Agenda

Oxford City Council

Court House

TUESDAY, FEBRUARY 2, 2021

EXECUTIVE SESSION
7:00 P.M.
This meeting is being conducted in accordance with H.B. 404 and the guidelines set forth by the Ohio Dept. of Health

1. Roll Call. Mike Smith, Mayor
   William Snavely, Vice-Mayor, David Prytherch, Jason Bracken, Chantel Raghu, Glenn Ellerbe, Edna Southard

ADJOURN TO EXECUTIVE SESSION

Mr. Snavely moved to adjourn to Executive Session at 7:00 p.m. in accordance with Ohio Revised Code Section 121.22(G)(1) and (4) for the purpose of discussing Appointments to Boards and Commissions and Collective Bargaining matters. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

Mr. Snavely moved to adjourn from Executive Session at 7:28 p.m. Mr. Prytherch seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

APPROVAL OF AGENDA

Mr. Snavely moved to approve the agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

APPOINTMENTS TO BOARDS AND COMMISSIONS

Mr. Snavely moved to appoint Justin Fain to the Environmental Commission for a four year term, Eugene Scharf and Scott Webb to the Housing Advisory Commission for four year terms and David Prytherch to the Planning Commission for a temporary appointment. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

PUBLIC COMMENTS

The following e-comment was received prior to the meeting:

Comments submitted on Friday, January 22, 2021 - 2:07pm:

- **Name**: Dr. Mandy Gloyeske
- **Address**: 3871 Oxford Millville Rd.
- **Email Address**: drmandyg@gmail.com
- **Meeting Date**: Tue, 02/02/2021
- **Agenda Item**: 5G deployment
- **Comments**:I am asking that the City of Oxford council members take action to stop the installation of cell towers, antennas, 5G, and other wireless radiation emitting infrastructure within close-proximity to homes, schools, hospitals, and businesses. I am asking again that you immediately appeal to our state and federal lawmakers and regulators and ask that outdated legislation and regulations be changed. The new presidential administration presents an excellent opportunity for you to do this.

Included with my comments is a link where you can also sign a letter asking that President Biden and Vice President Harris stop 5G deployment:
https://www.5gcrisis.com/post/take-action-sign-the-5g-letter-to-biden-and-harris

Included with my comments is a link where you can also sign a petition asking that 5G deployment be stopped in Ohio and that state legislators overturn Ohio HB 478 which severely reduced municipal control over wireless infrastructure including 4G and 5G small cell technology. https://www.change.org/p/ohio-federal-and-state-lawmakers-stop-5g-deployment-in-ohio-until-independent-studies-prove-it-s-safe

You may also be interested in this reference material about Ohio HB 478 written by Elizabeth Fields AICP: A look into Small Cell Facilities and how communities can regulate them http://www.bceo.org/departments/engineering/Traffic/Traffic-TEW2018_1030b-SmallWhat-ppt.pdf

You all have the ability to ask that outdated legislation and regulations be changed to better protect our community. Other American legislators are already doing this. The health of our families and children are at stake.

I am happy to provide more information about these health dangers if needed, so feel free to reach out to me. Thank you.

Ms. Emily McClary, introduced herself noting she was a Miami University student and recently elected to serve as the Associated Student Government's Secretary for Off-Campus Affairs. Ms. McClary advised she sits on the Student Community Relations Commission and has already met with Councilor Ellerbe and has done some work for the commission. Ms. McClary noted she was passionate about making sure that renter's rights education is more accessible to off-campus students and that hey are able to access Miami's health and wellness more easily.

Mayor Smith thanked Ms. McClary for the introduction.

CONSENT AGENDA

Mr. Snavely moved to approve the Consent Agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe Mayor Smith (7)

NAY: None (0)

ABS: None (0)

A. Minutes of the January 19, 2021 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes

B. Minutes of the January 19, 2021 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Minutes

C. Report regarding the January 12, 2021 Planning Commission Meeting. (Sam Perry, Community Development Director)

Report

D. Report regarding the January 13, 2021 Historic and Architectural Preservation Commission Meeting. (Sam Perry, Community Development Director)

Report

E. Report regarding the January 14, 2021 Joint Recreation Board/TRI Board Meeting. (Casey Wooddell, Parks and Recreation Director)

Report

F. Report regarding the January 20, Board of Zoning Appeals Meeting. (Sam Perry, Community Development Director)

Report

G. Report regarding the January 25, 2021 Housing Advisory Commission Meeting. (Sam Perry, Community Development Director)

Report

RESOLUTION
RECOGNIZING THE REPUBLIC OF ARTSAKH

A Resolution No. 7255 of the City Council of the City of Oxford, Ohio, to recognize the Republic of Artsakh. (Glenn Ellerbe, Councilor)

Mr. Ellerbe advised this Resolution came about through a discussion at the Student Community Relations Commission meeting noting a presentation was made there with two individuals attending the meeting this evening, Theresa and Andrew. Mr. Ellerbe advised they described the plight of the Artsakh residents noting he would like to have them provide that presentation.

Mr. Andrew Devejian, noted his colleague was Theresa and thanked Council for the opportunity to speak on something he and Theresa are very passionate about. Mr. Devejian advised they represent Oxford community members and Miami students who are part of a movement known as the Armenians for Student Rights. Mr. Devejian noted his hope for this presentation is that 4 questions are answered with all of Council. 1. Where is Artsakh, what is it, what is its relationship to Armenia 2. What are some key dates 3. What happened in 2020 that prompted this discussion and bring this Resolution to City Council and 4. Why does any of this matter.

Ms. Theresa Aniev, provided a slide showing where Artsakh is located in the Middle East/Eastern Europe. Ms. Aniev advised in 1915 there was an Armenian genocide which began when Turkish troops orchestrated mass killings of Armenian people and displaced 1.5 million Armenians. Ms. Aniev noted the USSR falls and Armenia finds itself at odds with Turkey and also Azerbaijani, its neighbor. Ms. Aniev advised when the USSR fell Artsakh voted for sovereignty to decide where it should become a part of and favored Armenia which led once again to mass killings of Armenians. Ms. Aniev noted there was a long history of Armenians falling at the hands of their neighbors.

Staff Report/Resolution

Mr. Devedjian noted when the Soviet Union fell the people of Artsakh voted for sovereignty and wanted to be know as the Republic of Artsakh, not a part of Armenia or a part of Azerbaijani but as their own Republic. Mr. Devedjian advised from 1993 to 2020 Artsakh operated as a sovereign nation until September of 2020 when Azerbaijani decided to invade Artsakh with the help of Turkey in the midst of the pandemic and political crises all over the world. Mr. Devedjian noted for the next 6 weeks war crime after war crime was being committed with the Armenian and Artsakh militaries being pummeled which leads to the Armenian Prime Minister entering into an agreement with the President of Azerbaijani and the President of Russia to broker a deal that gives away 60% of Artsakh and the war crimes are unanswered. Mr. Devedjian advised now there are thousands of refugees from Artsakh fleeing to Armenia, burning their homes because they would rather burn their homes than give them to the Azerbaijani soldiers. Mr. Devedjian noted they dug up their dead because graves were being desecrated. Mr. Devedjian advised this matters because there are members of the Oxford community who are Armenian and are traumatized from these events. Mr. Devedjian noted they would like elected officials specifically on the local level to recognize this problem, condemn the actions of the Azerbaijani government and recognize the sovereignty of Artsakh. Mr. Devedjian advised this also matters because it is a question of democracy, sovereignty, self-determination and all of the values this country was founded on.

Mr. Snavely inquired what the US government's response was to this situation and if they have recognized Artsakh. Mr. Devedjian advised currently no UN member states have recognized Artsakh although cities around the world have done such.

Ms. Southard noted the Resolution as written does not condemn the genocide that we know occurred and advised she felt it was important that everyone understands that it is separable and that it is not part of the Resolution. Ms. Southard inquired why the City of Oxford would devote time to an international question when Council's mandate is for the local citizens. Ms. Southard noted people have her if Oxford has a list of other nations that the city formally recognizes and advised the city was not in the business of recognizing sovereign countries. Ms. Southard noted whatever is decided by this Council with regard to the Resolution she hoped Mr. Devejian and Ms. Aniev will continue talking and continue working in many ways to let people know what the history is and what can happen.

Ms. Raghu advised she felt Oxford could help with education and help contribute to other cities or states or countries taking heed. Ms. Raghu noted she felt it was unusual for Oxford to focus on an international front although she felt it was important and commended Mr. Ellerbe and the students for bringing it forward and helping to educate people.

Mr. Prytherch commended Mr. Devedjian and Ms. Aniev for their commitment to this issue and for educating everyone. Mr. Prytherch advised he would prefer to support the Resolution minus Section 1 "By the adoption of this Resolution, the Oxford City Council honors the Republic of Artsakh and its citizens, and recognizes its sovereignty." Mr. Prytherch noted he would be happy to stand in solidarity against the violence and recognize there are politics involved although he was not in a position to make a decision one way or another about recognizing Artsakh's sovereignty.

Mr. Ellerbe noted last year Council talked a lot about equity and justice and advised he felt it would be a disservice to himself if he did not make sure this issue was brought before Council to be acknowledged.

Mr. Prytherch moved to delete "and recognizes its sovereignty" from Section 1 of the proposed Resolution. Mr. Snavely seconded. The motion passed by the following roll call:

AYE: Mr. Snavely, Ms. Southard, Mr. Prytherch, Mayor Smith (4)

NAY: Ms. Raghu, Mr. Ellerbe (2)

ABS: Mr. Bracken (1)

Ms. Southard moved to delete "carried out by the Azerbaijani government" from Section 2 of the proposed Resolution. Mr. Prytherch seconded. The motion passed by the following roll call:

AYE: Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Prytherch, Ms. Raghu, Mayor Smith (6)

NAY: Mr. Ellerbe (1)

ABS: None (0)

Mr. Ellerbe moved to adopt Resolution No. 7255 as amended. Mr. Bracken seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
STRATEGIC PLANNING MODEL
OF GOVERNANCE

A Resolution No. 7256 committing the City of Oxford to a strategic planning model of governance promoting transparency and accountability in progress towards long-range community goals and strategic priorities. (David Prytherch, Councilor)

Mr. Prytherch advised Council discussed the proposed Resolution during a recent Work Session noting it is an attempt to translate long-term goals that Council might specify in the Comprehensive Plan or Capital Improvement Plan or other plans into the yearly work of Council and staff. Mr. Prytherch advised he felt Council and staff was doing a better job of that in terms of connecting Council's strategic planning to annual objectives which are communicated to the public. Mr. Prytherch noted he felt Council was moving towards doing annual reporting where Council can discuss how much progress has been made on measurable objectives. Mr. Prytherch advised he appreciated the time and conversation on this matter at the Work Session and he appreciated everyone's work as a group try to make this part of Council's decision-making DNA. Mr. Prytherch noted he believed these were part of the goals Council has been talking about in terms of communications and adopting a strategic planning model. Mr. Prytherch advised the proposed Resolution was not specifying exactly how staff is going to do their jobs noting it was spelling out Council's objectives as policy makers so staff can help Council work through that schedule.

There were no comments from the public or from Council.

Ms. Southard moved to adopt Resolution No. 7256. Mr. Prytherch seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mayor Smith (7)

NAY: None (0)

ABS: None (0)

Staff Report/Resolution

RESOLUTION
AGREEMENT WITH
CLARK, SCHAEFER, HACKETT & CO.

A Resolution No. 7257 authorizing the City Manager to enter into an agreement with Clark, Schaefer, Hackett & Co. to prepare the financial section of the Comprehensive Annual Financial Report (CAFR) in accordance with the accounting principles generally accepted based on information provided by the City of Oxford's Finance Department at a cost not to exceed $20,200.00. (Joe Newlin, Finance Director)

Mr. Newlin advised staff was requesting approval to enter into an agreement with Clark, Schaefer, Hackett & Co. to prepare the CAFR for the financial statements for the year ending 2020. Mr. Newlin noted the City has worked with Clerk, Schaefer, Hackett & Co. for 12 years for this purpose, successfully earning excellence in financial reporting from the GFOA with combined efforts of both the City and the firm. Mr. Newlin advised the cost for the service is over $20,000 and therefore needs Council approval.

There were no comments from the public.

Ms. Raghu inquired if Clear-Gov or another type of software could be helpful in generating the CAFR which would save money each time. Mr. Newlin advised he spoke with Clear-Gov and noted that was part of his goals for 2021 although he did not believe it would save the City money in generating the CAFR.

Mr. Prytherch clarified that this was a relationship the City already had noting this was not a change other than it is over $20,000 this year.

Mr. Snavely moved to adopt Resolution No. 7257. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mayor Smith (7)

NAY: None (0)

ABS: (0)

Staff Report/Resolution

RESOLUTION
AGREEMENT WITH
UTILITY TRUCK EQUIPMENT

A Resolution authorizing the City Manager to enter into an agreement with Utility

Truck Equipment, Inc. for the purchase of a new 40-foot aerial platform, truck body, and Ford F-550 cab and chassis at state contract pricing at a cost not to exceed $122,862.00. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the City has $135,000 appropriated to replace the 21 year old bucket truck noting the machine is used almost on a daily basis for managing the urban forest, traffic light, street light and flagpole maintenance as well as building maintenance. Mr. Dreisbach noted the existing machine has reached the end of its useful life and advised it was not feasible to invest what is needed to make it usable in the future. Mr. Dreisbach advised the proposed machine is on state contract, is slightly larger than the existing unit and will have significant safety features to help protect City staff.

There were no comments from the public.

Mayor Smith advised this machine is very important in putting up and taking down banners over High Street on a weekly basis.

Mr. Snavely moved to adopt Resolution No. 7258. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mayor Smith (7)

NAY: None (0)

ABS: None (0)

Staff Report/Resolution

SALE OF SURPLUS EQUIPMENT

A Resolution No. 7259 declaring certain City property no longer needed for any municipal purpose as surplus upon the acceptance of new equipment and authorizing its advertisement and sale to the highest bidder by internet auction or by trade-in to Utility Truck Equipment, Inc. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the proposed Resolution would dispose of the 21 year old bucket truck noting it would be offered on an internet auction site with a reserve which will be whatever the City is offered by the manufacturer on the trade-in. Mr. Dreisbach advised the City would take the best offer to return the funds back to the City.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Resolution No. 7259. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Mayor Smith (7)

NAY: None (0)

ABS: None (0)

Staff Report/Resolution

RESOLUTION
PURCHASE OF
POLICE VEHICLES

A Resolution No. 7260 authorizing the City Manager to enter into a contract with Larkin Greenwood Ford for the purchase of two (2) Ford Interceptor Utility vehicles with specified manufacturer installed options at State Contract pricing at a cost not to exceed $71,768.00. (John Jones, Police Chief)

Chief Jones advised two new vehicles were approved in the Capital Improvement Budget for 2021 for the Police Division. Chief Jones noted the Ford Interceptor was commonly used by OPD as it was good to carry all of the necessary gear and OPD has been pleased with the vehicle. Chief Jones advised this year OPD was considering a hybrid model which was more expensive although it would reduce engine idle time when the vehicles are parked and have a fuel savings. Chief Jones noted the Hybrid Engine Powertrain package is an additional $3,500 per vehicle.

There were no comments from the public.

Mr. Ellerbe inquired if the hybrid option contained battery packs and Chief Jones advised yes. Mr. Ellerbe inquired what the service life was on an average cruiser and Chief Jones advised approximately 12 years. Mr. Ellerbe inquired what the average daily mileage was for a police vehicle. Lt. Robinson advised it varies although it averages out to be approximately 10,000 miles per year. Lt. Robinson noted OPD retires a car after approximately 12-13 years and 120,000-130,000 miles. Mr. Ellerbe advised he felt the hybrid option made sense.

Mr. Bracken inquired if the two vehicles being replaced would be sold and Chief Jones advised yes, noting a separate Resolution would come forward at a later date. Chief Jones advised the new vehicles would not arrive until the fall. Mr. Bracken noted the hybrid and electric vehicles not only pay off environmentally but they will pay off financially as well.

Ms. Southard advised she was in favor of the hybrid noting she appreciated staff looking into it and doing the research. Ms. Southard inquired if staff was sure the hybrid had the appropriate pick-up and Chief Jones and Lt. Robinson advised yes.

Mr. Snavely advised he has had a hybrid for 10 years and it accelerates as well or better than the gasoline counterparts he sees on the road. Mr. Snavely noted he felt this was a good choice.

Mayor Smith thanked staff for doing the research on hybrids and noted he felt the state contract price was great for two vehicles.

Mr. Snavely move to adopt Resolution No. 7260. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mayor Smith (7)

NAY: None (0)

ABS: None (0)

Staff Report/Resolution

6. Ordinances.

A. First Reading.

ORDINANCE
PRELIMINARY PLANNED DEVELOPMENT

An Ordinance Accepting The Recommendation Of The Planning Commission And Approving The Preliminary Planned Development Application For Lake Forest Phase One (US 27 & Lake Forest Drive) With Conditions. (Sam Perry, Community Development Director)

Mr. Snavely recused himself.

Mr. Perry advised after a very thorough staff analysis and Planning Commission review the Planning Commission recommended approval of the Preliminary Planned Development application with conditions. Mr. Perry and Ms. Greene presented PowerPoint slides and Mr. Perry discussed the proposed development along Lake Forest Drive. Mr. Perry advised Scott Webb was the applicant on behalf of 4-Leaf Development (Jim Clawson) and Etta Reed of Bayer Becker was the engineer. Mr. Perry noted the proposal was for 36 units to be built on 12 acres zoned R2A. Mr. Perry provided several slides of the area in question including the proposed site boundary. Mr. Perry noted the allowed density for the proposed development was 73 units and the proposal was for 36 units. Mr. Perry advised part of the reason for the Planned Development process was that some of the things being requested would not be allowed by right in a traditional subdivision. Mr. Perry noted a Planned Development is typical for a site like this that is challenging because of its orientation with the roadway and the stream which allows the opportunity for more creative development. Mr. Perry advised actual lots are not being proposed because of the orientation and close proximity of the buildings to each other. Mr. Perry noted the buyer of the dwelling unit would only own the dwelling unit and the land would be owned in common with a Home Owner's Association. Mr. Perry provided slides showing renderings of the proposed dwelling units which were 2-3 bedrooms and 1 or 1 1/2 story. Mr. Perry advised the Planning Commission found the Preliminary Planned Development application met the requirements of Chapter 1145 of the Zoning Code (Planned Development Chapter) with conditions. Mr. Perry discussed the 12 proposed conditions as presented on pages 57-58 of Council's packet. Mr. Perry offered to answer any questions.

Mr. Prytherch inquired if now was the time for Council to make modifications as opposed to during the Final Planned Development discussion and Mr. Perry advised if it had to do with the layout or geometry of the proposal yes.

Mr. Prytherch asked for clarification with regard to staff's original recommendation to table the proposal which Mr. Perry addressed.

Mr. Prytherch noted this was a phase of a Planned Development and inquired if cumulative traffic studies had been done which may require intersection improvements in the future. Mr. Perry advised a traffic impact study was done although he did not know if it anticipated the entire development. Mr. Prytherch noted if Council and staff anticipate future changes to an intersection they should plan around it now rather than at the final or subsequent review.

Mr. Scott Webb , Architect, advised he appreciated Council's time to look at the proposal for the new Lake Forest condominiums. Mr. Webb advised this was not phase one of a larger Planned Development, it was a stand alone Planned Development which affects the 12 acres the application describes. Mr. Webb noted there would be future development on what began as 175 acres although this proposal was a stand alone Planned Development. Mr. Webb noted he and the developer being longtime residents of Oxford have always admired the success and management of the Vereker Farms Condo development on Fairfield Road and have felt for a long time that this was an underserved market in the City for empty nesters, first time home buyers, and faculty. Mr. Webb provided slides and described the proposal in detail. Mr. Webb further addressed the issue of staff's original recommendation to table the proposed Preliminary Planned Development noting concerns such as location of the cul-de-sac, right-of-way for U.S. 27 and sidewalks were addressed prior to the Planning Commission meeting. Mr. Webb noted Ms. Reed reminded him the traffic study was done for the entire development for up to over 250 potential residents and at that the stacking space required for the intersection of U.S. 27 and Lake Forest Drive was only one or two cars and there was room for 5 cars. Mr. Webb advised the proposed Planned Development is internally focused with 3 access points rather than having 20 or 30 driveways along Lake Forest Drive. Mr. Webb addressed the issue of sidewalk connectivity noting part of the design includes a pedestrian bridge. Mr. Webb referred to the 12 proposed conditions for approval and advised he and his client were happy to address them. Mr. Webb noted there was a lot of engineering to do before coming back with a Final Planned Development application and advised he and his client were looking for buy-in to the density and arrangement of the development as presented noting his hope Council would appreciate the work they have done with the Planning Commission.

There were no comments from the public.

Mr. Prytherch noted as a community which has a goal of finding more diverse housing options he feels people are happy to see that coming down the pike. Mr. Prytherch advised this developer were he to be the one to actually build these units he felt there was great respect for the quality of the product. Mr. Prytherch noted in general he supports that and the fact the developer owns the property and has the zoning by right for subdivision at least. Mr. Prytherch advised Council's job was to make sure the development fits as best it can with the Comprehensive Plan and Council's goals and priorities. Mr. Prytherch noted he loved Vereker Farms because it is infill development that maintains the small town character. Mr. Prytherch advised this development is at the very fringe of town along a major highway so it is not an optimal location for the kind of housing the developer describes. Mr. Prytherch noted he felt it was Council's job to figure out how to make it fit best and he felt the Planned Development process allows Council to do that. Mr. Prytherch advised he appreciated that the Planning Commission put a long night in to look at this and that their desire was to move it along although the preliminary phase was the last chance Council has for a substantive say in the layout or in the conditions. Mr. Prytherch noted he wanted to make sure the development was as connected to the rest of Oxford as possible given the circumstances. Mr. Prytherch advised he supported the Planning Commission's recommendation that there be a multi-use path although he was curious where it would be and how Council can ensure it happens as part of this development and not another phase of development. Mr. Prytherch noted he felt a sidewalk will become necessary on U.S. 27 in the future and he would hate to miss the opportunity to make sure the right-of-way is maintained and make sure the developer provides funds to contribute to that in the future. Mr. Prytherch advised he felt the residents of Lake Forest Drive will demand a traffic signal at the intersection with U.S. 27 at some point in the future and he felt it would be unwise of Council not to think about the development in light of that need in the future. Mr. Prytherch noted concern with the cul-de-sac being so close to what will ultimately be a signalized intersection and he felt the burden of paying for it should not fall all of the citizens of Oxford. Mr. Prytherch advised he felt the developer should help support future intersection improvements even if it was just money in escrow.

Mr. Bracken noted he expressed some of those concerns as a member of the Planning Commission and advised a lot of those things were being worked through. Mr. Bracken advised the sidewalk seemed to be a good idea although the Planning Commission felt it would be constricted where Lick Run runs over the road. Mr. Bracken noted the Planning Commission talked about connecting it to Magnolia Drive on the other side. Mr. Bracken referred to the northern portion listed as open space or water quality basin and noted concern with the swale there and leakage. Mr. Bracken advised he would like to retain that as forest because it is the only forest left on the property which provides wildlife corridor and riparian buffer. Mr. Bracken noted unless that basin is needed for water quality and it functions that way he would prefer it stayed forest.

Ms. Southard asked for clarification of condition 12 as presented on page 58 of Council's packet. Mr. Perry provided a slide which shows the sliver of land in question and where it would be connected.

Mr. Perry spoke to Mr. Bracken's concern and noted the goal of the developer was to continue the sidewalk farther north up to Southpointe Parkway. Mr. Perry advised there could be an opportunity in the future to have another connection closer to the development although there is a topographic issue that would have to be worked through. Mr. Perry noted having the right-of-way would help make that happen in the future.

Mr. Webb referred to condition 12 as presented on page 58 of Council's packet and advised he was not involved in the discussion regarding the right-of-way dedication. Mr. Webb advised the sidewalks being provided would be provided within the right-of-way. Mr. Webb noted a public easement was needed to allow a sidewalk to connect from Magnolia Drive and inquired if his client needed to give away land to make this happen. Mr. Webb advised they were not opposed to a pedestrian path there and again asked if public right-of-way was needed to make that happen. Mr. Webb advised Ms. Reed has stated by text that there is a 2.5' elevation difference between Magnolia Drive and Lake Forest and to connect the roads would require tearing out part of Magnolia Drive to reconstruct it at a different elevation.

Mayor Smith advised he felt there was a way to work this out to get some connectivity for foot traffic.

Ms. Raghu noted she liked the idea of trying to diversify the available housing in Oxford noting the goal was to make sure people who work here can live here too. Ms. Raghu inquired as a measure of good faith if the developer would be willing to initiate a Neighborhood Conservation Overlay District to make sure it is permanent housing and not student housing. Mr. Webb advised a homeowners association would govern the limitation of rentals in the proposed development and making sure property values are protected. Ms. Raghu advised she has a hard time believing on paper that what is being said will actually happen. Ms. Raghu reiterated she felt it would be a good measure of good faith if an overlay district was initiated. Mr. Webb advised an overlay district was comprised of a group of lots and it was generated by the neighborhood itself and noted it does not apply here. Mr. Perry advised the overlay provisions allow City Council to waive the minimum number of lots and noted if this was something the applicant and owner were interested in restricting on themselves he felt City Council could find a way to adjust the provisions to make them apply to a single lot. Mr. Perry noted he felt Council needed to be careful not add a condition or restriction if the applicant is not agreeable to it as it puts the City in a potential legal bind. Mr. Perry advised between the first and second reading of the proposed Ordinance staff could look into the potential waiver of the minimum number of lots and report on that. Ms. Raghu advised she would be in complete support if the applicant went that route.

Mr. Prytherch advised the developer owns the land and has a right to develop it under the subdivision Ordinance although the Planned Development is something different where the applicant and the City meet in the middle. Mr. Prytherch noted Council can grant flexibility for things the subdivision Ordinance would not permit but might have expectations for things that the subdivision Ordinance by law would not require. Mr. Prytherch advised if it does not meet the expectations of the Comprehensive Plan Council can deny the Planned Development. Mr. Prytherch noted he felt this proposal coming forward as a Planned Development was good as Council has the flexibility to ask things of the developer. Mr. Prytherch and Mr. Perry discussed traffic issues and the traffic impact study from 2017 and Mr. Prytherch suggested the developer put money in escrow for potential future intersection improvements. Mr. Perry advised he did not think the data supported that right now noting staff would need to review the traffic issues with the City Engineer. Mr. Prytherch noted he would also like to see a sidewalk along U.S. 27 for connectivity purposes.

Mr. Webb advised these decisions are data driven and when Lake Forest Drive was proposed and installed a traffic study was required that determined what needed to be built when the entire 175 acres was 100% developed. Mr. Webb noted that resulted in a turn lane on U.S. 27 which was installed and advised it did not result in a need for extra stacking space before the cul-de-sac nor did it warrant a traffic signal when the area was totally built out.

Ms. Raghu agreed with the comments and suggestions made by Councilor Prytherch.

Mr. Bracken asked Mr. Webb to address the water quality basin in the northern open space area and what the status of it was. Mr. Webb advised the Final Planned Development process is when the final engineering is done noting at this point they have targeted two areas for potential water retention.

Further discussion took place with regard to the tree selection, lighting plan, setbacks and future connectivity.

Mr. Perry inquired if Councilors beyond Councilor Prytherch and Councilor Raghu were concerned about the traffic study and the intersection of Lake Forest Drive and U.S. 27. Mayor Smith inquired if Councilors would like to see more done in the way of a traffic study for the intersection and the majority of Council was in favor of receiving additional data.

Staff Report/Ordinance

B. Second Reading - None.

ANNOUNCEMENTS

Mr. Elliott provided a COVID-19 update noting in the 45056 zip code Oxford represents approximately 9% of the confirmed cases in Butler County. Mr. Elliott advised the average new cases have been declining. Mr. Elliott noted he shared with Council the Ohio COVID-19 dash board which provides information for the State of Ohio as well as Butler County. Mr. Elliott advised 24,108 vaccines have been given in Butler County which is 6.29% of the population. Mr. Elliott noted the 80 plus years of age group is almost 50% vaccinated and the 70-79 age group is almost 20% vaccinated. Mr. Elliott advised the federal government has authorized shipping vaccine directly to pharmacies noting those who are 70 plus years of age are eligible to receive the vaccine.

Mr. Elliott advised the Police Services survey has been mailed and encouraged everyone to participate noting the responses are anonymous. Mr. Elliott advised the results of the survey would be provided to Council and to the Police Community Relations and Review Commission.

Mr. Elliott noted the City and McCullough-Hyde Memorial Hospital both received the Business of the Year award for 2020 from the Oxford Chamber of Commerce. Mr. Elliott advised the award was received last Tuesday at the Municipal Building noting he, the Mayor and the Assistant City Manager accepted the award on behalf of the City.

Chief Jones advised since the students returned to Oxford OPD has had some active weekends noting officers have been Uptown doing proactive enforcement and issuing citations for liquor violations, jaywalking, traffic and mask violations and working with bar and business owners in taking COVID precautions.

Chief Jones advised last summer Council adopted a chokehold and intervention Ordinance and noted the federal government issued a Presidential Executive Order on Safe Policing for Safe Communities. Chief Jones advised that empowered the US Attorney General to designate independent credentialing bodies for each state to credential each agency. Chief Jones noted the Ohio Office of Criminal Justice Services and the Ohio Collaborative became that agency for Ohio agencies. Chief Jones advised OPD just received their certification.

Mr. Elliott noted as part of the Chamber award, the Assistant City Manager, Jessica Greene also received a Chamber Champion of the Year award. Mr. Elliott congratulated Ms. Greene on receiving the award.

Ms. Greene noted it was quite an honor to receive the Chamber Champion award.

Ms. Greene advised a presentation for the Elm Street development was made with JobsOhio on Friday noting she, Mayor Smith and Miami University representatives made the presentation. Ms. Greene advised she felt it went extremely well noting the highest grant award would be 2 million dollars which would go a long way toward helping with the Elm Street project.

Ms. Raghu referred to the Solarize Silverton project noting so far 40 homeowners/businesses have signed up to get quotes. Ms. Raghu advised Oxford makes up 25% of those noting people have until March 1 to sign up.

Mr. Snavely thanked Mr. Prytherch for agreeing to substitute for him on the Planning Commission.

Mr. Snavely congratulated Chief Jones and the Oxford Police Division noting he felt they have done an excellent job. Mr. Snavely advised it has been noticeable with foot patrols and cruisers checking alleys. Mr. Snavely noted he felt that combined with the message boards has made a difference with people wearing their masks which he felt would have a positive impact.

Ms. Southard noted she was glad vaccinations were rolling out and advised she has friends who have gotten vaccinated at Kroger's in Oxford and at McCullough-Hyde. Ms. Southard noted she received her vaccine last week which was painless. Ms. Southard noted her hope everyone who is eligible will get the vaccine.

Ms. Southard referred to the roadwork which will be done this summer noting her street is on the list. Ms. Southard advised her neighbors had many questions which she compiled and sent to Mr. Elliott and Mr. Dreisbach. Ms. Southard noted Mr. Dreisbach did a wonderful job answering those questions very clearly and very quickly. Ms. Southard advised she felt more information was needed on the City's website as many people do not realize curbs, gutters and sidewalks are their responsibility.

Mr. Bracken advised he was reaching out to different charities in town to help them with funding for solar because it helps with climate change and the environment and it will help sustain the charities for decades to come by lowering their overhead costs.

Mr. Bracken encouraged everyone to follow the COVID rules and to get their vaccine when they are eligible.

Mr. Prytherch thanked and commended Mr. Perry, Mr. Moore and the Community Development staff for the excellent work they do in helping Council review and work through complicated procedures. Mr. Prytherch noted he appreciated the high quality service from the Community Development Department.

Mayor Smith reminded everyone it was Black History Month and and noted Enjoy Oxford has assembled a very nice Black History Tour for Oxford. Mayor Smith encouraged everyone to participate noting Oxford has had some very significant roles in civil rights and black history.

1. Remarks from City Council and City staff.

2. Future Meetings. (Virtual)

WED - Feb 3 Environmental Commission Meeting 7:00 p.m.

MON – Feb 8 Oxford Parking & Transportation Advisory Board Meeting 9:30 a.m.

TUES – Feb 9 Public Arts Commission of Oxford Meeting 4:30 p.m.

TUES – Feb 9 Planning Commission Meeting 7:00 p.m.

WED - Feb 10 Historic and Architectural Preservation Commission Meeting 6:15 p.m.

THUR –Feb 11 Recreation Board Meeting 11:30 a.m.

FRI - Feb 12 Student Community Relations Commission Meeting 3:00 p.m.

MON - Feb 15 Holiday – City Offices Closed

TUES – Feb 16 City Council Meeting 7:30 p.m.

WED - Feb 17 Board of Zoning Appeals Meeting 6:30 p.m.

THUR- Feb 18 Oxford Climate Action Steering Committee Meeting 9:30 a.m.

THUR- Feb 18 Police Community Relations & Review Commission Meeting 7:00 p.m.

MON – Feb 22 Housing Advisory Commission Meeting 1:30 p.m.

FRI - Feb 26 Community Improvement Corporation Meeting 12:00 p.m.

FRI - Feb 26 Student Community Relations Commission Meeting 3:00 p.m.

ADJOURN

Mr. Prytherch moved to adjourn at 10:13 p.m. Mr. Snavely seconded. The motion passed by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Mayor Smith (7)

NAY: None (0)

ABS: None (0)

A virtual Work Session of the Oxford City Council was called to order by Mayor, Mike Smith on Tuesday, January 19, 2021 at 7:00 p.m. Council members participating were Jason Bracken, David Prytherch, Chantel Raghu, Bill Snavely and Edna Southard. Mr. Ellerbe joined a few minutes later.

Staff members participating were Doug Elliott, City Manager, Jessica Greene, Assistant City Manager, Mike Dreisbach, Service Director; Joe Newlin, Finance Director; Sam Perry, Community Development Director, John Jones, Police Chief; John Detherage, Fire Chief; Chris Conard, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Snavely moved to approve the agenda. Mr. Prytherch seconded. The motion passed by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken
Mayor Smith (6)

NAY: None (0)

ABS: None (0)

PURPOSE

The purpose of the Work Session was for Council to discuss a draft Resolution prepared by Councilor Prytherch regarding a Commitment to Governance Guided by Strategic Planning.

DISCUSSION

Mr. Prytherch advised the draft Resolution was his attempt to capture on paper some of the direction he feels Council has been heading in in terms of developing an annual rhythm that will enable Council to move forward continuously. Mr. Prytherch noted he felt this Council has expressed a common desire to develop a strategic planning model looking backwards to see what was accomplished the year prior and setting goals in relation to long-range plans like the Comprehensive Plan. Mr. Prytherch advised he felt Council was committed to reporting on their progress and to working with boards and commissions. Mr. Prytherch noted he felt Council has tried in recent years unevenly to figure out how to have those goals guide budget making in a process that can include the public and Council's input. Mr. Prytherch advised the Comprehensive Plan is the long-range plan that Council wants to make progress on although some of those things are years or decades long projects. Mr. Prytherch noted the smaller "gear" is what Council does over the course of a year.

Mr. Prytherch advised he felt Council had been moving in that direction although he hoped Council and staff could make a commitment. Mr. Prytherch noted he felt if Council and staff do not have a rhythm established for their annual smaller "gear" the things will not mesh. Mr. Prytherch turned the discussion over to staff.

Mr. Elliott advised Ms. Greene would provide a few slides noting he and Ms. Greene support many of the things mentioned in the draft Resolution. Mr. Elliott noted he would like to hear from the rest of Council. Mr. Elliott reminded Council of some of the issues in 2020 that interfered with the goals established early in 2020 such as dealing with Covid-19.

Mr. Greene shared her screen and advised whether Council goes forward with the Resolution or not she supports many of the things contained in it noting some of the things were on her "to-do" list in her communications role. Ms. Greene provided a slide titled "Put it to Work," noting the Comprehensive Plan needs to become a working document and staff needed to get in the habit of sharing with Council specific updates with metrics a few times per year and to reach out to citizens for updates annually with a deep dive every five years. Ms. Greene provided another slide and discussed a proposed timeline to accomplish certain tasks and asked for Council's feedback and discussion.

Mayor Smith advised he supported Ms. Greene's suggestions.

Mr. Snavely noted he felt Ms. Greene's suggestions were reasonable and inquired if a Resolution was actually necessary. Mr. Prytherch advised he would like an explicit commitment for example to a budget process that is inclusive. Mr. Prytherch noted whether it was in the form of a Resolution or a "handshake", he did not think it would make that much difference.

Ms. Raghu noted she felt this issue was a longtime coming and advised every year there was frustration with the budgetary process. Ms. Raghu noted she was fine with a Resolution or as laid out by Ms. Greene or something in between as long as it involves input from Council early on in the process. Ms. Raghu noted other cities have clear-cut flowcharts for the budgetary process, which are very transparent.

Mr. Ellerbe advised he felt the Resolution will provide the documentation to allow the necessary resources to be diverted to this particular initiative which he felt was a priority. Mr. Ellerbe noted Council sets goals and staff takes care of those goals within the budget. Mr. Ellerbe advised he felt individual projects should come through boards and commissions.

Ms. Southard advised she liked the proposal presented by Ms. Greene noting whether Council passed a Resolution or not she was fine with it. Ms. Southard noted she felt contingencies for unforeseen situations should be built into the document in whatever form the document takes.

Mr. Elliott advised much of the City spending goes towards existing programs, services and personnel noting there was not a lot left over for discretionary spending. Mr. Elliott referred to the process and noted he shares with Council the process he goes through with staff and then presents a budget to Council although there was noting to prevent Council from beginning a budget discussion at anytime. Mr. Elliott advised if Council wishes to include specific projects in the budget staff would have to figure out how to do those by cutting back on existing programs and services.

Mr. Prytherch advised he presented a draft Resolution because he wanted to see in one place all of the steps noting if a flowchart was posted on the City's website that Council commits to the public they are going to follow it would not make a difference to him. Mr. Prytherch noted he felt the document should be clear so it can be accountable to Council and show how much progress is being made on goals.

Ms. Greene advised when the City's new website was up and running these were the kind of things staff was hoping to show. Ms. Greene noted whether or not Council adopts a Resolution staff shares the same values and goals and will work in that direction.

Mr. Bracken noted he was in support of this and agrees with a lot of what Mr. Prytherch and Mr. Ellerbe have said. Mr. Bracken advised he totally trusts Ms. Greene and staff to move towards this if Council were not to make it explicit by Resolution although he felt it adds strength if it were made explicit.

Ms. Raghu advised this was about transparency and clarity noting it was also about equity. Ms. Raghu advised it has been challenging as some Councilors may find it easier to place something on the agenda compared to others. Ms. Raghu noted Council rules should apply equally to everyone and advised she felt the more this is laid out the more equitable it would be for everyone involved.

Ms. Southard noted this is planning for the future for a City that goes beyond the current Council and beyond the current City staff. Ms. Southard reiterated she liked the timeline presented by Ms. Greene and felt Council should move forward with it.

ADJOURNMENT

Ms. Southard moved to adjourn at 7:28 p.m. Mr. Snavely seconded. The motion passed by the following roll call:

AYE: Ms. Raghu, Ms. Southard, Mr. Snavely, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch Mayor Smith (7)

NAY: None (0)

ABS: None (0)

A virtual meeting of the Oxford City Council was called to order by Mayor Mike Smith on Tuesday, January 19, 2021 at 7:30 p.m. Members participating were Jason Bracken, Glenn Ellerbe, David Prytherch, Chantel Raghu, William Snavely and Edna Southard.

Staff members participating were Doug Elliott, City Manager, Jessica Greene, Assistant City Manager, Mike Dreisbach, Service Director, Joe Newlin, Finance Director, Sam Perry, Community Development Director, John Jones, Police Chief, John Detherage, Fire Chief, Casey Wooddell, Parks and Recreation Director, Chris Conard, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Snavely moved to approve the agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely Mayor Smith (7)

NAY: None (0)

ABS: None (0)

PUBLIC PARTICIPATION

PUBLIC COMMENTS

Ms. Kathie Brinkman, 404 Emerald Woods Drive, advised she was speaking on behalf of the Oxford Citizens for Peace and Justice. Ms. Brinkman noted OCPJ was in favor of the Cold Shelter trial program that has been funded by the City of Oxford although they were concerned it would terminate at the end of February. Ms. Brinkman advised it was a much needed program and they understand it is being heavily used noting March was also typically a very cold month. Ms. Brinkman advised OCPJ would like to know if funding could be extended for another month ideally with use of City funds but falling back on private donations. Ms. Brinkman noted OCPJ was willing to work with the City on soliciting donations.

The following e-comments were received prior to the meeting:
Comments submitted on Monday, January 18, 2021 - 3:14pm:

- Name: Pat Nelson
- Address: 28 Autumn Dr.
- Email Address:
- Meeting Date: Tue, 01/19/2021
- Agenda Item: A Resolution of the Council of the City of Oxford, Ohio, condemning the unlawful and violent attack on the U.S. Capitol Building

- Comments: I strongly support this resolution. Please support it.
- Position: Support

Comments submitted on Monday, January 18, 2021 - 4:07pm:

- Name: Jerome and Josette Stanley
- Address: 5735 Brown Rd.
- Email Address: jerryjosette@gmail.com
- Meeting Date: Mon, 01/18/2021
- Agenda Item: Resolution
- Comments:

We would like to add our names to the resolution to condemn the insurrection at the U.S. Capitol

- Position: Support

CONSENT AGENDA

Minutes of the January 5, 2021 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Report regarding the January 6, 2021 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Ms. Southard moved to approve the Consent Agenda. Mr. Snavely seconded. The motion passed by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTIONS

RESOLUTION CONDEMNING ACTIONS OF JANUARY 6, 2021

A Resolution No. 7250 of the Council of the City of Oxford, Ohio, condemning the unlawful and violent attack on the U.S. Capitol Building on January 6, 2021. (Doug Elliott, City Manager)

Mayor Smith read the Resolution in its entirety as presented on page 25 of Council's packet.

Ms. Kathie Brinkman, 404 Emerald Woods Drive, noted she was speaking again on behalf of Oxford Citizens for Peace & Justice. Ms. Brinkman advised OCPJ supports the proposed Resolution and read a communication OCPJ sent to City Council members last week urging that such a Resolution be written as follows:
"We the Board of OCPJ call upon Oxford City Council to pass a Resolution denouncing the insurrection and violence that occurred in our nation's Capitol on January 6, 2021. Our organization was founded with a mission to educate and act locally to recruit and organize a citizen's movement with the sustained political power to construct a world of peace with social, economic and environmental justice. We believe that individuals, organizations, cities and states across our nation have a moral obligation to go on record and take a stand against sedition and violence as well as those who practice it. In doing so, we as a city, as a nation and as a people send a clear signal that lawfully run elections are a cornerstone of our country, that we will not stand by while such elections are portrayed as unfair and we will hold accountable all who seek to upend them."

Ms. Brinkman added the Resolution is important for all the reasons stated and that members of OCPJ are grateful to live in a city that is willing to go on record as condemning such actions and those who perpetrate and encourage them. Ms. Brinkman stated what is also important to note is that Resolutions do not get to the root of what happened and the time leading up to it. Ms. Brinkman advised the actions of January 6 are unfortunately a continuing theme in our country of white supremacy, racism, and anti-Semitism. Ms. Brinkman noted until these issues are addressed we will continue to see actions such as these and advised it was on all of us individually and collectively to create a community that values all people and is intolerant of hate and oppression.

Ms. Barb Caruso, 6071 Booth Road, advised she was the current President of the Board of Oxford Citizens for Peace & Justice. Ms. Caruso noted her colleagues on the board asked her to introduce herself to Council and advised she was also speaking to support her colleague Kathie Brinkman and the work she has been doing with OCPJ. Ms. Caruso noted OCPJ appreciates Council bringing forward the proposed Resolution and advised we as a country are largely appalled by what happened on January 6, 2021. Ms. Caruso advised OCPJ believes it is important to officially both notice and name the particular offensiveness of the anti-Semitism, racism and white mostly male supremacy so evident in these events. Ms. Caruso noted to not do so tends to make invisible those particularly targeted and burdened by these events and advised OCPJ would welcome Council editing this Resolution to include both the generalization of American and the particularity of racism, anti-Semitism and white supremacy.

Mr. Snavely advised he was very much in favor of the Resolution and inquired with whom it would be shared. Mr. Elliott advised it would be sent to Oxford's two Senators and House Representative.

Ms. Raghu thanked Ms. Caruso and Ms. Brinkman for their comments and thanked Mr. Elliott for his quick action in drafting the proposed Resolution. Ms. Raghu agreed with Ms. Caruso's suggested edits to the proposed Resolution and suggested it be shared with Miami University officials as she felt it would be good to have their solidarity and support in condemning white extremism as it seems to be a problem on their campus and in the area.

Ms. Southard moved to add to Section 1 after the word building "and the white supremacy, racism and anti-Semitism" and this assault on our democracy. Ms. Raghu seconded.

Mr. Ellerbe advised he would like to consolidate white supremacism, anti-Semitism and racism to say bigotry in all its forms. Mr. Ellerbe advised the action in Washington DC was an insurrection and it was borderline seditious noting his hope the investigation will bear that out. Mr. Ellerbe advised he has seen many protests and many protests get violent and while he does not condone violent protest, he understands they are necessary when other forms of protest are ignored. Mr. Ellerbe advised being black and looking back at 2020, he understands violent protest but a coordinated attack upon a federal building with the direct intent to acquire leaders in public office goes back to why the Insurrection Act was formed back in the 1800's. Mr. Ellerbe noted he found it ironic that former President Trump used that to try to mobilize the National Guard in Washington DC. Mr. Ellerbe advised he too was in favor of this Resolution because that kind of behavior does not belong in America. Mr. Ellerbe noted all of us are Americans and should help each other out. Mr. Ellerbe advised he understood that this country is a big dysfunctional family but it is still a family and we should come together to help each other out. Mr. Ellerbe noted if last year has taught us anything there is a significant group of people that do not care about other people and a majority of the individuals that were in that location at that time would represent the values that most Americans consider to be unsavory. Mr. Ellerbe suggested the proposed Resolution be amended to read "bigotry in all its forms including white supremacy, racism and anti Semitism". Mr. Snavely seconded. Ms. Southard accepted the friendly amendment to her proposed amendment. Mr. Elliott suggested that a new Section 2 could read "Council further condemns bigotry in all its forms including white supremacy, racism and anti-Semitism." Mr. Ellerbe moved to accept Mr. Elliott's suggestion for Section 2 and Mr. Snavely seconded.

Mr. Prytherch thanked the Oxford Citizens for Peace & Justice for prompting Council to adopt the proposed Resolution.

Mr. Ellerbe moved to accept the amendments as stated. Mr. Snavely seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

Mr. Snavely moved to adopt Resolution No. 7250 as amended. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
STREET RENAMING

A Resolution No. 7251 accepting the recommendation of the Facility Naming Review Committee and honorably naming University Park Boulevard as Mike Davis Way. (Doug Elliott, City Manager)

Mr. Elliott read his staff report into the record as follows:

"Council adopted Resolution No. 7224 on October 6, 2020. The Resolution established a Naming Review Committee composed of seven persons including three citizens; two former Oxford Mayors; one current member of City Council and the City Manager or designee as follows: Kevin McKeehan, Kate Rousmaniere, Mary Jane Roberts, Jim Squance, Dan Umbstead, Mike Smith and Doug Elliott. The naming committee was charged with providing a recommendation to City Council for naming or renaming a street after the late Mr. Mike Davis, Treasurer/CFO, of the Talawanda School District. The naming review committee held two virtual meetings, one on December 10, 2020 and one on January 4, 2021. After much discussion, the committee unanimously voted at the January 4 meeting to recommend to City Council that University Park Boulevard additionally be honorably named "Mike Davis Way". I recommend adoption of this Resolution. If adopted by Council, the City will provide a sign with a brown color background and install it. I will work with the committee and the family members to schedule a date for a formal presentation of the sign."

Mr. Elliott advised he asked Mary Jane Roberts, Vice Chair of the Talawanda School Board to make a few comments about Mr. Davis and is involvement with the Talawanda School District and with the community.

Ms. Mary Jane Roberts, advised she appreciated the opportunity to share who Mike Davis was and how he positively impacted this wonderful community that we all love and read the following into the record: "Mr. Mike Davis joined Talawanda City School District as CFO/treasurer on July 1, 2007. His responsibilities at Talawanda included financial reporting, treasury and cash management, strategic financial planning, bondholder relations and construction project management. Working in his role of construction project management, he spent hundreds of hours at the new Talawanda High School site.

As many of you know, there were concerns that slowed down the construction, which Mike addressed daily with the construction company. He spent countless hours away from the other work he needed to do for his job so that we could have the wonderful high school we have. Before joining the public sector, Mike spent approximately 27 years in various senior financial positions with May Department Stores, Inc, Federated Department Stores (now Macy's) and Gordon Brothers Retail Partners located in Boston, MA. He was a graduate of Talawanda High School and received his BS in Business majoring in Accounting at Miami University Oxford. Mike was a member of Oxford Rotary Club, having served 2 terms as president. He also served as the Secretary on the Board of Directors for the Ohio School Plan, which is Talawanda's School Insurance Plan. He was on the Board of Trustees for the Butler Health Plan, which is the medical insurance consortium that Talawanda belongs to. He was also the Vice President of the Miami Valley OASBO (Ohio Association of School Business Officials) which is the trade association for public school business administrators. He was also on the Oxford Community Improvement Committee as well as a board member of the Oxford Tax Appeal. He attended the yearly Ohio School Boards Convention where he made many connections that were important to us in the Talawanda School District. This is where he talked with the Officers of the Butler Health Plan and pursued the possibility of getting it in our area. As a result we now have this available to us in Hamilton which is such a positive opportunity for the Talawanda District employees. As you have heard, Mike was very active in local and state arenas to assist him in making the best decisions possible for the Talawanda School District. His motto was making the best happen for Talawanda, the district that he loved."

Ms. Roberts thanked Council for the opportunity to share about Mike Davis.

Ms. Southard advised she was in favor of the proposed Resolution noting Mike Davis was a well respected person in the community who made major contributions. Ms. Southard noted Oxford lost many good citizens in 2020 and advised the issue of memorializing people has come up in many contexts. Ms. Southard suggested creating a list for the City's website indicating what memorial opportunities are available such as a Memorial Tree at the Community Park or a Memorial Bench in the park or on the OATS trail through the Oxford Community Foundation. Ms. Southard noted there are scholarships for students and there is a memorial garden at McCullough-Hyde Memorial Hospital. Ms. Southard advised there were many ways to remember people in the community.

Mr. Prytherch advised street renaming was not done lightly in the City of Oxford although Oxford does not often lose citizens of such stature noting the contributions to the community by Mike Davis were so evident. Mr. Prytherch advised not only in the school system but those who served alongside of him on boards or fraternal organizations know how freely he gave of his time to his community. Mr. Prytherch thanked the Naming Review Committee and all of those who worked on this initiative.

Mayor Smith as a member of the Naming Review Committee advised there was a lot of debate about other members of the community and whether this would be a permanent change to the street name or whether it would be an honorary name change. Mayor Smith noted the committee settled on an honorary designation, which negates changing all of the plats and all of the addresses. Mayor Smith advised he felt it was as much a memorial to those we have lost to Covid than it is to Mike Davis since he passed as a result of the virus.

Mr. Prytherch moved to adopt Resolution No. 7251. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
E-SCOOTER PROGRAM

A Resolution No. 7252 of the Council of the City of Oxford, Ohio, authorizing the City Manager to extend the Pilot Program for the Micro-Mobility Shared Transportation Program. (Doug Elliott, City Manager)

Mr. Elliott advised the City of Oxford began an E-Scooter sharing program in 2018 and noted the program has operated via extension of a Pilot Program, requiring the annual passage of a Council Resolution and issuing annual permits to third-party vendors. Mr. Elliott advised this program was extended in September of 2019 and re-named the "Micro-Mobility Shared Transportation Program", to better encompass all available options and technologies. Mr. Elliott noted under this program vendors are required to adhere to strict guidelines regarding daily vehicle operation and data sharing. Mr. Elliott advised at this time Council action is required in order for the City Manager to enter into any new agreements to proceed with an e-vehicle sharing program. Mr. Elliott noted the outcomes of the current program have exceeded the expectations of the third-party vendors as well as provided a valuable service to Miami University students. Mr. Elliott recommended that Council approve the extenuation of the Pilot Program through January 16, 2022 noting at some point language would be drafted to put in place a permanent Micro-Mobility Shared Transportation Program.

There were no comments from the public.

Ms. Raghu inquired if Mr. Elliott had numbers on how the third-party vendors have done over time. Mr. Elliott advised usage dropped off significantly as a result of Covid noting he would send the information to Council.

Mr. Snavely inquired if staff had a record of citizen complaints about the scooters noting he has heard several complaints about scooters being left in handicapped ramps. Mr. Elliott advised staff had many of the complaints received noting many of them were about where the scooters were left. Mr. Elliott advised that issue was challenging and noted the City may have to start impounding scooters that are not parked correctly.

Ms. Greene advised the geo-fencing technology in the Uptown and campus areas has improved significantly noting she rode a scooter onto the campus and noted if the scooter was not parked in a bike rack it would not turn off, the meter would keep running. Ms. Greene further noted once it was parked properly she had to take a picture of it to prove it was in a bike rack. Ms. Greene advised staff could work with the vendor to expand the geo-fenced areas.

Mr. Snavely advised he was willing to support the one-year extension although he would like some monitoring of it.

Ms. Southard noted her support for the proposed Resolution and advised the program was originally in response to a Miami student initiative. Ms. Southard advised it was a way to reduce the number of cars, which was very much within Council's Transportation Plan. Ms. Southard acknowledged the issue of the scooters left in inappropriate places and noted her hope that would be monitored and resolved.

Mr. Prytherch moved to adopt Resolution No. 7252. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
CONTRACT WITH SUNESIS

A Resolution No. 7253 accepting the bid and authorizing the City Manager to enter into a contract with Sunesis Construction Co. for road improvements to US27 at a cost of $3,332,333.74 plus a contingency in the amount of ten percent (10%) of the contract price or $333,233.00 for a total cost not to exceed $3,665,566.74. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised this project has taken several years to come to fruition noting Miami University conducted a traffic engineering study with a focus on pedestrian safety in 2017. Mr. Dreisbach shared his screen and provided a detailed presentation of the project, which is also outlined on pages 31-38 of Council's packet. Mr. Dreisbach advised grant funding from ODOT would pay $250,000 of the City's portion of the paving project, grant funding from ODOT would pay $1,000,000 towards the pedestrian safety improvements and Miami University would pay for all other project costs except for the City's share of urban paving. Mr. Dreisbach advised with Council approval construction will begin in May and hopefully be complete prior to Miami's fall semester. Mr. Dreisbach offered to answer any questions.

Mr. Brandon Flessner, 5480 Brown Road, advised Council to table or vote against the proposed Resolution or at least send it the Parking and Transportation Advisory Board for further review. Mr. Flessner noted he felt there were a number of issues with it including safety.

Mr. Flessner advised islands have been in place since the summer of 2017 and he felt there has not been any demonstrated safety benefits. Mr. Flessner referred to the set of islands built on S. Patterson in 2018 and noted there had never been any bike or pedestrian involved crashes along that corridor. Mr. Flessner advised he did not know if there has been since although if there has it makes safety worse for bikes and pedestrians. Mr. Flessner noted two weeks after that set of islands were open to the public an Oxford to You driver slammed into the tower proving that these are actually more dangerous for cars. Mr. Flessner advised residents have complained about pedestrian visibility from these islands and Miami has admitted that their plantings were too tall along S. Patterson Avenue. Mr. Flessner noted there was data that says there is little or no safety benefit and residents do not feel there is a safety benefit. Mr. Flessner advised islands slow traffic down for cars and inquired with marginal safety benefits why would we make things worse for cars. Mr. Flessner noted the islands create odd traffic patterns and would eliminate the left turn into the Roudebush parking lot and other areas, which will cause illegal U-turns around the islands. Mr. Flessner advised a transit priority signal would be installed at Tallawanda and High Street and advised he felt it was a missed opportunity to install fully adaptive traffic signals along this corridor. Mr. Flessner reiterated he felt Council should reconsider the proposed project.

Mr. Dreisbach advised no one design is going to be perfect and noted there were pros and cons to what we do and how we manage moving the most vehicles through in the safest manner and increase safety for pedestrians. Mr. Dreisbach noted vehicular traffic would be improved by removing the number of crosswalks on E. High Street and advised there would be 4 crosswalks instead of 7. Mr. Dreisbach noted the area in question can be dangerous at night or in foggy conditions and advised this project will include new LED street and pedestrian lighting throughout the project. Mr. Dreisbach referred to traffic detection and noted the intersection of Spring, SR73 and Patterson was very complicated and there was detection at that intersection on SR73 and on Spring Street. Mr. Dreisbach advised if a vehicle pulls up and stops appropriately, the signal will recognize traffic there and begin the change to a green light. Mr. Dreisbach noted otherwise the light will stay green on Patterson Avenue.

Mr. Prytherch advised in previous iterations of this project, applying for the grant, Miami University employees recused themselves and inquired if active Miami University employees should recuse from this discussion and vote. Mr. Conard inquired what the funding sources were. Mr. Dreisbach advised $1,000,000 from ODOT and the urban paving portion will be $250,000 from ODOT as well as $250,000 from the City. Mr. Dreisbach noted all other expenses will be paid by Miami University. Mr. Conard noted he felt it was an issue.

Mr. Snavely inquired what the approximate amount was that Miami University would pay. Mr. Dreisbach advised $1.8 million.

Mr. Prytherch, Mr. Ellerbe and Mr. Bracken recused themselves as Miami University employees.

<u>Mr. Snavely moved to adopt Resolution No. 7253. Ms. Southard seconded. The Resolution was adopted by the following roll call:</u>

AYE: Ms. Southard, Ms. Raghu, Mr. Snavely, Mayor Smith (4)

NAY: None (0)

ABS: None (0)

RESOLUTION
CONTRACT WITH
LARRY SMITH, INC.

A Resolution No. 7254 accepting the bid and authorizing the City Manager to enter into a contract with Larry Smith, Inc. for the improvement of two culverts under College Corner Pike at a cost of $167,990.00 plus a contingency amount of $7,010.00 for a total cost not to exceed $175,000.00. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised in conjunction with ODOT the City performs inspections of all culverts on an annual basis noting the two culverts on N. 27 were found to be in deteriorating condition. Mr. Dreisbach advised staff applied for a grant from the Ohio Public Works Commission (OPWC) and was successful in obtaining a grant not to exceed $103,250.00. Mr. Dreisbach noted the OPWC would pay approximately 59% of the project cost and local funds would be used for the remainder. Mr. Dreisbach noted 6 bids were received for the project with Larry Smith, Inc. providing the best and lowest bid.

There were no comments from the public.

Ms. Southard referred to page 41 of Council's packet and inquired what that Resolution was for. Mr. Dreisbach advised it was a reminder that Council approved staff applying for the grant.

Mr. Prytherch expressed his gratitude for the diligence of the Service and Engineering Department for getting the most infrastructure for the least amount of money at the highest quality. Mr. Dreisbach complimented City Engineer, Scott Otto noting he was very good at writing competitive grant applications.

Mr. Snavely moved to adopt Resolution No. 7254. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard
Mayor Smith (7)'

NAY: None (0)

ABS: None (0)

ORDINANCES - SECOND READING

ORDINANCE
EASEMENT AGREEMENT

An Ordinance No. 3604 Authorizing The City Manager To Enter Into An Easement Agreement Between The City Of Oxford And Veer Investment, LLC For A Permanent Easement Over Portions Of Real Property As Set Forth In Exhibit "A" Attached Hereto And Labeled Easement #1 To Allow The Construction And Maintenance Of A New Sanitary Sewer System To Serve Said Property. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised this and the next two Ordinances were similar and would provide utility easements for new development along Southpointe Boulevard at U.S.27. Mr. Dreisbach noted there were no changes since the first reading of the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Ordinance No. 3604. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
EASEMENT AGREEMENT

An Ordinance No. 3605 Authorizing The City Manager To Enter Into An Easement Agreement Between The City Of Oxford And Hotel Development Services, LLC For A Permanent Easement Over Portions Of Real Property As Set Forth In Exhibit "A" Attached Hereto And Labeled Easement #2 To Allow The Construction And Maintenance Of A New Sanitary Sewer System To Serve Said Property. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised he had no additional comments.

There were no comments from the public or from Council.

Ms. Southard moved to adopt Ordinance No. 3605. Mr. Snavely seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
EASEMENT AGREEMENT

An Ordinance No. 3606 Authorizing The City Manager To Enter Into An Easement Agreement Between The City Of Oxford And Hotel Development Services, LLC For A Permanent Easement Over Portions Of Real Property As Set Forth In Exhibit "A" Attached Hereto And Labeled Easement #3 To Allow The Construction And Maintenance Of A New Sanitary Sewer System To Serve Said Property. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised he had no additional comments.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Ordinance No. 3606. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3607 Amending Ordinance No. 3600. Supplemental Budget Ordinance Number 1 To Make Supplemental Appropriations For Fiscal Year 2021. (Joe Newlin, Finance Director)

Mr. Newlin discussed is staff report as presented on pages 70-71 of Council's packet and offered to answer any questions.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Ordinance No. 3607. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW CHAPTER 1147

An Ordinance No. 3608 Repealing Oxford Codified Ordinance Chapter 1147 Entitled Conditional Uses And Adopting New Oxford Codified Ordinance Chapter 1147 Entitled Conditional Uses. (Sam Perry, Community Development Director)

Mr. Perry advised through Councilor Southard's review of the proposed Ordinance staff corrected an error in the language as it was presented on January 5, 2021. Mr. Perry thanked Councilor Southard for bringing this to staff's attention. Mr. Perry advised there were no other changes to the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Ordinance No. 3608. Mr. Prytherch seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW CHAPTER 1149

An Ordinance No. 3609 Repealing Oxford Codified Ordinance Chapter 1149 Entitled Parking And Site Access And Adopting New Oxford Codified Ordinance Chapter 1149 Entitled Parking And Site Access. (Sam Perry, Community Development Director)

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Ordinance No. 3609. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW CHAPTER 1141

An Ordinance No. 3610 Repealing Oxford Codified Ordinance Chapter 1141 Entitled Accessory, Temporary, Supplemental And Environmental Regulations And Adopting New Oxford Codified Ordinance Chapter 1141 Entitled Accessory, Temporary, Supplemental And Environmental Regulations. (Sam Perry, Community Development Director)

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Ordinance No. 3610. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW CHAPTER 1143

An Ordinance No. 3611 Repealing Oxford Codified Ordinance Chapter 1143 Entitled Districts And Adopting New Oxford Codified Ordinance Chapter 1143 Entitled Districts. (Sam Perry, Community Development Director)

Mr. Perry advised he had no additional comments.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Ordinance No. 3611. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
AMENDED CHAPTER 1159

An Ordinance No. 3612 Repealing Oxford Codified Ordinance Section 1159.05 Entitled Definitions (Beginning With The Letter "D"), Section 1159.17 Entitled Definitions (Beginning With The Letter "P"), And Section 1159.20 Entitled Definitions (Beginning With The Letter "S") In Chapter 1159 Entitled Definitions, And Adopting New Oxford Codified Ordinance Section 1159.05 Entitled Definitions (Beginning With The Letter "D"), Section 1159.17 Entitled Definitions (Beginning With The Letter "P"), And Section 1159.20 Entitled Definitions (Beginning With The Letter "S") In Chapter 1159 Entitled Definitions. (Sam Perry, Community Development Director)

Mr. Perry advised he no additional comments.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Ordinance No. 3612. Mr. Prytherch seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

DISCUSSION – Alternative land use of a portion of Merry Day Park as recommended by the Environmental Commission. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised at the January 6, 2021 meeting of the Environmental Commission there was discussion of alternative uses of public lands for the purpose of community gardens, pollinator gardens and/or natural habitats. Mr. Dreisbach noted Merry Day Park was suggested as a potential location given its relative underutilization as a recreation area, its proximity to parking areas and proximity to the Family Resource Center, Food Pantry and a new proposed TOPSS building. Mr. Dreisbach advised details of this discussion are presented on page 20-21 of Council's packet, in the Environmental Commission Meeting Report. Mr. Dreisbach noted a motion was made and approved by the Environmental Commission as follows:

The Environmental Commission respectfully recommends that the Oxford Recreation Board and City Council consider the alternative land use of a portion of Merry Day Park as community and pollinator gardens and natural habitats. The Commission further suggests that the Recreation Board and City Council allow time for presentations by Mr. Olson, Mr. O'Malley, and Mr. Hall.

Mr. Dreisbach advised he included in Council's packet an agreement with the former owner of this parcel, Mr. Ray Day, which details stipulations about the transfer of this parcel to the City including that it be used for recreational and leisure activities. Mr. Dreisbach offered to answer any questions.

Mr. Snavely inquired how much of the land would be used for such gardens. Ms. Raghu advised it would start very small so it would not impede on the children that do use the open field. Ms. Raghu noted Mr. Hall is working with the City of Hamilton and is already doing these type of projects on City owned property. Ms. Raghu advised Mr. Olson and Mr. O'Malley are associated with TOPPS and the Farmers Market.

Mr. Bracken advised this could be incremental in terms of land usage. Mr. Bracken noted input from the stakeholders such as residents of the mobile home park and other neighbors would be solicited.

Mr. Prytherch noted his support for this initiative. Mr. Prytherch noted these projects are easier said than done and require a management strategy. Mr. Prytherch advised he felt the Environmental Commission should work with the Service and Engineering Department and the Parks and Recreation Department on the managerial aspects of such a project. Mr. Prytherch noted he felt a stakeholder such as TOPPS would be needed as well.

Mr. Dreisbach concurred this area was underutilized at times although kids do play ball games there. Mr. Dreisbach advised the drainage in this area was very poor and will not support gardening in its current state. Mr. Dreisbach noted he felt it would cost $10,000 to $15,000 to improve the drainage enough to support gardening activities.

After further discussion Mr. Wooddell advised he agreed that gardening could be a leisure activity and would fit within the scope of the park.

Mr. Wooddell noted he felt repurposing public land into something like a produce garden is a good use of space that may be underutilized and advised there would still be plenty of green space available. Mr. Wooddell noted he felt the Family Resource Center should be consulted since at one point they had a community garden and they possibly still operate one. Mr. Wooddell noted if Council would like he was happy to bring this matter to the February Recreation Board meeting and ask for their advice.

Mr. Snavely suggested the interested parties work with the Recreation Board and TOPSS and other entities that might be interested and involved and come up with a proposal for Council to consider.

Mr. Bracken advised the Family Resource Center has a community garden and would like to see it expanded.

ANNOUNCEMENTS

Mr. Elliott referred to the cold shelter project Ms. Brinkman noted concern with and advised staff would check with the Family Resource Center to see how much CARES Act funding they still had. Mr. Elliott advised the deadline to use the funds was extended to December 31, 2021.

Mr. Elliott noted many people have questions about the vaccination program for COVID and advised staff does not have a lot of answers right now because it depended on the supply. Mr. Elliott noted the vaccine rollout may be slow due to the supply. Mr. Elliott advised McCullough-Hyde Hospital has a call number, which is 862-6843 to make an appointment once vaccines are available. Mr. Elliott encouraged everyone to continue masking, avoiding large gatherings and to wash hands frequently. Mr. Elliott advised the number for the Kroger pharmacy is 1-866-211-5320 to make appointments for a vaccine.

Mr. Dreisbach thanked the Streets and Maintenance Division noting in between mini-snowstorms they re-poured the concrete at 110 E. High Street where the underground storage tank work was completed, saving the City some money. Mr. Dreisbach noted the Streets and Maintenance Division also installed concrete foundations for new radar display devices, which will be installed on Fairfield Road.

Mr. Dreisbach advised work was complete at High Street and Patterson Avenue noting staff did some brick maintenance work on the southwest corner.

Mr. Wooddell advised his department was working on some facility enhancement projects at the TRI Building noting many of the details are not yet fully determined. Mr. Wooddell advised they were working on funding and finalized plans and would share the information at a later date.

Ms. Greene advised the City and Miami University were invited to the third round of the JobsOhio grant funding application noting they will be presenting to JobsOhio on January 29. Ms. Greene noted Oxford was 1 of 98 communities invited to apply and only 10 have made it to the third round. Ms. Greene advised between 4-5 communities will be awarded up to 2 million dollars noting if awarded Oxford would use it for the Elm Street project.

Ms. Greene noted for those who sent her ideas for the annual report she has sent a draft to the graphic designer to mark-up for review.

Ms. Greene advised the PCRRC established a work group to tackle the task assigned to them in the Resolution Council adopted regarding a new chapter in the Comp Plan for a safe, healthy and equitable Oxford. Ms. Greene noted they would meet every other week through the spring of 2021.

Mr. Perry advised there were 6 or so housing projects in various stages of review noting housing for everyone was one of Council's goals. Mr. Perry advised he felt it would be interesting to see how the projects affect the supply, demand and cost which was something he would look at closely over the next year.

Mr. Perry thanked staff, inspectors and landlords who have been cooperative and patient in getting housing inspections done noting it has not been easy with COVID, distancing and all the necessary safety precautions.

Mr. Conard noted in an abundance of caution he felt the decision for Councilors to recuse earlier this evening was the right one. Mr. Conard clarified portions of the legal opinion regarding this matter.

Mr. Conard advised tomorrow's date was a 7 digit palindrome 1 20 2021.

Ms. Raghu inquired if there was a process in place to get excess vaccine doses to people and if there was anything Council could do to communicate how that process happens. Mr. Elliott advised staff keeps asking for information noting he did not think anyone had answers right now. Mr. Elliott advised McCullough-Hyde Hospital was still vaccinating their own staff, which will affect the 80 and older group getting their vaccines. Mr. Elliott noted people could fill out the Butler County Board of Health survey although it was not a way to sign up for a vaccination. Mr. Elliott suggested that people 80 and over call the phone numbers he provided. Mr. Elliott noted his hope the rollout would start increasing. Ms. Raghu advised there can be additional doses in a vial that were not initially accounted for and noted her hope there could be a way to equitably distribute those doses.

In honor of MLK Day, Ms. Raghu read a tweet written by Dr. Martin Luther King's daughter, Bernice King as follows: "Please don't act like everyone loved my father. He was assassinated. A 1967 poll reflected that he was one of the most hated men in America. Most hated. Many who quote him now and evoke him to deter justice today would likely hate, and may already hate, the authentic King."

Ms. Raghu noted if you ever wondered what you would be doing during the civil rights movement in the 1960's you do not have to look that far because you are doing it right now. Ms. Raghu read a quote from Ms. King as follows: "MLK Jr. was resolute about eradicating racism, poverty and militarism."

Ms. Raghu noted it was a trying time for everyone although she felt it was inspiring that we have such an ability to make a collective change towards fighting against racism, fighting for justice and eradicating poverty within our boundaries. Ms. Raghu advised in honor of MLK Day she felt it was important to remember what his true sentiments were.

Mr. Snavely advised COVID issues were on his mind noting he appreciated the update from the City Manager. Mr. Snavely advised in talking to friends in other states it seems Ohio is woefully behind.

Mr. Snavely noted a lot of students were coming into town and advised he knew of one restaurant that was closed right now due to COVID. Mr. Snavely advised another restaurant may have to close because of COVID issues related to Miami University students. Mr. Snavely noted he felt Oxford was in a dangerous time and he hoped OPD will enforce mask wearing especially in lines at bars. Mr. Snavely advised 3 bars were making reservations for large groups of people and they all go in together, which he felt were potential super spreader events that Council should be aware of.

Ms. Greene advised she and Chief Jones were doing an "Uptown Walk Around" this week to meet with bar owners to go through their past violations or areas of concern and also ask if they have any questions. Ms. Greene noted the Butler County Board of Health met with bar owners who wanted to make group reservations and gave them permission for that strategy. Ms. Greene advised patrons could come in and sit at different tables in groups of 10. Ms. Greene noted she and Chief Jones would work with bar owners on how to address the lines outdoors.

Mr. Snavely advised he supported the cold shelter program noting his hope the City could move forward with extending it.

Mr. Snavely noted today was a Day of Remembrance for people who have lost their lives to COVID and advised it was now over 400,000 in the United States. Mr. Snavely encouraged people to put a candle in their window to help memorialize and remember those who were lost.

Ms. Southard referenced the 400,000 men, women and children in the United States who have died of COVID-19 noting she was very pleased to see a Nation Day and a national acknowledgement. Ms. Southard advised she has talked about this for a long time and was appalled there had not been a national observance of this catastrophe. Ms. Southard noted the 400,000 people had families, children, spouses and parents, which was a tremendous tragedy. Ms. Southard advised the memorial in Washington DC tonight was beautiful with 400,000 lights, one light for each person who has died.

Ms. Southard thanked City staff for providing help and information regarding the vaccine and the rollout noting her hope that would continue because it can be very confusing.

Mr. Bracken noted more Americans have died in the last ten months than in all of WWII and advised there has been over two million deaths worldwide.

Mr. Bracken asked everyone to take this seriously noting we were not at the peak of it yet and he hoped we were approaching it and getting over it soon especially with vaccines becoming available. Mr. Bracken encouraged everyone to mask up, try to distance and get the vaccine when it is their turn.

Mr. Bracken noted his support of sustaining the cold shelter program and the Wi-Fi program and advised he felt they were invaluable resources for the community.

Mr. Prytherch thanked everyone for their time in this evening's Work Session noting he felt there was consensus about Council's commitment to transparency in their processes. Mr. Prytherch advised he was not sure what the best way forward was noting it could be either a Resolution or something on the website.

Mayor Smith reminded everyone of Oxford's small part in the Civil Rights Movement of 1964. Mayor Smith noted if people have not visited the Freedom Summer Memorial on Miami's campus it is worth going to see as it tells a very good story.

Mayor Smith reminded everyone returning to Oxford that a 10:00 p.m. curfew was still in place as well as the mass gathering Ordinance and mask Ordinance.

Mayor Smith wished everyone a safe inauguration day tomorrow.

ADJOURNMENT

Mr. Snavely moved to adjourn at 9:48 p.m. Mr. Prytherch seconded. The motion passed by the following roll call:

AYE: Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Prytherch, Ms. Raghu, Mayor Smith (6)

NAY: None (0)

ABS: None (0)

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	January 27, 2021
COUNCIL MEETING DATE:	February 2, 2021
AGENDA TITLE:	January 12, 2021 Planning Commission Summary (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 1/29/21 Sam Perry

Board and Committee designees provided updates on ongoing work. Staff announced that a draft Bike and Pedestrian Plan for the State of Ohio was open for comment through February.

PC-2020-04, Final Planned Development, South Farm Section IV, Condition #16 Revision, Mike Shea & John Boyle Developers

This previously approved 25-unit development is located off Kehr Road/Roberts Drive. The developers requested a one-year extension of the infrastructure completion, from May 5, 2021 to May 5, 2022. Work was to begin on the streets and utilities in spring 2021. The extension was granted 7-0-0.

PC-2020-16, PRELIMINARY PLANNED DEVELOPMENT, 1986 Lake Forest Drive, 12.63 acres, in an R-2A District, for a residential planned development, 36 detached single-family condominiums, Scott Webb, Architect, Applicant, Agent

This 36-unit development is located at the intersection of U.S. 27 South and the new Lake Forest Drive. Consistent with the staff report for this case, the Commission held a hearing on the proposed development, recommending approval to City Council with a vote of 6-0-0, with 1 recusing.

Alley Lot Setbacks
Staff updated the Commission that guidance was needed on whether or not to make any changes to alley lot setbacks. Some members expressed concern with new allowances for alley development due to emergency access issues. The Commission asked for a brief written overview along with analysis on bicycle and pedestrian mobility.

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	January 27, 2021
COUNCIL MEETING DATE:	February 2, 2021
AGENDA TITLE:	January 13, 2021 Historic and Architectural Preservation Commission Summary (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL:	DRK 1-29-21 Sam Perry

The Commission elected the same slate of officers: Chair Skoglind and Vice-Chair Miller

New Business:

HAPC-2020-16, 12 S. Beech Street, Certificate of Appropriateness, formerly Chunxi Kitchen, construction of a new one-story structure in the UP District, Scott Webb, Applicant

This was a request for a one-story brick façade building to be located where the former building burned in 2018. The front setback and minimum height would be allowed to proceed due to the previous building's existence. The Commission members were pleased with the design approach and found it to be appropriate at the location. Former member Mike Kohus spoke in favor of the design. The Commission accepted the staff recommendation with modified conditions and a waiver of the bond requirement.

Old Business:

HAPC-2019-25, 131 W. High Street, Revisions to façade materials of an approved new mixed use structure, Greg Meyer, Robert Treadon & Associates, Applicant/Agent

Staff provided an update that the design team was going back to their original plan of traditional brick but appreciated the Commission's time in considering an alternative material.

Updates regarding Education and Training were provided by Vice-Chair Miller.

Staff provided an update on the 2021 Design Guidelines Update project.

Chair Skoglind provided an update on the status of expanding historic district areas.

Staff provided an update on the limited possibilities of small cell pole design guidance.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: Feb. 2, 2021

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Jan. 21, 2021

Agenda Title: Oxford Recreation Board / TRI Board Meeting, 1/14/2021

Recommendation: Approve DRE 1-29-21

Attendance: Rec Board: Mayor Mike Smith, Kevin Ackley, Craig Bennett, Holli Morrish, Wes Cole, and Chairperson Ken Bogard
TRI Board: Doug Curry, Kris Winkler, Tom Holmes, Rick Verst, Dan Purcell, Jim Squance
OPRD: Casey Wooddell, Deanna Barbour

The Oxford Recreation Board and Talawanda Recreation, Inc. (TRI) Boards had a joint meeting on Thursday, Jan. 14, 2021 at 11:30am via Zoom. These two boards typically meet once per year to discuss projects and how the two boards can support each other and collaborate to plan for the future of recreation facilities in Oxford.

Parks and Recreation Director Casey Wooddell provided an overview of the mission/purpose statements of each of the three organizations (Parks and Recreation, TRI and Recreation Board), and how the three all have a focus on recreation and leisure facilities to serve Oxford and the Talawanda School District.

Director Wooddell then provided information about a potential facilities project on the TRI property that would include new tennis courts, pickle ball courts and a skate/bike pump track. Mr. Wooddell discussed the involvement of a couple groups of community members whom also have interest in this project and how to raise the appropriate funds. Mr. Wooddell provided images of potential layouts of this project, as well as cost estimates to consider. The two boards discussed this project, and how it would fit into the long-term vision of recreation facilities.

Mr. Bogard and Mr. Curry then discussed how the two boards can work together to support both the short-term and long-term goals and visions for new recreation facilities in Oxford. The TRI, Parks and Recreation and Recreation Board all have a desire for new indoor recreation space as part of a long-term plan, something which has been discussed for decades.

The two boards agreed to meet together more regularly moving forward to work together towards these long-term goals, rather than meeting just once per year. Next joint meeting date has not yet been determined. Mr. Bogard, Mr. Curry and Mr. Wooddell will coordinate schedules of the three organizations to determine this next joint meeting date.

The Recreation Board/TRI Board joint meeting adjourned at 12:43pm. The Recreation Board then called to order an additional meeting at 12:45pm to elect board positions for 2021. Mr. Ken Bogard was elected as the Chairperson, and Ms. Deanna Barbour was elected as the Secretary to record the meeting minutes.

This second meeting adjourned at 1:00pm.

Approved By:		**Initial Date**
	Department Head:	CDW \ 1/21/2021
	City Manager:	\

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	January 27, 2021
COUNCIL MEETING DATE:	February 2, 2021
AGENDA TITLE:	January 25, 2021 Housing Advisory Commission (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 1-29-21 Sam Perry

Staff and Ms. Rosenberg updated the Commission on the status of the various new residential projects coming through the review pipeline that Planning has reviewed.

Member Nicola Rodrigues of the Family Resource Center updated the Commission on the success of the Transitional Housing and Cold Sheltering projects.

Staff updated the Commission on the status of the Western Knolls 10 acres sale of land.

The Commission reviewed the goals discussed in November and December, with what work needed to be done to move them forward. The goals in order of priority/timing/feasibility are:

1. Western Knolls sale and continued marketing and housing diversity
2. Transitional Housing and Cold Sheltering continuation
3. Neighborhood Conservation Overlay effectiveness toward housing diversity, affordability and stability
4. Revenue sources and uses for the Housing Trust Fund
5. Zoning incentives for housing affordability
6. Affordable housing program and site development
7. Collaboration with Community Strategic Plan Update

The Commission requested a joint work session with City Council to present the recently completed Housing Needs Analysis (a.k.a. Housing Study). The Commission authorized the posting of the study on the city website.

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	January 27, 2021
COUNCIL MEETING DATE:	February 2, 2021
AGENDA TITLE:	January 25, 2021 Housing Advisory Commission (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 1-29-21 Sam Perry

Staff and Ms. Rosenberg updated the Commission on the status of the various new residential projects coming through the review pipeline that Planning has reviewed.

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The Commission requested a joint work session with City Council to present the recently completed Housing Needs Analysis (a.k.a. Housing Study). The Commission authorized the posting of the study on the city website.

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The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	City Council
PREPARED BY:	Mary Ann Eaton, Clerk of Council
DATE PREPARED:	January 15, 2021
COUNCIL MEETING DATE:	February 2, 2021
AGENDA TITLE:	Recognizing the Republic of Artsakh.
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION: DRE 1-29-21	Adoption.

DISCUSSION:

As requested by Councilor Ellerbe.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXFORD, OHIO, TO RECOGNIZE THE REPUBLIC OF ARTSAKH.

WHEREAS, the republic of Artsakh has thousands of years of history that hold a pivotal place in the Armenian people's history and culture; and

WHEREAS, the Republic of Artsakh declared its independence on December 10, 1991, through a fair and free election after the Soviet Union fell; and

WHEREAS, Miami University and the City of Oxford is home to a vibrant group of ethnic Armenians who have enriched our community through economic, educational, and social capital; and

WHEREAS, Armenians within our community have ties within Artsakh where the region is seeing the Armenian's liberty, identity, and right to self determination under attack; and

WHEREAS, the City of Oxford stands against hate and has a duty to their constituency to ensure the Rule of Law and democracy is preserved.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: By the adoption of this Resolution, the Oxford City Council honors the Republic of Artsakh and its citizens and recognizes its sovereignty.

SECTION 2: The Oxford City Council recognizes the adversity the Armenians of our community are facing and strongly condemns the human rights violations carried out by the Azerbaijani government.

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

____
MAYOR

ADOPTED:
ATTEST:

____
CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: GLENN ELLERBE
PREPARED BY: LAW (STAFF)

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	City Council
PREPARED BY:	David Prytherch
DATE PREPARED:	January 25, 2021
COUNCIL MEETING DATE:	February 2, 2021
AGENDA TITLE:	Committing to a strategic planning model of governance.
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION: DRE 1-29-21	Adoption.

DISCUSSION:

As requested by Councilor Prytherch

RESOLUTION NO.

A RESOLUTION COMMITTING THE CITY OF OXFORD TO A STRATEGIC PLANNING MODEL OF GOVERNANCE PROMOTING TRANSPARENCY AND ACCOUNTABILITY IN PROGRESS TOWARDS LONG-RANGE COMMUNITY GOALS AND STRATEGIC PRIORITIES.

WHEREAS, Oxford is a forward-thinking community committed to confronting challenges and securing future opportunities related to the health, safety, and general welfare of its residents; and

WHEREAS, the City of Oxford is guided by long-range goals articulated in its Comprehensive Plan and other plans (transportation, capital improvement, etc.); and

WHEREAS, the City of Oxford is prepared to invest significant community time and resources in updating its Comprehensive Plan through a process of research, public engagement, goal setting, and development of implementation strategies; and

WHEREAS, implementation and realization of long-range plans and goals requires a strategic decision-making process by which City Council and staff collaborate to develop annual strategic priorities to guide decision-making in key areas like budgeting, policy, and management; and

WHEREAS, transparency and accountability in strategic planning and decision-making requires regular and open engagement with the public in communicating goals and progress; and

WHEREAS, the Charter of the City of Oxford specifies distinct yet complementary roles for Council and the City Manager in setting and implementing policy priorities. Council has authority to adopt and modify the master plan, adopt ordinances within the scope of its powers, and adopt an annual appropriation ordinance based on the annual budget, among others. The City Manager has the duty to observe and enforce the Charter, ordinances, and resolutions; prepare an annual report on finances and administrative activities of the municipality; prepare budgets for Council and administer appropriations; and perform such other duties required by Council not inconsistent with the Charter; among others; and

WHEREAS, Council, the Manager, and staff have made good strides towards a strategic planning model of governance, continued progress would benefit from a firm joint commitment to a well-defined process.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: City Council publicly and formally affirms its commitment to a strategic planning model that includes the following elements over an annual process:

1) Preparation and distribution of an annual report highlighting the accomplishments and measurable progress of the past year in core municipal responsibilities, long-range goals (i.e. Comprehensive Plan) and strategic priorities, and other achievements.

2) Collaborative identification of key strategic priorities, building on past year's accomplishments and guided by long-range goals, for the upcoming 1-2 year period. This process will include opportunities for public input and adopted priorities will be published.
3) Coordination and collaboration with boards and commissions to establish annual policy agendas aligned with strategic priorities informed by long-range goals;
4) A budgeting model designed to align capital and operational budgeting with strategic priorities guided by long-range goals, developed through formative engagement of Council, staff, and the public throughout the process;
5) Regular review and reporting of progress towards strategic priorities (and long-range goals) throughout the year.

SECTION 2: Council makes this commitment understanding the responsibility it shares with the City Manager and staff, which requires public engagement and support. The success of this process in translating goals into measurable outcomes will require close collaboration as well as respect for distinct yet complementary roles of elected and appointed officials, management and staff, and our community partners. We believe formalizing this commitment and process can promote accountability and transparency in the governance of the City of Oxford towards our shared goals.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager | **Finance** — **Originating Department**

Council Meeting Of: 2/02/2021

Joe Newlin — **Prepared By**

Account Code No. ____________________

Budgeted Amount: ____________________

1/25/2021 — **Date Prepared**

Agenda Title:	**Resolution for CAFR Conversion**
Recommendation:	**Approve** DIRE 1-29-21

Discussion:

The Finance Department requests approval to enter into an agreement with Clark, Schaefer, Hackett & Co. for the preparation of CAFR conversion financial statements for the year ending 2020. The City of Oxford has worked with Clark, Schaefer, Hackett & Co. for 12 years for this purpose, successfully earning excellence in financial reporting from the GFOA with combined efforts of both the City and the firm.

Approved By:

	Initial	Date
Department Head:	JN	1/25/21
City Manager:		

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CLARK, SCHAEFER, HACKETT & CO. TO PREPARE THE FINANCIAL SECTION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) IN ACCORDANCE WITH THE ACCOUNTING PRINCIPLES GENERALLY ACCEPTED, BASED ON INFORMATION PROVIDED BY THE CITY OF OXFORD, FINANCE DEPARTMENT AT A COST NOT TO EXCEED $20,200.00.

WHEREAS, Clark, Schaefer, Hackett & Co. has successfully prepared the financial section of the CAFR, with information provided by the City of Oxford, Finance Department for the last 12 years; and

WHEREAS, the City Manager and the Finance Director recommend City Council authorize the City Manager to enter into an agreement with Clark, Schaefer, Hackett & Co. to prepare the financial statements for fiscal year 2020 at a cost not to exceed $20,200.00.

THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Finance Director and further authorizes the City Manager to enter into an agreement with Clark, Schaefer, Hackett & Co. to prepare the financial statements for fiscal year 2020 at a cost not to exceed $20,200.00.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	January 8, 2021
COUNCIL MEETING DATE:	**February 2, 2021**
AGENDA TITLE:	**Purchase of a Replacement Aerial Tower and Ford F-550 Cab & Chassis**
BUDGETED AMOUNT:	$ 135,000
ACCOUNT CODE:	122.720.52520
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 1-29-21 MBD 1/25/21

Discussion:

The 2021 Capital Equipment budget includes $135,000 for the replacement of the Streets & Maintenance Division's aerial platform vehicle. The existing vehicle is a model year 2000 vehicle (21 years old) and has reached the end of its useful life for City service. This vehicle is used on an almost daily basis managing tasks including traffic signal maintenance, street light maintenance, flag pole maintenance & repair, installation of Uptown banners and landscape lighting, building maintenance and repair, etc.... Utility Truck Equipment, Inc. supplied the year 2000 vehicle to the City, and we have been pleased with the service they provide.

The State of Ohio offers a State Term Schedule contract for a Ford F-550 cab & chassis equipped with a Versalift model SST-40-EIH aerial platform. This unit is comparable to the existing equipment, but will provide slightly more reach as well as several new safety features not available on the current unit. The State contract pricing (Contract # 800819) includes the following:

Ford F-550 cab & chassis with specified options	$ 45,607.00
40' Aerial with BFX Body with specified options	77,255.00
Total for fully equipped vehicle	$122,862.00

Staff recommends the City Council authorize the City Manager to enter into an agreement with Utility Truck Equipment, Inc. of Circleville, OH for the purchase of a new 40' aerial platform, truck body, and Ford F-550 cab & chassis at a cost not to exceed $122,862.00.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH UTILITY TRUCK EQUIPMENT, INC. FOR THE PURCHASE OF A NEW 40-FOOT AERIAL PLATFORM, TRUCK BODY, AND FORD F-550 CAB AND CHASSIS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED $122,862.00.

WHEREAS, the 2021 Capital Equipment Budget includes $135,000.00 for the replacement of the Streets & Maintenance Division's aerial platform vehicle; and

WHEREAS, the existing vehicle is a model year 2000 and has reached the end of its useful life for City service; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the City Manager to enter into an agreement with Utility Truck Equipment, Inc. for the purchase of a new 40-foot aerial platform, truck body, and Ford F-550 cab and chassis at state contract pricing at a cost not to exceed $122,862.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the state contract pricing for the purchase of a new 40-foot aerial platform, truck body, and Ford F-550 cab and chassis at state contract pricing at a cost not to exceed $122,862.00.

SECTION 2: Council further authorizes the City Manager to enter into an agreement with Utility Truck Equipment, Inc. for the purchase of a new 40-foot aerial platform, truck body, and Ford F-550 cab and chassis at state contract pricing at a cost not to exceed $122,862.00, which was previously appropriated in the 2021 budget.

SECTION 3: 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: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

UTILITY TRUCK EQUIPMENT, INC.
23893 U.S. 23 SOUTH
P.O. BOX 130
CIRCLEVILLE OH 43113

Telephone 740-474-5151 Fax 740-474-4402

40' AERIAL UNIT

AERIAL TOWER AND ACCESSORIES

Versalift model SST-40-EIH insulated aerial tower with a maximum working height of 45', and a maximum horizontal side reach of 27'- 9". Includes the following features and accessories:

- 24" x 30" x 42" walk-in with LH door fiberglass platform with cover.
- Platform to stow on end of boom with door facing curbside access steps
- 180-degree platform rotator with platform control
- Full pressure platform mounted 3-function single handle control.
- Change upper pistol grip for elbow operation, extend on individual control
- Full pressure individual lower controls, with upper control override.
- Hydraulic platform leveling system with upper and lower tilt controls.
- Combination articulating/telescoping boom assembly.
- Upper fiberglass telescoping boom with outer boom insert.
- Articulating steel lower boom assembly with lower boom insert
- ANSI category "C" insulation rating for 46KV and below.
- 360 degree continuous rotation.
- Center mount pedestal in center of cargo area, with platform stowed to the rear.
- Two (2) vertical hydraulic outriggers between cab and body.

- Torsion bar stabilization in addition to the outriggers
- 12 gallon integral oil reservoir located in pedestal.
- 3 GPM open center hydraulic system.
- Transmission mounted PTO/ pump assembly with brake interlock.
- One (1) set of hydraulic tool outlets located at platform.
- Remote engine stop/start system with upper and lower controls.
- 2-speed engine throttle system with upper, lower, and curbside rear controls.
- 12 volt emergency power system with upper and lower controls.
- Upper boom storage cradle with ratchet type tie down strap.
- Tubular rubber platform support.
- Safety harness and lanyard.
- Two (2) operator/service manuals.
- Finish paint standard white urethane.
- ANSI A92.2 data plate.
- Inclinometer each side on rear of body.
- Complete installation and testing of aerial tower and accessories.

AERIAL SERVICE BODY

Fiberglass service body, 132" long, 94" wide, with 18" deep side compartments. Includes the following features and accessories:

- Heavy duty 6" aluminum body understructure.
- Body modification for installation of aerial tower.
- Stainless steel hinges and recessed "D" ring rotating door latches.
- Aluminum treadplate cargo area floor.
- Aluminum treadplate cargo wall liners and compartment top covers
- Spring loaded door holders on all vertical side compartment doors.
- Automotive bulb type rubber door seals on all body doors.
- Aluminum ladder guide rails installed on streetside compartment top
- Curbside #2 compartment in lieu of access steps
- 36" full width aluminum treadplate rear tailshelf with side access steps
- 18" tailshelf cross compartment with door on each side
- Removable rear tailboard location at prepaint
- ICC rear bumper with gripstrut step each side.
- Grab rail installed at curbside tailshelf steps with handle on rear of body.
- Two (2) composite outrigger pads and holders.
- Two (2) rubber wheel chocks and holders.
- REESE RECEIVER IN LIEU OF COMBO HITCH assembly.
- Fire extinguisher, first aid kit, and triangle reflector kit.
- Standard LED lighting package.
- LED rope lighting in each compartment with dash switch.
- Ecco #2450 spot light wired to compartment light switch
- Four (4) light strobe system, including two (2) Hella LED amber strobes at front of body, and two (2) 417SA amber strobe type flashers in tailshelf.
- Install strobe light wire under chassis hood for customer mounted grill strobes

MAY 2020

OHIO STS CONTRACT #800819 MAY 2020

UTILITY TRUCK EQUIPMENT, INC.
23893 U.S. 23 SOUTH
P.O. BOX 130
CIRCLEVILLE OH 43113

Telephone 740-474-5151 Fax 740-474-4402

FORD F550 CAB AND CHASSIS

- 2020 Ford F550 4x2 chassis cab.
- XL trim package.
- 169" wheelbase, 84" C.A.
- Two (2) front tow hooks.
- 7.3L V-8 gasoline engine.
- 10 speed automatic transmission.
- Transmission PTO provisions.
- 19,500# GVWR payload plus upgrade package.
- Limited slip rear axle.
- Extra heavy duty suspension.
- 4 wheel ABS hydraulic brake system.
- Speed control and telescoping steering wheel.
- Heavy duty alternator.
- Maintenance free battery.
- AM/FM stereo radio with clock.
- Sync Bluetooth package.
- Keyless entry, power windows and heated power mirrors
- Additional chassis smart key, total three (3) keys and fobs
- Factory rear back up camera with monitor in radio
- 40 gallon aft axle rear fuel tank.
- Chassis factory running boards
- Standard interior trim.
- Vinyl 40/20/40 bench seat.
- Standard gauge cluster.
- Factory air conditioning.
- Manual telescoping trailer tow mirrors.
- LT225 radial tires, traction rear.
- Ford standard oxford white paint.

STANDARD UNIT PRICE..$49,573.00.
CONTRACT DISCOUNT..($3966.00).

TOTAL FOR F550 CHASSIS CAB...........$45,607.00.

OXFORD SST40 BFX F550 GAS 1-21-2021

City of Oxford OHIO
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The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	January 8, 2021
COUNCIL MEETING DATE:	**February 2, 2021**
AGENDA TITLE:	**Disposal of Surplus Equipment – Year 2000 Chevrolet Truck with Aerial Bucket Platform**
BUDGETED AMOUNT:	Not applicable
ACCOUNT CODE:	Not applicable
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 1-29-21 MBD 1/25/21

Discussion:

With the purchase of a new aerial platform in 2021, the City will have a 21 year old surplus unit to retire. The existing unit is a Chevrolet CC31003 truck with extending bucket platform. This is City equipment unit #59 with a VIN of 1GBJC34R4YF520253.

Staff recommends the City Council declare this equipment to be surplus and authorize its disposal at the earliest convenience of Staff following the acceptance of new equipment. Disposal will be conducted by electronic auction (such as GovDeals) or by trade-in to Utility Truck Equipment, Inc. depending on which entity returns the highest value back to the City.

RESOLUTION NO.

A RESOLUTION DECLARING CERTAIN CITY PROPERTY NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSE AS SURPLUS UPON THE ACCEPTANCE OF NEW EQUIPMENT AND AUTHORIZING ITS ADVERTISEMENT AND SALE TO THE HIGHEST BIDDER BY INTERNET AUCTION OR BY TRADE-IN TO UTILITY TRUCK EQUIPMENT, INC.

WHEREAS, the equipment set forth in Exhibit 'A' attached hereto and incorporated herein, shall be declared surplus upon the acceptance of new equipment and no longer needed for any municipal purpose, and

WHEREAS, the City Manager and the Service Director recommend the equipment set forth in Exhibit "A" attached hereto and incorporated herein be declared surplus upon acceptance of new equipment and that the same be advertised and sold to the highest bidder by internet auction or by trade-in to Utility Truck Equipment, Inc.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and shall declare the equipment set forth in Exhibit "A" attached hereto and incorporated herein as surplus upon acceptance of new equipment.

SECTION 2: Council further authorizes the advertisement and sale of the surplus equipment set forth in Exhibit "A" attached hereto and incorporated herein to the highest bidder by internet auction or by trade-in to Utility Truck Equipment, Inc. with the proceeds thereof deposited in the Street Fund.

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

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MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

EXHIBIT “A”

UNIT # 59	Chevrolet CC31003 truck with extending bucket platform	
	VIN	1GBJC34R4YF520253

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Division of Police
PREPARED BY:	Lt. Geoffrey W. Robinson
DATE PREPARED:	25 JAN 2021
COUNCIL MEETING DATE:	2 FEB 2021
AGENDA TITLE:	Purchase of two 2021 Ford Interceptor Utility Vehicles
BUDGETED AMOUNT:	$96,300.00
ACCOUNT CODE:	140.110.61104
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 1-29-21

DISCUSSION:

The 2021 Capital Improvement budget includes $96,300 in the Capital Equipment Fund for the purchase of police vehicles and equipment necessary to maintain the operating integrity of the Police Division. The State Contract price per vehicle is $32,345.00 with specified options.

One option that is available to us this year is the 3.3L Hybrid Engine Powertrain package. This factory option is an additional $3,539.00 per vehicle. The Hybrid option should reduce engine idle time while vehicles are parked. Ford Motor Company estimates a potential fuel savings of $1,755 and 12,780 pounds of carbon emissions per vehicle, per year based on the division's estimated yearly vehicle usage and mileage.

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15 S. College Ave.
Oxford, OH 45056

Hybrid technology is relatively new to the law enforcement market; however, several large municipalities have incorporated this option into their fleet planning over the past year with relatively no reported issues. One concern raised is the operating life of the vehicle due to its hybrid battery system. For agencies that rotate their fleet every 3-4 years, this is not an issue. The Police Division has taken strides to extend the life of vehicles, often maintaining them in excess of 12 years for front line patrol work. How long the hybrid system batteries will last beyond their 8 year warranty and the actual replacement cost has yet to be determined.

Should this option be chosen the project would likely be over the allotted budgeted amount by approximately $1,400.00 once the marking and upfitting of the new vehicles is completed. A supplemental budget request may be needed at that time.

This resolution will authorize the City Manager to enter into a contract with Larkin Greenwood Ford for the purchase of two (2) Ford Interceptor Utility Vehicles with specified manufacturer installed options at State Contract pricing for an amount not to exceed $71,768.00.

State Contract: RS900321-3

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH LARKIN GREENWOOD FORD FOR THE PURCHASE OF TWO (2) FORD INTERCEPTOR UTILITY VEHICLES WITH SPECIFIED MANUFACTURER INSTALLED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED $71,768.00.

WHEREAS, the 2021 Capital Improvement Budget includes $96,300.00 in the Capital Equipment Fund for the purchase of police vehicles and equipment necessary to maintain the operating integrity of the Police Division; and

WHEREAS, the City Manager and the Police Chief recommend City Council authorize the City Manager to enter into a contract with Larkin Greenwood Ford for the purchase of two (2) Ford Interceptor Utility Vehicles with specified manufacturer installed options at State Contract pricing at a cost not to exceed $71,768.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and accepts the State Contract pricing for the purchase of two (2) Ford Interceptor Utility Vehicles with specified manufacturer installed options at a cost not to exceed $71,768.00.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Larkin Greenwood Ford for the purchase of two (2) Ford Interceptor Utility Vehicles with specified manufacturer installed options at State Contract pricing at a cost not to exceed $71,768.00, which was previously appropriated in the 2021 budget.

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

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

LARKIN GREENEWOOD FORD

2350 Park Road, Connersville, IN 47331
Toll Free 1-877-835-5840 Fax 1-513-732-2868
Email: frank@fleetsharepro.com

DATE: Phone:
Fax:
CUSTOMER:

We are pleased to quote the following per the State of Ohio Law Enforcement Contract #RS900321

ITEM #3

Qty.	Code	Item #	Description	Each	Total
2	K8A	K8A	2021 FORD POLICE UTILITY 4DR POLICE SPECIAL	$31,984.00	$63,968.00
0	ARKEY		ONE EXTRA KEY & FOB	$160.00	$0.00
0	65L		18" WHEEL COVER	$59.00	$0.00
0	99W		3.3 L HYBRID ENGINE	$3,539.00	$0.00
0	99C		3.0 L ECHO BOOST ENGINE V-6	$3,833.00	$0.00
2	68G		DOOR LOCKS, DOOR HANDLES POWER WINDOWS DISABLE	$74.00	$148.00
2	549		POWER HEATED MIRRORS	$59.00	$118.00
0	16C		FLOOR CARPET FRONT & REAR	$124.00	$0.00
0	51T		LED SPOTLIGHT WHALEN	$419.00	$0.00
0	76R		REVERSE SENSING SYSTEM	$275.00	$0.00
2	17T		RED WHITE CARGO DOME LIGHT	$49.00	$98.00
0	593		PREMETER ALARM SYSTEM (MUST HAVE 55F)	$119.00	$0.00
0	55F		4 REMOTE FOBS & FOUR KEYS	$330.00	$0.00
0	NR		NO REMOTES	$0.00	$0.00
0	85R		REAR CONSOLE PLATE	$44.00	$0.00
0	GLEDS		GRILL LEDS, & 60A GRILL PRE WIRING	$395.00	$0.00
0	60A		GRILL PRE WIRING	$49.00	$0.00
0	52T		TRALIER HITCH	STD	$0.00
0	SYNC		SYNC SYSTEM	STD	$0.00
0	66C		REAR LIGHTING SOLUTION RED/BLUE OR RED/RED OR BLUE/BLUE	$499.00	$0.00
0	19V		REAR CAMERA ON DEMAND	$229.00	$0.00
0	65U		STREET APPEARANCE PACKAGE	$389.00	$0.00
0	RREADY		ROAD READY WITH LED LIGHTBAR, CONSOLE, CAGES, SIREN SPEAKER	$6,699.00	$0.00
2	[redacted]		KEYED ALIKE [redacted]	$49.00	$98.00
0	[redacted]		KEYED ALIKE [redacted]	$49.00	$0.00
0	[redacted]		KEYED ALIKE [redacted]	$49.00	$0.00
0	[redacted]		KEYED ALIKE [redacted]	$49.00	$0.00
0	[redacted]		KEYED ALIKE [redacted]	$49.00	$0.00
0	86T		REAR TAILILAMP PRE DRILL	$59.00	$0.00
0	66A		FRONT HEADLAMP LIGHTING SOLUTION	$894.00	$0.00
0	66B		REAR TAILLAMP LIGHTING SOLUTION	$429.00	$0.00
0	67V		FRONT & REAR CONNECTORS	$180.00	$0.00
0	67U/67V		ULTIMATE WIRING PACKAGE & FRONT & REAR CONNECTORS	$790.00	$0.00
2	43D		DARK CAR	$25.00	$50.00
0	21L/60A		FRONT WARNING LEDS WITH FRONT PRE WIRE FOR GRILL LEDS	$625.00	$0.00
0	43A		REAR AUXILARY LEDS	$394.00	$0.00
0	63L		REAR QUARTER GLASS LEDS	$574.00	$0.00
0	REAR SPOILER		REAR SPOILER TRAFFIC WARNING LIGHTS	$1,499.00	$0.00
0	76D		DEFLECTOR PLATE	$326.00	$0.00
0	63B/60A		SIDE MIRROR LEDS & PRE WIRING	$349.00	$0.00
0	51S		DUAL LED SPOTLIGHTS WHALEN	$644.00	$0.00
0	47E		12.1 IN INTEGRATED COMPUTER SCREEN	$2,659.00	$0.00
0	16D		BADGE DELTE NO BADGE	$0.00	$0.00
0	52P		HIDDEN DOOR LOCK PLUNGERS	$155.00	$0.00
0	19K		H8 AGM BATTERY	$107.00	$0.00
0	92R		WINDOW TINK LIGHT	$83.00	$0.00
0	100 WATT SIREN SP		100 SIREN SPEAKER	$325.00	$0.00
0	87P		POWER PASSENGER SEAT	$316.00	$0.00
0	90D		BALLISTIC DOOR PANELS LVL 111 + DRIVER FRONT DOOR ONLY	$1,540.00	$0.00
0	90E		BALLISTIC DOOR PANELS LVL 111 + DRIVER & PASS FRONT DOOR ONLY	$3,069.00	$0.00
0	90F		BALLISTIC DOOR PANELS LVL 1V + DRIVER FRONT DOOR ONLY	$2,349.00	$0.00
0	90G		BALLISTIC DOOR PANELS LVL 1V + DRIVER & PASS FRONT DOOR ONLY	$4,697.00	$0.00
0	55B		BLIS SYSTEM	$536.00	$0.00

0	68B		POLICE PERIMETER ALERT						$659.00	$0.00
0	SECURE IDLE		SECURE IDLE INSTALLED						$319.00	$0.00
0	17A		AUX AIR CONDITIONING REAR A:C						$593.00	$0.00
0	61B		OBD 11 SPLIT CONNECTOR						$54.00	$0.00
0	76P		PRE COLL	ASSSIT					$142.00	$0.00
0	18D		GLOBAL LOCK & UNLOCK TAILGATE						$0.00	$0.00
0	64E		PAINTED ALLUM WHEELS						$464.00	$0.00
0	LEDS ALL ONE		LEDS	FOR 21L	66C	63B	66A	BLUE/BLUE/RED/RED	$725.00	$0.00
600	MILES		HOW	MANY	MILES			ROUNDTRIP	$0.35	$210.00
0	TOTAL PRICE									$64,690.00
0	SPECIAL PAINT								$1,313.00	$0.00
	___ OXFORD WHITE YZ						___ SILVER GRAY METALLIC TN			
	_2__ AGATE BLACK UM						___ BLUE METALLIC FT			
	___ ICONIC SILVER JS						___ ROYAL BLUE LM			
	___ DARK BLUE LK						___ MEDIUM TITANIUM METALLIC YG			
	___ DARK TORREDOR RED JL						___ ARIZONA BIEGE METALLIC E3			
	___ STERLING GRAY UJ						___ LIGHT BLUE METALLIC LN			
	___ VERMILLION RED E4						___ KODIAK BROWN METALLIC J1			
	___ CARBONIZED GRAY M7						___ MEDIUM BROWN METALLIC BU			
Please email your quotation, purchase order and order contact form to our government sales office at advant								frank@fleetsharepro.com		
Within 3-5 business days you should receive an order conformation from our office to confirm your order.										
If not, please contact our sales office		1-614-570-0702								
Thank you,										
Frank Beaver	Midwest Region Commercial Sales manager									
Government Sales Department										
LARKIN GREENEWOOD FORD										
2350 Park Road										
Connersville, In 47331										

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	January 22, 2021
COUNCIL MEETING DATE:	February 2, 2021
AGENDA TITLE:	PC-2020-16, PRELIMINARY PLANNED DEVELOPMENT, 1986 Lake Forest Drive, 12.63 acres, in an R-2A District, for a residential planned development, 36 detached single-family condominiums, Scott Webb Architect, Applicant, Agent
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 1-29-21

Proposal Summary:

Scott Webb Architect, acting as agent for the property owner, has requested approval of a Preliminary Planned Development consisting of 36 detached single-family condominium units on approximately 12 acres of land. The site is located adjacent to the recently constructed Lake Forest Drive, which was built by the City with TIF funds. The community is proposed to have a Homeowners Association (HOA) established, which will be responsible for maintaining the common open space, amenities and stormwater control features.

Background:

The subject site has been involved in numerous past applications and approvals by entities including the City of Oxford, as well as Butler County prior to annexation. The site is part of a much larger 174-acre Preliminary PUD that had been approved by the Butler County Commissioners in 2004. The City entered into a Development Agreement with the owner/developer in 2006 and the entire acreage was rezoned to City zoning classifications in 2007. The current zoning for the site is R-2A Single- and Two-Family Residential District.

Discussion and Recommended Conditions:

The staff report for the January 12 Planning Commission meeting recommended tabling the application, pending additional details and possible design alterations. Staff's main concerns were: (1) moving the cul-

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de-sac intersection further back from US 27, or exploring a re-design removing the intersection altogether; (2) incorporating wider stream setbacks and moving building footprints off steeper slopes; and (3) the need for better delineated buildable areas, open spaces, and areas to be conserved to comply with the recently adopted Tree Ordinance. Staff prescribed 10 conditions as a recommendation, in case the Commission was inclined to approve the request that night.

The applicant agreed to staff's recommended conditions, and advised the Planning Commission they could re-locate the cul-de-sac intersection 20 feet further east from US 27. Staff's opinion during the meeting was that additional time was still needed to verify the applicant's verbally proposed modifications and basis of decisions, before recommending approval.

After much discussion, the Planning Commission voted 6-0-0, with 1 recusing, to recommend approval of the application subject to the staff's 10 conditions, with a slight adjustment to condition #5 (removing the request for sidewalks along US 27 frontage) and adding an 11th condition to require staff review of the HOA documentation. Staff would also like to add a 12th condition, if agreed by the developer, to dedicate the triangular sliver of right-of-way between Magnolia Drive and Lake Forest Drive.

1. Building height shall be regulated per the underlying zoning district.
2. A variety of dwelling unit types/sizes, to include varying numbers of bedrooms per unit, shall be accommodated.
3. A Landscaping Plan which includes details on tree species, size/caliper inches and locations, as well as berm/mounding heights, shall be reviewed and approved as part of the Final Planned Development. Street trees shall be provided along Lake Forest Drive.
4. Appropriate lighting shall be provided along all proposed private streets, as well as along the Lake Forest Drive frontage including at the intersection with US 27. Lighting details shall be reviewed and approved as part of the Final Planned Development.
5. Sidewalks or bike paths shall be constructed the entire length of frontages along Lake Forest Drive, and shall also result in an uninterrupted pedestrian connection to The Annex development located to the north. The US 27 stretch shall be accompanied by additional right-of-way dedication consistent with the Oxford Thoroughfare Plan, per staff's discretion.

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6. An active recreational amenity and additional landscaping shall be provided in the central green space, the details of which shall be reviewed and approved as part of the Final Planned Development.
7. A professionally qualified geotechnical engineer shall perform on-site investigation(s) as deemed necessary by staff to determine the suitability of existing soil & ground conditions for proposed water quality and/or storage functions. If conditions are found unsuitable, additional measures or management practices must be outlined by the engineer and followed by the developer to mitigate the conditions.
8. Financial security/bonding of improvements shall be determined during or after the Final Planned Development review. The Final Planned Development shall be reviewed and approved prior to approval of construction drawings, bonds, or the signing of an Easement Plat.
9. Building architecture shall generally conform to the style depicted in Rendering A-1 (dated November 30, 2020). Architectural aspects may be further considered and refined as part of the Final Planned Development, including a design for the proposed caretakers shed.
10. The Planning Commission may review utility details (such as those for electric, gas, mail delivery, garbage collection, etc.) as part of the Final Planned Development, including proposed accommodations, accessibility, screening, or other characteristics as may be applicable.
11. The HOA agreement shall be reviewed by City staff and the Law Director.
12. That right-of-way be dedicated for the triangular sliver of land between Lake Forest Drive and Magnolia Drive; for potential future transportation connectivity.

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE RECOMMENDATION OF THE PLANNING COMMISSION AND APPROVING THE PRELIMINARY PLANNED DEVELOPMENT APPLICATION FOR LAKE FOREST PHASE ONE (US 27 & LAKE FOREST DRIVE) WITH CONDITIONS.

WHEREAS, Council hereby finds the Planning Commission held a public hearing on January 12, 2021 in accordance with Chapter 1145 of the Codified Ordinances of the City of Oxford, on the application of Scott Webb, Architect, for a Preliminary Planned Development for Lake Forest Phase One (US 27 & Lake Forest Drive) consisting of 12.63 acres with 36 detached dwelling units; and

WHEREAS, the Planning Commission, after due deliberation found the application satisfied the basic code requirements in Chapter 1145 of the Codified Ordinances of the City of Oxford, and recommended approval of the Preliminary Planned Development application for Lake Forest Phase One (US 27 & Lake Forest Drive) with conditions.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Council hereby accepts the recommendation of the Planning Commission and further approves the Preliminary Planned Development application for Lake Forest Phase One (US 27 & Lake Forest Drive) with the following conditions:

1. The building height shall be regulated per the underlying zoning district.
2. A variety of dwelling unit types/sizes, to include varying numbers of bedrooms per unit, shall be accommodated.
3. A Landscaping Plan which includes details on tree species, size/caliper inches and locations, as well as berm/mounding heights, shall be reviewed and approved as part of the Final Planned Development. Street trees shall be provided along Lake Forest Drive.
4. Appropriate lighting shall be provided along all proposed private streets, as well as along the Lake Forest Drive frontage including at the intersection with US 27. Lighting details shall be reviewed and approved as part of the Final Planned Development.
5. Sidewalks or bike paths shall be constructed the entire length of frontages along Lake Forest Drive, and shall also result in an uninterrupted pedestrian connection to The Annex development located to the north. The US 27 stretch shall be accompanied by additional right-of-way dedication consistent with the Oxford Thoroughfare Plan, per staff's discretion.
6. An active recreational amenity and additional landscaping shall be provided in the central green space, the details of which shall be reviewed and approved as part of the Final Planned Development.
7. A professionally qualified geotechnical engineer shall perform on-site investigation(s) as deemed necessary by staff to determine the suitability of existing soil and ground conditions for proposed water quality and/or storage functions. If conditions are found unsuitable, additional measures or management practices shall be outlined by the engineer and followed by the developer to mitigate the conditions.

8. Financial security/bonding of improvements shall be determined during or after the Final Planned Development review. The Final Planned Development shall be reviewed and approved prior to approval of construction drawings, bonds, or the signing of an Easement Plat.
9. Building architecture shall generally conform to the style depicted in Rendering A-1 (dated November 30, 2020). Architectural aspects may be further considered and refined as part of the Final Planned Development, including a design for the proposed caretakers shed.
10. The Planning Commission may review utility details (such as those for electric, gas, mail delivery, garbage collection, etc.) as part of the Final Planned Development, including proposed accommodations, accessibility, screening, or other characteristics as may be applicable.
11. The HOA agreement shall be reviewed by City staff and the City Law Director.
12. Right-of-way shall be dedicated for the triangular sliver of land between Lake Forest Drive and Magnolia Drive for potential future transportation connectivity.

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

____

MAYOR

ADOPTED:

ATTEST:

____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Case No:
PC-2020-16

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Meeting Date:
January 12, 2021

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	Scott Webb Architect
Location	Lake Forest Drive (west side) – Parcel ID H4100143000006
Owner	4 Leaf Development LLC
Action Request	Preliminary Planned Development (PD)
Current Use	Vacant Land
Current Zoning	R-2A Single- and Two-Family Residential District
Lot Size	11.92 acres
Surrounding Land Uses	Single-Family Residential to the north and across US 27 to west; Vacant land across Lake Forest Drive to south and east
Staff Recommendation	**Table**, pending additional details and design alterations

PROPOSAL SUMMARY

On behalf of the property owner, Scott Webb Architect is requesting a Preliminary Planned Development (PD) on a 12-acre site located to the north and west of Lake Forest Drive, a new street recently constructed by the City with TIF funds. The subject site is also bound by US 27 to the west and Lick Run to the north. Lake Forest Drive currently connects US 27 to Southpointe Parkway, thus linking up with The Annex and Level27 student housing developments and forming a loop back to US 27.

The developer proposes to construct 36 detached single-family condominium units, resulting in a gross density of a little over 3 dwelling units per acre. Although the submitted site plan shows individual lot lines, the applicant specifies these are to be "virtual" – thus residents will own the individual units, but the space around them will be held in common and maintained by a homeowners association (HOA). As such, this application is being processed as a Planned Development and not as a Subdivision. It is likely this development will be set up in a manner similar to Vereker Farms, a condominium unit community located in town on Fairfield Road, which the applicant references in his letter.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property. The notice specifically addressed possible changes to the date, location and format of the meeting due to the COVID-19 pandemic, including the possibility of a video conference and/or teleconference format. No public comments have been received as of the writing of this report.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Jessica Greene, Assistant City Manager	Returned with Comments
The growth of single family residential housing and resident attraction is an economic development goal for the City of Oxford. Their proposed target audience of empty nesters, first time home buyer and faculty, is what we are trying to attract. I support this project as presented and have no major concerns at this time.		
Engineering	Scott Otto, City Engineer	Returned with Comments
• *The proposed development has no sidewalk shown along Oxford-Millville Rd. or Lake Forest Drive. As shown, pedestrians are provided sidewalks within the development but no pedestrian facilities are provided for connection to other areas of the city.* • *The distance between Oxford-Millville Rd. and the first proposed stub street should be maximized in order to allow for sight distance and potential intersection improvements required with increased development of Lake Forest Drive.* • *Proximity to existing creek, slope steepness/stability, and drainage concerns for proposed buildings 12 thru 18, 22, 26, 27, 28.* • *In order for the proposed development to have sanitary sewer, a new sanitary sewer trunk line will need to be installed from the development to the Wastewater Treatment Plant.*		
Fire	John Detherage, Fire Chief	Returned without Comments
Police	John Jones, Police Chief	Returned with Comments
Is street lighting required or do they show it in their proposal? I'm not able to tell. I just want to make sure it's provided. Since it is on the very edge of the city, our patrols may not be as frequent and the surrounding areas will be dark. I would just advocate for lighting for safety and security reasons. The city continues to grow on the edges which stretches our resources more than infill would. However our resources remain the same. Thus the more crime prevention by environmental design the better.		

SITE HISTORY

The site has been involved in numerous past applications and approvals by entities including the City of Oxford, as well as Butler County prior to annexation. A summary of relevant case history is provided below:

- **16 Dec 2004, Preliminary PUD Approval: Butler County Commissioners approve application from 4-Leaf Development LLC to rezone approximately 174 acres of land from A-1 to B-PUD & R-PUD, by Res. 04-12-3188.** A few notable requirements included a boulevard connector road, density cap of 12 du/ac, screening/mounding to block view of the PUD from US 27 and adjoining properties, and a minimum 50-foot wide perimeter buffer. Originally the area was planned as a combination of residential and office "tech park" uses.

- **23 May 2006, Development Agreement: City of Oxford enters into a Development Agreement with 4-Leaf Development LLC and OXO1 Ltd.** The agreement provided that the property would be zoned consistent with the prior-approved PUD.

- **7 Aug 2007, Annexation & Zoning Map Amendment: City Council accepts annexation petition by Ord. No. 2965 and rezones PUD property to Oxford zoning classifications OI, R3,**

R1A, and R2A by Ord. No. 2966. These zoning classifications were found to most closely align with the PUD previously approved by the County. The Planning Commission minutes and staff report at the time reflected staff's position that all areas rezoned to City zoning classifications should have a PUD overlay; however, the official adopted Ordinance did not give any mention to a PUD being retained.

COMMENTARY

Staff comments on site conditions and a number of key development aspects are provided below:

- **Density:** With **36** total units proposed, the resulting gross density is **3.02 du/ac** (36 ÷ 11.92 acres). The underlying R-2A zone has a minimum single-family lot size of 6,000 sq ft, which equates to **7.26 du/ac** (43,560 sq ft ÷ 6,000 sq ft). If the site were developed as a single-family subdivision under the normal by-right density restrictions, it is estimated the site could accommodate approximately **73** dwelling units, when accounting for some area (15%) devoted to infrastructure. The Planned Development process allows for a density bonus of up to 10% above the underlying zone, which would bring the maximum possible total to around **80** units. With this particular proposal, the applicant has chosen to utilize approximately half of their density rights.

- **Dwellings:** The applicant has submitted a rendering showcasing the character of housing products anticipated for this development. Building footprints shown on the plan are only conceptual, since exact layouts still have yet to be determined. Units are proposed to be 1 to 1 ½ stories tall, 2-3 bedrooms, and each having a 2-car front-loaded garage. The underlying R-2A zone has a maximum height restriction of 35 feet – the housing products displayed would likely easily comply with this restriction. To ensure proper administration of zoning standards at the time of Building Permit review, staff recommends a condition (#1) specifying that building height shall be regulated per the underlying zoning district. Furthermore, ***Section 1145.01(a)(1)(C)*** specifies one of the goals of a Planned Development is to facilitate the construction of a variety of dwelling types in fulfilling the broader community goal for more affordable and diverse housing. While no floor plans have been submitted at this point, based on the information available it appears the resulting unit character will be somewhat homogenous. Staff recommends a condition (#2) that the development accommodate a variety of dwelling unit layouts/sizes based on number of bedrooms.

- **Landscaping/Screening:** The private streets internal to the development are shown to have street trees, which should enhance the atmosphere for residents and visitors. The applicant also proposes a landscaped berm/mound against the back sides of units facing Lake Forest Drive and US 27, to help screen/shield the units from the roadway. In both locations, the berms are proposed to fall within the minimum 25-foot perimeter setback required for a Planned Development. Details are not yet known on the numbers and species of trees to be planted (i.e. a detailed Landscaping Plan). In addition, no street trees are currently proposed along Lake Forest Drive, though staff believes such should be provided. Along US 27, a landscaped buffer is likely sufficient (no street trees). Staff's opinion is that precise landscaping details can be considered for approval during the Final Planned Development stage, and recommends a condition (#3) to this effect.

- **Lighting:** Street lighting details are not yet provided at this stage. The applicant has expressed that street lights are anticipated. A residential subdivision would normally require a street light to be installed every 400 feet, as well as within 50 feet of every intersection and at the end of every dead-end or cul-de-sac. While this proposal isn't technically a subdivision, the resulting development character is reminiscent of one, thus staff believes lighting should be provided along all streets and recommends a condition (#4) to this effect. Exact details may be reviewed as part of the Final Planned Development.

- **Lot Coverage:** The Planned Development Code mandates that lot coverage be regulated according to the underlying zoning district, though for any residential portion it shall not exceed **40%**. The normal maximum lot coverage in the R-2A district is **35%**. Since this development will not be regulated as a subdivision (observing coverage on a per lot basis), the coverage must be found compliant upfront when reviewing the plan as a whole. The applicant indicates the resulting coverage is **31.4%** for the entire site; staff finds this to be accurate after performing a quality check on the footprints shown. If coverage was observed by individual "virtual" lot, the resulting percentage is typically around **45 – 50%** when accounting for a footprint approx. 2,600 sq ft in size and double-wide driveway. Seeing as how this development is being reviewed as one large Planned Development and not on an individual lot basis, staff believes it is acceptable to observe coverage compliance as a percentage of the entire site. However, buildable areas need to be better defined so that resulting coverages do not exceed what is shown conceptually at this stage.

- **Natural Resources and Tree Preservation:** Following the adoption of the City's new Tree Ordinance (Zoning Code Chapter 1148) in May 2020, staff has been working to determine the exact implementation of the new regulations. The new Chapter requires any large trees removed (10-in. DBH or greater) to be replaced at a rate of 1 inch caliper for every 2 inches caliper, but offers certain exemptions for areas that are being developed. The spirit of the Ordinance is to reduce unnecessary tree removal as much as possible, offering the ability for a subdivision developer to place an easement or other legal restriction on certain areas of the site to be preserved/conserved and thus avoiding the tree survey requirement altogether. As of the writing of this report, the applicant has not submitted a tree survey nor have conservation restriction boundaries been proposed. Staff believes additional details are needed in order to verify compliance with Chapter 1148. From a design standpoint, many of the building footprints do cut into the tree lines on either side of the drainageway, which isn't necessarily unacceptable, since trees enveloping or "nestling" units could lead to a cozying effect and become a great amenity for homebuyers.

- **Non-Vehicular Mobility:** Sidewalks are shown on both sides of all new streets internal to the development, inclusive of a pedestrian bridge linking the two phases. However, if constructed as proposed, no pedestrian connection would be available linking this development to other developed portions of the city nearby. The City Engineer also makes note that no such external pedestrian connectivity is presently shown. Enough right-of-way is presently dedicated along Lake Forest Drive to accommodate construction of a sidewalk along the western side. At the time Lake Forest Drive right-of-way was dedicated in October 2020, a larger amount of width was positioned to the eastern side to provide ample room for a bike path, with a lesser amount on the western side to accommodate a normal sidewalk. A sidewalk improvement, together with additional right-of-way dedication per the Thoroughfare Plan (60 feet from centerline), should also be located along the US 27 frontage. Many recent subdivisions built within the last two decades which border existing arterial or collector roads have included sidewalk improvements along such frontages. Therefore, staff is recommending by condition (#5) the same be provided for this proposal.

- **Open Space:** There is a 20% minimum open space requirement for Planned Developments, per ***Section 1145.12(f)(1)***, which cannot include any area less than 50 feet by 50 feet nor can it include the required 25-foot perimeter setback. Stormwater management devices can be included, per Code support in the Subdivision Regulations. As of the writing of this report, the exact delineated areas to be counted as open space have not been provided. More information is needed in order to verify compliance with this standard, which could logically go hand-in-hand with the conservation area requirements associated with the Tree Ordinance. From a design standpoint, the applicant has made a good attempt to create meaningful open spaces by providing a pedestrian bridge to link the two phases of the development, as well as a central green in the eastern phase. A caretaker's shed is shown inside the central green, which will be used to store maintenance equipment. It should be noted that one of the goals for open space in a Planned Development, as stated in ***Section***

1145.01(a)(3) is to "retain or create active and passive open spaces that serve the recreation needs of the development or the City generally." It is staff's opinion that the central green space lacks an active element at its center, such as a fountain, gazebo, or playground, along with additional landscaping to further enhance its usability and appeal for residents – a condition (#6) is recommended to this effect.

- **Signage:** No signage details have been submitted at this time. Such details may be reviewed as part of the Final Planned Development application. If no waiver requests are submitted, the Commission may choose to apply the standards of ***Section 1151.05(d)(2)*** which allows for 1 freestanding sign per street intersection at the boundaries of a subdivision, with a maximum sign face of 48 square feet, maximum sign/structure height of 6 feet, maximum sign/structure width of 12 feet, and set back from the right-of-way at least the height of the sign with indirect illumination only.

- **Stormwater & Environmental Management:** The City contracts with Butler County Soil & Water Conservation District to perform environmental reviews of major development projects. Their agency comments are not regulatory in manner, but rather provide valuable feedback to City decision makers so that any environmental concerns are properly addressed. Comments provided Water Resources Specialist Dr. Sean Hudson are summarized by topic below:

    - **High Water Table & Shrink-Swell Potential:** The Soil Survey for the area shows apparent high water tables on-site, as well as the potential for shrink-swell in the cul-de-sac area. Plat notes are recommended to make builders aware that foundations must be designed and constructed with these risks in mind.

    - **Geotechnical Investigations:** Findings from the Soil Survey indicate that the soils present at the northern water quality basin and southern retention pond may not be suitable for their planned purposes, due to poor drainage and seepage/piping potential respectively. Butler Soil & Water recommends geotechnical investigations be performed to verify soil conditions actually present and their suitability for the planned functions. City staff proposes a condition of approval (#7) that would require studies to be completed and the necessary best management practices be accomplished to mitigate unsuitable conditions that may be present.

    - **Stream Setback:** A 75 foot setback from Lick Run is recommended to ensure preservation of the riparian zone and to help prevent property damage to homeowners due to stream channel migration. Sedimentation from excavation and grading work to create the foundations for Lots 11-15 & 18 may have the effect of disturbing Lick Run. The City Engineer also makes note of Lots 22, 26, 27, and 28 along the drainageway bisecting the site. By situating units further away from streams, the risk of erosion and flooding is reduced.

- **Streets & Traffic Circulation:** Various topics are discussed below:

    - **Internal Street Details:** Since streets are proposed to be private, no additional right-of-way is to be dedicated internal to the site. Access easements would eventually need to be established, likely as part of an Easement Plat, to provide for ingress and egress to the units. The proposed width for all internal streets is 24 feet, with 5-foot sidewalks and 5-foot tree lawns on either side, resulting in a possible total easement width of 44 feet.

    - **Lake Forest Drive Details:** The right-of-way along Lake Forest Drive measures 60 feet, with 28 feet of pavement width. Water mains and storm sewers are already in place on this new street.

- **Access Spacing:** Community Development staff and the City Engineer share a concern regarding the spacing of the cul-de-sac in proximity to the existing T-intersection between Lake Forest Drive and US 27. Only about 133 feet of space is currently depicted between intersections (measured corner to corner). By comparison, one of the smallest blocks in Oxford (Campus Ave between Ardmore and E Chestnut) measures a little over 200 feet in depth. More typical block depths are usually around 230 to 250 feet. Given that Lake Forest Drive is destined to become a main artery serving numerous potential new dwelling units, staff believes the spacing should be revised to include as much additional distance as possible to allow for future vehicle stacking and/or additional improvements that may be necessary.

- **Utilities:** Comments on individual utility services are provided below.

  - **Sanitary Sewer:** The subject site currently lacks sanitary sewer service. In order for this site (as well as the area on the opposite eastern side of Lake Forest Drive) to be serviced, a sanitary sewer extension will be necessary. While the sanitary sewer extension plans are not part of the subject application, it is understood conceptually that a new main will need to be routed from the wastewater treatment plant (located approx. 1/3rd of a mile to the north), along Four Mile Creek and Lick Run, and joining up with Lake Forest Drive.

  - **Water:** Water line extensions were included as part of the City's construction of Lake Forest Drive, therefore making water service immediately available to the development.

  - **Electric:** Information on electric utility connections is not shown at this time. The preference is for such utilities to be located underground, as was done in the developments to the north. Screening of utility boxes and/or disturbance to environmental areas may be considered at the Final Planned Development stage, once engineering-level details are determined.

  - **Garbage Collection:** Seeing as how this development is laid out like a subdivision, the assumption is that individual units will be serviced by curbside garbage pickup (cans). If garbage collection will be done collectively (i.e. refuse container enclosures), these details can be refined and reviewed as part of the Final Planned Development.

  - **Gas:** No information on gas line connections is shown at this time. Any such information may be considered as part of the Final Planned Development.

  - **Mail Delivery:** The current USPS policy is for mail collection/delivery to be combined, serving cluster box units (CBUs) as opposed to individual mailboxes. The location of CBUs has not yet been determined.

DECISION CRITERIA

All Planned Developments shall satisfy the General Decision Standards provided in ***Section 1145.06(b)***. The standards found within this section are below with staff analysis provided for each:

1. **The proposed planned development is in fact permitted in the zoning districts in which it is proposed.**
   The underlying R-2A zoning district allows single-family and two-family principal uses by-right. However, when undergoing a Planned Development process, any residential land use is potentially permissible so long as the resulting density is at or below what would be allowed under the straight zone. This proposal is technically multi-family residential, given that multiple principal buildings will be constructed on a single site, even though each building will have an appearance and function

akin to a single-family unit. The proposed development satisfies this criterion, due to the planned density of 3.02 du/ac being lower than the district density of 7.26 du/ac.

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.**
This criterion does not apply to the subject application, since this is the first detailed Planned Development proposed for this site.

3. **The uses and site plan will satisfy the general intent of this Zoning Code.**
The purpose of the R-2A zoning district is to "provide and preserve neighborhoods of smaller single-family residences within and adjacent to areas of similar development." By providing a condominimum housing development embodying the character of a single-family neighborhood, staff believes the general intent of the Zoning Code is satisfied. However, the Code does also specify housing variety as a goal for Planned Developments, something that could be improved upon with this submittal.

4. **The uses and site plan will be compatible with the general intent of the Comprehensive Plan.**
The Oxford Comprehensive Plan designates this site and areas to the north and east of it (within the corporate limits) as being in a "Neighborhood General 3" character area, defined as areas of newer development where curvilinear street patterns and cul-de-sacs may be found. Map 3.6 (Conservation and Development Map) establishes preferred land uses for undeveloped sites within the City limits. Map 3.6 designates the site for "Traditional Neighborhood Development," which calls for residential development to have a distinct center and edge, open spaces, well designed streets and public spaces, and multiple housing options. Staff believes this development proposal does embody some of these principles. TNDs are often characterized by walkable streets, front porches, and rear-loaded garages, presenting the feel and function of a traditional urban setting. The front-loaded garage aspect currently proposed for all 36 units is probably the aspect that contradicts the most with the TND concept.

5. **The size and shape of the site are sufficient for the proposed planned development.**
The "horn" shape of this site is fairly unique, since development sites usually tend to be more rectangular, especially in agricultural areas. The curved routing of Lake Forest Drive, installed as per the original Butler County PUD plans (circa 2004), has been a key factor influencing the site's shape. Even though the zoning density rights for single-family are more substantial than the density currently proposed, it appears that geometric as well as environmental constraints hinder the ability to fully maximize the density. The applicant's effort to maximize the number of units on this site seems to have moderately compromised the degree to which sensitive and natural areas are preserved. An alternative may exist to orient the front of units toward Lake Forest Drive without the City imposing the perimeter setback, thus improving and beautifying the public realm along this existing corridor, and in turn freeing up more room for units in the interior portions of the site. In other words, the character could be more reminiscent of what currently exists along Southpointe Parkway, with front doors facing the street.

6. **The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
The subject site is largely isolated from other nearby developed pockets of the city. Those most directly impacted will likely be the residents currently residing along US 27, especially those immediately west. The proposed mounding and landscaping along the perimeter should help to screen the new units from those already located along the corridor. Additional stormwater runoff and traffic will be natural results of developing additional residential housing.

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.**
This criterion is generally not applicable to a residential proposal, as these concepts generally refer to activities or processes associated with commercial or industrial businesses. However, it should be noted that the adequacy of intersection spacing on Lake Forest Drive between the cul-de-sac street and US 27 is a chief concern.

8. **Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.**
The only accessory use known at this time is the proposed caretaker's shed located in the central green space. The architectural details of this building may be reviewed later as part of the Final Planned Development. Any other accessory uses or additions that are customarily associated with condominium style residential units, such as decks or screened porches, would normally rely upon applicable standards of the underlying zoning district. The case may be different in this development, since the HOA would have control of land surrounding the units plus the lack of individual lot lines. Buildable areas need to be established in order to potentially accommodate future accessory 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.**
The developer will need to extend the sewer utility from the Wastewater Treatment Plant to the site in order to service the new units. The developer will need to coordinate with the appropriate parties in the City's Service Department so that provisions for a sanitary sewer extension can be properly executed. Water service is already available to the site. Stormwater management is a concern, primarily due to comments received from the Butler County Soil & Water Conservation District. The provision of street lighting should address the Police Chief's comments. Appropriate provisions for refuse disposal and mail delivery will also need to be considered.

10. **Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
It is the Community Development Department's understanding that the developer will be responsible for the entire cost of extending sanitary sewer service to the site. All other infrastructure improvements will also be at the developer's cost. The City Engineer has not asked for a Traffic Impact Study at this time, which can sometimes reveal whether additional off-site roadway improvements are necessary. The recent construction of Lake Forest Drive had included a left turn lane for southbound motorists.

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.**
The site is currently vacant/undeveloped, so this proposal will in effect be establishing a new character for the area. Staff believes the intended neighborhood character and marketing to empty nester, first time buyers, families and faculty would be a welcomed addition for the city. The low-rise, arts and crafts style of housing depicted in the submitted rendering is in keeping with the residential zoning district and should serve to enhance neighborhood quality.

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.**

The proposed internal connectivity is superb, with respect to having sidewalks on both sides of all streets as well as a pedestrian bridge to link the two phases. However, external connectivity falls short. The lack of sidewalks or a bike trail along the frontages of Lake Forest Drive and US 27 is a concern, as this will impair pedestrian mobility to and from the development. These facilities should at least be provided to connect to existing facilities in The Annex development, so that residents may have further access to bicycle and pedestrian networks which connect to the rest of the city. The new gas station & convenience store being built at US 27 & Southpointe Parkway should also be accessible on-foot or by bicycle for future Lake Forest residents. Furthermore, as previously mentioned staff has concern for potential negative impacts on vehicular traffic movement due to the close proximity of the proposed cul-de-sac intersection to Lake Forest Drive & US 27.

13. Proposed construction will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

Many of the proposed building footprints are in very close proximity to existing drainageways and steep slopes, which may pose a risk to future homebuyers due to the potential for erosion and/or stream migration. Increased buffering from streams should help to preserve more of the existing trees and ensure stabilizing vegetation remains.

14. Proposed construction will not result in the complete elimination of existing mature tree canopy. Effort shall be made to direct disturbance and construction around or away from existing mature tree canopy without completely taking away use of the site or connectivity to existing infrastructure.

Though the applicant's proposed street network does attempt to adhere to existing natural tree lines, the end result of the present proposal could be the loss of much of the existing vegetation on the site to make way for building sites. Not enough information is known at this point to verify compliance with the City's recently adopted Tree Ordinance, or minimum Open Space requirements (20%) for a Planned Development. A clear distinction must be made between buildable areas for homes and areas devoted to open space.

STAFF RECOMMENDATION

Based upon a review of the Decision Standards, staff recommends the Preliminary Planned Development request be **tabled** so that the applicant may have a chance to make revisions to the application, namely: (1) moving the cul-de-sac intersection further back from US 27, or exploring a re-design which eliminates the intersection altogether; (2) incorporating wider stream setbacks and moving building footprints off steeper slopes; and (3) providing additional information on buildable areas, open space calculation and Tree Ordinance compliance.

If however the Planning Commission is inclined to recommend approval of the application to City Council, staff suggests the following conditions:

1. Building height shall be regulated per the underlying zoning district.

2. A variety of dwelling unit types/sizes, to include varying numbers of bedrooms per unit, shall be accommodated.

3. A Landscaping Plan which includes details on tree species, size/caliper inches and locations, as well as berm/mounding heights, shall be reviewed and approved as part of the Final Planned Development. Street trees shall be provided along Lake Forest Drive.

4. Appropriate lighting shall be provided along all proposed private streets, as well as along the Lake Forest Drive frontage including at the intersection with US 27. Lighting details shall be reviewed and approved as part of the Final Planned Development.

5. Sidewalks or bike paths shall be constructed the entire length of frontages along Lake Forest Drive and US 27, and shall also result in an uninterrupted pedestrian connection to The Annex development located to the north. The US 27 stretch shall be accompanied by additional right-of-way dedication consistent with the Oxford Thoroughfare Plan, per staff's discretion.

6. An active recreational amenity and additional landscaping shall be provided in the central green space, the details of which shall be reviewed and approved as part of the Final Planned Development.

7. A professionally qualified geotechnical engineer shall perform on-site investigation(s) as deemed necessary by staff to determine the suitability of existing soil & ground conditions for proposed water quality and/or storage functions. If conditions are found unsuitable, additional measures or management practices must be outlined by the engineer and followed by the developer to mitigate the conditions.

8. Financial security/bonding of improvements shall be determined during or after the Final Planned Development review. The Final Planned Development shall be reviewed and approved prior to approval of construction drawings, bonds, or the signing of an Easement Plat.

9. Building architecture shall generally conform to the style depicted in Rendering A-1 (dated November 30, 2020). Architectural aspects may be further considered and refined as part of the Final Planned Development, including a design for the proposed caretakers shed.

10. The Planning Commission may review utility details (such as those for electric, gas, mail delivery, garbage collection, etc.) as part of the Final Planned Development, including proposed accommodations, accessibility, screening, or other characteristics as may be applicable.

SUBMITTED BY: Zachary W. Moore

Zachary Moore, AICP
Planner

DATE: January 6, 2021

EXHIBIT A
RELEVANT ZONING CODE PROVISIONS

Within the Oxford Zoning Code, ***Section 1143.04*** provides the base zoning standards for the R-2A district and ***Chapter 1145*** governs Planned Development applications.

1143.04 – R-2A Single- and Two-Family Residential District.

(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.

(b) Uses.

(1) Permitted uses.

A. Single-family dwellings.

B. Two-family dwellings.

C. Accessory buildings and uses incidental to the principal use as provided in Chapter 1141.

D. Day Care Home Type B family.

(2) Conditional uses.
The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

A. Community-Oriented Residential Social Service Facilities (CORSSF's).

B. Shared Housing and Congregate Housing for the elderly.

C. Government owned and/or operated parks and recreation facilities.

D. Bed and breakfast homes.

E. Private and publicly owned commercial and noncommercial recreational areas, uses and facilities of an open space nature, such as golf courses, tennis courts, parks, forests, wildlife preserves, etc.

F. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.

G. Schools: primary, intermediate, and secondary, both public and private.

H. Places of worship.

(c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)

		1-family	2-family
(1)	Lot requirements.		
A.	Minimum lot area	6,000 sq. ft	7,500 sq. ft.
B.	Minimum lot width	60 feet	75 feet
(2)	Yard requirements.		
A.	Minimum front yard depth	30 feet	30 feet
B.	Minimum rear yard depth	30 feet	30 feet
C.	Minimum side yard width	7.5 feet	7.5 feet
(3)	Structural requirements.		
A.	Maximum building height	35 feet	35 feet

(4) Lot coverage.

A. Lots with vehicular access from a public street

1. Lot total – 35 percent
2. All enclosed buildings – 25 percent of lot
3. Front yard – 25 percent of front yard

B. Lots with vehicular access from a rear or side alley, and no access from a public street

1. Lot total – 40 percent
2. All enclosed buildings – 25 percent of lot
3. Front yard – 5 percent of front yard

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.

1145.07 Action by Planning Commission

(a) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.

(b) The Planning Commission shall base its recommendation and Council its decision upon how well the application satisfies the Decision Standards. Planning Commission, in its recommendation, and Council in its decision may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code. Dwelling unit density cannot be waived.

(c) Council may require the developer to file performance bonds with the City to guarantee completion of any public utilities associated with the planned development and any elements of the plan that are necessary to its success, if abandoned by the developer.

1145.12 Design.

(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) <u>Residential Density</u>.

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) <u>Dimensional Regulations</u>.

(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) <u>Open Space</u>.

(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) <u>Sensitive Development Area</u>.

A. A Sensitive Development Area is defined as any land(s) or soil(s) proposed to be developed that, if subjected to improper use or management, is otherwise determined to be incapable or unsuitable of urban use. Sensitive Development Areas can also be considered those lands that pose special hazards to development or the environment, consisting of lands or soils of such sensitive character that they may require special use, design and engineering restrictions.

B. For the Preliminary Planned Development, the applicant must create an inventory of sensitive environmental area identified in subsection (g)D.(1) to (8) from publicly available resources such as Butler County Soil and Conservation District, OKI, OEPA, ODNR, HAPC, FEMA, USFWS, OHPO and other public entities. This information shall be provided with the preliminary application. Design of the site shall be based on site information obtained from those public entities. An existing landscape plan shall be submitted with each application. The landscape plan shall identify existing trees, natural features and other landscaping elements.

C. After the approval of the Preliminary Planned Development, the applicant must develop a detailed site analysis of sensitive environmental areas on the site, conducted by firm(s) specialized in the areas, at a minimum: Ecological Survey, and Environmental Site Assessment. Other documentation may be required based on the site and the discretion of the Planning Commission, including, but not limited to: Stream and Wetland Mitigation, Water Way Permits, Archaeological Inventory, Historic Architecture Inventory. The applicant must also provide reports of the analyses following current professional norms for the discipline. It will be the Planning Commission's role to review information submitted by the applicant on each discipline to make the recommendations to City Council.

D. Design of the proposed Planned Development site shall be based on the site information obtained from those public entities. To the maximum extent practicable, development shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alterations of natural features. The following specific areas shall be preserved as undeveloped open space, and in accordance with the U.S. and Ohio Constitutions and state or federal regulations:

(1) Unique and/or fragile areas, including wetlands, as may be defined in Section 404, Federal Clean Water Act, as amended; and in Ohio Environmental Protection Agency standards.

(2) Land in the floodway as identified and mapped using the Federal Emergency Management Agency's Flood Hazard Boundary Maps. Federal Emergency Management Agency in scientific and engineering reports entitled 'Flood Insurance Study for Butler County, Ohio and Incorporated Areas' effective 12/17/2010, with accompanying Flood Insurance Rate Maps for Butler County, Ohio and Incorporated Areas effective 12/17/2010 and any revisions thereto are hereby adopted by reference and declared to be part of this chapter.

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, Police Chief or Fire Chief.

(3) Steep slopes fifteen (15%) percent or more, unless appropriate engineering measures concerning slope stability, erosion, and resident safety are taken into account.
(4) Habitats of endangered wildlife, as identified on federal and state lists.
(5) Historically and culturally significant structures and sites, as listed on, but not limited to, the National Register of Historical Places or on the local inventory of historic places maintained by the City of Oxford's Historic Architectural Preservation Commission.
(6) Aquifers and tributary drainage systems.
(7) Tree growth areas or urban forested areas as defined in Chapter 935, of the Codified Ordinances of Oxford.
(8) Any area as identified on Map 3.3 of the Comprehensive Plan.

E. The development shall be laid out to avoid adversely affecting groundwater and aquifer recharge; to reduce excavation and embankment; to avoid unnecessary impervious cover; to prevent flooding; to provide adequate access to lots and sites; and, to mitigate adverse effects of noise, odor, traffic, drainage, and utilities on neighboring properties. The placement of buildings shall take into consideration topography, building height, orientation and drainage. Storm water Best Management Practices in Low Impact Development Designs are desirable and encouraged. City guidelines for these practices and designs can be found in the City of Oxford Storm Water Management Design Manual

F. If the Planning Commission, or its designated representative, may require the applicant to submit a statement in order to demonstrate that satisfactory efforts have been made to mitigate any special hazards posed to the site if these sensitive lands are subjected to improper use or management. The statement, if required, shall be submitted in one or more of the following forms:
(1) The statement shall describe in detail the extent of encroachment on any Sensitive Development Area, the extent and nature of the proposed alteration, the environmental impacts resulting from the proposed alteration, and the proposed methods of mitigation.
(2) A Geotechnical Report and/or a Wetlands Assessment/Delineation, prepared by a professional engineer, licensed in the State of Ohio, or by a specialist in Streams and Wetland. This report can be in lieu of a development narrative.

(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.

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

PC-2020-16
Surrounding Property Owners Notifications Map

Legend

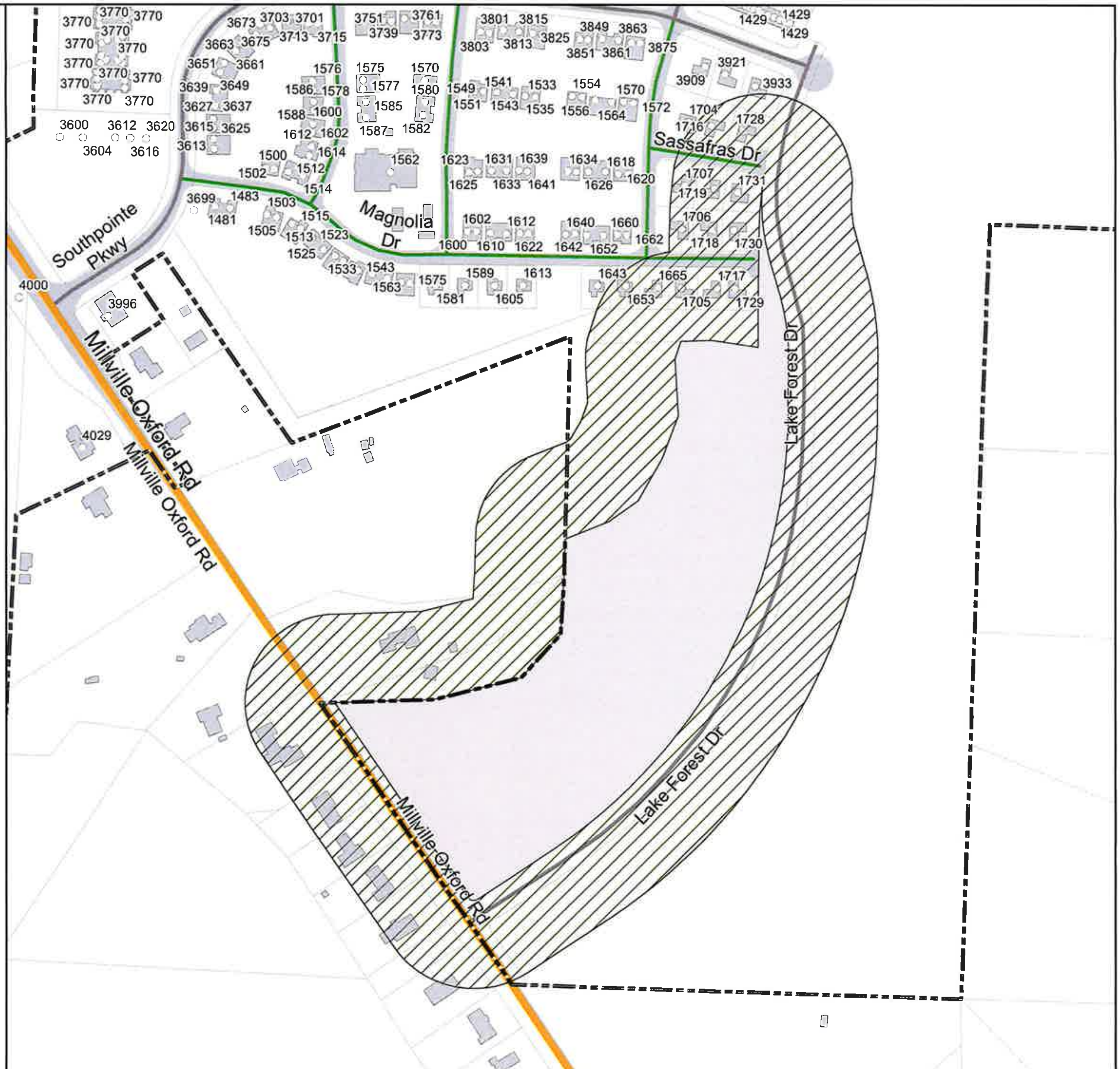
- Subject Area
- 200 Ft. Buffer
- Oxford Corp. Limit
- Address Point
- Parcel
- 16.5' Vacated ROW
- Building Footprint
- Paved Roadway

N

1 inch = 300 feet

Prepared on Tuesday, December 29, 2020

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 OHIO
HOME OF MIAMI UNIVERSITY

Internal Use Only:
Case No. PC-2020-16
Date Filed 11/30/20

Planned Development Application

Application Type

Choose One

☑ Preliminary ☐ Final ☐ Preliminary & Final

Applicant Information

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

Name * Scott Webb, Architect

Mailing Address * 103 West Walnut Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number * 523-3838 Email Address scott@scottwebbarchitect.com

Owner Information

Name * 4 Leaf Development LLC

Mailing Address * 125 West Spring Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number * 524-9500 Email Address jim@hoteldevelopment.net

Engineer/Surveyor Information

Name * Bayer Becker

Mailing Address * 110 South College Avenue

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number * 523-4270 Email Address ettsreed@bayerbecker.com

Location and Lot Information

Name of Subdivision * Southpointe Crossings

Location of Property * Millville-Oxford Road (US 27) & Lake Forest Drive

Legal Description * Parcel # H4100143000006 - Survey Included

Zoning District * R2-A Total Area * 12.63 Acres

Submission Requirements and Documentation

The application requirements (Section 1145.05[1]) 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 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.

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 1145.06[1].

Fees & Receipt

The fees for a Preliminary, Final, or combined Preliminary and Final Planned Development application are $470.00 plus $100.00 per acre, plus $10.00 postage charge.

Sign and Date

Applicant Signature *

Date * 11/30/2020

Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required plans containing all required information as attachments and a check for fees and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, 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).**

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[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/

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford's Planning Commission & City Council regarding a new Residential Planned Development on Lake Forest Drive.

Thank you,

Signed: James M Clawson
Jim Clawson, 4 Leaf Development LLC

11-30-20
Date:

Sam Perry
Community Development director
City of Oxford
Municipal Building
15 South College Avenue
Oxford, Ohio 45056

SCOTT
WEBB

ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
www.scottwebbarchitect.com

Re: Application for Residential Planned Development
Lake Forest Condominiums
Lake Forest Drive @ US 27
Oxford Ohio

November 30, 2020

Sam Perry,

Please accept this letter as a formal request for a Preliminary Plan review hearing by the City of Oxford Planning Commission and Oxford City Council for a Residential Planned Development in Southpointe Crossings at the new Lake Forest Drive entrance of Millville Oxford Road (US 27).

The project as presented represents a 12.63 acre Residential Planned Development of (36) 1,700-2,400 s.f. detached single-family condominiums in the R2A Zoning District.

As shown on the attached drawings, the portion of land under consideration with this application lies to the Northwest of Lake Forest Drive and includes a portion of Lick Run and its associated 100 year flood limits. Subsequently, the density is significantly less than what is allowed by right, proposing just (36) dwelling units where as many as (100) would be allowed on this site.

The project is currently envisioned in (2) phases, each with their own entrances off Lake Forest Drive and connected by a pedestrian bridge over a small feeder creek.

Based on the reduced density, Site Design Regulations, including setbacks, parking, and lot coverage are well within prescribed limits. Likewise, since the development is proposed in existing grassland and protects the trees along the creek lines, the newly approved Landscaping & Tree Ordinance is also respected.

Also included are preliminary Site Plans, renderings, & details describing the proposed project.

The attached proposal has been prepared for and with the help of the following:

Property Owners:

4 Leaf Development LLC.
125 West Spring Street
Oxford, Ohio 45056

Surveyor:

Bayer Becker Inc.
110 South College Avenue
Oxford, Ohio 45056

Architect:

Scott Webb, Architect
103 West Walnut Street
Oxford, Ohio 45056

The following is the written, detailed description of the proposal as required by 1145.05 & the Planning Application:

(5) Description of Use and Site 1145.05 (7)

A. Legal Description/Deeds/Surveys of the Property are on file with the City and included with this submittal

B. The Site is currently undeveloped with no active uses.

C. The property is currently zoned R2-A, Single & Two-Family Residential.

D. Description of the Proposed Planned Development.

1. The Proposed Residential Planned Development is designed to address what we feel is an underserved housing type in the City of Oxford, providing small, primarily single story detached condominium residences, similar to Vereker Farms.

   The development is proposed as 2-3 bedroom 1 – 1½ Story units with 2-car garages and full basements. With a total of (36) units proposed, the eastern (24) are intended as the first phase, with (12) additional units on the cul-de-sac to the west.

2. No commercial development is proposed in this Planned Development.

3. Hours of operation are not relevant, as only residential uses are proposed.

4. The project is intended to be built in two phases as described above. Timing will be based on the rate of sales, with both phases projected to be complete within 2-3 years.

E. Narrative statement evaluating the compatibility of the proposed Planned Development with the general vicinity and adjacent properties.

1. When Southpointe Crossings was annexed into the City of Oxford, this section was zoned R2-A, allowing higher density through smaller lots and 2-family residences. The proposed development respects those guidelines, providing smaller residences on smaller (virtual) lots. This area is separated from existing student housing by the grade and vegetation of Lick Run creek, providing a housing type we feel is underrepresented in the market.

2. There are no existing structures on the site. Future single-family residential development is anticipated along Like Forest Drive.

3. Noise, lighting, & nuisances will be typical for a residential neighborhood.

4. The development is designed to provide or exceed the perimeter setback and represents an internally focused, stand-alone development with lower density than anticipated by the zoning designation.

F. The Planned Development in this location serves the goals of the planned development purpose statement, and provides the opportunity for a private development, managed and controlled by a Home Owners Association (HOA). While a subdivision, by contrast, would likely provide similar density, it would not provide for comprehensive planning of the site and buildings, being governed solely by zoning restrictions with public streets and utilities.

G. The Planned Development is necessary and desirable for the community, providing options that are currently underserved. The long-term viability, stability, and success of Vereker Farms is evidence of the desirability of this type of development.

H. As addressed above, we feel the proposed development provides a type of housing underrepresented in Oxford; small, accessible single story homes with exterior maintenance provided by a Home Owner's Association. This development will provide new housing alternatives for a variety of families, including first time home buyers, "empty nesters", and faculty, and has convenient access to areas south of the City via US 27 for commuters.

I. Public utilities are not currently on site, but have been anticipated by the overall development plan, the development agreement and annexation of Southpointe Crossings, and the construction of Lake Forest Drive.

J. The traffic impact would not be significant and has been accounted for in the construction of the turn lanes of US 27.

K. A Home Owners Association (HOA) will be created for common area maintenance and easements, and will provide restrictions on rentals, etc..

L. Mailing addresses of adjacent property owners are attached.

M. Other pertinent information:

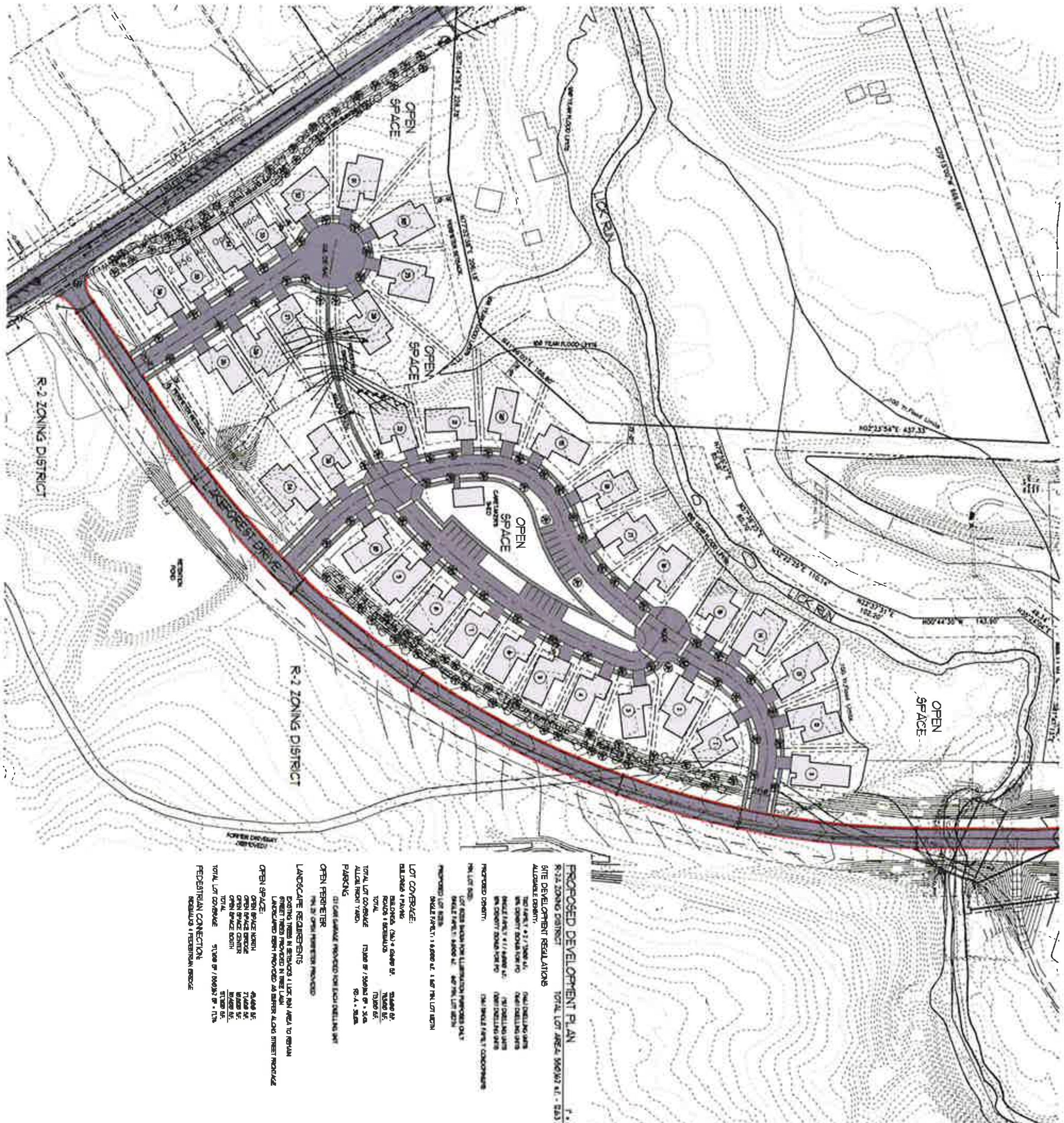
The area is addressed by Oxford's Comprehensive Plan as "potential growth area, 2010 and beyond". The proposed development is entirely residential, as planned for the southern entrance to the City of Oxford.

According to our Comprehensive Plan, "The City should encourage a broad mix of housing opportunities in Oxford. This mix should include all market types and price ranges"

Thank you for your consideration of this proposal. If you have any questions or need any additional information, please let us know.

Respectfully,

Scott Webb, Architect



REVISIONS

SCOTT WEBB ARCHITECT

STATE OF OHIO L. SCOTT WEBB 11193 REGISTERED ARCHITECT

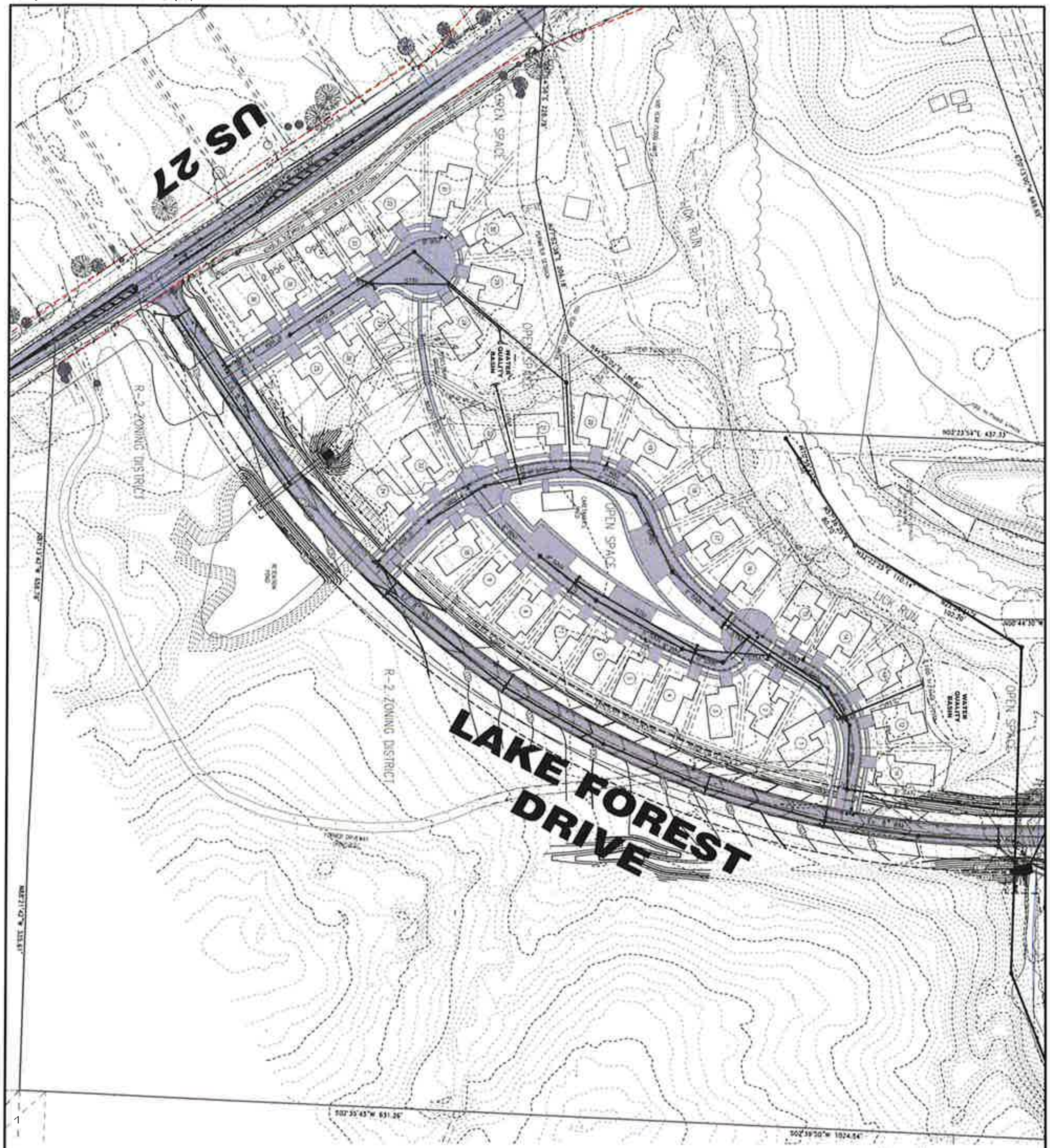
OVERALL DEVELOPMENT PLAN

Lake Forest Phase 1

OXFORD, OHIO 45056

November 30, 2010

A-2



GENERAL NOTES

1. SANITARY SEWER, STORM SEWER AND WATER MAIN SHALL BE CONNECTED TO EXISTING CITY OF OXFORD SYSTEMS AND CONSTRUCTED PER CITY OF OXFORD STANDARDS AND SPECIFICATIONS.
2. ELECTRIC TO BE SUPPLIED BY DUKE ENERGY.

PRE

bayer becker
www.bayerbecker.com
110 S. College Avenue, Suite 101
Oxford, OH 45056

LAKE FOREST PHASE 1

CITY OF OXFORD
BUTLER COUNTY, OHIO

PRELIMINARY UTILITY PLAN

Item	Revision Description	Date	Drwn	Chk

PRELIMINARY BUILDING TYPES

STATE OF OHIO
L. SCOTT WEBB
11193
REGISTERED ARCHITECT

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OVERALL DEVELOPMENT PLAN
Lake Forest Phase 1
OXFORD, OHIO 45056

DATE	
November 30, 2020	
REVISIONS	

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