



Agenda

Oxford City Council

Court House

TUESDAY, FEBRUARY 16, 2021

EXECUTIVE SESSION

None.

This meeting is being conducted in accordance with H.B. 404 and the guidelines set forth by the Ohio Dept. of Health

TUESDAY, FEBRUARY 16, 2021

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

APPROVAL OF AGENDA

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

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

NAY: None (0)

ABS: None (0)

3. Public Participation.

PUBLIC COMMENTS

Ms. Barbara Caruso, 6071 Booth Road, advised she was speaking on behalf of the Oxford Citizens for Peace and Justice (OCPJ). Ms. Caruso thanked Council for their part in supporting a cold shelter for homeless people in Oxford. Ms. Caruso informed Council of an emergency project that OCPJ has initiated noting with administration

through the Family Resource Center OCPJ was collecting funds to extend the relief offered by the cold shelter which ends the last day of February through the month of March. Ms. Caruso advised if possible they would also like to add more capacity which is sorely needed for this month. Ms. Caruso noted the current shelter arrangements have been over subscribed and they are currently over capacity. Ms. Caruso advised the Family Resource Center has been striving to meet needs as they manifest although it was going into their regular funding. Ms. Caruso noted an appeal was sent to OCPJ members and other area citizens yesterday, they were receiving a good response, and welcomed Councilors and others to participate as well. Ms. Caruso advised with the current cold shelter being over subscribed and homelessness in Oxford an increasing problem this is only a stop-gap measure. Ms. Caruso noted this problem needs a larger community response on many levels. Ms. Caruso advised OCPJ appreciates Council's Work Session this evening regarding the Oxford Housing Report noting OCPJ members have read at least the Executive Summary and larger amounts of that report. Ms. Caruso encouraged the City to engage in action on truly affordable housing noting OCPJ would welcome a more permanent and stable multi-purpose shelter for people experiencing a variety of causes that result in their homelessness or displacement. Ms. Caruso advised this engagement is clearly beyond OCPJ's ability to offer a tiny emergency intervention. Ms. Caruso noted privatizing the problem is not a viable long term solution. Ms. Caruso noted OCPJ was looking forward to the City's major investment in these housing difficulties.

Ms. Amy Shaiman, 11 Heather Ridge Court, advised she was speaking on behalf of her family. Ms. Shaiman thanked City Council and staff for the excellent efforts in snow removal noting she appreciates members of Council posting on social media about the importance of businesses and citizens shoveling their sidewalks. Ms. Shaiman inquired if it was possible for the snow plows to avoid depositing large amounts of snow in a curb-cut in her neighborhood. Ms. Shaiman again thanked Council and staff for keeping people safe during winter weather conditions.

Ms. Abby Bammerlin, advised she was a reporter for the Miami Student noting she has followed Council for the last year. Ms. Bammerlin thanked Council for helping her this past year and advised she will be passing the reins over to a new writer, Sean Scott.

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

CONSENT AGENDA

Mr. Snavelly requested removal of item A. Minutes of the February 2, 2021 City Council Meeting to address the issue of recusal.

Mr. Snavelly moved to approve the Consent Agenda with the exception of item A. Ms. Southard seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: none (0)

Mr. Snavelly advised the reason he recused himself from the Planned Development discussion at the last meeting was because he hired a representative for the petitioner to do a task for him which should be complete by June.

Mr. Snavelly moved to approve the minutes with the correction as stated above. Mr. Prytherch seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS none (0)

- A. Minutes of the February 2, 2021 City Council Meeting. (Mary Ann Eaton, Clerk of Council) pg4



Minutes

- B. Report regarding the February 3, 2021 Environmental Commission Meeting. (Mike Dreisbach, Service Director) pg20



Report

5. Resolutions.

RESOLUTION
AGREEMENT WITH DUKE ENERGY

A Resolution No. 7261 authorizing the City Manager to enter into an agreement with Duke Energy of Ohio for the conversion of street lighting to LED technology at a cost of \$324,450.17 plus a contingency in the amount of \$25,549.83 for a total cost not to exceed \$350,000.00. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the City currently has \$350,000 in the 2021 Capital Improvement Budget to convert old technology street lighting to LED technology. Mr. Dreisbach noted the City currently has 707 street lights operated by Duke Energy and advised the City pays a monthly fee to maintain the lights and purchase electricity for them. Mr. Dreisbach noted LED lights can generate a savings of up to 75% on the City's electric charges and will produce the same brightness as what the City has currently. Mr. Dreisbach addressed the issue of light pollution noting it can be mitigated. Mr. Dreisbach advised staff chose the 3,000 or lower Kelvin temperature for the lighting which is the same as at the Community Park and Uptown Parks. Mr. Dreisbach noted the lights are easy to install and maintain and advised the City expected a payback for the initial expense within 7 years. Mr. Dreisbach offered to answer any questions.

There were no comments from the public.

Mr. Prytherch thanked staff for pursuing this initiative and listening to Council's

priorities. Mr. Prytherch noted he felt the fact the City can reduce its carbon footprint while saving money with in payback period of 7 years was awesome.

Ms. Southard noted she appreciated everything staff took into account in making this balance in addition to the benefits to the environment. Ms. Southard advised she felt a 7 year return in the investment was excellent.

Mr. Snavelly advised he was very much in favor of the proposal noting it supports one of Council's goals and it was another way for Oxford to be more environmentally sustainable as well as economically frugal.

Mr. Bracken agreed with the other comments and inquired how long the average life span was of the LED light. Mr. Dreisbach advised the lights will last for tens of thousands of hours.

Mr. Snavelly moved to adopt Resolution No. 7261. Mr. Prytherch seconded. The Resolution was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)



Staff Report/Resolution

RESOLUTION

CURB, GUTTER & SIDEWALK IMPROVEMENTS

A Resolution No. 7262 declaring that it is necessary to improve those portions of certain properties as shown on Exhibit "A" attached hereto in the City of Oxford, Ohio, by re-paving, re-curb, and repairing the sidewalks, curbs, and gutters. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the City has used this procedure for many years for special assessments to help residents get curb, gutter and sidewalk back into acceptable standards in the City. Mr. Dreisbach noted the City has sent courtesy notices to property owners based on the approved budget for 2021. Mr. Dreisbach advised once staff knows what the funding will be staff can estimate how many streets can be repaved and trigger the process of letting people know their curb, gutter and sidewalk must be improved. Mr. Dreisbach noted the repairs will extend the life of the street the City is investing in. Mr. Dreisbach advised four pieces of legislation are required for this process as outlined in the Ohio Revised Code Chapter 729. Mr. Dreisbach noted this Resolution of necessity will allow staff to send certified notification to property owners of the deficiencies and the requirement to improve the curb, gutter and sidewalk. Mr. Dreisbach advised this Resolution will be followed by a Resolution to contract for construction for those who do not perform the work, followed by a Resolution of actual costs for each property once the work is completed and then an Ordinance levying the costs to the property tax bill. Mr. Dreisbach noted if at any point an owner does not want the assessment they can pay the actual value of the City's work.

There were no comments from the public.

Mayor Smith advised Council was very familiar with this process.

Ms. Southard noted her neighbors had many questions about this process and she appreciated the answers given by Mr. Dreisbach and Mr. Elliott to answer those questions. Ms. Southard advised many people did not realize that the gutters and curbs are their responsibility.

Mr. Snavelly moved to adopt resolution No. 7262. Mr. Prytherch seconded. The Resolution was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)



Staff Report/Resolution

RESOLUTION
ODNR GRANT

A Resolution No. 7263 of Council authorizing the City Manager to submit a grant application to the Ohio Department of Natural Resources requesting funding in the amount of \$500,000.00 from the Clean Ohio Trails Fund as a matching grant to the OKI funding received for Phase III and IV of the Oxford Area Trail and authorizing the City Manager to utilize funds raised by the OATS property tax levy to fund a 20% local match for this grant if awarded. (Jessica Greene, Assistant City Manager)

Ms. Greene advised in 2022 Phase III and Phase IV of the Oxford Area Trail will be constructed concurrently and the cost will be just over 4.2 million dollars. Ms. Greene noted the City has just over 1.9 million in existing grants which means 3 million dollars would have to come from the tax levy. Ms. Greene advised her goal with the proposed grant was to off-set the City's local match and to stretch the levy funds further.

Ms. Amy Shaiman, 11 Heatheridge Court, advised she appreciated all that Ms. Greene and City Council does for the trails to get everyone out into nature.

Mr. Prytherch noted the more grant dollars the City can have relative to the local match the better and advised he appreciated Ms. Greene's efforts to stretch out the levy dollars.

Mr. Snavelly moved to adopt Resolution No. 7263. Ms. Southard seconded. The Resolution was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)



Staff Report/Resolution

6. Ordinances.

A. First Reading.

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance Amending Ordinance No. 3600. Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations For Fiscal Year 2021. (Joe Newlin, Finance Director)

Mr. Newlin addressed his staff report as presented on page 40 of Council's packet noting the Supplemental Budget was for the purchase of additional road salt. Mr. Newlin noted the street crew has done a great job of plowing the streets and thanked them for their service.

There were no comments from the public.

Ms. Southard inquired if the price of salt was affecting this purchase. Ms. Southard noted she appreciated that the Service Department balances road safety with the environmental issue of using too much salt. Mr. Dreisbach advised the City partners with the Butler County Engineer's Office and 15-20 other communities to leverage the buying power. Mr. Dreisbach noted the City has a fixed price contract for the entire year.

Mayor Smith advised Council would see this again in two weeks.



Staff Report/Ordinance

B. Second 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)

Mayor Smith asked for a motion to table the proposed Ordinance as staff is working with the developer and is making some progress on some of the issues related to the conditions for approval.

Mr. Snavely recused himself as he has hired a representative for the petitioner to perform a task for him.

Mr. Prytherch moved to table the proposed Ordinance. Mr. Bracken seconded. The motion passed by the following roll call:

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

NAY: None (0)

ABS: None (0)



Staff Report/Ordinance

ANNOUNCEMENTS & COMMUNICATIONS

Mr. Elliott advised the City's Deer Management program ended February 7 noting it was the 12th year for the program. Mr. Elliott advised 9 deer were harvested this year with of them being donated to the Community Meal Center in Hamilton. Mr. Elliott noted over the 12 years 1.6 tons of venison has been donated to the Community Meal Center.

Mr. Elliott reminded everyone the City is conducting a Police Services Survey provided by the independent research firm Polco. Mr. Elliott encouraged those who received a postcard in the mail to complete the survey.

Mr. Elliott provided an update on Covid-19 statistics.

Mr. Dreisbach thanked employees of the Service Department for their snow removal efforts noting they have done an excellent job. Mr. Dreisbach thanked the Police Division for their efforts in getting the snow routes cleared of parked vehicles.

Chief Jones advised 39 cars were towed from snow routes which was considerably less than the prior snow event when OPD ticketed 216 cars for snow route violations. Chief Jones noted OPD worked diligently on their messaging about snow route regulations using social media resources and cooperating with Miami University.

Ms. Greene advised the City's annual report has been published on the city's website and on social media and encouraged everyone to share it far and wide. Ms. Greene noted printed copies would be placed in various public places around town.

Ms. Greene advised staff is working on a new website for the City noting her hope it will be ready in June. Ms. Greene advised as part of that she would like Councilors to have a headshot taken for the website and noted she would reach out to them in March to schedule those.

Mr. Perry advised staff was working on a limited version of the popular event ShareFest which will take place this year during the student move-out.

Mr. Perry noted staff has an RFP out to establish the best route for the OATS trail to cover the gap between the Community Park and the covered bridge and advised Council would hear more about that over the next few weeks.

Mr. Conard thanked Chief Jones and OPD for allowing him to use their conference room yesterday while his daughter participated in the District Dive Meet at Miami University. Mr. Conard thanked the university for allowing the high school students to have the competition. Mr. Conard noted this was a reflection of what a wonderful place the City of Oxford is to everyone.

Ms. Raghu provided a renewable energy update noting since Council's last meeting the number of homeowners that have signed up to try to get solar panels on their homes has more than doubled. Ms. Raghu advised 22 homeowners in Oxford are in the process of getting quotes or waiting to sign contracts.

Ms. Raghu thanked Mr. Dreisbach for providing information to her regarding the Wastewater

Treatment Plant. Ms. Raghu advised she had a meeting scheduled with an engineer who is a co-author for Carbon Capture and Utilization for Renewable Energy at Wastewater Treatment Plants. Ms. Raghu noted she was excited to share the information the City's Wastewater Treatment Plant already has and see how to keep the renewable energy train going.

Mr. Ellerbe referred to the recent weather events and reminded everyone 4 wheel drive does not mean 4 wheel stop. Mr. Ellerbe encouraged drivers to give each other extra space and extra time noting he wanted to ensure everyone stays safe.

Mr. Snavelly expressed his thanks and appreciation to Mr. Dreisbach and his crews noting they did a fabulous job with the recent snow removal.

Ms. Southard encouraged everyone to fill out the Butler County Board of Health survey regarding the Covid-19 vaccination noting they will contact people to let them know when they are eligible for the vaccine. Ms. Southard advised when people are vaccinated they are not given a second appointment and many residents were concerned about this. Ms. Southard noted the Butler County Board of Health contacted people yesterday to inform them of another event at the fairgrounds which people could sign-up for. Ms. Southard encouraged everyone to get their vaccine when they become eligible.

Mr. Bracken advised the vaccines are safe and effective and encouraged everyone to get theirs when it is their turn for themselves, their family and for the community.

Mr. Bracken thanked the Oxford Citizens for Peace and Justice and all of the community members that generously donated to extending the City's cold shelter transitional housing program. Mr. Bracken asked the City to step up as much as possible to expand that and to sustain it going forward since these are the most vulnerable members of the community. Mr. Bracken advised he felt the City needed to find a way to provide this service consistently.

Mr. Prytherch advised he felt the Service Department did an amazing job with the snow removal noting it was a team effort with OPD, the Dispatchers and the Public Safety Assistants. Mr. Prytherch advised he was impressed by the voluntary snow shoveling that was done by residents on the sidewalks although he felt there was some intractability that Council needs to work on before everyone forgets about the snow event. Mr. Prytherch noted some of the businesses do a terrible job of keeping sidewalks and parking lots clear of snow. Mr. Prytherch advised he would like to have a conversation with the City Manager and the Law Director about what the City can do when voluntary compliance is not good enough and the City is left with those who refuse to keep their properties free of snow.

Mayor Smith thanked those who shoveled their sidewalks over the past few weeks noting a few businesses Uptown did not take care of their sidewalks which sets a bad example. Mayor Smith thanked Ms. Raghu for shoveling at her home on the walking route to Kramer School noting he was dismayed that the walking routes to the elementary school were not completely clear.

1. Remarks from City Council and City staff. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.
2. Future Meetings. (Virtual)

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 Recreation Board Meeting 11:30 a.m.

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

TUES – Mar 2 City Council Meeting 7:30 p.m.

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

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

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

WED – Mar 10 Historic and Architectural Preservation Commission Meeting 6:15 p.m.

THUR- Mar 11 Recreation Board Meeting 11:30 a.m.

MON – Mar 15 Housing Advisory Commission Meeting 1:30 p.m.

TUES- Mar 16 City Council Meeting 7:30 p.m.

WED – Mar 17 Board of Zoning Appeals Meeting 6:30 p.m.

ADJOURNMENT

Mr. Snavelly moved to adjourn at 8:22 p.m. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, 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, February 2, 2021 at 7:00 p.m. Members participating were Jason Bracken, Glenn Ellerbe, David Prytherch, Chantel Raghu, William Snavelly 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, Geoff Robinson, Police Lieutenant, John Detherage, Fire Chief, Casey Wooddell, Parks and Recreation Director, Chris Conard, Law Director and Mary Ann Eaton, Clerk of Council.

ADJOURN TO EXECUTIVE SESSION

Mr. Snavelly 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. Snavelly, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ADJOURN FROM EXECUTIVE SESSION

Mr. Snavelly 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. Snavelly, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

APPROVAL OF AGENDA

Mr. Snavelly 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. Snavelly
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

PUBLIC PARTICIPATION

APPOINTMENTS TO BOARDS AND COMMISSIONS

Mr. Snavelly 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. Snavelly, 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, 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 they are able to access Miami's health and wellness programs more easily.

Mayor Smith thanked Ms. McClary for the introduction.

CONSENT AGENDA

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

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

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

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

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

Report regarding the January 20, 2021 Board of Zoning Appeals Meeting. (Sam Perry, Community Development Director)

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

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

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

NAY: None (0)

ABS: None (0)

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 by two individuals who are attending the meeting this evening, Teresa 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 Devedjian, noted his colleague was Teresa and thanked Council for the opportunity to speak on something he and Teresa are very passionate about. Mr. Devedjian advised they represent Oxford community members and Miami students who are part of a movement known as the Armenians for Student Rights. Mr. Devedjian 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. Teresa 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 fell 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 they 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.

Mr. Devedjian noted when the Soviet Union fell the people of Artsakh voted for sovereignty and wanted to be known 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 by 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. Snavelly 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 so.

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 asked 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. Devedjian 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, 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. Snively seconded. The motion passed by the following roll call:

AYE: Mr. Snively, 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. Snively, 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. Snively
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 were 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 appreciates the time and conversation on this matter during the Work Session and he appreciated everyone's work as a group to 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)

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 this time 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 the cost is over \$20,000 this year.

Mr. Snavelly 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. Snavelly, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
AGREEMENT WITH
UTILITY TRUCK EQUIPMENT

A Resolution No. 7258 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, streetlight 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. Snavelly moved to adopt Resolution No. 7258. Ms. Southard seconded. The Resolution was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)

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

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

NAY: None (0)

ABS: None (0)

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

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

NAY: None (0)

ABS: None (0)

ORDINANCE – FIRST READING **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. Snavelly 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 with Ms. Greene's assistance 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, Applicant, advised he appreciated Council's time to review 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 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 a 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 many 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 a 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 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 addressed. 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 that 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 would ensure 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 measure of good faith if an overlay district were initiated. Mr. Webb advised an overlay district was comprised of a group of lots and it was initiated 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 to 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 back 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.

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 dashboard, 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. Snavelly thanked Mr. Prytherch for agreeing to substitute for him on the Planning Commission.

Mr. Snavelly congratulated Chief Jones and the Oxford Police Division noting he felt they have done an excellent job. Mr. Snavelly advised it has been noticeable with foot patrols and cruisers checking alleys. Mr. Snavelly 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 been 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 being 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 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 in black history.

ADJOURN

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

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

NAY: None (0)

ABS: None (0)



The City of Oxford
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STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	February 4, 2021
COUNCIL MEETING DATE:	February 16, 2021
AGENDA TITLE:	February 3, 2021 Environmental Commission (Virtual) Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>MR 2-12-21</i> <i>MD 2/4/21</i>

This meeting was conducted virtually utilizing Zoom in accordance with Ohio House Bill 404 and the guidelines set forth by the Ohio Department of Health.

Environmental Commission members in attendance for the Wednesday, February 3, 2021 virtual meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken, Mr. Steven Elliott, and Mr. Justin Fain. A quorum was present. Also present for the virtual meeting were City of Oxford resident Mr. Ross Olson, and City of Hamilton resident, Mr. Alfred Hall.

Mr. Elliott moved for approval of the minutes from the January 6, 2021 Commission meeting; Mr. Bracken seconded. The minutes were unanimously approved as presented.

Mr. Bracken introduced the Environmental Commission's most recent member, Mr. Fain, to the Commissioners.

Discussion: Mr. Olsen and Mr. Hall provided an update for the potential development of a community garden and pollinator garden as an alternative use for a portion of Merry Day Park. City Council had instructed the Oxford Recreation Board (ORB) to consider the proposed development of the gardens. Mr. Olson is to make a presentation to the ORB



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during their next meeting, scheduled for Thursday, February 11th. Related to the potential gardens development, it was announced that Ms. Patricia Platt intended to step down as the lead coordinator for investigating Oxford's potential participation in Bee City USA (BCUSA). Mr. Fain and Mr. Olson have joined Mr. Bracken and Mr. Kiss in the evaluation of the BCUSA requirements, compiling a list of citizens and groups to contact to assist in meeting these requirements, and the determining potential for Oxford's participation in the BCUSA program.

The Earth Day Proclamation for 2021 was unanimously approved as presented. Staff informed the Commissioners that this year's Earth Day observation ("EarthFest") was scheduled for Saturday, April 24, 2021 in the Uptown Memorial Park (if public gatherings have been permitted by the State by that date). Staff has reserved a spot for the Environmental Commission at the Uptown event to distribute literature, take requests for changes in recycling services, and be present to answer questions from the public. Regardless if the COVID restrictions are still in place, the organizers of EarthFest (Miami University's chapter of the National Association for Environmental Professionals) are intending to incorporate a virtual component to EarthFest. The Arbor Day Proclamation for 2021 was unanimously approved as presented. Arbor Day is the last Friday in April, (the 23rd this year). Oxford typically plants a celebratory tree in recognition of the event. For the last two years, the planting has been a Burr Oak at the Oxford Community Park. Staff was instructed to forward both the Earth and Arbor Day Proclamations to City Council for their consideration.

Ms. Raghu informed the Commission that between the Cities of Silverton and Oxford, approximately 40 residents, one business and one fire house had contacted PRO Lighting and Solar LLC (PRO Lighting) for a cost estimate to install roof-mounted solar panels. Ms. Raghu indicated that Oxford locations made up approximately a quarter of that total. Ms. Raghu stated that the cost estimate for the installation of roof-mounted solar panels and the associated equipment for her residence totaled approximately \$11,000. The initial installations are tentatively planned to start in early March, and there is still the opportunity to participate. It is envisioned that there will be additional opportunities for the foreseeable future to have PRO Lighting provide a cost estimates and conduct subsequent installations.

Ms. Raghu reported that at a recent City Council meeting, the proposed South Forest Edge residential development (located east of Lake Forest Drive) was presented. Ms. Raghu noted that the tree preservation and protection legislation that the Commission had worked on last year was applicable to this project. Ms. Raghu was pleased the Commission's effort was resulting in replacement trees being planted for trees that were removed during development activities.



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The Miami University Institute for the Environment and Sustainability graduate student team undertaking a Professional Service Project (PSP) regarding Oxford's greenhouse gas (GHG) inventory had presented a preliminary status report at a meeting earlier in the day. The GHG inventory for Oxford's local government operations (LGO) had largely been completed. However, there were several pieces of data that require additional clarification to determine the final values that will be used in the inventory. The estimated LGO GHG emissions, utilizing 2019 values, was approximately 8,180 metric tonnes (MT) of carbon dioxide equivalent (CO₂e). The previous LGO GHG inventory (using 2018 values) had a total value of approximately 13,345 MT CO₂e. The difference in the total CO₂e values were largely due to the solid waste calculations. The volume of trash and fuel usage provided for the 2018 GHG inventory was for the entire City of Oxford; in the 2019 GHG inventory, only the trash and the associated transportation fuel for the collection and disposal of trash generated by City facilities were included. Also, in the earlier LGO GHG inventory, the emissions from Oxford's closed sanitary landfill were determined by a model from the USEPA. For the 2019 GHG inventory, the closed landfill's emissions estimate was based upon the monthly monitoring conducted by City Staff at the landfill's 23 passive gas vents. Based upon the most recent GHG inventory, it appears that the operation of both the water and waste water treatment plants account for approximately half of Oxford's 8,180 MT CO₂e, with the solid waste component contributing approximately a quarter of the total CO₂e amount. The PSP team intends to continue to review the requirements for a community-scale GHG inventory, and evaluate available data and/or methods to collect this data. The PSP team is to provide an update of their findings and recommendations for the community-scale data acquisition in a meeting in early March with Oxford's Climate Action Steering Committee. The Commissioners requested that Staff forward a copy of the PSP team's PowerPoint slide presentation from the preliminary status report meeting.

Staff informed the Commission that due to the forecasted emergence of the 17-year cicada during the upcoming spring-summer, Oxford intended to limit the planting of any new or replacement public trees during this spring's season. Typically, Oxford plants most of the new and replacement public trees during the fall planting season, so the anticipated reduction in spring plantings is not envisioned to affect the relative total number of public trees planted this year.

Staff updated the Commission on the January monthly emission monitoring of the landfill's 23 passive gas vents. This monitoring event continued to obtain measurements from both the top and the side of the vents. This will likely be the last time both locations are monitored. Evaluation of four months of data could not identify a correlating ratio between the two measured values for each vent. The only consistent trend was that the CO₂e emission values obtained from the side-mounted sample ports were greater than those from the top-of-



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casings. January's monitoring values were the highest observed to date. The average side-port monitoring values over the last four months is approximately 193.3 MT CO₂e per month. At this rate, the annual CO₂e emissions would be 2,320 MT CO₂e. This estimated annual emission volume is still less than the USEPA's model estimate of approximately 4,700 MT CO₂e

Staff provided a summary of the on-going residential food scraps drop-off program. Since the program started in April 2019 and through the end of January (96 weeks), approximately 66,460 pounds (33.2 tons) of food scraps have been collected for composting. This is approximately 692 pounds per week on average, with the program's expense coming to \$0.33 per pound. In January 2021, a total of approximately 2,800 pounds were collected, with a weekly average of approximately 700 pounds, and a program's expense of \$0.33 per pound.

Commissioners concluded discussions at 7:40 p.m. The next regularly scheduled monthly Commission meeting is to be a virtual meeting starting at 7:00 p.m. on March 3, 2021.



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

STAFF REPORT

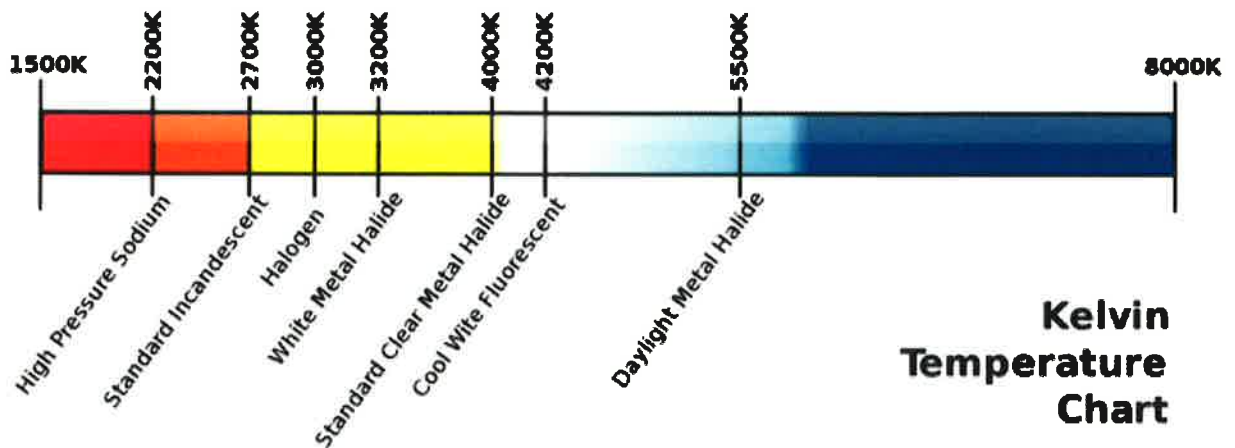
ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	February 4, 2021
COUNCIL MEETING DATE:	February 16, 2021
AGENDA TITLE:	Conversion of City Streetlighting to Light Emitting Diode (LED) Technology
BUDGETED AMOUNT:	\$350,000
ACCOUNT CODE:	141.720.63191
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 2-12-21</i> <i>MEB 2/11/21</i>

Discussion:

The 2021 Capital Improvement Budget includes an appropriation of \$350,000 for the conversion of street lighting fixtures from mercury vapor / metal halide technology to light emitting diode (LED) technology. Conversion to LED lighting offers the opportunity for significant energy savings, up to 75%, compared to conventional lighting. The City has been transitioning to LED lighting on all building renovation projects, parking lot projects, park lighting, and select building interiors. Significant projects have already been completed with LED lighting including Kay Rench Dr., Oxford Community Park parking lots, Uptown Parks lighting, and the Municipal Building's exterior lighting.

City Staff reviewed available lighting options in developing specifications for this project including the temperature (or warmth) of the lighting, lighting color impact on the environment including perceived light pollution and "dark-sky" issues, and the ability for shielding to be installed if necessary. Best management practices recommend a color temperature for lighting at 3,000 Kelvin (K) or lower (aka "warm white"). By comparison, bright white (aka "cool white") lighting is typically at 4,000 – 4,200 Kelvin. The chart below, Exhibit "A", shows the spectrum of light and associated Kelvin temperature (this chart should be viewed in color). City lighting projects have installed LED fixtures emitting light in the range of 2,700K to 3,000K.

Exhibit “A”



Duke Energy of Ohio is the service provider for electricity for the vast majority of the City of Oxford. Minor fringe areas of the City are served by Butler Rural Electric Cooperative. The City currently operates 607 street lighting fixtures maintained by Duke Energy. The City has obtained pricing from Duke Energy for the replacement of all 607 street lighting fixtures and converting them to LED lighting. The estimated cost for this conversion is \$324,450. The City would work to balance lighting demands with minimizing the potential for light pollution. Residents will notice a uniform color to lighting throughout the City (excluding lighting operated by Miami University) and a similar number of lumens from the fixtures.

Duke Energy is the owner of the utility poles from which street lights are attached. The rates offered by Duke Energy are regulated rates approved by the Public Utilities Commission of Ohio, therefore the City is not bidding this project. Staff did inquire if there are options to include some form of WiFi internet access with new LED light heads, but that option is not available.

The City may expect monthly energy savings of approximately 70-75% with LED modules vs. conventional lighting. Based on current estimates with all capital costs paid initially, the City may expect savings of \$8 per month per fixture. This project offers a relatively fast pay back of capital costs in only ~ **seven years** and will substantially reduce the carbon footprint of energy used for street lighting purposes. It is noted that the City's street lighting rate will still be subject to applicable taxes and rate riders as approved by Public Utilities Commission of Ohio.



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Once a project is approved by the City Council, it will take a few months for Duke Energy to conduct a thorough field audit of existing devices and complete the necessary design work for the new lighting's installation. Installation of devices will take approximately two months to complete.

It is Staff's recommendation that the City Council authorize the City Manager to enter into an agreement with Duke Energy of Ohio for the conversion of street lighting to LED technology at a cost not to exceed \$324,450.17. Staff is requesting a contingency in the amount of \$25,549.83 (7.3%), therefore the total amount not to exceed for this project is **\$350,000.00**.



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DUKE ENERGY OF OHIO FOR THE CONVERSION OF STREET LIGHTING TO LED TECHNOLOGY AT A COST OF \$324,450.17 PLUS A CONTINGENCY IN THE AMOUNT OF \$25,549.83 FOR A TOTAL COST NOT TO EXCEED \$350,000.00.

WHEREAS, the 2021 Capital Improvement Budget includes an appropriation of \$350,000.00 for the conversion of street lighting from mercury vapor / metal halide technology to light emitting diode (LED) technology; and

WHEREAS, the conversion to LED lighting offers the opportunity for significant energy savings (up to 75%) compared to conventional lighting; and

WHEREAS, capital costs will be paid back in approximately seven (7) years and this conversion will substantially reduce the carbon footprint of energy used for street lighting purposes; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to enter into an agreement with Duke Energy of Ohio for the conversion of street lighting to LED technology at a cost of \$324,450.17 plus a contingency in the amount of \$25,549.83 for a total cost not to exceed \$350,000.00.

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 further authorizes the City Manager to enter into an agreement with Duke Energy of Ohio for the conversion of street lighting to LED technology at a cost of \$324,450.17 plus a contingency in the amount of \$25,549.83 for a total cost not to exceed \$350,000.00.

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)



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:	February 8, 2021
COUNCIL MEETING DATE:	February 16, 2021
AGENDA TITLE:	Notice to Property Owners Declaring the Necessity to Improve Curbs, Gutters, & Sidewalks
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 2-12-21  2/8/21

Discussion:

As part of the City's capital improvement program for street resurfacing, Staff has identified properties with defective, missing, or sub-standard curb, gutter, sidewalks, and/or driveway aprons. Many of these deficiencies were identified as trip hazards and areas that contribute to lowering the expected lifespan of street improvements. Staff has already sent notices to property owners and informed them of the project and the need to repair defective sections of concrete. Staff also informed the owners that if the deficiencies were not corrected, the City would proceed to have the work done and charge the cost against the property. The City will follow the assessment process as defined in Ohio Revised Code Section 729. Staff has added 3 additional properties outside of the project limits to the listing based on public complaints or reports of persons injured while tripping over defective concrete areas.

Exhibit "A", attached to this report, shows a complete listing of the properties involved for these projects, the types of repairs that are necessary, and an estimate of probable cost for the improvements. A copy of plans and specifications for necessary repairs has been filed with the Clerk of Council's office, and are available for inspection. The total costs for the project, as well as the estimated costs to property owners, are as follows:

Project	Total Est. Project Cost (Public)	Total Est. Costs to Property Owners
Street and Sidewalk Improvements	\$ 565,000	\$ 482,701



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By addressing the repairs at this time, the public investment in street resurfacing may be expected to retain its value for several additional years, eliminate significant hazards to pedestrians and cyclists, and improve the aesthetics of the community. It is Staff's recommendation that the City Council approve this Resolution so that the process to complete necessary repairs and improvements may begin. The City will serve notice to all property owners involved and they will have 30 days to make repairs from the date of service. Should a deadline extension be necessary, the City may extend the deadline to May 3, 2021. Should a property owner disagree with the City's order, they may appeal to the City Manager for a hearing on their property and the required improvements. A Resolution will then be required for the City to contract for the improvements. Once work is completed, a Resolution will need to be approved stating the total actual cost to each parcel owner, followed by an Ordinance levying special assessments to the parcels for the improvements.

Currently, \$150,000 has been appropriated for the City to contract for repairs and new sidewalk construction should the property owners choose not to have the work done. Should the City have to contract for repairs in excess of this amount, a transfer from other appropriations or a supplemental appropriation will be necessary.

RESOLUTION NO.

A RESOLUTION DECLARING THAT IT IS NECESSARY TO IMPROVE THOSE PORTIONS OF CERTAIN PROPERTIES AS SHOWN ON EXHIBIT "A" ATTACHED HERETO IN THE CITY OF OXFORD, OHIO, BY RE-PAVING, RE-CURBING, AND REPAIRING THE SIDEWALKS, CURBS, AND GUTTERS.

WHEREAS, it is necessary to improve certain properties listed on Exhibit "A" a copy of which is attached hereto and incorporated herein by reference, by re-paving, re-curb and repairing the sidewalks, curbs, and gutters; and

WHEREAS, the plans, specifications and estimate of the cost of the improvements have been filed in the accordance with Ohio Revised Code Section 729.02 with the Clerk of Council; and

WHEREAS, it is hereby determined and declared that said improvements are conducive to the public health, convenience, safety and welfare of said City and the inhabitants thereof.

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

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

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

SECTION III: Those sidewalks, curbs, and gutters located on the properties described in Exhibit "A" shall be repaired by the owners of the lots or lands abutting thereon in accordance with the specifications on file in the office of the Clerk of Council no later than **forty five (45)** days after receipt of the notice described in Section II.

SECTION IV: In the event such owner does not construct or repair such sidewalks, curbs, and gutters in accordance with such specifications and within **forty five (45)** days after receipt of the notice described in Section II, the City will repair such sidewalks, curbs, and gutters, and assess the costs thereof against the owner of the lots or lands abutting thereon.

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

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

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

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

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

MAYOR

ADOPTED:

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Curb, Gutter, Sidewalk, for 2021 Resurfacing

Address	Direct ion	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Estimated Cost
820		Melissa	Robert J & Jan K Doan	H4100121000025	60	0	0	60	0	\$ 3,480.00
816		Melissa	Claire Investments LLC	H4100121000024	100	0	0	36	0	\$ 4,968.00
814		Melissa	John Shih Hsiung Tung Revocable Trust	H4100121000023	100	0	0	50	0	\$ 5,150.00
810		Melissa	Teddy W Wong Jr	H4100121000022	95	0	0	24	0	\$ 4,587.00
806		Melissa	Bertha I Wespiser	H4100121000021	59	0	0	54	0	\$ 3,357.00
802		Melissa	Glenn M & Susan A Fleisher	H4100121000020	63	0	0	52	0	\$ 3,511.00
730		Melissa	Carl E Trusty TR Under Carl E Trusty Living TR	H4100121000019	95	0	0	66	0	\$ 5,133.00
724		Melissa	Mina J Trelek TR	H4100121000018	25	0	0	0	0	\$ 1,125.00
718		Melissa	Sandra & Sean Leventon	H4100121000017	65	0	0	75	0	\$ 3,900.00
714		Melissa	Brad D Reitz & Emily P Liechty	H4100121000016	55	0	0	86	0	\$ 3,593.00
710		Melissa	Helen M Griffin	H4100121000015	43	0	0	0	0	\$ 1,935.00
706		Melissa	Barbara W Reed	H4100121000014	44	0	0	0	0	\$ 1,980.00
702		Melissa	Margaret A Lewis	H4100121000013	20	0	0	80	0	\$ 1,940.00
614		Melissa	Christopher B & Janelle Rainey	H4100121000012	19	0	0	82	0	\$ 1,921.00
610		Melissa	Matthew Joseph & Hannah Elizabeth Morgan	H4100121000011	42	0	0	0	0	\$ 1,890.00
606		Melissa	James A & Dale L Robinson	H4100121000010	30	0	0	42	0	\$ 1,896.00
602		Melissa	Geraldine R Carleton TR	H4100121000009	38	0	0	0	0	\$ 1,710.00
558		Melissa	Martin Henry H Stevens	H4100118000105	51	0	0	86	0	\$ 3,413.00
554		Melissa	Pauline E & Charles R Zody	H4100118000104	25	92.5	30	0	0	\$ 2,410.00
550		Melissa	Mary E Dowler TR of the Mary E Dowler TR Rev Grantor TR	H4100118000042	20	25	0	0	0	\$ 1,150.00
546		Melissa	James L Brown	H4100118000041	30	50	0	0	0	\$ 1,850.00
542		Melissa	Jeffrey D Douglass	H4100118000040	35	0	15	62	0	\$ 2,561.00
538		Melissa	Rosemary M Pennington & Timothy R Bolda	H4100118000039	38	50	25	70	0	\$ 3,420.00
534		Melissa	Jooml Chung	H4100118000037	52	0	100	74	0	\$ 4,502.00
530		Melissa	Hobart M & Margaret L Smith	H4100118000036	32	0	0	0	0	\$ 1,440.00
414		Maxine	Robert W Becks	H4100118000035	61	25	0	0	0	\$ 2,995.00
501		Melissa	Karen L Shearer	H4100118000014	54	25	0	38	0	\$ 3,174.00
541		Melissa	Donald A & Lori A Gloeckner	H4100118000013	53	75	0	70	0	\$ 4,045.00
545		Melissa	Connie J Kramer	H4100118000012	31	60	105	0	0	\$ 3,255.00
549		Melissa	Langford C Hargraves	H4100118000011	40	0	25	74	0	\$ 3,062.00
553		Melissa	Herbert & Ellen A Jaeger	H4100118000010	15	325	0	68	0	\$ 4,809.00
557		Melissa	Jayne E Brownell	H4100118000009	15	25	90	40	0	\$ 2,525.00
561		Melissa	Daniel C Darkow	H4100118000008	38	100	125	83	0	\$ 5,289.00
603		Melissa	Jennifer L McLaughlin	H4100121000065	5	25	0	0	0	\$ 475.00
1200		Dana	Angela Curl & Dana Black	H4100121000037	42	0	0	0	0	\$ 1,890.00
613		Melissa	Vicky A Trostel TR UA June 30 2008	H4100121000036	18	25	20	0	0	\$ 1,300.00
699		Melissa	Morrison Rentals Oxford LLC	H4100121000035	46	100	75	96	0	\$ 5,218.00
705		Melissa	Charlotte Ruffin TR of the Charlotte Ruffin TR AG DTD11/1/08	H4100121000034	33	0	0	55	0	\$ 2,200.00
709		Melissa	James R Snyder	H4100121000033	55	125	25	0	0	\$ 4,025.00
713		Melissa	Darrell D & Janet R Hedric	H4100121000032	41	75	0	45	0	\$ 3,180.00
717		Melissa	Daniel Fred & Samantha Ann Diebel	H4100121000031	46	50	50	0	0	\$ 3,170.00
721		Melissa	Daniel & Elizabeth A Baker	H4100121000030	37	50	55	46	0	\$ 3,423.00
725		Melissa	Mark G & Venus Scholfield	H4100121000029	65	30	25	0	0	\$ 3,525.00
729		Melissa	Benjamin Paul & Lynne D Mattox	H4100121000028	74	75	0	0	0	\$ 4,080.00
803		Melissa	James J & Carolyn L Buckley	H4100121000027	71	25	0	0	0	\$ 3,445.00
813		Melissa	Ford Homes INC	H4100121000082	60	0	0	0	0	\$ 2,700.00
819		Melissa	Donald T Fernedling	H4100121000081	39	0	0	0	0	\$ 1,755.00

\$ 142,362.00

817	Melinda	Victoria M Agee TR	H4100121000083	80	0	0	0	0	\$ 3,600.00
815	Melinda	Brian S & Elissa A Martin	H4100121000084	51	0	0	190	0	\$ 4,765.00
813	Melinda	Michael J & Mary J Wenzel	H4100121000085	47	0	0	150	0	\$ 4,065.00
811	Melinda	Nora Ellen & William J Bowers	H4100121000050	37	0	0	0	0	\$ 1,665.00
809	Melinda	George S III Vascik & Charlene C York	H4100121000052	30	0	0	70	0	\$ 2,260.00
807	Melinda	Edna Carter Southard TR	H4100121000053	0	0	0	0	0	\$ -
803	Melinda	Stephen George & Heather Marie Hudak	H4100121000054	35	0	0	0	0	\$ 1,575.00
727	Melinda	Joshua & Laura Birkenhauer	H4100121000055	85	0	0	55	0	\$ 4,540.00
721	Melinda	Richard G Bruder	H4100121000056	80	0	0	56	0	\$ 4,328.00
717	Melinda	Maria H Garnett	H4100121000057	50	0	0	0	0	\$ 2,250.00
713	Melinda	Judith P Schiller	H4100121000058	0	0	0	0	0	\$ -
709	Melinda	Hobart Bolton	H4100121000059	38	0	0	0	0	\$ 1,710.00
705	Melinda	Lisa Elaine Armitage	H4100121000060	48	0	0	52	0	\$ 2,836.00
701	Melinda	Ian A & Kristin R Mansfield	H4100121000061	40	0	0	0	0	\$ 1,800.00
615	Melinda	Matthew S & Analicia J Wagers	H4100121000062	69	0	0	68	0	\$ 3,989.00
611	Melinda	Ann M Wainscott	H4100121000063	35	0	0	47	0	\$ 2,186.00
609	Melinda	James Thomas Pater	H4100121000064	22	0	0	0	0	\$ 990.00
608	Melinda	Violet M Sult	H4100121000038	55	25	0	110	0	\$ 4,155.00
610	Melinda	Ashley Keeton	H4100121000039	42	60	60	57	0	\$ 3,951.00
614	Melinda	Steven P Hricko	H4100121000040	12	0	0	0	0	\$ 540.00
704	Melinda	Jacob David Harrison & Christina L Schrodt	H4100121000041	0	50	0	0	0	\$ 500.00
708	Melinda	Phyllis N Mendenhall	H4100121000042	52	25	0	0	0	\$ 2,590.00
712	Melinda	William G Slover TR	H4100121000043	28	0	0	0	0	\$ 1,260.00
716	Melinda	Kenneth H Jr & Joanne C Bogard	H4100121000044	43	50	50	0	0	\$ 3,035.00
720	Melinda	Matthew D & Dolores A Franke	H4100121000045	100	110	125	92	0	\$ 8,296.00
724	Melinda	Jeffrey P Kimball CO-TR & Linda A Musmed Kimball CO-TR	H4100121000046	52	0	0	42	0	\$ 2,886.00
728	Melinda	Susan Thrasher	H4100121000047	66	0	0	48	0	\$ 3,594.00
804	Melinda	Joseph C & Deann E Wegwert	H4100121000048	17	0	0	0	0	\$ 765.00
808	Melinda	Barry J Zaslow	H4100121000049	151	150	0	65	0	\$ 9,140.00
818	Melinda	Judith A & Michael A Theodore	H4100121000026	110	25	0	58	0	\$ 5,954.00

\$ 89,225.00

100	W	High	Michael Simonds A TR of the Michael Simonds Rev Trust	H4100004000143	21	674	0	0	\$ 7,685.00
10	N	Beech	Rodbro Myers Wood LLC	H4100004000198	0	0	0	0	\$ -
101	W	Church	Terry & Katherine S Dudley	H4000008000264	64	298	0	100	\$ 7,560.00
29	N	Beech	Dan E Huss & Martha E TR	H4100007000026	15	50	0	0	\$ 1,175.00
15	N	Beech	Todd M & Monika L Spohn	H4100007000030	20	25	0	0	\$ 1,150.00
38	W	High	Myers Cameron LLC	H4000003000251	0	0	0	0	\$ -
100	W	Church	Clawson & Clawson Rentals LLC	H4100008000241	33	75	100	100	\$ 4,735.00
110	N	Beech	Clawson & Clawson Rentals LLC	H4100008000234	35	75	0	0	\$ 2,325.00
	N	Beech	GTE North INC	H4100008000233	11	155	0	0	\$ 2,045.00
120	N	Beech	William Phillips A TR ETAL	H4100008000232	5	165	0	0	\$ 1,875.00
123	N	Beech	D & B Family LTD PRT	H4100007000020	10	0	0	0	\$ 450.00
115	N	Beech	Dollar Investments LLC	H4100007000021	0	0	0	0	\$ -

32	W	Church	Sous Le Ciel Investments LLC	H400007000022 & H400007000025	21	0	0	0	57	\$	1,230.00
200	N	Beech	GSH Properties LLC	H4100008000227	25	275	25	90	0	\$	5,345.00
210	N	Beech	MPR II LLC	H4100008000226	0	325	0	0	0	\$	3,250.00
214	N	Beech	Gold Dust Properties LLC	H4000008000225	14	20	0	0	0	\$	830.00
216	N	Beech	OBW LLC	H4100008000224	56	225	0	0	90	\$	5,220.00
21	W	Vine	Rodbro and Myers Investments LLC	H4100007000013	0	0	0	0	0	\$	-
215	N	Beech	T H INC	H4100007000014	0	0	0	0	0	\$	-
211	N	Beech	T H INC	H4100007000015	15	0	0	0	0	\$	675.00
32	W	Withrow	GSH Properties LLC	H4100007000016	15	225	0	0	0	\$	2,925.00
100	W	Vine	Rodbro and Myers Investments LLC	H4000008000219	60	250	0	0	0	\$	5,200.00
304	N	Beech	CSE Leasing LLC	H4100008000218	35	145	0	0	0	\$	3,025.00
308	N	Beech	College Street Properties INC	H4000008000215	35	170	0	0	0	\$	3,275.00
310	N	Beech	Joan L Green	H4000008000214	30	200	0	0	0	\$	3,350.00
312	N	Beech	Kenneth A & Dorothy E Thacker	H4100008000213	51	211	0	0	0	\$	4,405.00
318	N	Beech	Joshua T Neiman TR ETAL	H4100008000212	55	0	0	186	0	\$	4,893.00
105	W	Sycamore	Oxford Miami Properties LLC	H4100008000251	55	150	0	0	0	\$	3,975.00
323	N	Beech	Rodbro and Myers Investments LLC	H4100007000001	0	0	0	0	0	\$	-
321	N	Beech	College Street Properties INC	H4100007000003	29	0	0	124	0	\$	2,917.00
317	N	Beech	Rangali Capital LLC & Tenet MSG I LLC	H4000007000004	48	177	0	84	0	\$	5,022.00
311	N	Beech	Mark Schlichter	H4100007000005	20	25	0	0	0	\$	1,150.00
309	N	Beech	Phinn Properties LP	H4100007000006	50	0	0	90	0	\$	3,420.00
307	N	Beech	Kaufman Miller Rentals LLC	H4000007000007	60	0	0	90	0	\$	3,870.00
32	W	Vine	10K Properties LLC	H4100007000008	50	25	25	92	0	\$	3,996.00

\$ 96,973.00

719	\$	Locust	Annabelle H Wiseman	H4100105000003	40	0	0	0	0	\$	1,800.00
324		Brookview	Heidi E Mallaley	H4100105000004	54	0	0	0	0	\$	2,430.00
318		Brookview	Roy E & Beverly A Curtis TRS	H4100105000005	30	0	0	0	0	\$	1,350.00
312		Brookview	Cory J Keeton	H4100105000006	42	0	0	0	0	\$	1,890.00
308		Brookview	Gayle L McCafferty of the Gayle L McCafferty Trust 3 7 94	H4100105000007	20	0	0	51	0	\$	1,563.00
300		Brookview	TRR Real Estate LLC	H4100105000008	0	0	0	0	0	\$	-
307		Brookview	Christopher Curtis & Lisa A Hendricks	H4100105000010	38	0	0	56	0	\$	2,438.00
311		Brookview	Myo T San & El P Lwin	H4100105000011	31	0	0	104	0	\$	2,747.00
317		Brookview	Community First Properties LLC	H4100105000012	30	0	0	94	0	\$	2,572.00
323		Brookview	David Ray Jones	H4100105000013	40	0	0	66	0	\$	2,658.00
805	\$	Locust	Joanne H Harper	H4100105000014	0	0	0	0	0	\$	-
718	\$	Locust	Morrison Rentals Oxford LLC	H4100122000046	0	0	0	0	0	\$	-
410		Brookview	Randall S & Julia J Wiseman	H4100122000047	13	0	25	0	0	\$	885.00
414		Brookview	Dennis L Brock	H4100122000048	0	0	25	0	0	\$	300.00
418		Brookview	Dale R & Deborah J Lacey CO-TRS	H4100122000049	5	50	0	0	0	\$	725.00
422		Brookview	Deborah S Baker	H4100122000050	25	0	100	46	0	\$	2,923.00
506		Brookview	Zishuo & Sun Na Cheng	H4100122000051	42	0	25	116	0	\$	3,698.00
512		Brookview	Morrison Rentals Oxford LLC	H4100122000052	10	0	0	42	0	\$	996.00
518		Brookview	Callista Enterprises LLC	H4100122000053	30	0	0	92	0	\$	2,546.00
717		McGuffey	Morrison Rentals Oxford LLC	H4100122000054	12	0	0	0	0	\$	540.00
600		Brookview	Beulah Mae Terry	H4100122000067	80	100	0	0	0	\$	4,600.00
604		Brookview	Garry & Sandra D Lawson	H4100122000068	70	100	0	72	0	\$	5,086.00
608		Brookview	Morrison Rentals Oxford LLC	H4100122000069	30	0	0	0	0	\$	1,350.00
612		Brookview	Stacey Renee Winn	H4100122000070	25	0	0	0	0	\$	1,125.00
616		Brookview	David Stork	H4100122000071	20	25	0	0	0	\$	1,150.00
620		Brookview	Sara L Christman	H4100122000072	18	25	0	0	0	\$	1,060.00
624		Brookview	Kelsey Leigh Snyder & John Michael Snyder Jorgenson	H4100122000073	51	50	25	46	0	\$	3,693.00
628		Brookview	Heine M Worthy	H4100122000074	60	0	0	46	0	\$	3,298.00
629		Brookview	Bethel A M E Church of Oxford	H4100122000075	24	75	0	0	0	\$	1,830.00
625		Brookview	Jerome U Conley	H4100122000076	56	0	25	70	0	\$	3,730.00
621		Brookview	Casey L Keen	H4100122000077	37	25	0	76	0	\$	2,903.00
617		Brookview	Steven R Frey	H4100122000078	27	75	0	0	0	\$	1,965.00
613		Brookview	Michael D & Leisa M Douglass	H4100122000079	30	75	50	75	0	\$	3,675.00
609		Brookview	James I Bowie ETAL	H4100122000080	26	0	0	0	0	\$	1,170.00
605		Brookview	Lynn Bradford Alan Stafford	H4100122000081	80	0	25	40	0	\$	4,420.00
601		Brookview	Angela L Renninger	H4100122000082	10	0	0	0	0	\$	450.00
801		McGuffey	TRR Real Estate LLC	H4100122000037	59	30	35	42	0	\$	3,921.00
517		Brookview	Tim Myers Rentals LLC	H4000122000038	50	50	0	48	0	\$	3,374.00
513		Brookview	Errol A & Nancy Gundler TR	H4100122000039	17	20	0	0	0	\$	965.00
505		Brookview	James R & Heather M Barger	H4100122000040	49	110	0	0	0	\$	3,305.00
423		Brookview	Redskin LTD	H4100122000041	79	0	50	114	0	\$	5,637.00
419		Brookview	Daniel Lee & Denise L Zimmerman	H4000122000042	40	0	85	54	0	\$	3,522.00
415		Brookview	Carl B & Andrea P Benson	H4000122000043	17	0	0	30	0	\$	1,155.00
411		Brookview	Kathleen E Morrill	H4100122000044	36	50	25	96	0	\$	3,668.00
802	\$	Locust	TRR Real Estate LLC	H4100122000045	10	45	0	0	0	\$	900.00

\$ 100,013.00

650		McGuffey	JY Homes LLC	H4000122000106	32	200	0	0	0	\$	3,440.00
606		Brill	D & B Family LTD PRT	H4100122000107	55	50	50	72	0	\$	4,511.00
616		Brill	UGM LLC	H4000122000108	66	75	0	34	0	\$	4,162.00
620		Brill	UGM LLC	H4100122000109	68	75	0	16	0	\$	4,018.00
626		Brill	D & B Family LTD PRT	H4100122000110	76	25	25	0	0	\$	3,970.00
649		Erin	D & B Family LTD PRT	H4100122000111	66	50	0	0	0	\$	3,470.00
631		Brill	Shelley Ratliff TR of Marcum Keystone ING TR	H4100122000112	50	25	0	0	0	\$	2,500.00
627		Brill	Juanita Franklin	H4000122000113	70	75	50	52	0	\$	5,176.00
625		Brill	Alan R & Rachel C Mehl	H4100122000114	70	50	0	0	0	\$	3,650.00
623		Brill	Juaneta J Stout TR UA DTD 1 6 11	H4100122000115	0	0	0	0	0	\$	-
619		Brill	Lucas J Hankins ETAL	H4100122000116	48	25	0	0	0	\$	2,410.00
615		Brill	David J & Susan M Stiles	H4100122000117	46	0	0	0	0	\$	2,070.00
611		Brill	Perkins Realty LLC	H4100122000118	60	0	50	62	0	\$	4,106.00
607		Brill	Roy E & Beverly A Curtis TRS	H4100122000119	34	0	0	0	0	\$	1,530.00
700		McGuffey	Matthew D & Dolores A Franke	H4100122000120	20	25	0	0	0	\$	1,150.00

\$ 46,163.00

\$ 482,701.00

Address	Direct ion	Street Name	Property Owner	Parcel #	Linear Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru Alley	Square Ft Alley Apron	Square Ft Apron Remove Only	Estimated Cost
610		Mellssa	Curb at Catch Basin		8	0	0	0	0	\$ 360.00
820		Mellssa	Curb at ADA Handicap Ramp		8	0	0	0	0	\$ 360.00
411		Brookview	Curb at Catch Basin		12	0	0	0	0	\$ 540.00
110	N	Beech	Alley Apron		17	0	75	0	0	\$ 1,665.00
115	N	Beech	Alley Apron		20	0	75	60	0	\$ 2,580.00
215	N	Beech	Alley Apron		21	0	80	140	0	\$ 3,725.00
308	N	Beech	Alley Apron		22	0	50	144	0	\$ 3,462.00
										\$ 12,692.00

COMPLAINT PROPERTIES

Address	Direct ion	Street Name	Property Owner	Parcel #	Linear Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru Alley	Square Ft Alley Apron	Square Ft Apron Remove Only	Estimated Cost
321	N	Elm	Quin or Erika Fulton (Also sent to resident: Merle Arnold)	H4100008000133	31	50	0	0	0	\$ 1,895.00
214	W	Church	Mile Square Preservation LLC	H4100008000263	30	0	0	0	0	\$ 1,350.00
216	W	Church	Redhawk Rental Properties LLC	H4000008000103	0	175	0	0	0	\$ 1,750.00
										\$ 4,995.00
TOTALS:					7158	7672.5	2100	5786	227	\$ 500,388.00

CRITERIA FOR REPAIRING SIDEWALK, CURBING, AND DRIVEWAY APRONS

The objectives for the repair of sidewalks, curb, gutter and driveway aprons are as follows: pedestrian safety, proper drainage, coordination with other City of Oxford street projects, and maintaining property values.

The following three sections indicate the check-list for the determination of replacement for sidewalks, curb, gutter and driveway aprons.

Sidewalks

1. Any block having a crack or cracks in it more than one quarter ($1/4$) inch wide.
2. Adjoining blocks or portions thereof whose edges differ vertically by more than one quarter ($1/4$) of an inch.
3. Blocks that have holes in them one (1) inch or more in diameter or are cracked or broken in such a manner that pieces of concrete are missing or loose.
4. Blocks having depressions, reverse cross slope (sloping away from the street), or below back of curb grade causing the collection of mud or water.
5. Sidewalk that has a twenty-five (25) percent or larger area that is generally deteriorated as evident by spalling, raveling, or irregular surfaces.
6. Blocks which cause an abrupt change in the slope of the sidewalk.
7. Sidewalks that have settled due to utility installation or replacement.

Curb and Gutter

1. Any section that has horizontal cracks or cracks causing spalling or breaking away of the curb section.
2. Any section having vertical cracks.
3. Adjoining sections or portions whose edges differ vertically by more than one half ($1/2$) inch.
4. Any section in which the concrete has deteriorated leaving aggregate exposed.
5. Sections where the gutter collects water.
6. Any section having material (asphalt, concrete, mortar, etc.) added to the gutter so as to impede normal flow.
7. Sections that cause an abrupt change in slope.

Driveway Aprons

1. Driveway apron sections having cracks in it more than one half ($1/2$) inch wide.

2. Driveway apron sections that differ vertically by more than one half (1/2) inch above or below the sidewalk.
3. Driveway apron sections that are cracked or broken in such a manner that pieces of concrete are missing or loose.
4. Driveway aprons that are dipped across the sidewalk in such a manner that creates an abrupt change of grade in the sidewalk.
5. Abandoned driveway aprons shall be removed and replaced with curb, gutter and sidewalk.
6. Contractors shall be responsible to obtain all necessary permits.
7. All work in the ROW will require a preliminary and final inspection by City staff.

Permits

The following permits must be obtained prior to starting construction on any segment of curb, gutter, or sidewalk:

- Curb, Gutter , and Sidewalk Permit
- Street Cut Permit
- Right of Way Permit, if applicable

Permits are issued by the Community Development Department. A fee may apply.

Workmanship

All work shall be performed in accordance with this CGS Specification Manual. Work that does not conform to the Manual is considered defective and must be removed and replaced.

Inspections

The Contractor must call the Community Development Department, Division of Building and Housing, at 513/524-5209 to schedule an inspection. Inspections include, but are not limited to, forms prior to pouring concrete, placed concrete, and site restoration.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	2/8/2021
COUNCIL MEETING DATE:	2/16/2021
AGENDA TITLE:	Grant Application to Clean Ohio for the Oxford Area Trail
BUDGETED AMOUNT:	\$500,000 (20% local match required)
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 2-12-21</i>

DISCUSSION:

We seek to apply for funding for Ohio Department of Natural Resources Clean Ohio Fund for \$500,000 as a matching grant to the OKI funding received for phase 3 and 4 for the Oxford Area Trail. These segments will be built concurrently in 2022.

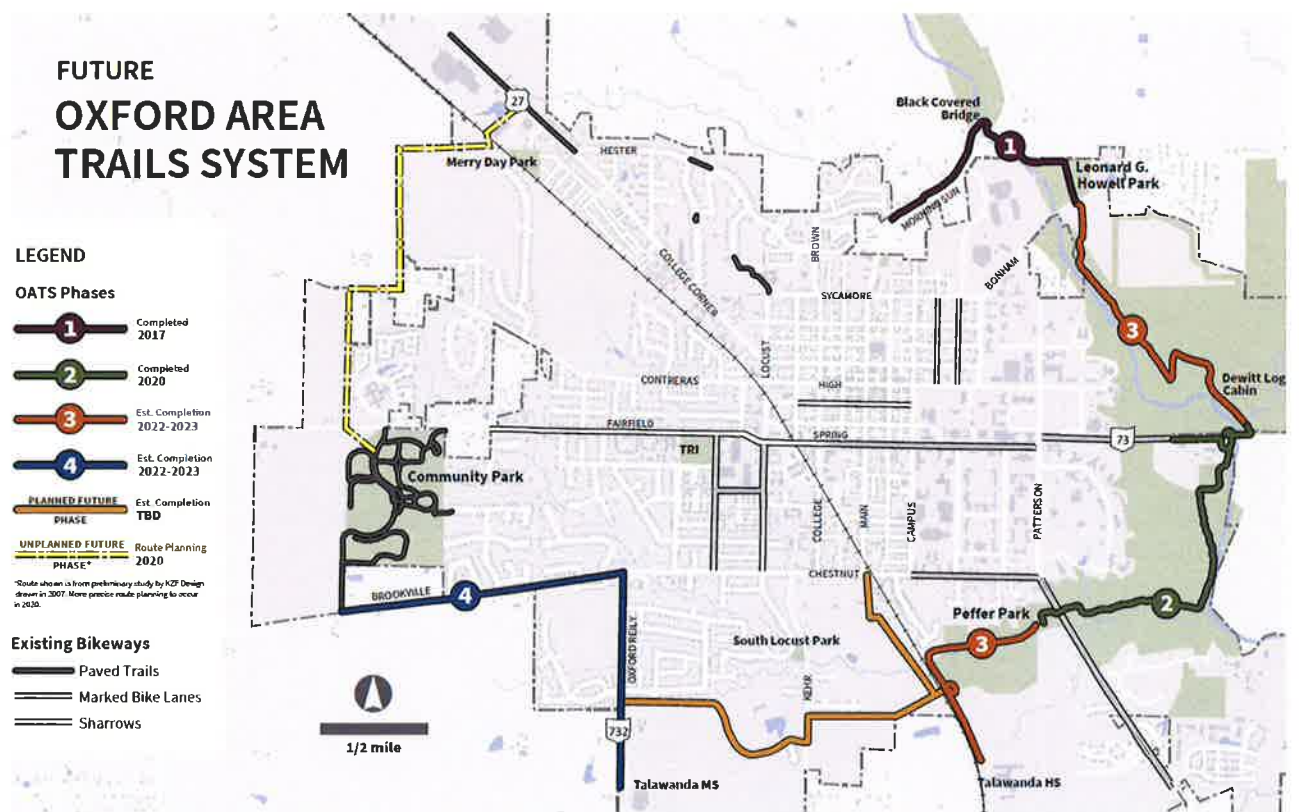
The OKI grants, CMAQ \$1,168,931 and TA \$750,000, require a heavy use of our tax levy and in order to stretch our levy as far as possible for our trail project, we need to explore additional grant sources. Using Clean Ohio as a match to OKI funding is an allowable action. Our connection to parks with both phases is also a strong scoring feature for this grant program.

Here is a summary of the costs and grants for phases 3 & 4 of the Oxford Area Trail:

Phases	Construction Cost	Grant Received	Levy Usage - Engineering & Design - Construction Match
Phase 3: Paved crushed stone from Bonham Rd. to SR 73 and Peffer to THS	\$1,558,575	\$1,168,931	\$678,933
Phase 4: TMS to OCP	\$2,731,539	\$750,000	\$2,381,280
Total	\$4,290,114	\$1,918,931	\$3,060,213

With the required local cost of engineering and design, and the current grant support for these segments, our local levy match is \$3,060,213 or 71% of the total project cost. By offsetting our local match with another grant, of \$500,000, we will bring our local match down to \$2,560,213 or 60% of the total project cost. Allowing more of our levy to be used for future segments.

This map shows the phases 3 & 4 proposed for this grant application:



The grant application is due March 15, 2021 and notifications of award will be made in fall 2021, and funds must be utilized in 2022.

RESOLUTION NO.

A RESOLUTION OF COUNCIL AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF NATURAL RESOURCES REQUESTING FUNDING IN THE AMOUNT OF \$500,000.00 FROM THE CLEAN OHIO TRAILS FUND AS A MATCHING GRANT TO THE OKI FUNDING RECEIVED FOR PHASE III AND IV OF THE OXFORD AREA TRAIL AND AUTHORIZING THE CITY MANAGER TO UTILIZE FUNDS RAISED BY THE OATS PROPERTY TAX LEVY TO FUND A 20% LOCAL MATCH FOR THIS GRANT IF AWARDED.

WHEREAS, the citizens of Oxford approved a property tax levy that will generate funds over the next eight years to allow for the engineering, design and construction of the Oxford Area Trail System (OATS); and

WHEREAS, the Ohio Department of Natural Resources has a grant funding cycle through the Clean Ohio Trails Fund with an application deadline of March 15, 2021; and

WHEREAS, Oxford city staff seeks Council approval to apply for a grant as a matching grant to the OKI funding received for Phase III and IV of the Oxford Area Trail; and

WHEREAS, the City Manager and the Assistant City Manager recommend the City Manager be authorized to submit a grant application to the Ohio Department of Natural Resources requesting funding in the amount of \$500,000.00 from the Clean Ohio Trails Fund as a matching grant to the OKI funding received for Phase III and IV of the Oxford Area Trail; and

WHEREAS, the City Manager and the Assistant City Manager further recommend the City Manager be authorized to utilize funds raised by the OATS property tax levy to fund a 20% local match for this grant if awarded.

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

SECTION 1: Council supports applying for grant funds as a matching grant to the OKI funding received for Phase III and IV of the Oxford Area Trail.

SECTION 2: Should the grant be awarded to the City of Oxford, Oxford City Council agrees to obligate 20% of local matching funds raised by the OATS property tax levy.

SECTION 3: Council hereby accepts the recommendation of the City Manager and the Assistant City Manager and further authorizes the City Manager to submit a grant application to the Ohio Department of Natural Resources requesting funding in the amount of \$500,000.00 from the Clean Ohio Trails Fund as a matching grant to the OKI funding received for Phase III and IV of the Oxford Area Trail.

SECTION 4: 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)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	2/11/2021
COUNCIL MEETING DATE:	2/16/2021
AGENDA TITLE:	Supplemental Budget Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 2-12-21 / R 2/11/21

DISCUSSION:

Issue 1

To make adjustment to budget appropriations for the purchase of road salt

Action Needed:

Revenue Side

Expense Side

Street Fund (122)	75,000.00
Net Effect on Fund Balance/(s) Increase/(Decrease)	(75,000.00)
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(75,000.00)
Breakdown by Fund	

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3600 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 2 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021.

WHEREAS, additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues.

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

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

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

Street Fund 122	75,000.00
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SECTION 3: In all other respects, Ordinance No. 3600 shall remain in full force and effect.

SECTION 4: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENTS:	Community Development & Service (Staff Report #2)
PREPARED BY:	Sam Perry and Michael B. Dreisbach
DATE PREPARED:	February 11, 2021
COUNCIL MEETING DATE:	February 16, 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 HEADS RECOMMENDATION: TABLE FOR 6 MONTHS	<i>DRE 2-12-21</i>

Summary:

Following the February 2, 2021 City Council discussion, Staff researched the history of the traffic study that authorized the Lake Forest Drive / U.S. 27 intersection. Staff is recommending that City Council table (for a maximum of 6 months) the January 12, 2021 Planning Commission recommendation based upon the following excerpts from Oxford Zoning Code Planned Development General Decision Standards, Code Section 1145.06(b):

(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.

A determination on the status of the above criteria cannot be determined at this time. There is insufficient information at this time for City Council to make an informed decision serving the public interest. Any additional information received from the applicant after the writing of this report will require staff review prior to Council decision.

Background:

- 2017: Ohio Department of Transportation Traffic Study approved
 - Developer showed 206 dwelling units within the overall land area
 - No phasing plan was shown
- 2020: Intersection built and road accepted



The City of Oxford
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- November 30, 2020: Lake Forest Condos submitted for review
 - Developer chose to start the phasing of the development adjacent to the new intersection
- January 12, 2021: Planning Commission review/recommendation of Lake Forest Condos with conditions
- February 2, 2021: City Council review of recommendation
 - Question of potential for intersection improvements raised
- February 3-10, 2021: Staff follow-up
 - City Engineer review
 - 36 dwelling units on current proposal
 - 21 dwelling units on secondary proposal (not yet reviewed by Council)
 - 149 additional dwelling units allowed in land area until new traffic study required
 - Community Development Director correspondence with developer via applicant
 - Owner unwilling/unable to provide additional information requested regarding future phases of build-out:
 - Potential impact on intersection capacity or future necessary improvements
 - Potential impact of intersection changes on submitted design for Lake Forest Condos
 - Unwilling/unable to self-restrict remaining land to 149 dwelling units
 - Requests action by City Council



Memo

Service Department
Engineering Division
513/524-5208

TO: Douglas R. Elliott, Jr.
City Manager

FROM: Scott Otto, P.E.
City Engineer *SAO*

RE: Lake Forest Drive Residential Development
Traffic Impact Study

DATE: February 9, 2021

A Traffic Impact Study (TIS) for Southpointe Residential Development was completed in December 2017 for the new roadway that is now known as Lake Forest Drive. The location of the intersection of the proposed roadway with US 27 is located partially outside of City of Oxford corporation limits therefore the consultant who completed the study, Bayer Becker, coordinated with the Ohio Department of Transportation (ODOT) to establish the parameters of the study. The TIS included peak hour traffic counts of the existing conditions at the time of the study and analysis of the projected build out of the land served by the proposed roadway, including projected traffic in the year 2039. The TIS was based on a projected development of 116 Single Family Dwelling Units (DU's) and 90 Senior Adult Housing DU's for a total of 206 DU's. Per the requirements of ODOT, a Level Of Service (LOS) analysis of the proposed intersection with US 27 was performed for the peak hour existing and build out conditions.

Based on the analysis contained in the TIS, the recommended and now constructed road improvements to accommodate the year 2039 build out were as follows:

- Construct the proposed roadway
- Provide a 175' southbound left-turn storage lane on US 27
- Provide one (1) eastbound lane for ingressing traffic
- Provide one (1) westbound lane for egressing traffic
- Install a stop sign traffic control device in the westbound new roadway approach to the intersection

The two recently proposed developments off Lake Forest Drive will have a total of 57 DU's, well below the projected full build out of 206 DU's. The road improvements already constructed are sufficient to accommodate these two developments according to this TIS. Any future development after what has already been presented can have up to at least 149 DU's and remain at or under the 206 DU's used for the TIS. If proposed development of over 149 DU's is presented in the future, an additional TIS should be considered.

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: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Case No:
PC-2020-16



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
<i>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.</i>		
Engineering	Scott Otto, City Engineer	Returned with Comments
• <i>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.</i> • <i>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.</i> • <i>Proximity to existing creek, slope steepness/stability, and drainage concerns for proposed buildings 12 thru 18, 22, 26, 27, 28.</i> • <i>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.</i>		
Fire	John Detherage, Fire Chief	Returned without Comments
Police	John Jones, Police Chief	Returned with Comments
<i>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.</i>		

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 OXOI 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** ($36 \div 11.92$ 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** ($43,560 \text{ sq ft} \div 6,000 \text{ sq ft}$). 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 condominium 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, and 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 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)
- | | | <u>1-family</u> | <u>2-family</u> |
|-----|--|-----------------|-----------------|
| (1) | <u>Lot requirements.</u> | | |
| A. | Minimum lot area | 6,000 sq. ft | 7,500 sq. ft. |
| B. | Minimum lot width | 60 feet | 75 feet |
| (2) | <u>Yard requirements.</u> | | |
| 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) | <u>Structural requirements.</u> | | |
| A. | Maximum building height | 35 feet | 35 feet |
| (4) | <u>Lot coverage.</u> | | |
| 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) **Residential Density.**
Residential density shall not exceed 110 percent of the density permitted in the underlying zoning district. Residential land uses in a planned development that overlays a commercial zoning district shall not exceed the density of the R1B Single-Family Medium-Density Residential Zoning District. Area devoted entirely to non-residential land uses, including buildings, vehicle management areas, and other associated land use elements shall be excluded from the area used to calculate residential density.
- (e) **Dimensional Regulations.**
- (1) Building Heights shall be limited as in the underlying zoning district, regardless of land use.
 - (2) Front setbacks shall be limited as in the underlying zoning district.
 - (3) All buildings and vehicle management areas shall be setback from the perimeter of a planned development no less than:
 - A. Residential zoning district - 25 feet.
 - B. Commercial zoning district - 25 feet.
 - C. Industrial zoning district - 50 feet.
- (f) **Open Space.**
- (1) No planned development shall have less than 20 percent open space, which includes any area not less than 50 by 50 feet, not including the required setbacks, and includes nothing other than natural area.
 - (2) Lot coverage shall be regulated according to the underlying zoning district, except that lot coverage for the residential portion of any planned development shall not exceed 40 percent.
- (g) **Sensitive Development Area.**
- 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.



PC-2020-16

Surrounding Property Owners Notifications Map

Legend

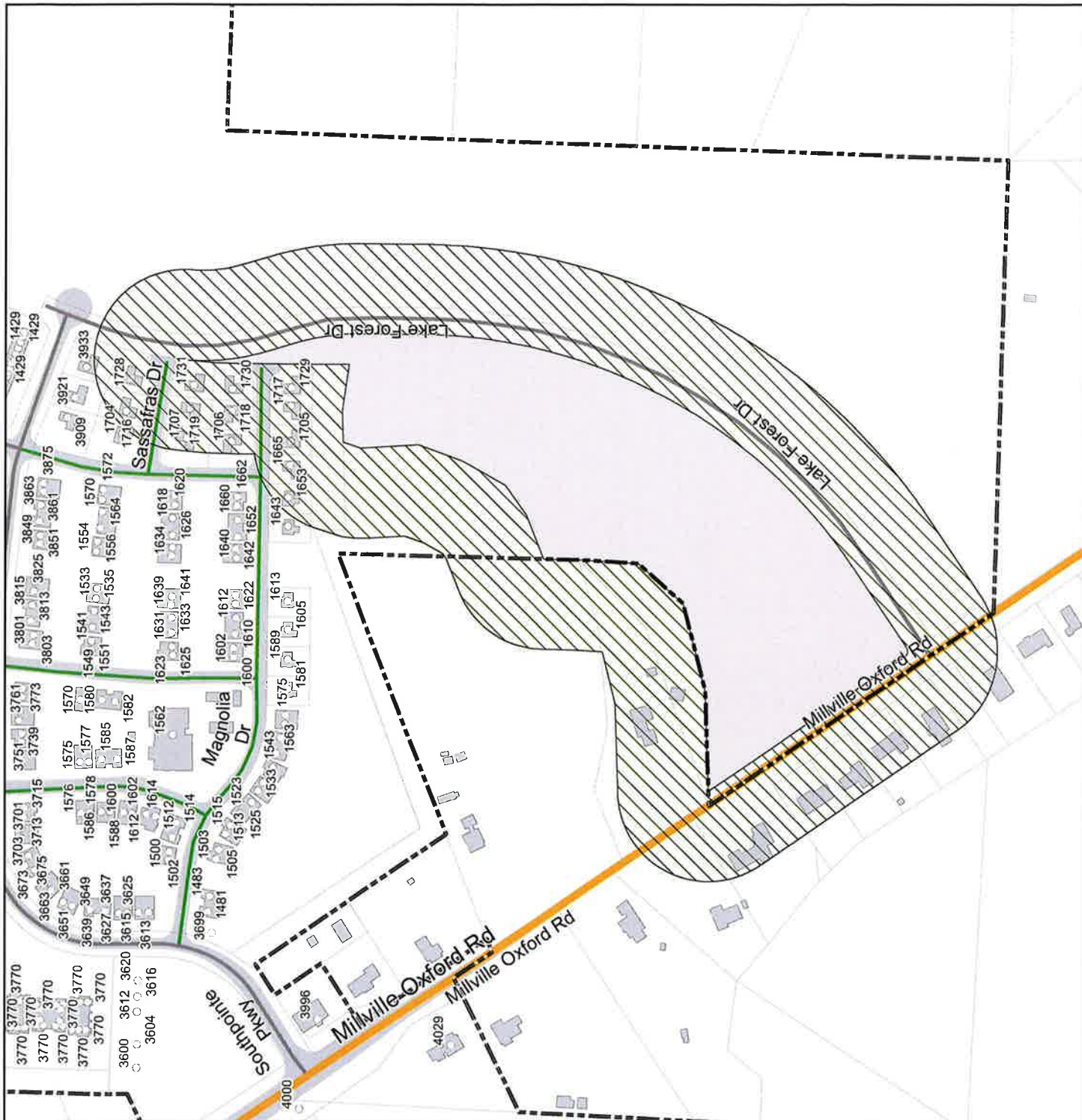
- Subject Area
- 200 Ft. Buffer
- Oxford Corp. Limit
- Address Point
- Parcel
- 16.5' Vacated ROW
- Building Footprint
- Paved Roadway



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.





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

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

- O. Other information as required by the Planning Commission or Council.
- (7) Elevations. Elevations of proposed structures or typical elevations if structures are not yet designed.
- (8) Other. Photographs of the existing site and its surroundings.
- (b) Final Plan.
- (1) The same items and information as required for the preliminary plan, except that the approximations shall be refined to specific locations, dimensions, and descriptions.
 - (2) A detailed traffic impact analysis, including all modes of transportation, prepared by a qualified professional engineer
 - (3) Any additional description or information requested by the Planning Commission or Council during the preliminary plan approval process.
 - (4) Detailed agreements, contracts, deed restrictions, and sureties that will be used to guarantee performance of the development during and after construction.

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate 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 1145.06¹.

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).**

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:


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**

A R C H I T E C T

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,

A handwritten signature in black ink, appearing to read "Scott Webb", written in a cursive style.

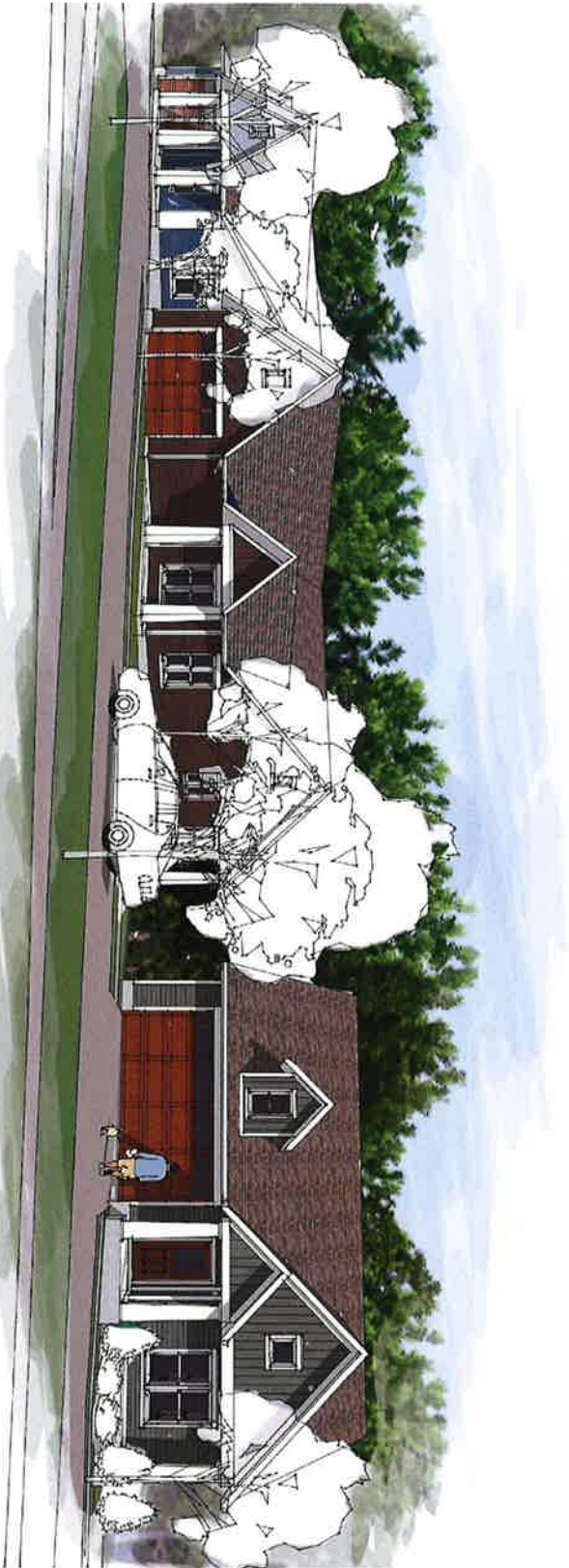
Scott Webb, Architect

	REVISIONS

OVERALL DEVELOPMENT PLAN
Lake Forest Phase 1
OXFORD, OHIO 43056

November 30, 2010

PRELIMINARY BUILDING TYPES _____



**SCOTT
WEBB**
ARCHITECT

103 West Main Street
Oxford, Ohio 45056
(513) 523-8288
www.scottwebbarchitect.com

OVERALL DEVELOPMENT PLAN
Lake Forest Phase 1
 OXFORD, OHIO 45056

DATE	November 30, 2020
REVISIONS	

A-1