

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: April 5, 2016

Account Code #: 141.720.51000; 126.370.60011

Budgeted Amount: \$350,000; \$45,090.90

Service Department  
**Originating Department**

Michael B. Dreisbach  
**Prepared By**

March 25, 2016  
**Date Prepared**

**Agenda Title: 2016 Street Resurfacing and Maintenance Program**

**Recommendation: Approval**

### Discussion:

The 2016 Capital Improvement budget includes \$395,090.90 (\$350,000 for street maintenance and resurfacing, and \$45,090.90 for alley resurfacing from remaining 2015 CDBG funds). Staff has evaluated the surface condition of City streets in order to provide data for the compilation of the 2016 Street Resurfacing Program. Several factors were considered in recommending a street for resurfacing including traffic volume, road base condition (or lack of a proper base), curb and gutter condition, drainage conditions, past street and utility cuts, proposed underground work scheduled, and current surface condition. Additionally, staff reviewed and updated the City Infrastructure Inventory which includes data on street, water, wastewater, and stormwater systems.

The list of streets and alleys proposed for resurfacing is detailed on the attached Exhibit "A".

A request for bids was published in the Hamilton Journal on March 11 and 18, 2016. Sealed proposals were opened and read aloud on March 25, 2016. Three firms submitted bids with the following results (including base bid and alternates #1 {Merry Day Park parking lot} and #2 {High Street base repair at University Avenue}):

|                              |                      |
|------------------------------|----------------------|
| <b>John R. Jurgensen Co.</b> | <b>\$ 390,298.90</b> |
| Mt. Pleasant Paving          | 439,236.40           |
| Barrett Paving               | 443,332.25           |

(Continued)

**Approved By:**

Department Head: Initial MBS Date 3/25/16

City Manager: DRE \ 4/1/16

Bids submitted included the following line item cost breakdowns:

- Asphalt milling
- Asphalt placing and compacting
- Traffic control
- Pavement / traffic marking replacements
- Thermoplastic street markings
- Blue reflective armored markers to indicate fire hydrant locations
- Yellow / white markers to enhance lane marking safety

In addition to this street and alley maintenance project, the City, and our partnering agencies, are moving forward with other road projects including the completion of US27 South safety improvements, and replacement of the Bonham Road bridge over Four Mile Creek and associated pedestrian improvements. Staff also evaluated if any facets of the *Shifting Gears* bicycle and pedestrian plan could be implemented in association with this capital project. Staff recommendation in this regard will be by separate Resolution for Council's consideration.

The lowest and best bid for the 2016 Street Maintenance Program, including funding from 2015 CDBG funds, was provided by John R. Jurgensen Co. at a cost of \$390,298.90. Staff is requesting a contingency amount of \$4,792.00 for this contract (1.2%). It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with John R. Jurgensen Co. for a total amount not to exceed **\$395,090.90**.

**RESOLUTION NO.**

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JOHN R. JURGENSEN CO. FOR THE 2016 RESURFACING AND MAINTENANCE WORK AT A COST OF \$390,298.90 PLUS A CONTINGENCY AMOUNT OF 1.2% OF THE CONTRACT PRICE OR \$4,792.00 FOR A TOTAL COST NOT TO EXCEED \$395,090.90.

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

SECTION 1: A request for bids was published in the *Hamilton Journal* on March 11, 2016 and March 18, 2016. Sealed proposals were opened on March 25, 2016 with three firms submitting bids.

SECTION 2: Council hereby finds John R. Jurgensen Co. to be the lowest and best bidder and accepts the bid of \$390,298.90 for the 2016 resurfacing and maintenance work as described in Attachment "A" attached hereto and incorporated herein.

SECTION 3: The City Manager is hereby authorized to enter into a contract with John R. Jurgensen Co. at a cost of \$390,298.90 plus a contingency amount of 1.2% of the contract price or \$4,792.00 for a total cost not to exceed \$395,090.90 for the 2016 resurfacing and maintenance work as described in Attachment "A."

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

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

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

# CDBG Alley Resurfacing & 2016 Street Resurfacing

## Exhibit "A"

| Street Name         | From               | To               | width                            | length | sq feet | cul-de-sac<br>radius | cul-de-sac<br>sq feet | paving<br>sq yds |
|---------------------|--------------------|------------------|----------------------------------|--------|---------|----------------------|-----------------------|------------------|
| College Ave.        | Chestnut St.       | Central Ave.     | 28                               | 700    | 19600   |                      |                       | 2178             |
| College Ave.        | Central Ave.       | Foxfire Dr.      | 28                               | 560    | 15680   |                      |                       | 1742             |
| College Ave.        | Foxfire Dr.        | Railroad         | 28                               | 460    | 12880   |                      |                       | 1431             |
| Brown Rd.           | Sycamore St.       | Northridge       | 31                               | 900    | 27900   |                      |                       | 3100             |
| Brown Rd.           | Northridge         | Kelly            | 27                               | 595    | 16065   |                      |                       | 1785             |
| Brown Rd.           | Kelly              | Corp. Line       | 23                               | 100    | 2300    |                      |                       | 256              |
| Cedar Dr.           | Chestnut           | Intersection     | 20                               | 500    | 10000   |                      |                       | 1111             |
| Valley View Ct      | From 170' w. of    | 100' E. of Ced   | 25                               | 270    | 6750    |                      |                       | 750              |
| Winding Brook       | Brookville         | High Meadow      | 32                               | 180    | 5760    |                      |                       | 640              |
| Winding Brook       | High Meadow        | Lantern Ridge    | 31                               | 980    | 30380   |                      |                       | 3376             |
| Dana Dr.            | Oxford Reily (732) | Ryan Dr.         | 31                               | 240    | 7440    |                      |                       | 827              |
| Dana Dr.            | Ryan Dr. (East)    | Ryan Dr. (West)  | 31                               | 730    | 22630   |                      |                       | 2514             |
| Dana Dr.            | Ryan Dr. (West)    | Randall Dr.      | 31                               | 795    | 24645   |                      |                       | 2738             |
| Dana Dr.            | Randall Dr.        | Josie Lane       | 31                               | 95     | 2945    |                      |                       | 327              |
| Dana Dr.            | Josie Lane         | Stopping Pt      | 31                               | 195    | 6045    |                      |                       | 672              |
| Panda Lane          | S. Terminus        | Contreras Rd.    | 26                               | 457    | 11882   | 32                   | 3215                  | 1677             |
| Prevelant Dr.       | Contreras Rd.      | Savannah Dr.     | 31                               | 915    | 28365   |                      |                       | 3152             |
| McGuffey Ave        | Chestnut St.       | Fairfield Rd.    | BIKE LANE MARKINGS, BIKE SYMBOLS |        |         |                      |                       |                  |
| Wells Mill          | Locust St          | McGuffey Ave     | BIKE LANE MARKINGS, BIKE SYMBOLS |        |         |                      |                       |                  |
| Millville Oxford Rd | Chestnut St.       | Southpointe Pkwy | BIKE LANE MARKINGS, BIKE SYMBOLS |        |         |                      |                       |                  |

| Alleys                                                 | From       | To          | width | length | sq feet | cul-de-sac<br>radius | cul-de-sac<br>sq feet | paving<br>sq yds |
|--------------------------------------------------------|------------|-------------|-------|--------|---------|----------------------|-----------------------|------------------|
| NS Btwn Elm & College                                  | Withrow    | Vine        | 11    | 325    | 3575    |                      |                       | 397              |
| Base Asphalt for Above (1/2 alley is currently gravel) |            |             | 11    | 115    | 1265    |                      |                       | 141              |
| EW Btwn High & Church                                  | Elm        | College     | 12    | 390    | 4680    |                      |                       | 520              |
| NS Btwn Elm & College                                  | High       | Church      | 12    | 315    | 3780    |                      |                       | 420              |
| EW Btwn Withrow & Vine                                 | College    | Beech       | 11    | 370    | 4070    |                      |                       | 452              |
| EW Btwn Walnut & Collins                               | College    | Beech       | 12    | 375    | 4500    |                      |                       | 500              |
| NS Btwn College & Beech                                | Walnut St. | Collins St. | 11    | 320    | 3520    |                      |                       | 391              |
| EW Btwn Collins & Spring                               | College    | Beech       | 12    | 380    | 4560    |                      |                       | 507              |
| NS Btwn College & Beech                                | Collins    | Spring      | 12    | 315    | 3780    |                      |                       | 420              |
| NS Btwn College & Beech                                | High       | Walnut St.  | 17    | 146    | 2482    |                      |                       | 276              |

### Alternate #1

|                              |  |  |    |    |      |  |  |     |
|------------------------------|--|--|----|----|------|--|--|-----|
| Merry Day Park @ Reagh's Way |  |  | 55 | 80 | 4400 |  |  | 489 |
|------------------------------|--|--|----|----|------|--|--|-----|

### Alternate #2

|                                                              |  |  |    |     |      |  |  |     |
|--------------------------------------------------------------|--|--|----|-----|------|--|--|-----|
| High St Base repair @ University Ave. 6" Base / 1.5" Surface |  |  | 13 | 150 | 1950 |  |  | 217 |
|--------------------------------------------------------------|--|--|----|-----|------|--|--|-----|



Office of the Mayor

# Proclamation

**Whereas:**

on April 22, 1970, United States Senator Gaylord Nelson of Wisconsin and Denis Hayes organized the first nation-wide day devoted to environmental awareness and education that was celebrated by an estimated 20 million Americans; and

WHEREAS, this day of environmental awareness and education is celebrated world-wide in some 180 countries, with the participation of over 4,000 separate organizations; and

WHEREAS, individuals and institutions have a mutual responsibility to seek ecological, economical and ethical choices that enable the world, as well as our individual communities, to establish and maintain sustainable societies.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim that on Friday, April 22, 2016 the City of Oxford will recognize and participate in the national and international celebration of:

**'EARTH DAY'**

in the Uptown Parks and I urge all citizens to celebrate Earth Day and to remind each person of their right and responsibility to the wise use of this global home, to heal, preserve and improve the Earth and the quality of life for this and future generations, and to approach every day as an Earth Day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 5th day of April, 2016.



  
KATE ROUSMANIERE, MAYOR

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

**Report to the City Manager**

Community Development  
**Originating Department**

**Council Meeting Of:** April 5, 2016

**Account Code No. #:**

Jung-Han Chen  
**Prepared By**

**Budgeted Amount:**

March 23, 2016  
**Date Prepared**

**Agenda Title:** Planning Commission Meeting Report –March 8, 2016

**Zoning Items**

**PC-2016-03, ZONING CODE TEXT AMENDMENT** Amend Chapter 1143, specifically Section 1143.12 GB General Business District concerning concept review and adding Section 1143.16 Neighborhood Business District, **City of Oxford, Applicant**

Staff presented the proposed amendment for discussion and decision. Two main sections to be modified under this proposal: revising/clarifying the concept review requirements under the General Business District and adding a new Neighborhood Business District section.

The Planning Commission held a lengthy discussion and debated about the proposal, in consideration of public comments, determined that additional clarifications were needed. Specifically, the need to amend concept reviews to a conditional use when the size of the proposed building is significant. Additionally, some revisions and diagrams need to be included in the proposed new zoning district for illustration.

The Planning Commission voted to table this text amendment, in a vote of 6-0-0, to continue review at the April regular meeting.

**Approved by:**

|                         | <b>Initial</b> | <b>Date</b>    |
|-------------------------|----------------|----------------|
| <b>Department Head:</b> | <u>JHC</u>     | <u>3/23/16</u> |
| <b>City Attorney:</b>   | <u></u>        | <u></u>        |
| <b>City Manager:</b>    | <u>DRE</u>     | <u>4/1/16</u>  |

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

**Report to the City Manager**

Community Development  
**Originating Department**

**Council Meeting Of:** April 5,, 2016

Jung-Han Chen

**Account Code No. #:**

**Prepared By**

**Budgeted Amount:** N/A

March 30, 2016

**Date Prepared**

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>Agenda Title:</b> | <b>Street Renaming: Corporate Woods Lane to Ironwood Drive</b> |
|----------------------|----------------------------------------------------------------|

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

The final Planned Development of the Fields of Southpointe indicated new private streets will be extended off the existing Corporate Woods Lane with a new name of Ironwood Drive.

Public safety should be taken into account with this decision. The street name needs to be continued across the intersecting street to avoid confusion and to provide logical address numbers to direct first responders to the caller residence with minimum delay. The consensus from the Planning Commission when reviewing this development project was to name all streets with native tree names.

There are no street addresses associated with Corporate Woods Lane at this time. Therefore, there will be no impact from this name change.

Attached is the location map where the street in question is located.

|                     |                         |                        |
|---------------------|-------------------------|------------------------|
| <b>Approved By:</b> | <b>Department Head:</b> | <b>Initial    Date</b> |
|                     | <b>City Manager:</b>    | <u>JNC 3-30-16</u>     |
|                     |                         | <u>DAK 4-1-16</u>      |

ORDINANCE NO.

ORDINANCE CHANGING THE NAME OF "CORPORATE WOODS LANE" IN THE FIELDS OF SOUTHPOINTE PLANNED DEVELOPMENT TO "IRONWOOD DRIVE" AND DIRECTING THE CLERK OF COUNCIL TO FORWARD A CERTIFIED COPY OF THIS ORDINANCE TO THE COUNTY ENGINEER FOR THE APPROPRIATE CHANGE ON THE PLANNED DEVELOPMENT PLAT.

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

Section 1: Council hereby finds the consensus of the Planning Commission when reviewing the Fields of Southpointe development project was to name all streets therein with native tree species names.

SECTION 2: Council hereby orders the change of that certain street in the Fields of Southpointe Planned Development presently designated as "Corporate Woods Lane" be changed and officially designated as "Ironwood Drive".

SECTION 3: The Clerk of Council shall prepare a certified copy of this Ordinance upon its passage and shall forward the same to the office of the County Engineer, requesting that the appropriate change of said street name be entered upon the Planned Development plat, and appropriate records.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



*Where Creativity  
Meets Functionality*

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

March 21, 2016

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

Re: Corporate Woods Lane  
Street Name Change Request

Dear Mr. Perry:

On behalf of Trinitas Development LLC, we request that Corporate Woods Lane be changed to Ironwood Drive.

Please place this item on the next available City Council meeting agenda.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Etta M. Reed'.

Etta M. Reed, PE

Cc: Damian VanMatre, Trinitas Ventures LLC

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

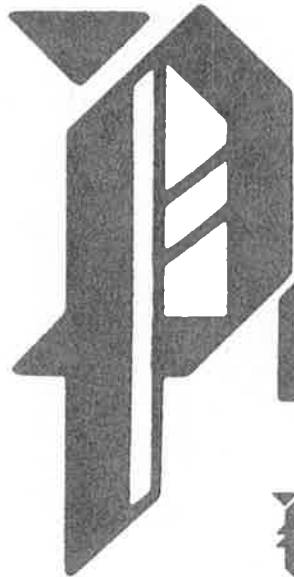
110 South College Avenue, Ste. 101  
Oxford, OH 45056  
513-523-4270

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>





Office of the Mayor

# Proclamation

**Whereas:**

the world has witnessed over a century of genocides that began in April. Millions of people have perished; cultures have been destroyed; communities and nations have been ruined; and

WHEREAS, the conflicts in Darfur, Sudan, the Democratic Republic of Congo, the Central African Republic, Myanmar, and Syria all appear to be escalating into genocide; and

WHEREAS, every April, the 'Miami University Students Against Genocide' along with the Genocide and Holocaust Education Committee organize a week long program that raises awareness of genocide and Holocaust victims and survivors; and

WHEREAS, numerous activities are planned, including a film series, a 'reading of the names' program in which the names of Holocaust victims are read, a poetry read-in, and an information fair that will enable students and citizens alike to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS, supporting Genocide and Holocaust education and prevention will promote a diverse culture of inclusion, integrity, and collaboration that deepens understanding and embraces the intercultural and global experience.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim the month of April as:

**'GENOCIDE AND HOLOCAUST EDUCATION AND PREVENTION MONTH'**

in the City of Oxford and encourage all students and citizens to participate in the programs being offered, to pay tribute to and honor those who have suffered unimaginable tragedy and to advocate for the prevention of future atrocities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 1st day of April, 2016.

  
KATE ROUSMANIERE, MAYOR



# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Service Department

**Originating Department**

City Council Meeting of: April 5, 2016

Michael B. Dreisbach

Account Code #: N/A

**Prepared By**

Budgeted Amount: N/A

March 17, 2016

**Date Prepared**

**Agenda Title: Resolution Implementing Parking Restrictions to Accommodate Bike Lanes**

### **Recommendation:**

### **Discussion:**

On March 4, 2014, City Council approved Resolution No. 4815 incorporating the *Oxford Bike and Pedestrian Safety Improvement Plan* into the Transportation Chapter of the *Oxford Comprehensive Plan*. As Staff implements capital improvement projects throughout the City, the plan is reviewed to see if facets of the plan may be implemented in conjunction with capital improvements. In 2014 and 2015, parts of the Plan were implemented yielding dedicated bike lanes for the majority of Spring Street and shared use roadway with street markings and signage on Fairfield Road.

As part of the 2016 Streets & Alleys resurfacing program, Staff is recommending three facets of the Plan for implementation including dedicated bike lanes for Wells Mill Drive (entire length), McGuffey Avenue (entire length), and Millville – Oxford Rd (aka US27 South) from Chestnut St. to University Park Blvd. Installation of markings and signage on US27 South will be possible after ODOT turns the project over to the City (currently scheduled for late July 2016). As there will be 8' paved shoulders outside of the travel lanes, the shoulders will easily accommodate dedicated bike lanes.

Installation of markings and signage on Wells Mill Dr. and McGuffey Ave. will require the elimination of street parking to accommodate dedicated bike lanes as this street has a 35' right of way. This will allow two 12' travel lanes and two 5.5' bike lanes. There are typically few vehicles parked on Wells Mill Dr. Parking on McGuffey Ave. is also typically low with higher parking density to the south towards Chestnut St. Most properties on McGuffey Ave. have off street parking lots, however, the single family homes to the south of Brookview Ct. (western side – 806, 810, and 814 McGuffey Ave.) are most impacted as they are not in proximity to a side street for alternative parking. The attached aerial images were taken in December 2014 and show minimal parking on both McGuffey Ave. and Wells Mill Dr.

Property owners abutting streets impacted by this proposal were sent notices via regular US Mail that this issue would be discussed at the April 5<sup>th</sup> meeting of City Council. Owners were invited to the meeting to express their thoughts, or comments could be emailed to the Service Department for conveyance to Council.

Should Council approve this Resolution, Staff will implement these changes in July 2016 in conjunction with other street maintenance and construction activities. The existing pavements will receive painted markings and appropriate signage indicating the parking restrictions as well as the dedicated bike lanes.

### **Approved By:**

Department Head:

Initial MBD Date 3/30/16

City Manager:

DRE 4/1/16

## RESOLUTION NO.

A RESOLUTION AUTHORIZING THE INSTALLATION OF STRIPED BICYCLE LANES ON WELLS MILL DRIVE (ENTIRE LENGTH), MCGUFFEY AVENUE (ENTIRE LENGTH) AND ON US 27 SOUTH FROM CHESTNUT STREET TO UNIVERSITY PARK BOULEVARD.

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

SECTION 1: On March 4, 2014 City Council adopted Resolution No. 4815 incorporating the *Oxford Bike and Pedestrian Safety Improvement Plan* into the Transportation Chapter of the *Oxford Comprehensive Plan*.

SECTION 2: As part of the 2016 Street Resurfacing and Maintenance Program, City Staff is recommending the installation of striped bicycle lanes on Wells Mill Drive (entire length), McGuffey Avenue (entire length) and on US 27 South from Chestnut Street to University Park Boulevard.

SECTION 3: Council hereby accepts the City Staff recommendations and authorizes the installation of striped bicycle lanes on Wells Mill Drive (entire length), McGuffey Avenue (entire length) and on US 27 South from Chestnut Street to University Park Boulevard which will result in the elimination of on-street parking on Wells Mill Drive and on McGuffey Avenue.

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

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MAYOR

ADOPTED:

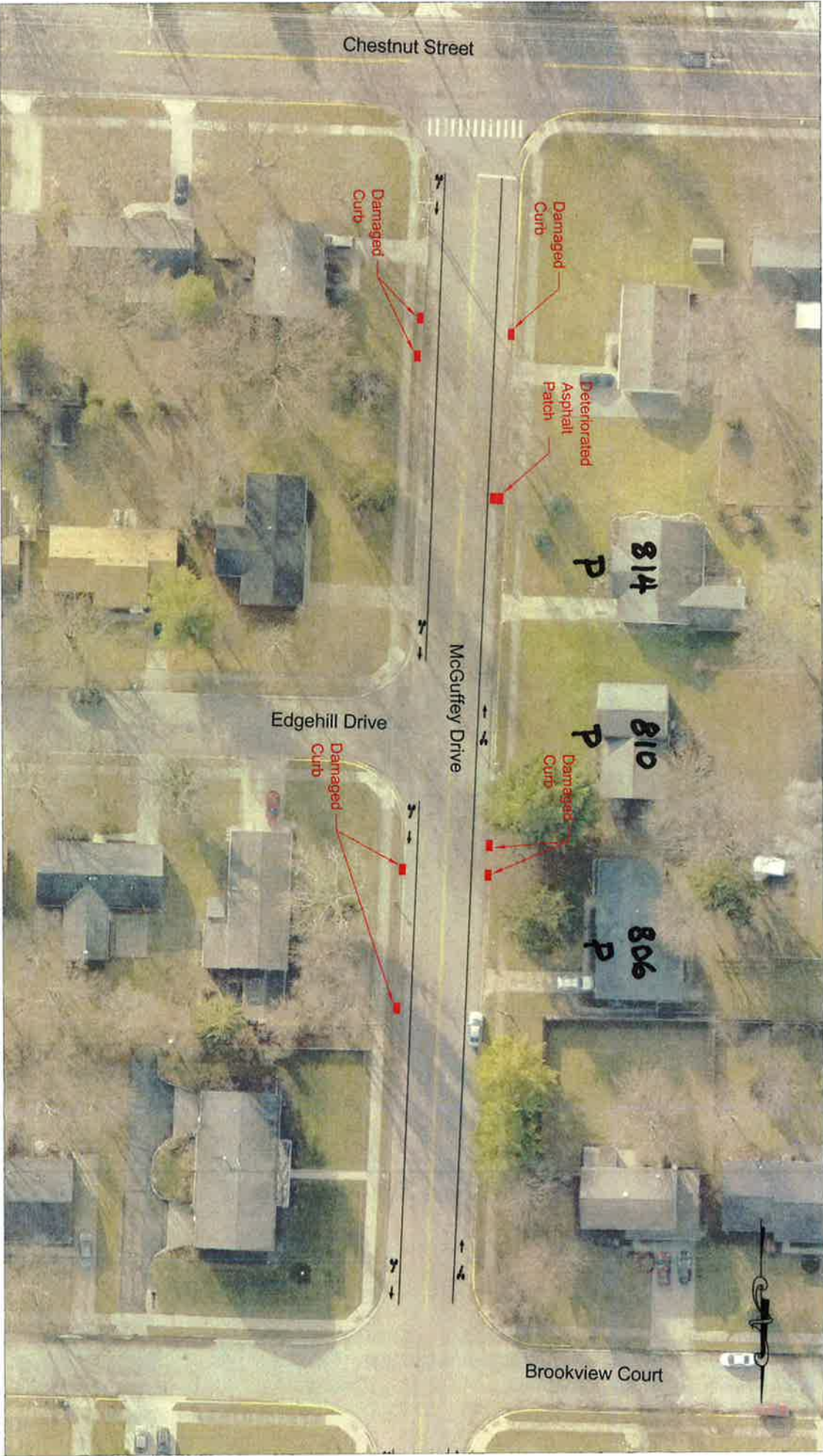
ATTEST:

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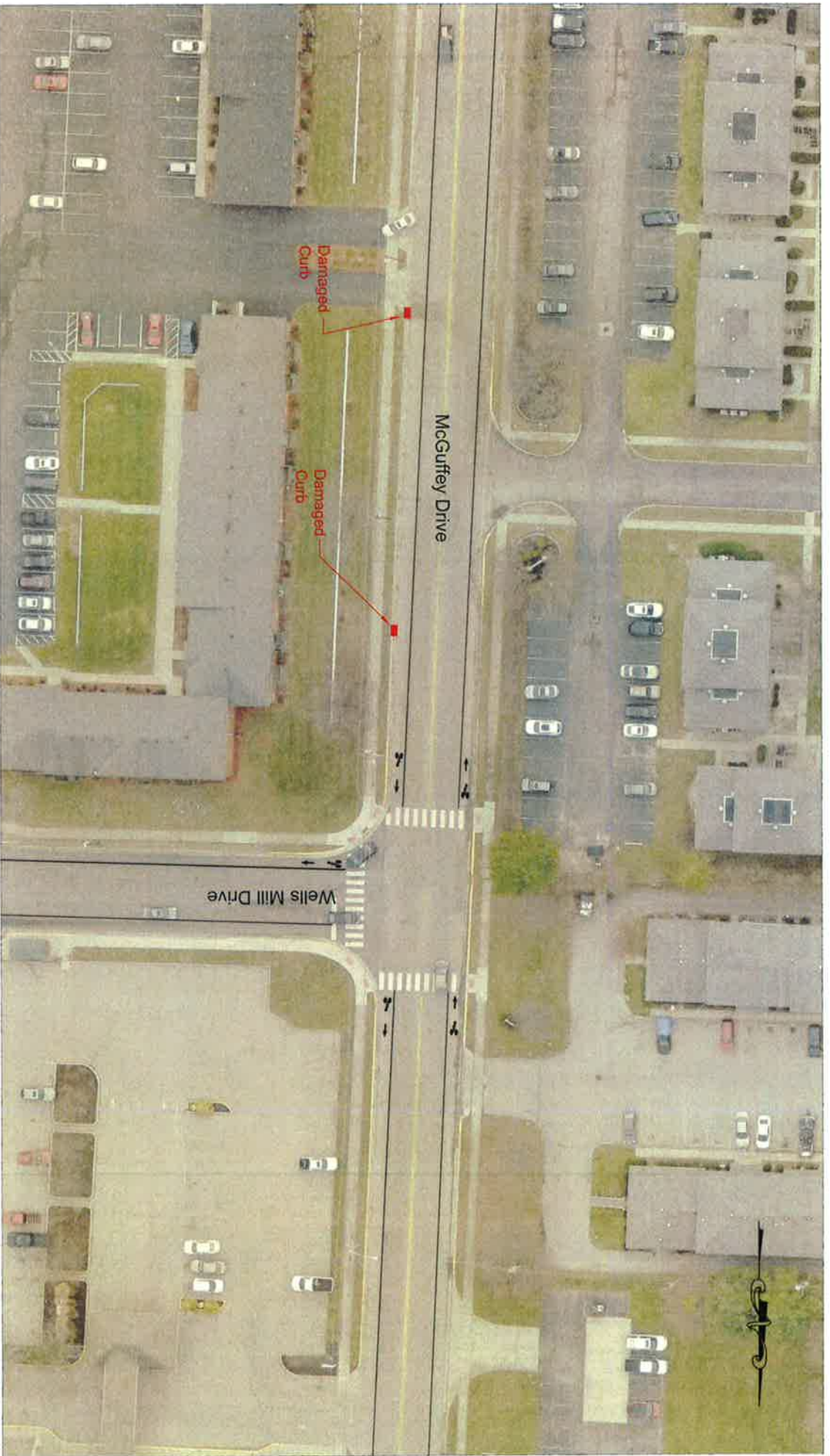
CLERK OF OXFORD CITY COUNCIL

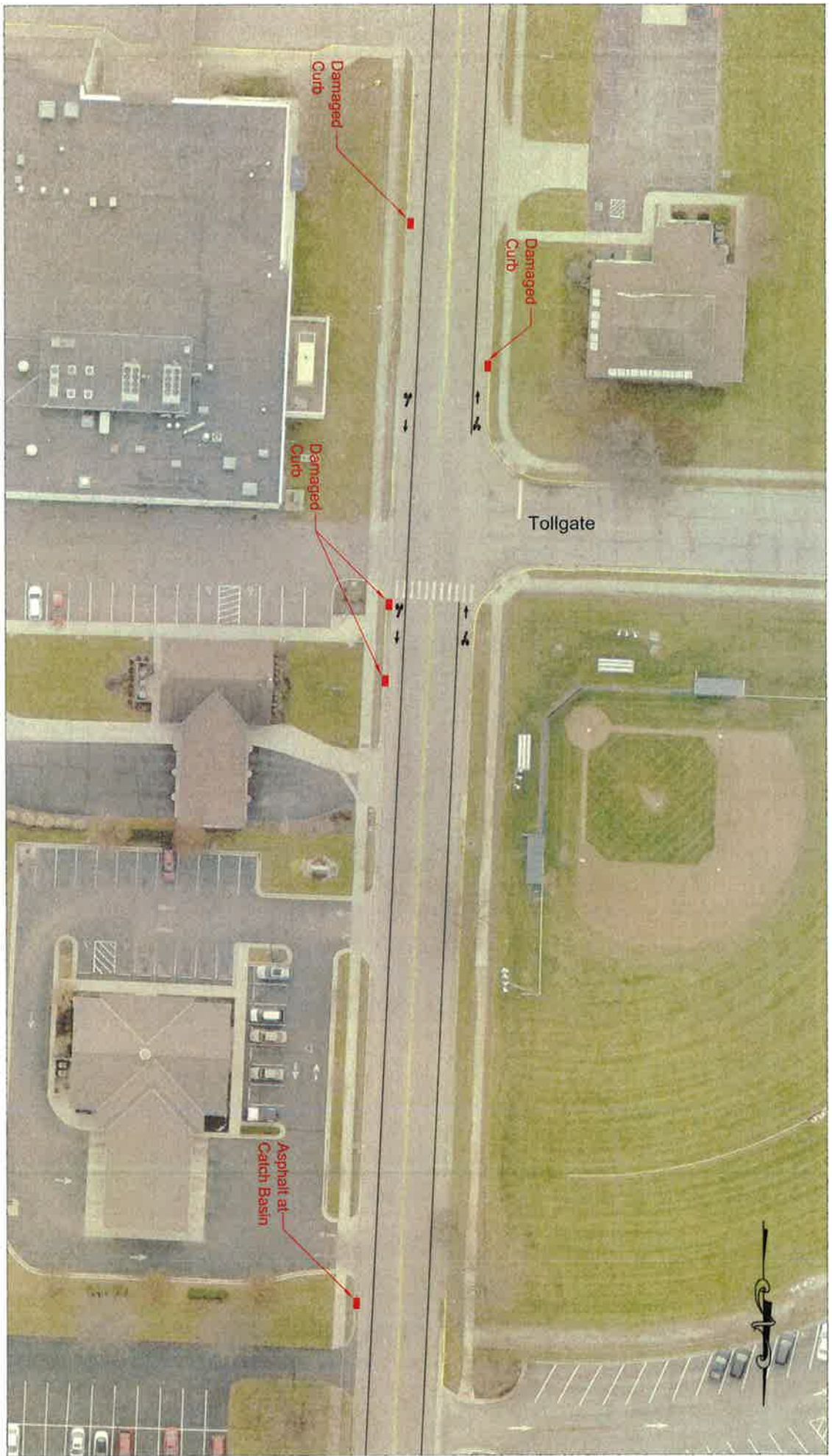
INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)









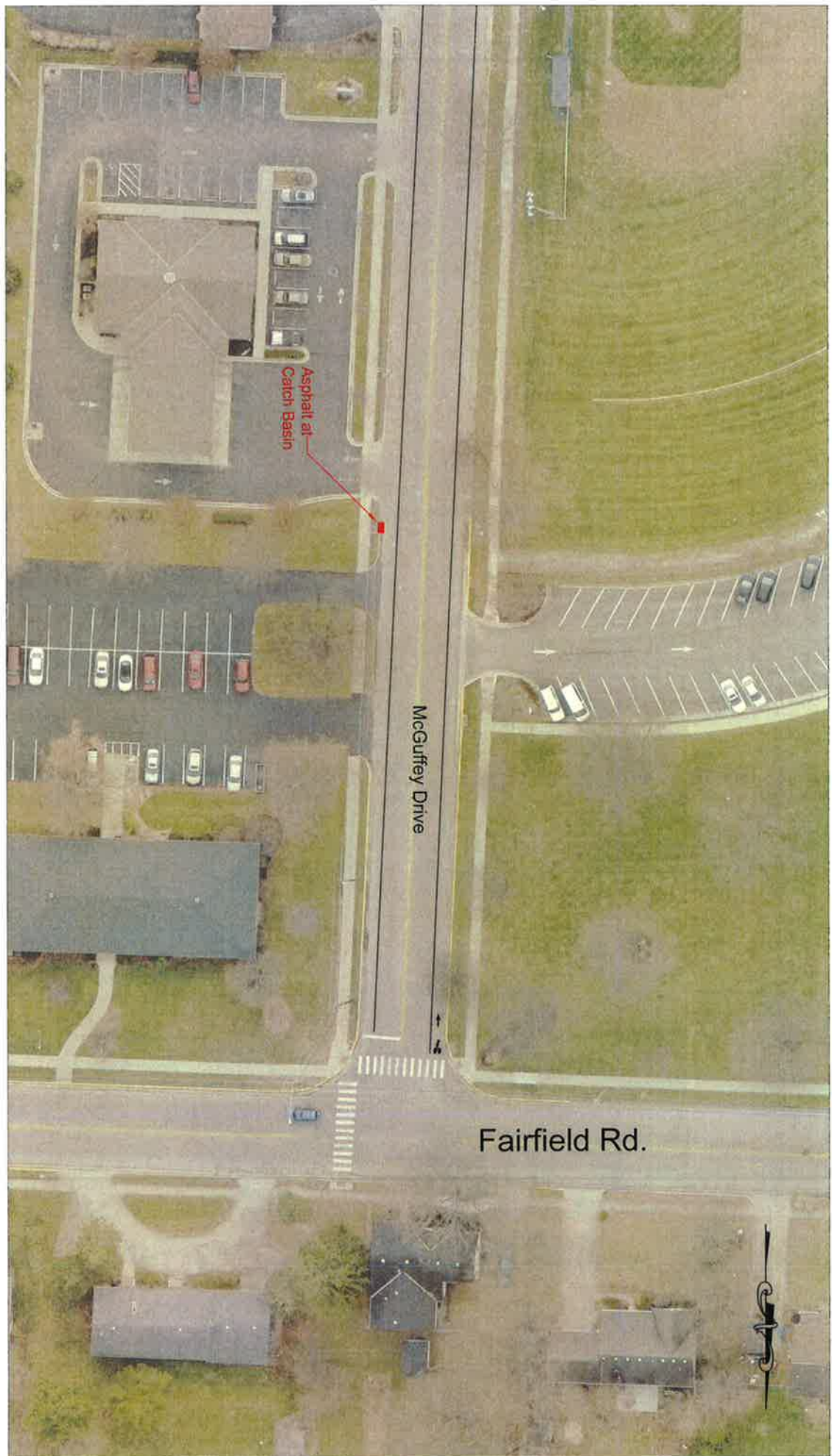
Damaged  
Curb

Damaged  
Curb

Tollgate

Damaged  
Curb

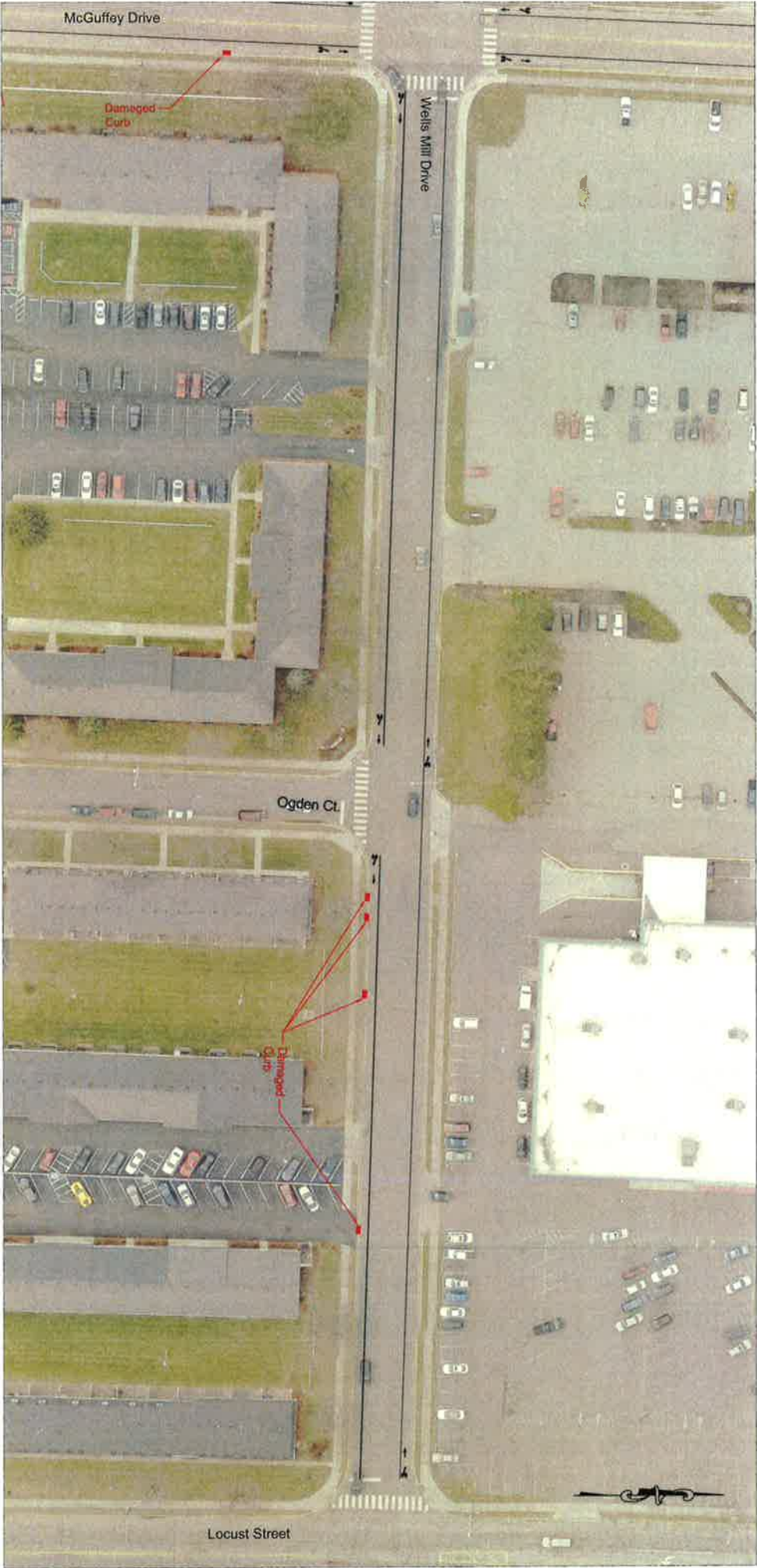
Asphalt at  
Catch Basin



Asphalt at  
Catch Basin

McGuffey Drive

Fairfield Rd.



# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

Human Resources

**Originating Department**

**Council Meeting Of:** April 5, 2016

Kim Newton

**Account Code No. #:** N/A

**Prepared By**

**Budgeted Amount:** N/A

March 24, 2016

**Date Prepared**

**Agenda Title:**

Report regarding the March 23, 2016 Civil Service Commission Regular Meeting.

**Recommendation:**

**Discussion:** The Civil Service Commission held a regular meeting on Wednesday, March 23, 2016. Those members present were: Karen Martino, Chair; James Burchyett, Vice-Chair; Brian Martin and Bill Brewer. Greg Smith was excused

Candi Turpin, Human Resources Director; Kim Newton, Recording Secretary were in attendance for the City of Oxford; and Dennis Malone, Human Resources Director was in attendance for the Talawanda School District.

The Commission reviewed and approved three (3) eligibility lists for the Talawanda School District: Cafeteria Worker, Head Secretary and Assistant Secretary.

The next Civil Service Commission meeting is scheduled for Wednesday, April 27, 2016 at 5:30 p.m.

**Approved By:**

**Initial Date**

**Department Head:** Cut 3/24/16

**City Manager:** DRE 4/1/16

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

**Report to the City Manager**

Community Development  
**Originating Department**

**Council Meeting Of:** April 5, 2016

Sam Perry  
**Prepared By**

**Account Code No. #:**

**Budgeted Amount:**

March 22, 2016  
**Date Prepared**

|                                            |
|--------------------------------------------|
| <b>HAPC MEETING REPORT – March 2, 2016</b> |
|--------------------------------------------|

Old Business

**HAPC-2016-02, COA, 9 W. Walnut Street, second story addition, Scott Webb, Applicant/Agent**

This is a continuation of a December pre-application to convert an existing one story residence to a two story residence. Area variances have been granted by the BZA to allow the second story on the existing building footprint. The proposal is to maintain the existing first floor and front porch. Building materials and colors were discussed. After discussion with the architect and among Commission members, the Commission found the project to be appropriate and therefore voted 5-0 to approve the Certificate of Appropriateness.

New Business

**HAPC-2016-01, 15 E. High Street, Steinkeller, wall sign, Randy Man Sign & Graphics, Applicant, Agent**

A new wall sign is proposed on the Minnis Building for an existing business that currently has a pedestrian doorway fronting on High Street. The business is located in the basement. The wall sign is to be located on the base of the balcony structure on the main building facade. The material is to be molded lettering on a brass backing. The Commission provided feedback and direction to the sign maker and business owner. The Commission voted 5-0 to approve the Certificate of Appropriateness with the condition that revisions be submitted for administrative review.

A presentation was given by Satolli Glassmeyer, "History in Your Own Backyard." The project is to create educational videos about local historic sites in the tri-state area.

The Commission voted 5-0 for Mike Kohus to act as Chair until there is a full slate of Commission members or a vote for both offices is held, whichever is sooner.

The next regular meeting is April 6, 2016.

|                                                                          |                                                                |
|--------------------------------------------------------------------------|----------------------------------------------------------------|
| <b>Department Head:</b><br><b>City Attorney:</b><br><b>City Manager:</b> | <u>JHC</u>   <u>3/23/16</u><br> <br><u>DRE</u>   <u>4/1/16</u> |
|--------------------------------------------------------------------------|----------------------------------------------------------------|

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of : 4/5/2016

Account Code No. : see below

Budgeted Amount : \_\_\_\_\_

\_\_\_\_\_  
Finance  
Originating Department

\_\_\_\_\_  
Joe Newlin  
Prepared By

\_\_\_\_\_  
3/30/2016  
Date Prepared

**Agenda Title:** 2016 Supplemental Budget #3

**Recommendation:** Approve

**Issue 1**

To make adjustment to account for the request from the Coalition for a Healthy Community request received March 9th for a \$1,000 donation for the 2016.

Action Needed:

Revenue Side

N/A

Expense Side

|                    |          |                                                                                           |
|--------------------|----------|-------------------------------------------------------------------------------------------|
| General Fund (110) | 1,000.00 | Appropriation from unencumbered balance for donation to Coalition for a Healthy Community |
|--------------------|----------|-------------------------------------------------------------------------------------------|

|                                                       |            |
|-------------------------------------------------------|------------|
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | (1,000.00) |
|-------------------------------------------------------|------------|

**Issue 2**

To make adjustment to account for Collins Run Rd Improvements & Chestnut St. Signalization for construction in 2017. In the 2017 budget \$331,800 payment from the Ohio Public Works Commission will be budgeted to make the true cost to the City of \$88,200.

Revenue Side

|                           |            |                                                    |
|---------------------------|------------|----------------------------------------------------|
| Capital Improvement (141) | 331,800.00 | Advance from General Fund                          |
| General Fund (110)        | 331,800.00 | Repayment of advance from Capital Improvement Fund |

Expense Side

|                           |            |                                                                                                     |
|---------------------------|------------|-----------------------------------------------------------------------------------------------------|
| General Fund (110)        | 331,800.00 | Appropriation of advance to Capital Improvement Fund from unencumbered balance                      |
| Capital Improvement (141) | 420,000.00 | Appropriation of Collins Run Rd Improvements & Chestnut St. Signalization from unencumbered balance |
| Capital Improvement (141) | 331,800.00 | Appropriation of advance to Capital Improvement Fund from unencumbered balance                      |

|                                                       |              |
|-------------------------------------------------------|--------------|
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | (420,000.00) |
|-------------------------------------------------------|--------------|

**Issue 3**

To make adjustment to account for the preliminary subdivision plat for the Western Knolls property from Bayer Becker for a price not to exceed \$32,320.

Action Needed:

Revenue Side

N/A

Expense Side

|                    |           |                                                                                                          |
|--------------------|-----------|----------------------------------------------------------------------------------------------------------|
| General Fund (110) | 32,320.00 | Appropriation from unencumbered balance for preliminary subdivision plat for the Western Knolls property |
|--------------------|-----------|----------------------------------------------------------------------------------------------------------|

|                                |             |
|--------------------------------|-------------|
| Net Effect on Fund Balance/(s) | (32,320.00) |
|--------------------------------|-------------|

Increase/(Decrease)

#### Issue 4

To make adjustment to account for 5.0% increase in current year Capitan's salaries in Fire & EMS Fund

| Action Needed:                 |                           | Original<br>Budget | Amended<br>Budget                                                      | Budget |
|--------------------------------|---------------------------|--------------------|------------------------------------------------------------------------|--------|
| Revenue Side                   | Salaries & Wages          | 831,126            | 838,822                                                                | 7,696  |
|                                | Overtime                  | 37,000             | 37,000                                                                 | 0      |
|                                | Personnel Benefits        | 273,555            | 276,176                                                                | 2,621  |
|                                | N/A Volunteer Recognition | 3,300              | 3,300                                                                  | 0      |
|                                | Total                     | 1,144,981          | 1,155,298                                                              | 10,317 |
| Expense Side                   |                           |                    |                                                                        |        |
| Fire & EMS Fund (418)          |                           | 10,317.00          | Appropriation from unencumbered balance for salary & benefit increases |        |
| Net Effect on Fund Balance/(s) |                           | (10,317.00)        |                                                                        |        |
| Increase/(Decrease)            |                           |                    |                                                                        |        |

#### Issue 5

To make adjustment to account for depletion of Flexible Spending Account due to large use at beginning of year. Many users spent most of their entire years worth of Flexible Spending Account prior to having it withheld from their paychecks.

#### Revenue Side

|                         |          |                                                 |
|-------------------------|----------|-------------------------------------------------|
| Employee Benefits (230) | 5,000.00 | Advance from General Fund                       |
| General Fund (110)      | 5,000.00 | Repayment of advance from Employee Benefit Fund |

#### Expense Side

|                         |          |                                                                              |
|-------------------------|----------|------------------------------------------------------------------------------|
| General Fund (110)      | 5,000.00 | Appropriation of advance to Employee Benefits Fund from unencumbered balance |
| Employee Benefits (230) | 5,000.00 | Appropriation to repay an advance to General Fund from unencumbered balance  |

|                                      |              |
|--------------------------------------|--------------|
| Net Effect on Fund Balance/(s)       | -            |
| Increase/(Decrease)                  |              |
| Total Net Effect on Fund Balance/(s) | (463,637.00) |
| Increase/(Decrease)                  |              |

#### Breakdown by Fund

|                                |              |
|--------------------------------|--------------|
| General Fund (110)             | (33,320.00)  |
| Capital Improvement (141)      | (420,000.00) |
| Employee Benefits (230)        | -            |
| Fire & EMS Fund (418)          | (10,317.00)  |
| Net Effect on Fund Balance/(s) | (463,637.00) |
| Increase/(Decrease)            |              |

|              |                  |                                                                                     |         |
|--------------|------------------|-------------------------------------------------------------------------------------|---------|
| Approved By: | Department Head: | Initials                                                                            | Date    |
|              |                  |  | 3/30/16 |
|              | City Manager:    |  | 4/1/16  |

**ORDINANCE NO.**

AN ORDINANCE AMENDING ORDINANCE NO. 3335. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 3 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2016.

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

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

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

|                              |            |
|------------------------------|------------|
| General Fund 110             | 1,000.00   |
| Capital Improvement Fund 141 | 420,000.00 |
| General Fund 110             | 32,320.00  |
| General Fund 110             | 331,800.00 |
| Capital Improvement Fund 141 | 331,800.00 |
| Fire & EMS Fund 418          | 10,317.00  |
| General Fund 110             | 5,000.00   |
| Employee Benefit Fund 230    | 5,000.00   |

SECTION 3: The following advances(s) be executed:

|                              |            |
|------------------------------|------------|
| Advance from:                |            |
| General Fund 110             | 331,800.00 |
| Capital Improvement Fund 141 | 331,800.00 |
| General Fund 110             | 5,000.00   |
| Employee Benefit Fund 230    | 5,000.00   |

|                              |            |
|------------------------------|------------|
| Advance to:                  |            |
| Capital Improvement Fund 141 | 331,800.00 |
| General Fund 110             | 331,800.00 |
| Employee Benefit Fund 230    | 5,000.00   |
| General Fund 110             | 5,000.00   |

SECTION 4: The following increase/(decrease) in revenues be made:

|                              |            |
|------------------------------|------------|
| Capital Improvement Fund 141 | 331,800.00 |
| General Fund 110             | 331,800.00 |
| Employee Benefit Fund 230    | 5,000.00   |
| General Fund 110             | 5,000.00   |

SECTION 5: In all other respects, Ordinance No. 3335 shall remain in full force and effect.

SECTION 6: This ordinance shall take effect immediately upon its adoption.

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

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

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

# STAFF SUMMARY REPORT

Report to the City Manager

City Manager

**Originating Department**

**Council Meeting Of:** April 5, 2016

Doug Elliott

**Account Code No. #:** N/A

**Prepared By**

**Budgeted Amount:** N/A

March 23, 2016

**Date Prepared**

**Agenda Title:** An Ordinance Increasing The Salary Of The Mayor And Council Members.

**Recommendation:** Adopt the Ordinance

**Discussion:**

The salary for the Oxford Mayor and Council members was last increased in 2000. The current salary for Mayor is \$3,800 per year and the current salary for Council members is \$3,200 per year. Based on my discussions with Council member Edna Southard, I am proposing a \$1,500 increase per year for the Mayor and for the Council members or \$5,300 for the Mayor and \$4,700 for Council members. Per Sections 2.05 and 2.08 of the City Charter no increase in salary shall ever take place during the term of the Mayor or Council members in office at the time the Ordinance to establish a new salary is adopted. If approved, the proposed salary would be effective in November 2017 and only for newly elected Council members.

**Approved By:**

**Initial Date**

**Department Head:**

**City Manager:**

DGE \ 4-1-16

**ORDINANCE NO.**

AN ORDINANCE INCREASING THE SALARY OF THE MAYOR AND COUNCIL MEMBERS.

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

SECTION 1: Pursuant to the authority granted Council by Charter Section 2.08 entitled Salary of Mayor, and Section 2.05 entitled Salary, the annual salary of the Mayor is hereby set at \$5,300.00 effective on adoption of this Ordinance and the annual salary of Council members is hereby set at \$4,700.00 effective on adoption of this Ordinance.

SECTION 2: All prior Ordinances adopted pursuant to the authority of Sections 2.05 and 2.08 of the Charter of the City of Oxford, be and the same are hereby repealed.

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: EDNA SOUTHARD

PREPARED BY: LAW (STAFF)

DRG 4/1/14

**\* Clarifications of definitions, terms, and national standards utilized in operating City of Oxford utility operations.**

**\* Minimum insurance limits for contractors working on utility systems within the City of Oxford utility service areas.**

**\* The City may require a downstream manhole on new developments and / or utility extensions for the purposes of inspection and effluent sampling.**

**\* Standard drawings were updated and clarified.**

Upon Council approval of the revised *City of Oxford Water and Sanitary Sewer Improvement Specifications Manual*, staff will notify existing owners of record of our *Manual* of modifications to the document.

**ORDINANCE NO.**

AN ORDINANCE ADOPTING A REVISED AND AMENDED WATER AND SANITARY SEWER IMPROVEMENT SPECIFICATIONS AND BACKFLOW CROSS CONNECTION CONTROL MANUAL.

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

SECTION 1: The City Manager and the Service Director recommend the adoption of the revised and amended portions of the Water and Sanitary Sewer Improvement Specifications and Backflow Cross Connection Control Manual attached hereto and incorporated herein by reference as Attachment 'A' for the purpose of establishing construction standards for the construction of water and sanitary sewer systems in the City of Oxford.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Service Director and hereby adopts the revised and amended Water and Sanitary System Improvement Specifications and Backflow Cross Connection Control Manual attached hereto and incorporated herein by reference as Attachment 'A' and orders all water and sanitary sewer systems to be constructed or improved henceforth under the standards of the Manual.

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

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

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: April 5, 2016

Account Code #: 417.750.54340

Budgeted Amount: \$50,000

Service Department  
**Originating Department**

Michael B. Dreisbach  
**Prepared By**

March 17, 2016  
**Date Prepared**

**Agenda Title: Notice to Property Owners Declaring the Necessity to Improve Property.**

**Recommendation: Approve**

### Discussion:

As part of the City's capital improvement program to resurface asphalt streets and alleys in poor condition, Staff has identified property with defective or sub-standard curb, gutter, driveway apron, and/or sidewalks. Many of these deficiencies were identified as trip hazards and areas that contribute to lowering the expected lifespan of street improvements. Properties on Panda Lane and Brown Road have already received courtesy notices that this work would have to be performed in the near future. Staff also informed the owners that if the deficiencies were not corrected, the City would proceed to have the work done and charge the cost against the property. The City will follow the assessment process as defined in Ohio Revised Code section 729.

*Exhibit "A"*, attached to this report, shows a complete listing of the properties involved for this project, the types of repairs that are necessary, and an *estimate* of probable cost for the improvements.

By addressing the repairs at this time, the public investment in street and alley rehabilitation may be expected to retain its value for several additional years, eliminate significant hazards to pedestrians and cyclists, and improve the aesthetics of the community. It is Staff's recommendation that the City Council approve this Resolution so that the process to complete necessary repairs and improvements may begin. The City will serve notice to all property owners involved and they will have a minimum of 30 days to make repairs from the date of service. Should a property owner disagree with the City's order, they may appeal to the City Council for a hearing on their property and the required improvements. A Resolution would then be required for the City to contract for the improvements. Once work is completed, a Resolution would need to be approved stating the total actual cost to each parcel owner, followed by an Ordinance levying special assessments to the parcels for the improvements.

Currently, \$50,000 has been appropriated for the City to contract for repairs should the property owners choose not to have the work done. Should the City have to contract for repairs in excess of this amount, a transfer from other appropriations will be necessary.

**Approved By:**

Department Head:

Initial MB Date 3/25/16

City Manager:

DRE 4/1/16

## **RESOLUTION NO.**

A RESOLUTION DECLARING THAT IT IS NECESSARY TO IMPROVE THOSE PORTIONS OF CERTAIN PROPERTIES ON BROWN ROAD, CONTRERAS ROAD AND PANDA LANE IN THE CITY OF OXFORD, OHIO, BY RE-PAVING, RE-CURBING, AND REPAIRING THE SIDEWALKS, CURBS, AND GUTTERS.

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

SECTION I: It is necessary to improve certain properties listed on Exhibit "A", a copy of which is attached hereto and incorporated herein by reference, by re-paving, re-curbng and repairing the sidewalks, curbs, and gutters.

SECTION II: The plans, specifications and estimate of the cost of the improvements have been filed in the accordance with Ohio Revised Code Section 729.02 with the Clerk of Council.

SECTION III: It is hereby determined and declared that said improvements are conducive to the public health, convenience, safety and welfare of said City and the inhabitant thereof.

SECTION IV: Council hereby approves the plans, specifications and estimate of cost of repair on file.

SECTION V: Notice of the passage of this resolution of necessity, in accordance with Section 729.03 of the Ohio Revised Code, shall be served by the Clerk of Council upon the owners of the lots or lands abutting upon the sidewalks, curbs, and gutters to be constructed or repaired in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his or her last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods.

SECTION VI: Those sidewalks, curbs, and gutters located on the properties described in Exhibit "A" shall be repaired by the owners of the lots or lands abutting thereon in accordance with the specifications on file in the office of the Clerk of Council no later than thirty (30) days after receipt of the notice described in Section V.

SECTION VII: In the event such owner does not construct or repair such sidewalks, curbs, and gutters in accordance with such specifications and within thirty (30) days after receipt of the notice described in Section V, the City will repair such sidewalks, curbs, and gutters, and assess the costs thereof against the owner of the lots or lands abutting thereon.

SECTION VIII: The costs of the sidewalks, curbs, and gutters improvements shall be assessed by the foot front of the property bounding and abutting on the improvement, upon the following described lots of land, to-wit: All lots and land bounding and abutting upon the proposed improvement between the termini aforesaid, which said lots and lands are hereby determined to be specifically benefited by said improvement; and the cost of said improvement shall not include the costs of preliminary and other surveys, plans, specifications, profiles and estimates of printing, serving, and publishing notices, resolutions and ordinances, the amount of damages resulting from the improvement assessed in favor of any owner of land affected by the improvement and the interest thereon, the costs incurred in connection with the preparation, levy and collection of the special assessments, but the cost of said improvement to be assessed shall include the expenses of legal services including obtaining an approving legal opinion, cost of labor and material and interest on bonds and notes issued in anticipation of the levy and collection of the special assessments together with all other necessary expenditures relative to expenses of financing, and relative to re-paving, re-curb-ing, or repairing the sidewalks, curbs, and gutters.

SECTION IX: The City Engineer is hereby authorized and directed to prepare and file in the office of the Clerk of Council the estimated assessments of the cost of the improvements described in this resolution. Such estimated assessments shall be based upon the estimate of cost of said improvement now on file in the office of the Clerk of Council, and shall be prepared pursuant to the provisions of this resolution.

SECTION X: The assessments to be levied shall be paid in five (5) annual installments, with interest on deferred payments at rate of five percent (5%); provided, that the owner of any property assessed may, at his or her option, pay such assessment in cash within thirty (30) days after passage of the assessing ordinance.

SECTION XI: The entire cost of said improvements, after application of the assessments herein provided for, shall be paid by the City of Oxford from funds available for this purpose in the Capital Improvement Fund.

SECTION XII: This resolution shall take effect at the earliest time allowed by law.

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MAYOR

ADOPTED:

ATTEST

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE  
PREPARED BY: LAW (STAFF)

| Curb, Gutter, Sidewalk, for 2016 Resurfacing |               |                    |                                                                    |                                  |                |                         |                          |                              |                            |
|----------------------------------------------|---------------|--------------------|--------------------------------------------------------------------|----------------------------------|----------------|-------------------------|--------------------------|------------------------------|----------------------------|
| Address                                      | Direct<br>ion | Street Name        | Property Owner                                                     | Parcel #                         | Lineal Ft Curb | Square Feet<br>Sidewalk | Square Ft<br>Drive Apron | Date of Letter<br>Expiration | Estimated Cost             |
| 6195<br>20                                   |               | Contreras<br>Panda | VESLANY KATHLEEN & PRYTHERCH DAVID<br>REAGH RONALD A & ELIZABETH A | H4100017000054<br>H4000017000055 | 85<br>110      | 0<br>92                 | 0<br>92                  |                              | \$ 2,465.00<br>\$ 4,570.00 |
| 30                                           |               | Panda              | ALBARRAN JUAN CARLOS L & ELENA J                                   | H4000017000056                   | 53             | 0                       | 0                        |                              | \$ 1,537.00                |
| 31                                           |               | Panda              | BLOMQUIST THOMAS R & CYNTHIA B                                     | H4100017000051                   | 40             | 0                       | 0                        |                              | \$ 1,160.00                |
| 21                                           |               | Panda              | SMITH GREGORY N & KRISTY L                                         | H4100017000052                   | 14             | 0                       | 0                        |                              | \$ 406.00                  |
| 11                                           |               | Panda              | HOLLINGSWORTH JANE M                                               | H4100017000053                   | 63             | 0                       | 0                        |                              | \$ 1,827.00                |
| 5145                                         |               | Brown              | UNITED STATES POSTAL SERVICE                                       | H4100012000002                   | 221            | 50                      | 0                        |                              | \$ 6,759.00                |
| 5195                                         |               | Brown              | WELLS DANIEL C & JENNIFER J                                        | H4100012000022                   | 110            | 0                       | 0                        |                              | \$ 3,190.00                |
| 5245                                         |               | Brown              | JDRS INVESTMENTS LLC                                               | H4100012000021                   | 52             | 0                       | 0                        |                              | \$ 1,508.00                |
| 5249                                         |               | Brown              | KIRKPATRICK REBECCA J                                              | H4000012000019                   | 10             | 0                       | 0                        |                              | \$ 290.00                  |
| 5262                                         |               | Brown              | MAM OXFORD LLC                                                     | H4100011000083                   | 137            | 45                      | 2044                     |                              | \$ 20,640.00               |
| 5244                                         |               | Brown              | HURSTON NORMA J ETAL                                               | H4100011000076                   | 50             | 20                      | 0                        |                              | \$ 1,590.00                |
| 5240                                         |               | Brown              | WILSON FAMILY TRUST                                                | H4100011000075                   | 45             | 0                       | 0                        |                              | \$ 1,305.00                |
| 5214                                         |               | Brown              | D & B FAMILY LTD PRT                                               | H4100011000081                   | 27             | 0                       | 0                        |                              | \$ 783.00                  |
| 5204                                         |               | Brown              | GURR DALE A TR ETAL                                                | H4100011000073                   | 43             | 0                       | 0                        |                              | \$ 1,247.00                |
| 5170                                         |               | Brown              | BOEVERS COLIN T                                                    | H4100011000080                   | 20             | 0                       | 0                        |                              | \$ 580.00                  |
| 5140                                         |               | Brown              | LIU HOU CHANG & ZHENKUN                                            | H4000011000069                   | 10             | 0                       | 0                        |                              | \$ 290.00                  |
| 5130                                         |               | Brown              | KNOCK KEVIN & GRETCHEN                                             | H4100011000068                   | 26             | 0                       | 0                        |                              | \$ 754.00                  |
|                                              |               | Brown              | BOEVERS COLIN T                                                    | H4100011000067                   | 116            | 0                       | 0                        |                              | \$ 3,364.00                |
| <b>Total:</b>                                |               |                    |                                                                    |                                  | <b>1232</b>    | <b>207</b>              | <b>2136</b>              |                              | <b>\$ 54,265.00</b>        |

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Community Development Department  
**Originating Department**

**Council Meeting Of:** April 4, 2016

Jung-Han Chen  
**Prepared By**

**Account Code No. #:**

**Budgeted Amount:**

March 30, 2016  
**Date Prepared**

|                      |                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------|
| <b>Agenda Title:</b> | <b>Right-of-Way Vacation Request to Vacate Two Stub Streets off of Southpointe Parkway</b> |
|----------------------|--------------------------------------------------------------------------------------------|

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

**Discussion:**

This is a request from the owner to vacate two stub streets off of Southpointe Parkway as part of the development project.

This issue was brought up at the Planned Development Application review of the 37 acres of land to be developed for residential use. The legal description is provided by a local Engineering Consulting firm. Attached are the locations for those two stub streets.

**Approved By:**

**Department Head:**

**City Manager:**

| Initial | Date    |
|---------|---------|
| JHC     | 3/30/16 |

|     |        |
|-----|--------|
| DRE | 4/1/16 |
|-----|--------|

## **ORDINANCE NO.**

AN ORDINANCE APPROVING THE RIGHT OF WAY VACATION REQUEST TO VACATE TWO RIGHTS OF WAY OFF OF SOUTHPOINTE PARKWAY AND DECLARING AN EMERGENCY.

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

SECTION : Council finds that a right of way vacation request to vacate two small rights of way off Southpointe Parkway has been made by an owner as part of a residential development project, which two rights of way are more particularly described as “Southpointe Parkway, Right of Way Vacation – R/W ‘A’” and “Southpointe Parkway, Right of Way Vacation – R/W ‘B’”, and further described and depicted on the documents attached hereto as Exhibit “A” and Exhibit “B” respectively, and that said request was presented to Council.

SECTION 2: The City provided public notice of a public hearing regarding the right of way vacation request to vacate two rights of way, and held a hearing on the owner’s request this 5<sup>th</sup> day of April.

SECTION 3: The City Council, after the public hearing finds that there is good cause for the right of way vacation of the two rights of way off of Southpointe Parkway, as further described and depicted in the documents attached hereto as Exhibit “A” and Exhibit “B”; that said right of way vacation of these two rights of way off of Southpointe Parkway is not detrimental to the general public interest.

SECTION 4: Council hereby orders that the two rights of way off of Southpointe Parkway described and depicted on the documents attached hereto as Exhibit “A” and Exhibit “B” be vacated.

SECTION 5 This Ordinance is hereby declared an emergency to allow the terms of the City’s directives to be implemented in an orderly manner, thereby protecting the public health, safety and welfare of its citizens by ensuring the directives of the City are complied with.

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

**PETITION FOR MUNICIPALITY TO VACATE RIGHT OF WAY**

TO: OXFORD CITY COUNCIL

FILED ON BEHALF OF:

4-LEAF DEVELOPMENT, LLC

In Re: Vacating A Portion of Right of Way of Southpointe Parkway

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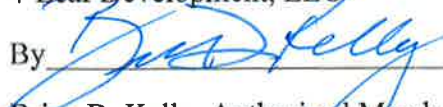
4-Leaf Development, LLC ("4-Leaf"), being the owner of approximately 37 acres of land located in the Southpointe Crossings development in Oxford, Ohio ("Property"), petitions the legislative authority of the City of Oxford, Ohio, being the Oxford City Council, pursuant to the provisions of Section 723.04, et seq., Ohio Revised Code, to vacate a portion of the right-of-way of Southpointe Parkway totaling approximately 0.0673 acres more particularly described in the legal descriptions and plats attached hereto as Exhibit "A" ("subject right-of-way"). This Petition, in addition to being filed under authority of Section 723.04, et seq., Ohio Revised Code sets forth the following supporting reasons for the vacation:

1. The City of Oxford previously accepted the request for the subject right-of-way vacation without objections. See correspondence dated July 25, 2014 from Etta M. Reed, P.E. of Bayer Becker and Memo dated August 4, 2014 from Victor Popescu, P.E., City Engineer attached hereto as Exhibit "B."
2. On October 6, 2015, the City of Oxford City Council passed Ordinance 3329 accepting the Planning Commission's Recommendation for Preliminary Plan Approval of a Planned Development on the Property. Section 3(m) of Ordinance 3329 provides for the vacation of the subject right-of-way. See Ordinance 3329 attached hereto as Exhibit "C."
3. The vacation of the subject right-of-way would not be detrimental to the general interest of the City of Oxford, Ohio.

Pursuant to Section 732.06 Ohio Revised Code, Petitioner, being the owner of all contiguous real estate gives and will give written consent to the vacation, and if appropriate, moves this legislative authority to dispense with notification of the intent to vacate.

WHEREFORE, Petitioner, 4-Leaf Development, LLC, respectfully moves this legislative authority to vacate the subject right-of-way, all rights and interests therein, and declare such right of way, by ordinance, vacated.

4-Leaf Development, LLC

By 

Brian D. Kelly, Authorized Member

# EXHIBIT “A”

Date: March 31, 2016  
Description: Southpointe Parkway  
Right of Way Vacation – R/W "A"  
Location: City of Oxford  
Butler County, Ohio



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

Commencing at the northwest corner of Lot #3714 of said Southpointe Crossings, Section One and being on the southerly right of way of said Southpointe Parkway; thence, with the southerly right of way of said Southpointe Parkway for the following four courses: 1) with a curve to the left, having a central angle of  $34^{\circ} 32' 52''$ , a radius of 280.00 feet, an arc length of 168.83 feet, and a chord bearing and distance of, North  $17^{\circ} 16' 26''$  East, 166.29 feet; 2) thence, North  $00^{\circ} 00' 00''$  East, 123.60 feet; 3) thence, with a curve to the right, having a central angle of  $88^{\circ} 04' 43''$ , a radius of 220.00 feet, an arc length of 338.20 feet, and a chord bearing and distance of, North  $44^{\circ} 02' 21''$  East, 305.87 feet; 4) thence, North  $88^{\circ} 04' 43''$  East, 52.07 feet to the **True Point of Beginning**;

thence, leaving the southerly right of way of said Southpointe Parkway and with a new division line through said Southpointe Parkway, North  $88^{\circ} 04' 43''$  East, 100.00 feet to the southerly right of way of said Southpointe Parkway;

thence, leaving said new division line and with the southerly right of way of said Southpointe Parkway for the following three courses:

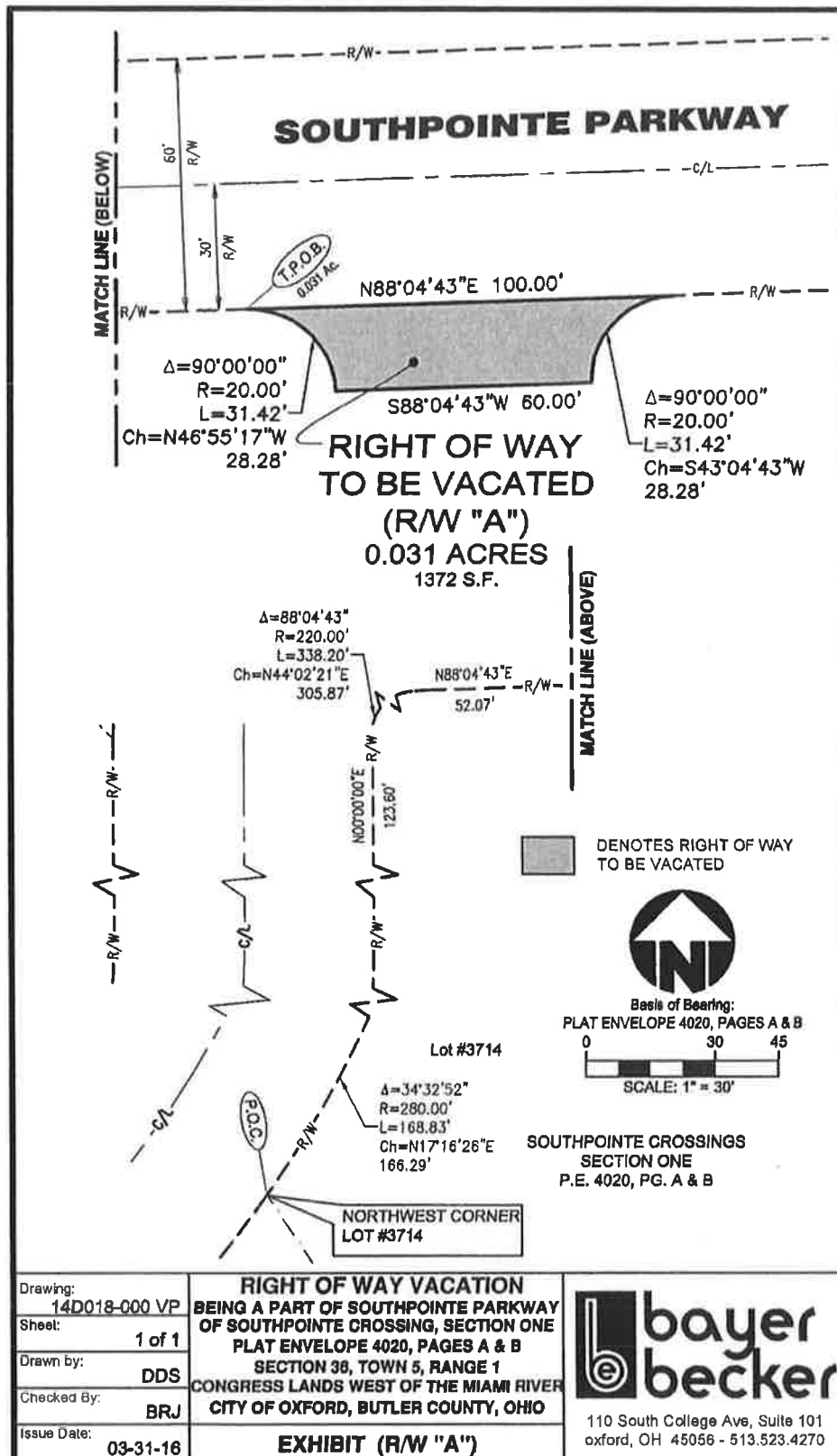
- 1) with a curve to the left, having a central angle of  $90^{\circ} 00' 00''$ , a radius of 20.00 feet, an arc length of 31.42 feet, and a chord bearing and distance of, South  $43^{\circ} 04' 43''$  West, 28.28 feet;
- 2) South  $88^{\circ} 04' 43''$  West, 60.00 feet;
- 3) with a curve to the left, having a central angle of  $90^{\circ} 00' 00''$ , a radius of 20.00 feet, an arc length of 31.42 feet, and a chord bearing and distance of, North  $46^{\circ} 55' 17''$  West, 28.28 feet to the **True Point of Beginning** containing 1,372 square feet or 0.031 acres of land, more or less and being subject to all legal highways, easements, restrictions and agreements of record.

The above description was prepared from an Exhibit by Bayer Becker dated March 31, 2016, by David Douglas Smith, Professional Surveyor #7121 in the State of Ohio.

6900 Tylersville Road, Suite A 110 South College Ave, Suite 101 1404 Race Street, Suite 204  
Mason, OH 45040 Oxford, OH 45056 Cincinnati, OH 45202  
513-336-6600 513-523-4270 513-834-6151

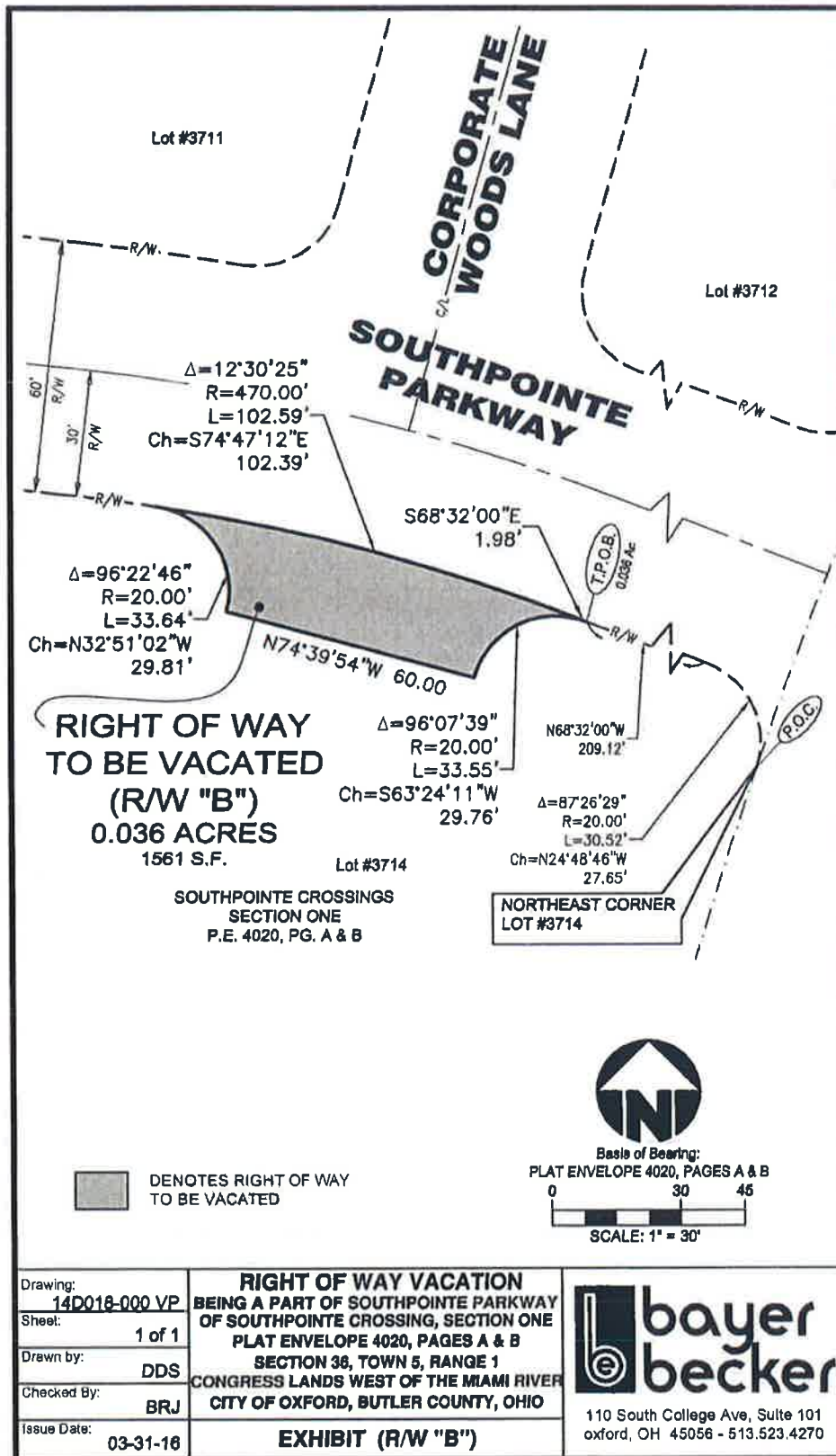
209 Grandview Drive  
Fort Mitchell, KY 41017  
859-261-1113

<http://www.bayerbecker.com>





bayer  
becker



Drawing:  
14D018-000 VP  
Sheet:  
1 of 1  
Drawn by:  
DDS  
Checked By:  
BRJ  
Issue Date:  
03-31-18

**RIGHT OF WAY VACATION**  
**BEING A PART OF SOUTHPOINTE PARKWAY**  
**OF SOUTHPOINTE CROSSING, SECTION ONE**  
**PLAT ENVELOPE 4020, PAGES A & B**  
**SECTION 36, TOWN 5, RANGE 1**  
**CONGRESS LANDS WEST OF THE MIAMI RIVER**  
**CITY OF OXFORD, BUTLER COUNTY, OHIO**  
**EXHIBIT (R/W "B")**

**bayer becker**  
110 South College Ave, Suite 101  
oxford, OH 45056 - 513.523.4270

# **EXHIBIT “B”**



*Where Creativity  
Meets Functionality*

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

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, 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, 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

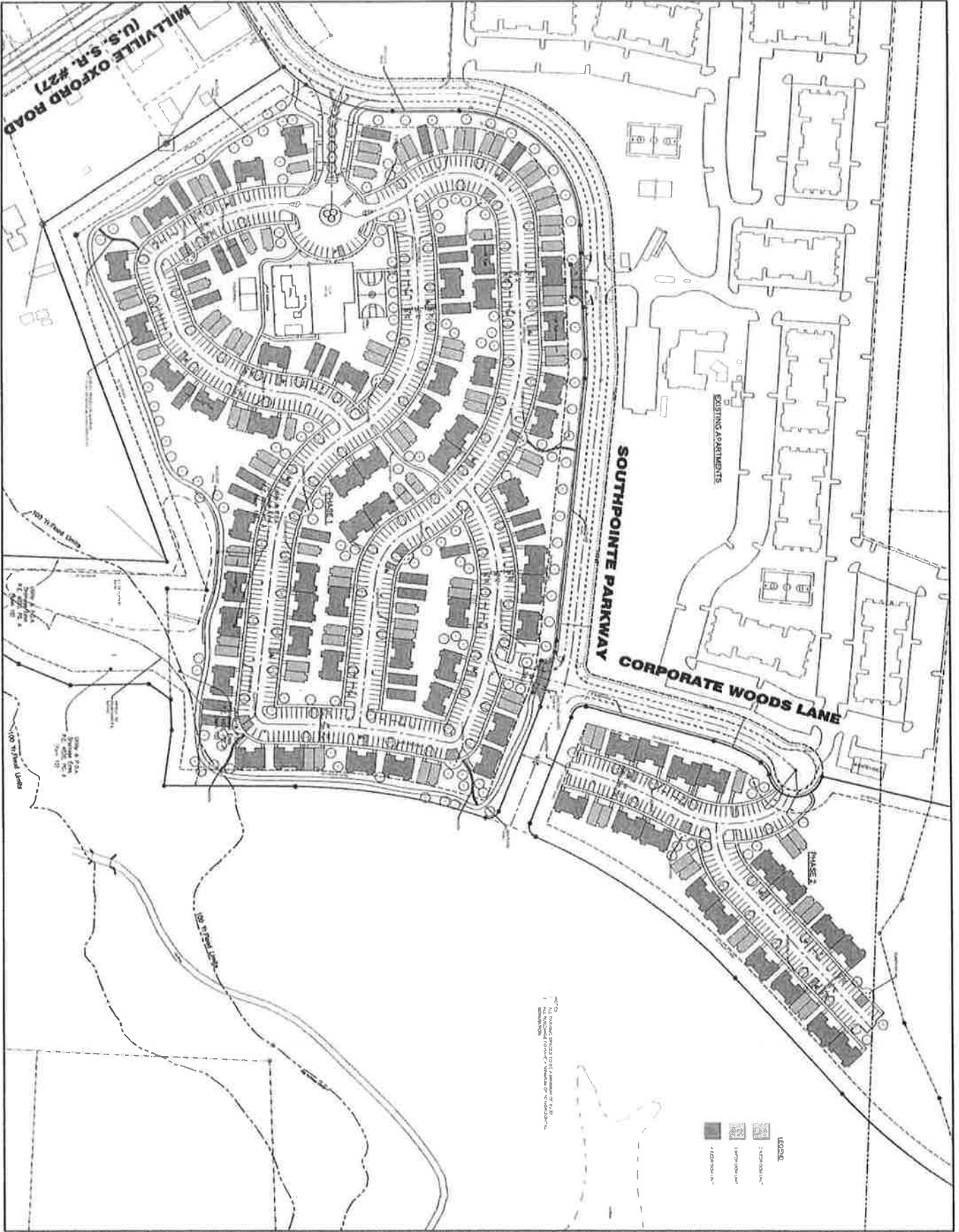
6900 Tylersville Road, Suite A  
Mason, OH 45040  
513-336-6600

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.bayerbecker.com>





## 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

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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 plated 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.

# EXHIBIT “C”

ORDINANCE NO. 3329

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION FOR PRELIMINARY PLAN APPROVAL OF A PLANNED DEVELOPMENT ON THIRTY SEVEN (37) ACRES OF VACANT LAND ON SOUTHPOINTE PARKWAY TO ALLOW A DEVELOPMENT FOR RESIDENTIAL USE WITH CONDITIONS.

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

SECTION 1: Council hereby finds that the Planning Commission held a public hearing on September 8, 2015, in accordance with Section 1145 of the Codified Ordinances of the City of Oxford, on the application of Travis Vencel, Trinitas Development, LLC for approval of a Preliminary Plan on thirty seven (37) acres of vacant land on Southpointe Parkway to allow a Planned Development for residential use.

SECTION 2: The Planning Commission, after due deliberation found the application satisfies the code requirements in Chapter 1145 of the Oxford Zoning Code and recommended approval of the Preliminary Plan application for thirty seven (37) acres of vacant land on Southpointe Parkway.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and further approves the Preliminary Plan application for thirty seven (37) acres of vacant land on Southpointe Parkway to allow a development for residential use based on the submittals of the applicant that are incorporated and made a part of this approval with the following conditions:

- a. The Petitioner shall work with City staff in choosing street names similar to those in the Mile Square, preferably traditional tree names.
- b. A secondary means of emergency ingress/egress, as recommended by the City Fire Chief shall be considered.
- c. The Petitioner shall work with City staff, the Butler County Regional Transit Authority and adjacent property owners to provide regular, year-round public transit.
- d. The Petitioner shall design end units to include windows on all sides of buildings facing streets.
- e. The Petitioner shall work with the City to ensure pedestrian connectivity through the maintenance of a minimum unobstructed five (5) foot sidewalk clearance where technically feasible throughout the entire development, and installation of a multi-use path along the southern side of Southpointe Parkway. Additionally, all of the sidewalks and multi-use paths shall be completed concurrent with adjacent building occupancy as well as bonded public improvements.
- f. The Petitioner shall work with City staff regarding multi-family parking maximums to reduce the number of parking spaces in their Final Plan design, below the maximums specified in the City of Oxford ordinance.

- g. The Final Plan shall provide a traffic impact study including a Transportation Demand Management evaluation and implementation plan for all modes of transportation to achieve a balanced mode split that does not rely primarily on single occupancy vehicular trips.
- h. The Final Plan shall include a commitment to maintain the private streets within the development as publicly-accessible ways for local and through travel.
- i. The Petitioner shall coordinate with the City of Oxford to ensure safe off-site connectivity for non-motorized transportation to US 27 be provided, including installation of either a multi-use path or a bicycle lane along Southpointe Parkway.
- j. The Petitioner shall work with City staff to install a variety of tree species, found in the most recent approved City tree list.
- k. The Petitioner shall address all City Engineer comments found on pages 16-17 of the Planning Commission agenda of September 8, 2015.
- l. The twenty two (22) single family lots shall be built in conjunction with the first sixty (60) percent of the development that takes place.
- m. The existing stub streets off of Southpointe Parkway shall be vacated and taken over by the developer.

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

  
MAYOR

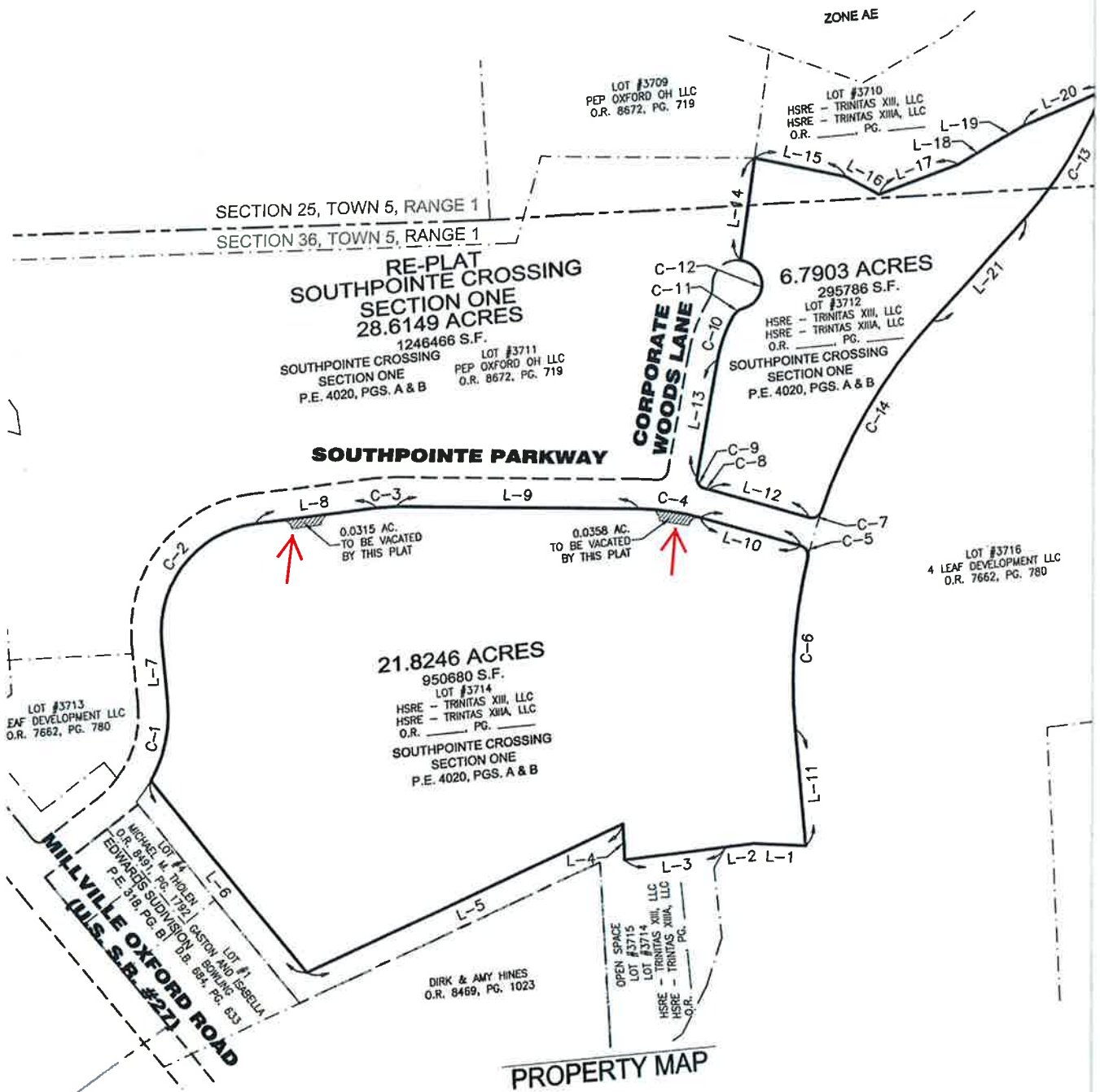
ADOPTED: October 6, 2015

ATTEST:

  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)



EASEMENTS ON SAID PLAT, DESIGNATED AS "SANITARY SEWER EASEMENTS" OR "WATER MAIN EASEMENTS" ARE PROVIDED FOR THE RIGHT TO CONSTRUCT, USE, MAINTAIN AND KEEP IN REPAIR THEREON A SANITARY SEWER PIPELINE AND/OR WATER MAINS AND APPURTENANCES THERETO NECESSARY TO THE OPERATION THEREOF AND ARE PERPETUALLY DEDICATED TO THE CITY OF OXFORD.

ALL EASEMENTS SHALL BE KEPT CLEAR OF DECKS, POOLS, PLANTING AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE UTILITIES. EAVES MAY ENCROACH NO MORE THAN 18" INTO ANY EASEMENT.

THE SEWER SYSTEM SHALL BE CONSTRUCTED SO AS TO MAINTAIN A MINIMUM 18" CLEARANCE BETWEEN THE PUBLIC SANITARY SEWER PIPELINE AND ANY OTHER STRUCTURE OR OBSTRUCTION.

**CITY OF OXFORD**

CLERK OF COUNCIL

MAYOR