
- (3) Animal Hospitals, Veterinary Clinics, and Kennels.
- A. Potential Concerns.
 1. Traffic generation from associated retail sales.
 2. Location of diagnosis and outdoor activity areas relative public streets and residential zoning district.
 3. Design of facilities that will help ensure humane conditions and treatment of animals.
 4. Animal noise and odor.
 - B. Regulations.
 1. Outdoor pens are not permitted.
 2. Outdoor activity shall be limited to diagnosis and temporary outdoor activity for boarded animals.
- (4) Bed & Breakfast.
- A. Potential Concerns.
 1. Appropriate number of rooms for the neighborhood in which it is proposed.
 2. Location of separate entrances.
 - B. Regulations.
 1. No more than 8 rooms for rent in any structure.
 2. Owner or manager must live in the structure.
 3. At least one meal must be provided to guests on site.
- (5) Gas Station with Convenience Store.
- A. Potential Concerns.
 1. Adequate design of vehicle management area.
 2. Location of fuel pumps and pump canopy.
 3. Outdoor sales and storage.
 - B. Regulations.
 1. All merchandise shall be located within a completely enclosed structure.
 2. Fuel pumps shall be setback a minimum of 30 feet from lot lines or 40 feet from a residential zoning district.
 3. Fuel pump canopies shall be set back a minimum of 20 feet from lot lines or 40 feet from a residential zoning district.
- (6) Vehicle Service and Repair.
- A. Potential Concerns.
 1. Proper design of vehicle management area.
 2. Proximity of service areas to lot lines and adjacent uses.
 3. Outdoor sales and storage.
 4. Tow truck storage.
 - B. Regulations.
 1. All disassembly, service, and assembly of vehicles shall be within a completely enclosed structure.
 2. All service equipment and supplies shall be within a completely enclosed structure.
 3. Vehicles being serviced or awaiting service shall not be stored in an unenclosed area for more than 7 days.
 4. Vehicle service bays shall be setback a minimum of 100 feet from a residential zoning district.
- (7) Vehicle Washing Facility.
- A. Potential Concerns.
 1. Design of vehicle management area.
 2. Enclosure of potential nuisances.
 3. Screening from adjacent uses residential.
 4. Lighting.
 5. Hours of operation.
 - B. Regulations.
 1. Wash bays shall be setback a minimum of 100 feet from a

- residential zoning district.
 - 2. Outdoor equipment (such as vacuum stations) shall not be located in a yard adjacent to a residential zoning district.
 - 3. Queuing spaces shall not be located in a yard adjacent to a residential zoning district.
- (8) Drive-Through Banking and Pharmacy Facilities.
 - A. Potential Concerns.
 - 1. Design of vehicle management area.
 - 2. Noise from operations (vehicle and loudspeaker).
 - 3. Screening from adjacent uses.
 - B. Regulations.
 - 1. Drive-through stations shall not be located in a yard adjacent to a residential zoning district.
 - 2. Queue spaces shall not be located in a yard adjacent to a residential zoning district.
- (9) Drive-Through Convenience and Beverage Facilities.
 - A. Potential Concerns.
 - 1. Design of vehicle management area.
 - 2. Noise from operations (vehicle and loudspeaker).
 - 3. Proximity to churches, schools, other similar institutions.
 - 4. Location and adequacy of dumpsters.
 - B. Regulations.
 - 1. Structure shall be setback a minimum of 50 feet from a residential zoning district.
 - 2. Drive-through stations shall be completely enclosed.
 - 3. Cue Queue spaces shall not be located in a yard adjacent to a residential zoning district.
 - 4. Site shall be a minimum of 500 feet from a church, school, or similar institution, except in a commercial zoning district.
- (10) Drive-Through Restaurant Facilities.
 - A. Potential Concerns.
 - 1. Design of vehicle management area.
 - 2. Noise from operations (vehicle and loudspeaker).
 - 3. Signs and menu boards.
 - 4. Location and adequacy of dumpsters.
 - B. Regulations.
 - 1. Drive-through stations shall not be located in a yard adjacent to a residential zoning district.
 - 2. Cue Queue spaces shall not be located in a yard adjacent to a residential zoning district.
 - 3. Drive-up stations shall be setback a minimum of 50 feet from a residential zoning district.
- (11) Bars and Taverns.
 - A. Potential Concerns.
 - 1. Evening traffic.
 - 2. Noise from operations (music).
 - 3. Location and adequacy of dumpsters.
 - B. Regulations.
 - 1. Site shall be a minimum of 500 feet from a church, school, or similar institution, except in a commercial zoning district
 - 2. Structure shall be setback a minimum of 50 feet from a residential zoning district
- (12) Indoor Sports and Recreation Facilities such as Bowling Alleys, Skating Rinks, Tennis and Racquetball Courts, Soccer Fields, and Swimming Pools.
 - A. Potential Concerns
 - 1. Traffic volume during group or league events.
 - B. Regulations.
 - 1. Entrance to structure shall not be located in a yard adjacent to a residential zoning district.
 - 2. Parking spaces shall not be located in a yard adjacent to a residential zoning district.
 - 3. Structure shall be setback a minimum of 30 feet from a residential zoning district./

- (13) Building Materials Sales Yards.
- A. Potential Concerns
 1. Noise, dust, vibration from operations.
 2. Height and visibility of merchandise storage structures.
 3. Commercial vehicle storage.
 4. Location of loading spaces and on-site management of delivery vehicles.
 5. Unenclosed storage and display.
 - B. Regulations.
 1. Traffic management areas shall not be located in a yard adjacent to a residential district.
 2. Commercial woodworking equipment and other similar machinery shall not be permanently affixed or operated within 50 feet of a residential zoning district, except within a completely enclosed structure.
- (14) Cemeteries.
- A. Potential Concerns
 1. Location and size of structures including mausoleums, chapels, gatehouses, crematoriums, offices, and service and storage buildings.
 2. Appropriate screening, ornamental fencing, and landscaping to minimize potential nuisance.
 - B. Regulations.
 1. Driveways shall be setback a minimum of 10 feet from all lot lines.
 2. Grave markers, mausoleums, and other monuments shall be setback a minimum of 10 feet from all lot lines.
- (15) Churches, Libraries, Community and Recreation Centers.
- A. Potential Concerns
 1. Adequate lot size to permit future expansion.
 2. Location and screening of outdoor recreation areas.
 3. Bus or van storage.
 4. Lighting.
 5. Parking and traffic impact.
 - B. Regulations.
 1. None.
- (16) Clinics.
- A. Potential Concerns
 1. Extent of accessory services.
 2. Hours of operation.
 - B. Regulations.
 1. Accessory services, including laboratories and pharmacies for the use of patients visiting medical practitioners in the clinic, may not be accessible directly from the exterior of the building and may operate only during the hours of operation for the clinic.
- (17) Golf and Country Clubs.
- A. Potential Concerns.
 1. Proximity of fairways and greens to lot lines and adjacent structures.
 2. Trajectory of golf balls.
 3. Location of cart paths.
 4. Location of accessory uses such as ball fields, swimming pools, and tennis courts.
 5. Appropriate screening of high activity areas from adjacent properties.
 - B. Requirements.
 1. Cart paths shall be a minimum of 10 feet from all lot lines.
 2. Accessory uses such as clubhouses, restaurants, bars, swimming pools and similar activities are subject to any regulations that would apply to their operation as a principal use.
- (18) Service Organization Lodges.
- A. Potential Concerns
 1. Location of accessory uses such as ball fields, swimming pools,

- and tennis courts.
- 2. Appropriate screening of high activity areas from adjacent properties.
- B. Requirements.
 - 1. Accessory uses such as clubhouses, restaurants, bars, swimming pools and similar activities are subject to any regulations that would apply to their operation as a principal use.
- (19) Fraternity and Sorority Houses.
 - A. Potential Concerns.
 - 1. Aesthetic Concerns:
 - a. Historical characteristics of existing structures.
 - b. Residential scale and character.
 - c. Yards and landscaping.
 - d. Walls and fences.
 - 2. Activities Areas:
 - a. Porches and patios.
 - b. Locations of recreational areas and courts.
 - c. Locations of accessory structures.
 - 3. Vehicle Management:
 - a. Site access .
 - b. Required parking.
 - c. Emergency access.
 - d. Deliveries.
 - e. Occasional and excess parking management.
 - 4. Adequate Public Utilities:
 - a. Water.
 - b. Sewer.
 - c. Storm water management.
 - d. Other services.
 - 5. Nuisance:
 - a. Waste/trash management.
 - b. Noise and off-site impact.
 - c. Lighting and off-site impact.
 - B. Requirements:
 - 1. New Structures: Building shall be of a size and scale that approximates neighboring structures.
 - 2. Existing Structures: Exterior renovation and improvements shall be maintained to protect existing architectural details, materials and ornamentation.
 - 3. Addition: Building expansions shall be sympathetic to the architectural scale and style of the existing building.
 - 4. Outdoor Areas: Activity areas shall be designed and located to contain noise and light within the property. Activity areas shall be appropriately screened from adjacent properties.
 - 5. Waste facilities: Trash and recycling containers and material shall be stored in a fully enclosed area and properly screened. The waste enclosure shall be adequate for the occupancy and accessible to service vehicles.
 - 6. Parking and Transportation Demand Management: Parking shall meet requirements of Zoning Code Chapter 1149 and shall be properly designed, screened and maintained.
- (20) Family Community Residence, Group Community Residence, and Community Residence.
 - A. Potential Concerns.
 - 1. Maximum occupancy and staffing.
 - 2. Appropriate indoor and outdoor recreation areas.
 - 3. Proximity to and number of similar uses in Oxford.
 - B. Regulations.
 - 1. Site shall be a minimum of 891 feet from any other Community Residence
- (21) Day Care Centers and Nursery Schools.
 - A. Potential Concerns
 - 1. Location and adequacy of planned outdoor play area.

2. Noise.
 3. Adequate drop-off facilities.
 - B. Regulations.
 1. Use of outdoor play areas shall be limited to between the hours of 8:00 A.M. and 8:00 P.M. daylight hours.
- (22) Drive-In Theater.
- A. Potential Concerns
 1. Appropriate screening.
 2. Setback and visibility of screen from residential zoning district and public streets.
 3. Design of vehicle management area, especially street access.
 4. Noise from operations (vehicle).
 - B. Regulations.
 1. No outdoor loudspeaker is permitted.
- (23) Elderly Housing, Congregate Housing.
- A. Potential Concerns.
 1. Proximity to existing or possible area uses that are potentially dangerous to elderly or handicapped occupants.
 - B. Regulations.
 1. Maximum density of 1 dwelling unit per 3,000 square feet
- (24) Funeral Homes and Mortuaries.
- A. Potential Concerns.
 1. Design of vehicle management areas to ensure quick and efficient access to public streets during processions.
 2. Adequate cue space at drop-off areas to ensure that access to parking spaces is not impeded.
 - B. Regulations.
 1. All hearses, limousines, and other related business vehicles shall be stored within an enclosed building when not in use
 2. Parking areas are exempt from provisions of the Vehicle Management regulations that would prevent a vehicle management area that is designed to facilitate funeral processions.
- (25) Gaming Arcades.
- A. Potential Concerns.
 1. Proximity to schools, churches, and establishments serving alcohol.
 2. Proximity to residential zoning district.
 3. Adequate screening of parking and outdoor gathering areas.
- (26) Hospitals.
- A. Potential Concerns.
 1. Location of parking for employees.
 2. Parking for visitors.
 3. Design of drop-off area.
 4. Emergency vehicle access to the site and to the building.
 5. Adequate lot size and shape to handle current proposal and possible additions.
 6. Screening.
 7. Access to appropriate street.
 8. Helicopter landing facilities.
- (27) Motels.
- A. Potential Concerns.
 1. Proximity to residential.
 2. Screening from residential.
 3. Appropriate street access.
- (28) Nursing Homes, Convalescent Homes.
- A. Potential Concerns.
 1. Adequate lot size to provide for visitors and for outdoor activities.
 2. Access to an appropriate street.
 3. Adequate screening from residential.
 - B. Regulations.
 1. Minimum 500 square feet per bed of on-site open space.

- (29) Riding Academies, Stables.
- A. Potential Concerns.
 - 1. Adequate lot size.
 - 2. Noise and dust from operations.
 - 3. Security fencing.
 - 4. Location of corrals and other animal areas.
 - 5. Adequate vehicle management area for transportation of animals.
 - 6. Hours of operation.
 - B. Regulations.
 - 1. Any area designed to accommodate animals used in the operations shall be setback a minimum of 50 feet from any lot line.
- (30) Schools.
- A. Potential Concerns.
 - 1. Adequate lot size to permit future expansion.
 - 2. Bus and van storage.
 - 3. Access to streets that can handle traffic generated by the use.
 - 4. Design of vehicle management area.
 - 5. Location of outdoor facilities such as ball fields and band practice areas.
 - 6. Proximity to incompatible uses (establishments serving alcohol).
 - B. Regulations.
 - 1. Parking spaces shall not be located in a yard adjacent to a residential zoning district.
 - 2. Structure shall be setback a minimum of 30 feet from a residential zoning district.
- (31) Temporary and/or Outdoor Sales of Plants and Garden Supplies
- A. Potential Concerns.
 - 1. Signs.
 - 2. Sight distance at corner lots.
 - B. Regulations.
 - 1. Storage of goods shall not reduce the usable number of parking spaces by more than 10 percent of the required total.
 - 2. Goods shall not be stored in a driveway required to access required parking spaces.
- (32) Mini-Warehouse (Self-Storage Units):
- A. Potential Concerns
 - 1. Adequate lot size
 - 2. Design of vehicle management area
 - 3. Outdoor storage-inoperable vehicles and junk
 - 4. Hours of operation
 - 5. Proximity to residential zoning districts
 - 6. Flammable, combustible material stored on site
 - 7. ~~Compatibility of the scale and character of the project shall be compatible with surrounding properties and existing uses~~
 - B. Regulations
 - 1. Site shall be at a minimum of two acres, and ~~maximum of five acres~~ in area
 - 2. Parking area shall not be located in yard adjacent to a residential zoning district
 - 3. Outdoor security lighting shall be designed to prevent spillover to adjoining properties
 - 4. Landscaping along the public street
 - 5. ~~No chain-link fencing shall be installed visible from any public street, unless specifically approved by the Planning Commission.~~ Any chain-link fence shall have limited visibility from the public street, unless approved by the Planning Commission.

6. Sufficient aisle way width and on-site water supply (including fire hydrants locations) will be determined by the Oxford Fire Chief, between buildings for firefighting purposes.
7. Design of the building and site shall be consistent with the following criteria:
 - a. The rear of the principal building shall not face the public right-of-way
 - b. The front façade of the principal building shall be finished utilizing masonry material that has textured relief. No vinyl or aluminum shall be used in finishing on the front façade of the building.
 - c. The building façade shall have different articulation in height and setbacks.
 - d. The roof of the principal building shall not be a long continuous flat roof and a break in length and elevation shall be provided in regular interval.
 - e. The entrance to the site shall be designed to allow sufficient queuing that on-street traffic will not be impacted.
 - f. ~~There shall be no outdoor storage visible from the public right-of-way.~~ Outdoor storage shall have limited visibility from the public right-of-way.
 - h. There shall be no employee residing on site, unless specifically approved by the Planning Commission and the City Council.

C. Other

1. Encourage the mini-warehouse as the second principal use in conjunction with or behind other principal uses.

(33) Business Incubator:

A. Potential Concerns

1. Hours of operation
2. Type of businesses generating noise, vibration, fumes and other obnoxious environmental concerns
3. Outdoor operations

B. Regulations

1. All activities/merchandise shall be located within a completely enclosed space.
2. Sized adequately to provide all necessary business support

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

1159

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: October 7, 2014

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

September 19, 2014
Date Prepared:

PC-2014-13 Zoning Text Amendment to Amend Chapter 1143 Districts, Specifically 1143.12 (b)(2)C GB General Business District; and 1143.14(b)(2) LI Light Industrial District to include mini-warehouse (self-storage unit) and business incubator as conditional uses; and Chapter 1147 Conditional Use, specifically, 1147.03 Use-Specific regulations and potential concerns related to mini-warehouse (self-storage unit) and business incubator; and Chapter 1159 Definitions, specifically adding definitions for mini-warehouse (self-storage unit) and business incubator, **City of Oxford, Applicant**

Recommendation: Approval

Discussion:

The rationale behind the amendment stemmed from a proposal from a local property owner located on 801 S. Beech Street. The owner desires to turn a vacant car repair business into an indoor and outdoor storage area and the existing office space into a business incubator.

The rewrite of the Zoning Code in 2003 specifically removed mini-warehouse entirely from the zoning code. The common approach to include certain uses in the district is to add those uses in the district either as permitted uses or conditional uses, based on the potential adverse impact to the surrounding properties. Staff researched other entities, to learn what concerns with such uses could occur, and considered local factors to see what elements of the uses need to be carefully reviewed.

The Planning Commission went through the draft proposal in two work sessions and two regular meetings to ensure that the proposed uses are thoroughly reviewed with respect to its potential impact to the neighborhoods and the location where might be appropriate for such uses. The Commission went through deliberate discussion to develop design considerations and issues that need to be addressed. It was a consensus that placing these uses as conditional uses would allow the Commission the opportunity to have dialogue with the owner/applicant concerning potential issues and to ensure the final product would be compatible with the neighborhood characters.

The Commission spent an extensive time debating and discussing the draft language and determined that it would be appropriate to allow mini-warehouse and business incubator as conditional uses in the GB and LI Districts. Some concerns rose that these uses should be avoided in the Mile Square and might be appropriate in an LI District and along major roadways.

The Commission, after the public hearing, voted 5-1-0 recommending approval to the City Council to include mini-warehouse and business incubator as conditional uses and recommend amendments to other related chapters of the Zoning Code to be consistent and reasonable.

Approved By:

Department Head:

City Attorney:

City Manager:

JHC 11/19/14
DRE 11/25/14

ORDINANCE NO.

ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTIONS 1159.03 ENTITLED DEFINITIONS (BEGINNING WITH THE LETTER "B") AND 1159.14 ENTITLED DEFINITIONS (BEGINNING WITH THE LETTER "M") AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 1159.03 ENTITLED DEFINITIONS (BEGINNING WITH THE LETTER "B") AND 1159.14 ENTITLED DEFINITIONS (BEGINNING WITH THE LETTER "M").

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 November 11, 2014 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended repealing Oxford Codified Ordinance Sections 1159.03 entitled Definitions (Beginning with the letter "B") and 1159.14 entitled Definitions (beginning with the letter "M") and adopting new Oxford Codified Ordinance Section 1159.03 entitled Definitions (Beginning with the letter "B") and 1159.14 entitled Definitions (Beginning with the letter "M").

SECTION II: Council hereby repeals Sections 1159.03 and 1159.14 and adopts new Sections 1159.03 and 1159.14 as follows (deletions are ~~stricken through~~ and additions are **bolded**):

1159.03 DEFINITIONS (BEGINNING WITH LETTER "B").

(1) **BANK** - A building, or part of a building, used principally for the deposit and withdrawal of money and other financial transactions.

(2) **BASEMENT** – The portion of a building which is partly underground and which has one-half or more of its ceiling height above the average finished grade of the ground adjoining the building.

(3) **BED & BREAKFAST** - Overnight accommodations, with or without meals, in a dwelling unit provided to transients for compensation.

(4) **BLOCK** – A tract of land bordered on all sides by a street, or by one or more streets and a railroad right-of-way, stream, river or un-subdivided acreage.

(5) **BUILDING** - Any structure having a roof supported by columns or walls and intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.

(6) BUILDING, ACCESSORY

Building Height:

A. The vertical distance from the average elevation of the finished grade along the front of the building to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the mean height level between the eaves and the ridge for gable, hip or gambrel roofs.

B. When referring to a telecommunications tower or steeple, sign, or other structure, the distance measured from the ground level or the structure's point of attachment (such as the roof for a residential TV antenna) to the highest point on the tower or other structure even if said highest point is an antenna.

(7) **BUILDING HEIGHT** – The vertical distance from the average elevation of the finished grade along the front of the building to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the mean height level between the eaves and the ridge for gable, hip or gambrel

roofs.

(8) **BUILDING LINE** - A line parallel to the street right-of-way line at any story level of a building and representing the distance which all or any part of the building is to be set back from said right-of-way property line.

(9) **BUILDING, MAIN** - A building in which the principal use of the site is conducted.

(10) **BUILDING PERMIT** - A document certifying that the plans reviewed conform to the requirements of the Building Code.

(11) **BUILDING, TEMPORARY** - A building used temporarily for the storage of construction materials and equipment incidental and necessary to on-site permitted construction of utilities, or other community facilities, or used temporarily in conjunction with the sale of property within a subdivision under construction.

(12) **BUSINESS** - Retail, wholesale, and service establishments which cater to the community needs for goods and services.

- A. **Retail Business:** The sale of products directly to the consumer for personal, household or farm use including restaurants.
- B. **Wholesale Business:** The sale of products to retailers or to institutional, industrial, commercial and professional users.
- C. **Personal Service:** Any enterprise conducted for gain which primarily offers services to the general public including, but not limited to, shoe repair, barbershop, beauty parlor, or doctor's office.
- D. **Business Services:** Any activity conducted for gain which renders services primarily to other commercial or industrial enterprises, or which services and repairs appliances and machines used in homes or businesses.

(13) **BUSINESS INCUBATOR:** An organization designed to accelerate the growth and success of entrepreneurial companies through an array of business support resources and services that could include physical space, capital, coaching, common services and networking connections.

1159.14 DEFINITIONS (BEGINNING WITH LETTER "M").

(1) **MANUFACTURED HOME** - A structure, transportable in one or more sections, which in the traveling mode is eight feet or more in width or 40 feet in length, or when erected on site is 320 square feet or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained therein. (See Ohio Revised Code)

(2) **MANUFACTURING.**

- A. **MANUFACTURING, HEAVY** - All other types of manufacturing not included in the definitions of light manufacturing and medium manufacturing.
- B. **MANUFACTURING, LIGHT** - The manufacturing, compounding, processing, assembling, packaging, or testing of goods or equipment, including research activities, conducted entirely within an enclosed structure, with no outside storage, serviced by a modest volume of trucks or vans and imposing a negligible impact on the surrounding environment by noise, vibration, smoke, dust or pollutants.
- C. **MANUFACTURING, MEDIUM** - The manufacturing, compounding, processing, assembling, packaging or testing of goods or equipment within an enclosed structure or an open yard that is capable of being screened from neighboring properties, serviced by a modest volume of trucks or other vehicles.

(3) **MARQUEE** - Any hood, canopy, awning, or permanent construction that projects from a wall of a building without ground mounted supports, usually above an entrance.

(4) **MASSAGE ESTABLISHMENT** - Any establishment having a fixed place of business where massages are administered for pay. This definition shall not be construed to include a hospital, nursing home, medical clinic, or the office of a physician, surgeon, chiropractor, osteopath, or massage therapist duly licensed by the State of Ohio, nor barbershops or beauty salons in which massages are administered only to the scalp, the face, the neck, or the shoulder.

(5) **MILE SQUARE** – The area bounded and described as follows: Beginning at the intersection of Chestnut Street and Patterson Avenue; thence northwardly with the centerline of Patterson Avenue to a point, which was the 1976 North Corporate line; thence with the 1976 North Corporate line to a point in the centerline of Brown Road; thence southwardly with the centerline of Brown Road to a point in the centerline of Sycamore Street; thence westwardly with the centerline of Sycamore Street to a point in the centerline of Locust Street; thence with the centerline of Locust Street southwardly to a point in the intersection of the centerline of Chestnut Street and Locust Street; thence with the centerline of Chestnut Street eastwardly to the place of beginning.

(6) **MINI-WAREHOUSE (SELF-STORAGE UNITS)**- A building or group of buildings consisting of individual, small, self-contained units that are leased or owned for the storage of business and household goods.

(7) ~~(6)~~ **MINOR REPAIR** - The renewal or replacement of any part of a building in keeping with the existing type of construction, arrangement of parts, and occupancy of the building, for maintenance purposes only, when the structural, plumbing, gas piping, wiring, heating, or ventilation branches of the building are not affected; but not including any additions or replacement of entire segments of a structure, structural alterations, or any changes affecting safety, required exit facilities, or use.

(8) ~~(7)~~ **MOBILE HOME** - A self-propelled or non-self-propelled vehicle so designed, constructed or added to by means of accessories in such manner as will permit the use and occupancy therein for habitation, whether resting on wheels, jacks or other foundations and used or so constructed as to permit its being used as a conveyance upon the public highway.

(9) ~~(8)~~ **MOBILE HOME PARK** - Any premises occupied by, or designed to be occupied by, more than one family in mobile homes, tents, camp cars or similar facilities, and including any roadway structure, vehicle or enclosure used or intended for use as a part of the facilities of such Mobile Home Park.

(10) ~~(9)~~ **MOBILE HOME SALES** - An open area, other than a street, used for the display or sale of new or used mobile homes and where no repair work is done except minor incidental repair of mobile homes to be displayed and sold on the premises.

(11) ~~(10)~~ **MODEL HOME** - A dwelling temporarily used as a sales office for a residential development under construction; said home being used for on-site sales and not for general real estate business.

(12) ~~(11)~~ **MODULAR HOME** - A factory-built home, other than a manufactured home, which meets all of the following requirements:

- A. Is designed only for erection or installation on a site-built permanent foundation;
- B. Is not designed to be moved once so erected or installed;
- C. Is designed and manufactured to comply with a nationally recognized model building code or an equivalent local code, or with a state or local modular building code recognized as generally equivalent to building codes for site-built housing; or
- D. To the manufacturer's knowledge, is not intended to be used other than on a site-built permanent foundation.

(13) ~~(12)~~ **MOTEL** - An establishment providing sleeping accommodations for transients with a majority of all rooms having direct access to the outside without the necessity of passing through the main lobby of the building.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

12/2/2014

Account Code No. :

see below

Budgeted Amount :

Finance

Originating Department

Joe Newlin

Prepared By

11/20/2014

Date Prepared

Agenda Title:	2014 Supplemental Budget #8
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Recommendation:	Approve
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Issue 1

Hotel and Convention Tax revenue is averaging 4.04% more in 2014 and 2015 (through the end of November) need to increase budgeted revenue in both the General Fund and Hotel & Convention Tax Fund \$34,000 to a revised estimate of \$228,650 City will only pay the OVB actual amount received up to the additional \$31,960.

Action Needed:

Revenue Side

General 110	34,000.00	Estimated increase in revenue
Hotel & Convention Tax 120	34,000.00	Estimated increase in revenue
General 110	11,590.00	Transfer from Hotel & Convention Tax Fund

Expense Side

Hotel & Convention Tax 120	31,960.00	Amount owed to Oxford Visitors per 2014 Budget 94%
Hotel & Convention Tax 120	11,590.00	Transfer to General Fund
Hotel & Convention Tax 120	(2,001.08)	Balancing Figure
 Net Effect on Fund Balance/(s) Increase/(Decrease)	 38,041.08	

Issue 2

Increase in budgeted Income Tax Revenue and corresponding budgeted retainer and refunds.

Revenue Side

General 110	576,440.00	Estimated increase Income Tax revenue
Fire & EMS 418	94,290.00	Estimated increase Income Tax revenue

Expense Side

General 110	15,000.00	Estimated increase in retainer and refunds (unencumbered balance)
Fire & EMS 418	2,500.00	Estimated increase in retainer and refunds (unencumbered balance)
 Net Effect on Fund Balance/(s) Increase/(Decrease)	 653,230.00	

Issue 3

Adjustments necessary due to increase in budgeted medical expenses
(will only happen if expenses meets this expected level)

Action Needed:

Revenue Side

- N/A

Expense Side

Employee Benefits 230 50,000.00 Anticipated increase expenditures (unencumbered balance)

Net Effect on Fund Balance/(s) (50,000.00)
Increase/(Decrease)

Issue 4

Adjustments necessary due to increase in budgeted Rumpke expenses - \$5,000 and salaries - \$1,600
(will only happen if expenses meets this expected level)

Action Needed:

Revenue Side

- N/A

Expense Side

Refuse 341 6,600.00 Anticipated increase expenditures (unencumbered balance)

Net Effect on Fund Balance/(s) (6,600.00)
Increase/(Decrease)

Issue 5

Monies received the Ohio Historic Preservation Office for work at the Oxford Community Arts Center as part of their grant project/historic renovation project. Our agreement with OCAC was to turn all of those funds over to OCAC since the city did not have any capital costs on this project, just the grant administration staff time.

Action Needed:

Revenue Side

General 110 16,800.00 Grant funds from the Ohio Historic Preservation Office

Expense Side

General 110 16,800.00 Pass-through expenditure to OCAC (unencumbered balance)

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

Breakdown by Fund

Hotel & Convention Tax 120	(7,548.92)
Fire/EMS 418	91,790.00
General 110	607,030.00
Employee Benefits 230	(50,000.00)
Refuse 341	(6,600.00)

Net Effect on Fund Balance/(s) 634,671.08

Approved By:

Department Head:

City Manager:

Initials

Date

[Signature] 11/21/14
[Signature] 11/25/14

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3249. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 8 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2014.

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

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

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

General Fund 110	34,000.00
Hotel & Convention Tax Fund 120	34,000.00
General Fund 110	576,440.00
Fire & EMS Fund 418	94,290.00
General Fund 110	16,800.00

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

Hotel & Convention Tax Fund 120	31,960.00
Hotel & Convention Tax Fund 120	11,590.00
Hotel & Convention Tax Fund 120	(2,001.08)
General Fund 110	15,000.00
Fire & EMS Fund 418	2,500.00
Employee Benefits Fund 230	50,000.00
Refuse Fund 341	6,600.00
General Fund 110	16,800.00

SECTION 4: The following transfer(s) be executed:

Transfer from:	
Hotel & Convention Tax Fund 120	11,590.00

Transfer to:	
General Fund 110	11,590.00

SECTION 5: The following increase/(decrease) in revenues be made:

General Fund 110	11,590.00
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SECTION 6: In all other respects, Ordinance No. 3249 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

A Regular meeting of the Oxford City Council was called to order by Mayor Kevin McKeehan on Tuesday, November 18, 2014 at 7:15 p.m. Those members present were Bob Blackburn, Richard Keebler, Kate Rousmaniere, Mike Smith, Steve Snyder and Edna Southard.

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

ADJOURN TO EXECUTIVE SESSION

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

AYE: Mr. Keebler, Ms. Rousmaniere, Mr. Smith, Mr. Snyder, Ms. Southard, Mr. Blackburn, Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Ms. Southard moved to adjourn from Executive Session at 7:30 p.m. Mr. Smith seconded. The motion passed 7-0-0.

PLEDGE OF ALLEGIANCE

Mayor McKeehan requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Keebler moved to approve the agenda. Mr. Smith seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

PROCLAMATION **'INTERNATIONAL EDUCATION WEEK'**

Mayor McKeehan read the Proclamation and presented it to Ms. Cheryl Young and Ms. Dawna Peterson.

Ms. Cheryl Young, Provost and Executive Vice President for Academic Affairs, Miami University, noted this was Miami University's first celebration of International Education Week although the U.S. Department of Education had been celebrating it for 17 years.

Ms. Young advised the purpose of International Education Week was to honor and recognize our students who studied abroad in greater numbers each year noting Miami had sent 2,200 students abroad this year. Ms. Young advised International Education Week also recognized our growing population of international students noting there were 1,850 international students at Miami University this year. Ms. Young advised Miami University appreciated the cooperation and collaboration of the City of Oxford noting these factors somewhat changed the City of Oxford and Miami University, what it looked like, and how students from other cultures were welcomed.

COUNCIL ONE YEAR **APPOINTMENTS TO BOARDS AND COMMISSIONS**

Mr. Keebler moved that Council reappoint all of the current appointments of Council members to Boards and Commissions effective 12/1/14 through 12/1/15. Mr. Snyder seconded. The motion passed 7-0-0.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

MINUTES

Minutes of the November 4, 2014 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the November 4, 2014 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the November 5, 2014 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the November 5, 2014 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Mr. Snyder moved to approve the consent agenda. Mr. Blackburn seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION **CONTRACT WITH RUMPKE**

A Resolution No. 4874 authorizing the City Manager to enter into a contract with Rumpke of Ohio, Inc. for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents for a two (2) year period beginning January 1, 2015. (Mike Dreisbach, Service Director) **(Tabled)**

Mr. Keebler moved to remove the proposed Resolution from the table. Mr. Blackburn seconded. The motion passed 7-0-0.

Mr. Dreisbach advised the current contract with Rumpke expired at the end of the year. Mr. Dreisbach noted staff developed specifications, advertised for bids and received 2 bids. Mr. Dreisbach advised there were 3 main issues to resolve while evaluating the bids and Best Way Disposal bid to service roll-off containers and compactors in the City and those prices were compared to Rumpke's with Rumpke being the low bidder. Mr. Dreisbach noted the second issue only Rumpke bid on and that was to evaluate whether to enter into a 2 year contract with 3 one year options or to enter into a 5 year contract and it was slightly less expensive to enter into a 2 year contract with 3 one year options. Mr. Dreisbach advised the third issue to resolve was whether to establish a tiered system so those that disposed of a smaller amount of waste could be charged less than those who disposed of larger amounts of waste. Mr. Dreisbach noted in the end it was actually less expensive to have a 10 can limit verses having a tiered system that was established by having standardized containers so the hauler would know exactly which plan the customer was utilizing and the 10 can limit was the best option. Mr. Dreisbach advised the Environmental Commission supported some kind of a tiered system and approximately 10 years ago the City had a tiered system which was a sticker based system where customers could place 1,2 or up to 10 cans out for pick-up. Mr. Dreisbach noted the City was not as tidy as it is today because if people didn't have stickers they would resort to illegal dumping and alley dumps were being made. Mr. Dreisbach advised tiered systems were great when they addressed economic needs but they could cause additional burdens to the City. Mr. Dreisbach noted the pricing submitted by Rumpke was advantageous in 2 ways as there was only a 5% increase for residential service and commercial rates decreased by 30% to 35%. Mr. Dreisbach advised staff recommended that the City enter into the 2 year contract with Rumpke with 3 one year options.

Mr. Keebler noted for the public that the tiered system was \$0.50 more per month than the unlimited service and Mr. Dreisbach advised that was correct.

Ms. Rousmaniere noted the Environmental Commission had a vigorous debate about this issue and they agreed with the solid waste contract as recommended by staff. Ms. Rousmaniere advised during the next few years the Environmental Commission intended to investigate other programs that could incentivize consumers to minimize waste and maximize recycling and also investigate other tiered systems that might benefit citizens. Ms. Rousmaniere noted the Environmental Commission was perplexed as Council was that the tiered system would cost both the City and the citizens more money. Ms. Rousmaniere advised David Treleaven explained part of that was because consumers would have to purchase or rent specialized containers showing what tier they were utilizing.

Mr. Dreisbach noted staff would continue to encourage recycling and try to expand where recycling was available within the City. Mr. Dreisbach advised the proposed contract allowed for the use of a medium sized recycling bin as opposed to the 18 gallon bin or the wheeled tote.

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

Mr. Snyder moved to adopt Resolution No. 4874. Mr. Blackburn seconded. The motion passed 7-0-0.

RESOLUTION
NEW RPP AREA

A Resolution No. 4875 establishing the 300 and 400 blocks of S. Poplar Street and Wooster Place as residential permitted parking areas, twenty four (24) hours a day, seven (7) days a week. (Bob Holzworth, Police Chief)

Chief Holzworth noted if approved, this would be the 16th Residential Permitted Parking (RPP) area in the City and the 15 that preceded it had worked well for a long time. Chief Holzworth advised the area included the 300 block of S. Poplar Street and the cul-de-sac end of Wooster Place. Chief Holzworth noted Ms. Liz Baer-Broestl and the residents requested that City Council considered a RPP for their benefit. Chief Holzworth noted per Oxford Codified Ordinance Chapter 355 surveys were done over a period of 7 days, the required number of residents had signed the petition and a public hearing was held. Chief Holzworth urged Councils adoption and careful consideration of the proposed Resolution.

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

Ms. Rousmaniere inquired if the property owners or the tenants signed the RPP petition. Chief Holzworth advised the tenants from each dwelling in the designated area signed the petition which was orchestrated by one of the owners.

Mr. Keebler noted he understood the RPP program but he did not like it because if someone wanted to have company there was no where to park. Mr. Keebler noted sometimes the program caused as many problems as it solved. Chief Holzworth noted guest permits were available but they were an under-utilized option.

Mr. Snyder moved to adopt Resolution No. 4875. Mr. Blackburn seconded. The motion passed 7-0-0.

RESOLUTION
ADVANCED PAYMENT
OF PROPERTY TAX

A Resolution No. 4876 authorizing the City Manager to request advanced payment of property tax to the City in 2015 from Butler County. (Joe Newlin, Finance Director)

Mr. Newlin advised the annual Resolution was required by the Butler County Auditor for distribution of property taxes as they came in rather than waiting until they were all in. Mr. Newlin noted this helped the City's cash flow.

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

Mr. Keebler moved to adopt Resolution No. 4876. Mr. Blackburn seconded. The motion passed 7-0-0.

ORDINANCES
SECOND READING

ORDINANCE
2015 APPROPRIATIONS

An Ordinance No. 3286 To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)

Mr. Newlin noted this was the second reading of the proposed budget Ordinance and he would be happy to answer any questions at this time.

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

Mr. Keebler moved to adopt Ordinance No. 3286. Mr. Snyder seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Rousmaniere, Mr. Smith, Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
BUDGETED TRANSFERS

An Ordinance No. 3287 Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)

Mr. Newlin referred to his staff report on pages 52 and 53 of the agenda and advised it was clearly noted when the transfers would take place. Mr. Newlin offered to answer any questions.

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

Mr. Snyder moved to adopt Ordinance No. 3287. Mr. Smith seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Smith, Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
BUDGETED ADVANCES

An Ordinance No. 3288 Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, For The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)

Mr. Newlin noted this was the second reading of the annual advance Ordinance. Mr. Newlin advised advances were done for items/projects that the City would be reimbursed for.

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

Mr. Snyder noted for the public's benefit that Council had been working the these 5 Ordinances since last August. Mr. Snyder advised lack of discussion on these Ordinances did not mean there was a lack of interest.

Mr. Keebler moved to adopt Ordinance No. 3288. Mr. Smith seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere, Mr. Smith
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
FEES AND CHARGES

An Ordinance No. 3289 Adopting Fees And Charges For Fiscal Year 2015. (Joe Newlin, Finance Director)

Mr. Newlin advised this was the second reading of the fee Ordinance which included fees for the new contract with Rumpke. Mr. Newlin noted Ms. Hill clarified some of the language as requested by Council at the last meeting.

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

Mr. Keebler referred to page 71 of the agenda 'Refuse Service' and noted the language was much improved and very clear.

Mr. Snyder moved to adopt Ordinance No. 3289. Mr. Smith seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere, Mr. Smith, Mr. Snyder
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
2015 SALARIES

An Ordinance No. 3290 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, 2015 Through December 31, 2015. (Doug Elliott, City Manager)

Mr. Elliott advised this was the annual salary and benefit Ordinance which included a 2% increase for employees which was in line with what was granted in the police contracts. Mr. Elliott referred to page 83 of the agenda and advised revisions were made as requested by Council at the last meeting.

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

Mr. Snyder moved to adopt Resolution No. 3290. Ms. Rousmaniere seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere, Mr. Smith, Mr. Snyder, Ms. Southard
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott noted Issue 2 for the City's Electric Aggregation Program passed handily and the City was moving forward with the next steps in the process. Mr. Elliott advised notices for the Public Hearings would be published in the Journal News on November 23rd and November 30th and the Public Hearings would take place on December 2nd and December 16th prior to the regular City Council meetings. Mr. Elliott noted the plan of operation and governance would be discussed and public comments would be received. Mr. Elliott thanked everyone for supporting issue 2. Ms. Rousmaniere inquired if suggestions from the public would be heard and Mr. Elliott advised yes noting this was the time for the public to be heard and encouraged the public to attend and share their comments.

Mr. Elliott advised the Lane Library Board of Trustees and the City reached an agreement on the present Oxford Lane Library and the City agreed and the Lane Library agreed to accept 1.4 million dollars for the purchase of the Lane Library building and land. Mr. Elliott noted once the purchase and sales agreement was finalized both entities would formally vote on the purchase.

Mr. Elliott advised the new Lane Library was under construction on S. Locust Street and was expected to be complete by the late fall of 2015. Mr. Elliott noted purchasing the existing Lane Library would enable the City to address some space needs both present and future.

Chief Holzworth advised there had been an uptick in vehicular accidents and encouraged everyone to be more cautious with the winter weather arriving. Chief Holzworth urged everyone to try to avoid an accident by maintaining an assured clear distance and keeping in mind all the other common practices the Police Department emphasized for safe driving.

Mr. Snyder advised two years ago a sub-committee of Council was formed concerning funding for social service agencies and non-governmental organizations that sought monies from the City. Mr. Snyder noted the sub-committee implemented a formal application process and recommended a year ago that the funding for those agencies (except for one) be decreased by 10%. Mr. Snyder advised that decision was motivated by the decrease in funding to the City from the state and county. Mr. Snyder noted the sub-committee (Mayor McKeehan, Vice Mayor Rousmaniere and Mr. Snyder) felt it was time for the entire Council to discuss the future funding of the organizations, where the money was going to come from and what criteria should be used to make those decisions. Mr. Snyder suggested that a Work Session be scheduled after the first of the year for Council to have a philosophical discussion about whether and how much the City should fund those agencies. Mr. Snyder advised from a personal standpoint, due to a situation that occurred with a community-wide event, Council should also expect accountability for the funds granted to different organizations and how they were used in terms of how inter-relationships between the different organizations moved forward to make sure a common goal was achieved with as little friction as possible. Mr. Snyder noted the funding was set for 2015 the same as it was for 2014 and suggested that Council looked at the application process and looked at how the public money was used by different organizations for accountability purposes. Mr. Snyder also suggested and that Council should take more of a role in how the funds were granted (if they were to be granted) and how they were used.

Ms. Rousmaniere reminded everyone that Public Hearings for the City's Municipal Electric Aggregation Program would be held on December 2, 2014 and December 16, 2014 at 6:30 p.m. at the Oxford Courthouse. Ms. Rousmaniere noted the purpose of the Public Hearings was for citizens to come and listen to the plan for the operation and governance of the Electric Aggregation Program that was approved as Issue 2 on Election Day and to present their comments and ideas.

Mr. Keebler thanked staff for putting together a sustainable budget for 2015 noting it was nice to have it adopted in November. Mr. Keebler noted some Cities passed temporary budgets because they couldn't agree on issues or they started the process too late. Mr. Keebler advised since he had been on Council the budgets had been adopted in a timely manner and with everyone working together the City's finances had been kept in good shape. Mr. Keebler noted he felt this was a good way to do business.

Ms. Southard noted citizens asked Council a lot of questions such as does the City have enough salt, what's happening with the construction, are there detours, etc. Ms. Southard encouraged citizens to refer to the City's website as many questions could be answered there.

Ms. Southard noted her hope the City's website would be kept up to date so citizens could be informed on a regular basis.

Mr. Blackburn thanked Mr. Dreisbach and his staff for taking care of the streets after the recent snowfall.

Mr. Blackburn wished everyone a Happy Thanksgiving and noted the Lions Club Christmas Trees would be available for sale in the Uptown Park on Saturday.

Mayor McKeehan wished everyone a Happy Thanksgiving.

ADJOURN

Mr. Smith moved to adjourn at 8:05 p.m. Ms. Rousmaniere seconded. The motion passed 7-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: December 2, 2014

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

November 18, 2014
Date Prepared

PLANNING COMMISSION MEETING REPORT – November 11, 2014

Work Session

The Planning Commission held a work session to discuss the proposed text amendment, PC-2014-13, reviewing the positives and negatives of the amendment and the implications of the amendment. Additionally, the Commission heard a brief presentation by staff relating to the proposed changes to the Vehicle Management Chapter of the Oxford Zoning Code.

Public Hearings

PC-2014-14 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the neighborhood of Christopher Drive, between Kelly Drive and Jeffrey Drive, for a total of 17 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in R-1B/ R-2A (Single and Two Family) Districts. A petition to establish a Neighborhood Conservation Overlay District was filed on August 18, 2014 to the Clerk of City Council. Resolution 4850 was adopted by the City Council accepting the petition and forwarded to the Planning Commission on September 2, 2014.

A total of 17 parcels were included in this petition. Thirteen signatures were gathered to go before the City Council on August 18, 2014.

Several neighbors came to support this map amendment. The Commission went through the Decision Standards and found the proposed amendment met the standards and voted 5-1-0 to recommend approval to Council for legislative action.

PC-2014-15 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in the Southern Knolls Subdivision, specifically Melissa and Melinda Drives and part of Dana and David Drives for a total of 70 parcels contained in the proposed overlay district boundary, **City of Oxford, Applicant**

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in an R-2A (Single and Two Family) District. A petition to establish a Neighborhood Conservation Overlay District was filed on August 25, 2014 to the Clerk of City Council. A Resolution was adopted by the City Council accepting the petition and forwarded to the Planning Commission on September 16, 2014.

A total of 70 parcels were included in this petition and a total of 56 signatures were gathered for the area commonly known as Southern Knolls, specifically Melissa Drive, Melinda Drive, Dana and David Drives.

Several neighbors came to voice their support to this petition and the Commission also inquired about some neighbors who did not support the petition. The Commission voted 5-1-0 to recommend approval to the City Council for consideration.

PC-2014-13 Zoning Text Amendment to Amend Chapter 1143 Districts, Specifically 1143.12 (b)(2)C GB General Business District; and 1143.14(b)(2) LI Light Industrial District to include mini-warehouse (self-storage unit) and business incubator as conditional uses; and Chapter 1147 Conditional Use, specifically, 1147.03 Use-Specific regulations and potential concerns related to mini-warehouse (self-storage unit) and business incubator; and Chapter 1159 Definitions, specifically adding definitions for mini-warehouse (self-storage unit) and business incubator, **City of Oxford, Applicant**

During the work session, the Planning Commission discussed the proposed language and determined that the proposed amendment should be only limited to GB (General Business) and LI (Light Industrial) Districts. Additionally, the Commission made some modifications to the proposed language to better reflect the vision of the Comprehensive Plan and the Planning Commission.

Staff incorporated those comments and read the revised language to the Planning Commission for consideration. During the Public Hearing, several comments were raised by a community member. The Commission was, by and large, in agreement with the revised language. The Commission Chair did caution the Commission about allowing these uses in the Mile Square and that other measures should be in place prior to taking the step to vote on. The Commission voted 5-1-0 to recommend approval to City Council for consideration.

Next Meeting

The next regularly scheduled Planning Commission meeting will take place December 9, 2014.

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>11/19/14</u>
City Attorney:	<u>[Signature]</u>	<u>[Signature]</u>
City Manager:	<u>DRE</u>	<u>11/25/14</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: December 2, 2014

Kim Newton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 21, 2104

Date Prepared

Agenda Title: Report regarding the November 20, 2014 Civil Service Commission Meeting.

Recommendation:

Discussion: The Civil Service Commission held their regular meeting on Thursday, November 20, 2014. Those members present were: Karen Martino, Chair; James Burchyett, Vice-Chair, Greg Smith and Brian Martin. Bill Brewer was excused.

Donna Heck, Human Resources Director; Kim Newton, Recording Secretary and John Detherage, Fire Chief were in attendance for the City. Dennis Malone, Human Resources Director was in attendance for Talawanda Schools.

The Commission reviewed and approved the Talawanda Cafeteria Worker and the Wastewater Treatment Plant Lab Technician eligibility lists.

The Commission also approved the Fire Captain examination and protocol.

The next meeting is scheduled for Wednesday, December 17, 2014 at 5:30 pm at the City Building.

Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

[Signature] 11/25/14
[Signature]
[Signature] 11/25/14

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager: **Douglas Elliott**

Police

Originating Department

Council Meeting Of: **December 2, 2014**

R.B. Holzworth

Account Code No. #: **N/A**

Prepared By

Budgeted Amount: **N/A**

November 24, 2014

Date Prepared

Agenda Title: Disposition of Salvage Vehicles

Recommendation: Approve

Discussion:

As enumerated in the attached memorandum from Property Technician Mike O'Leary, the division is seeking authorization to dispose of ten (10) salvage vehicles. Descriptive information, along with a photograph of each vehicle, is included.

Each salvage company in the area will be provided with a similar packet and given the opportunity to submit a bid to the Finance Director. The bids shall all be opened on the date specified and the vehicles sold to the company with the lowest/best bid. Vehicles are sold as a lot, not individually.

Disposal will be in accordance with ORC 4513.62 [Disposal of Unclaimed Vehicles Ordered into Storage] and OCC 127.11 (d)(4).

The Division of Police recommends approval.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

 11/24/2014
 11/25/14

RESOLUTION NO.

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

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

SECTION 1: The Police Chief recommends that unclaimed motor vehicles ordered into storage pursuant to Section 4513.62 of the Ohio Revised Code be sold to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The motor vehicles to be sold are listed in Exhibit "A" attached hereto and incorporated herein by reference.

SECTION 2: City Council hereby accepts the recommendation of the Police Chief and authorizes the sale of the salvaged, junk and/or abandoned motor vehicles listed in Exhibit "A" to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price.

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

MAYOR

ADOPTED: March 19, 2013

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

Memorandum

To: Chief Holzworth
Fr: Mike O'Leary, Property Technician
Re: Salvage Vehicles
Dt: 11-14-2014

Sir,

We respectfully request that the Oxford Police Department dispose of the attached list of vehicles in accordance with ORC section 451362.



1995 Chevrolet Lumina
VIN: 2G1WN52M2S1126644
Reason for tow: DUS
*Poor Condition
Date of tow: 04-22-2014



1991 Toyota Van
VIN: 1T34C12R8M0039560
Reason for tow: DUS
*Poor Condition
Date of tow: 05-09-2014



2003 Chevrolet Trailblazer
VIN: 1GNDDT135032120747
Reason for tow: DUS
*Poor condition
Date of tow: 07-31-2014



1993 Saturn 4dr
VIN: 1G8ZK5572PZ142354
Reason for tow: Warrant
*Poor condition
Date of tow: 07-05-2014



1996 Ford Econoline 250
VIN: 1FTFE24Y2THB32951
Reason for tow: DUS
*Poor
Date of tow: 07-01-2014



1998 Chevrolet Cavalier
VIN: 1G1JC1249W7268472
Reason for tow: No OL
*Poor condition
Date of tow: 06-01-2014



1995 Ford Mustang
VIN: 1FALP40435F144716
Reason for tow: OVI
*Poor condition
Date of tow: 04-08-2014



1993 Mercury Cougar
VIN: 1MEPM62T4PH679598
Reason for tow: DUS
*Poor condition
Date of tow: 02-23-2014



1986 Lincoln Towncar
VIN: 1LNBP96F2GY674422
Reason for tow: Abandoned
*Poor
Date of Tow: 02-22-2014



1997 Chevrolet S-10
VIN: 1GCCS19X4V8159772
Reason for tow: 72 Hour
*Poor condition
Date of tow: 08-29-2014

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager:	Douglas R. Elliott, Jr.	Police Originating Department
Council Meeting Of:	December 2, 2014	Chief Holzworth
Account Code No. #:	N/A	Prepared By
Budgeted Amount:	N/A	November 20, 2014 Date Prepared

Agenda Title: A resolution to provide free 2-hr parking at meters on High Street, East and West Park, a portion of Lot 52, and Poplar, Main and Beech Streets, between Church and Walnut during the 2014 Christmas / New Year holiday season.

Recommendation: Approve

Discussion:

The Parking Unit recommends that **FREE** 2-hr holiday parking be provided at the meters on High Street (between Campus and College), East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut & Church, and the southern section of Lot 52, starting on Monday, December 15, 2014, at 9:00 a.m. and ending on Wednesday, December 31, 2014, at 6:00 p.m. Normal operations will resume on Friday, January 2, 2014.

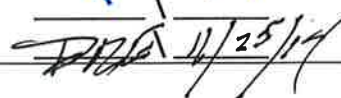
The meters will be bagged with red, plastic covers that read as follows: "Happy Holidays, FREE PARKING (2HR LIMIT)." This has been very well received by merchants and shoppers in the past and will hopefully continue to be an incentive for residents and visitors alike to come uptown to shop and/or dine.

The OPTAB (Oxford Parking & Transportation Advisory Board) has previously endorsed this holiday tradition.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

 11/21/2014
 11/25/14

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 15, 2014 UNTIL 6:00 P.M. ON DECEMBER 31, 2014. 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 15, 2014, until 6:00 p.m. on December 31, 2014. 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 15, 2014 until 6:00 p.m. on December 31, 2014. 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: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)