



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, APRIL 18, 2023 AT 7:30 PM

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Glenn Ellerbe

Amber Franklin
Alex French
David Prytherch

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

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Proclamation - Holocaust Days of Remembrance 2023
 - B. Proclamation - Ukrainian Action Day
 - C. Proclamation - Arbor Day 2023
 - D. Presentation - Kim Daggy Executive Director, Enjoy Oxford

E. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. 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.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes of the April 4, 2023, City Council Work Session. (Heather Barbour, Clerk of Council)
- B. Minutes of the April 4, 2023, City Council Meeting. (Heather Barbour, Clerk of Council)
- C. Report regarding the Environmental Commission April 5, 2023 Meeting (Michael Dreisbach, Service Director)
- D. A Resolution authorizing the City Manager to waive the fees adopted in the Fee Ordinance for the street closures for the Visitors Bureau (DBA Enjoy Oxford) for the 2023 Annual Summer Music Festival. (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution authorizing the City Manager to enter into an agreement with IPS Group for the purchase of 6 multi-space meters (kiosks) and 22 single-space meters at a cost not to exceed \$56,668.67. (John Jones, Police Chief)

7. Ordinances.

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

A. First Reading

1. An ordinance repealing noxious vegetation Oxford code Sections 935.19, 935.21, 935.22, and 935.99 due to redundant code sections in Oxford property maintenance 1305.02, subsection 302.4. (Sam Perry, Community Development Director)
2. An Ordinance amending the Oxford property maintenance code section 1305.02 to allow for managed natural lawns to exceed the 10-inch height limitation by creating a definition and height exceptions. (Sam Perry, Community Development Director)

B. Second Reading

1. An Ordinance changing the name of a future private street in the Owl's Landing subdivision and directing the Clerk of Council to forward a certified copy of this Ordinance to the County Engineer. (Sam Perry, Community Development Director)
2. An Ordinance approving the recommendation of the Planning Commission to allow for an accessory dwelling unit as a conditional use in the R3MS Zoning district at 20 East Collins Street (Sam Perry, Community Development Director)
3. An Ordinance repealing Oxford Codified Ordinance section 303.08 entitled impounding and booting of vehicles; redemption, and adopting new Oxford Codified Ordinance section 303.08 entitled impounding and booting of vehicles; redemption. (John Jones, Police Chief)

8. Announcements & Communications.

A. 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.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE

Meeting

1.

Date Meeting

Apr. 20 Climate Action Steering Committee

Location

Municipal
Building

Time

8:30 a.m.

Apr. 25 Board of Zoning Appeals

Courthouse

6:30 p.m.

May 2	Records Commission	Municipal Building	5:00 p.m.
May 2	City Council Meeting	Courthouse	7:30 p.m.
May 3	Environmental Commission	Municipal Building	7:00 p.m.
May 8	Oxford Recreation Board	Municipal Building	11:30 a.m.
May 9	Planning Commission	Courthouse	7:00 p.m.
May 10	Historic & Architectural Preservation Commission	Municipal Building	6:15 p.m.
May 15	Housing Advisory Commission	LCNB Community Room	3:30 p.m.
May 16	City Council	Courthouse	7:30 p.m.

9. Adjourn.



Office of the Mayor

Proclamation

Whereas:

the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 in which six million were murdered; and Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

Whereas, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

Whereas, we, the people of the City of Oxford, should always remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and actively rededicate ourselves to the principles of individual freedom in a just society; and

Whereas, the Days of Remembrance have been set aside to remember the victims of the Holocaust as well as to reflect on the need for respect of all peoples; and

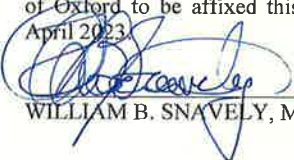
Whereas, pursuant to an Act of Congress, the United States Holocaust Memorial Council designates the Days of Remembrance of the Victims of the Holocaust to be Sunday, April 16, through Sunday, April 23, 2023, including the Day of Remembrance known as Yom HaShoah, April 18, 2023.

NOW, THEREFORE, I, William B. Snavely, Mayor of Oxford, Ohio, do hereby proclaim the week of Sunday, April 16, through Sunday, April 23, 2023, as

"DAYS OF REMEMBRANCE"

In honor of the victims, survivors, rescuers, and liberators of the Holocaust, and further proclaim that we, as citizens of the City of Oxford, should work to promote human dignity and confront hate whenever and wherever it occurs.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford to be affixed this 18th day of April 2023.


WILLIAM B. SNAVELY, MAYOR



Office of the Mayor

Proclamation

Whereas:

Miami University graduate Jeffrey Hartman helped found and continues to lead the non-profit organization Ukrainian Action to support the people of Ukraine in their time of greatest need; and

Whereas, every month the organization buys pick-up trucks and fills them with humanitarian supplies and drives them across Europe to the Ukrainian border; and

Whereas the trucks and supplies are donated to the brave and vulnerable people of Ukraine through a trusted network of friends and colleagues that Jeff Hartman personally knows from his time as a Peace Corps Volunteer in Ukraine; and

Whereas, since March 2022, they raised over \$1.8 million and bought over 118 trucks, which volunteers drove, laden with critical humanitarian and medical supplies from London to contacts in Kyiv, and in central and western Ukraine.; and

Whereas, Ukrainian Action has also partnered with Water Mission to deliver and install water purification systems across the country. The Living Water Treatment System is essentially a miniature water treatment plant that can purify more than 10,000 gallons of water per day - enough drinking water for 5,000 people,

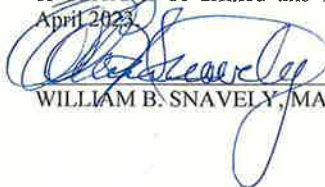
NOW, THEREFORE, I, William B. Snavely, Mayor of the City of Oxford, Ohio, do hereby proclaim Monday, April 17, as

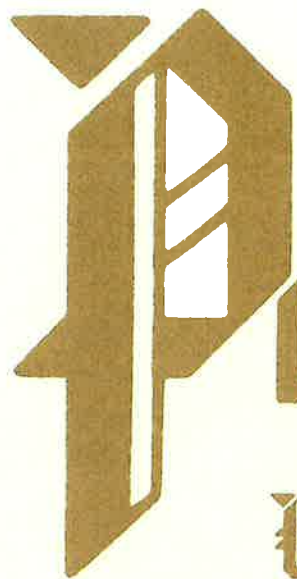
“UKRAINIAN ACTION DAY”

In the City of Oxford, and encourage freedom-loving Oxford residents to attend the Wilks Lecture on Miami's campus that evening and support Ukrainian Action and the people of Ukraine in whatever way they can.



IN WITNESS WHEREOF, I have
hereunto set my hand and caused the seal
of Oxford to be affixed this 17th day of
April 2023.


WILLIAM B. SNAVELY, MAYOR



Office of the Mayor

Proclamation

Whereas:

in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, trees can produce oxygen, provide habitat for wildlife, reduce the erosion of our precious top-soil by wind and water, cut heating and cooling costs, moderate the temperatures, clean the air, and help to absorb rainwater and slow the velocity of storm water runoff; and

WHEREAS, trees are a resource providing us with wood for our homes, fuel for our fires, paper, and countless other wood products, and

WHEREAS, associated with the management of the some 3,560 street, park, and public trees in the community, the City of Oxford has fulfilled the national Arbor Day Foundation's requirements for "Tree City USA" for twenty seven consecutive years.

NOW, THEREFORE, I, William B. Snavelly, Mayor of the City of Oxford, Ohio, Tree City, USA, do hereby proclaim that on April 28, 2023, the last Friday of the month, the City of Oxford will recognize and participate in the national and international celebration of:

"ARBOR DAY"

I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford to be affixed this 18th day of April, 2023.




WILLIAM B. SNAVELLY, MAYOR



MINUTES
OXFORD CITY COUNCIL WORK SESSION
COURTHOUSE 118 WEST HIGH STREET, OXFORD, OHIO 45056
TUESDAY, APRIL 4, 2023 AT 6:30 PM

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

1. Roll Call.

A work session meeting of the Oxford City Council was called to order by Mayor William Snively on Tuesday, April 4, 2023, at 6:30 p.m. Members in attendance were Amber Franklin, Glenn Ellerbe, Jason Bracken, Alex French, and David Prytherch. Chantel Raghu arrived at 7:22 pm.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Zachary Moore, City Planner; Mr. Ben Mazer, Assistant Law Director; Mr. Joe Newlin, Finance Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Mr. Geoff Robinson, Police Lieutenant, Ms. Ashlea Weddle, Social Services Liaison; and Ms. Heather Barbour, Clerk of Council.

2. Approval of Agenda.

Motion – To Approve the Agenda
(Voice Vote) 1st Ms. French 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

3. Discussion

A. Lake Forest Drive Sanitary Sewer Extention Request

Mr. Elliott began the discussion of the Lake Forest Drive sanitary sewer funding request. Mr. Elliott presented slides and addressed questions from the Council. Mayor Snavely thanked Mr. Elliott for his presentation. (Slides included in packet)

4. Adjourn.

Motion – To Adjourn at 7:25 PM
(Voice Vote) 1st Ms. French 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

CITY OF OXFORD
COUNCIL WORK SESSION OF 4/4/2023
Lake Forest Drive Sanitary Sewer
Funding Request

Lake Forest Drive Sanitary Sewer Extension
Funding Request

- South Forest Edge Sections 1 & 2 extensions of approved final subdivision plats approved at 3-7-23 Council meeting.
- South Forest Edge Section 1 is 36 land minimums
- South Forest Edge Sections 2 is 21 home lots
- Both developments need sanitary sewer extension at an estimated cost of \$1.4 million.

Lake Forest Drive Sanitary Sewer Extension Funding Request

- The 2006 Development Agreement between the City of Oxford and 4-Leaf Development, LLC contained a provision entitled “Failure of Connector Conditions”.
- Under that section, the City had the responsibility to create one or more TIF Districts to finance the construction of a road in the general area of the connector.
- The City created five TIF districts in 2017 which were all part of the Trinitas Project called the Annex.

Lake Forest Drive Sanitary Sewer Extension Funding Request

- A General Obligation Bond was issued (Southpointe TIF Improvement Bonds) to provide funding for the road.
- The bond obligations are met with the annual proceeds of the five TIF Districts.
- The construction of the road was completed in 2020 to the intersection with Southpointe Parkway.
- The City is still obligated to create another TIF District to finance construction of the remaining portion of the road beyond Southpointe Parkway. The estimated cost of the remaining portion of the road is \$600,000.

Lake Forest Drive Sanitary Sewer Funding Request

- 4-Leaf Development, LLC is requesting that the City borrow money from the Ohio Water Development Authority (OWDA) to finance construction of the sanitary sewer
- Create a TIF District with a 75% improved property tax exemption for 10 years to meet the loan obligations.
- 4-Leaf would agree that there are no further obligations of the City to finance the remaining portion of the road.
- The City would require that 4-Leaf meet any annual TIF revenue shortfalls for the life of the 20 year loan through a letter of credit in the amount of the loan principal and interest (or other guarantee).

Lake Forest Drive Sanitary Sewer Extension Funding Request

- 4-Leaf has provided the City 10 year projections of estimated housing development, property values, and property tax revenue. The projections show a revenue shortfall until the 6th year with 26 condominiums (of 36 total) and 21 houses (of 21 total) completed.
- **Does City Council want to work with 4-Leaf to move this request forward?**
- If so, many steps must be completed.
- If not, the City is still obligated to complete the road extension.

Lake Forest Drive Sanitary Sewer Extension Funding Request

- 4-Leaf requests that the City reduce the proposed OWDA loan of \$1.4 million by \$300,000 (estimated remaining amount of Southpointe Road TIF which must be approved by Council legislation).
- OWDA loan of \$1.1 million for 20 years at 3.27% interest equals annual debt service of \$75,365.
- Total P & I over the life of the loan is \$1,507,288



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, APRIL 4, 2023 AT 7:30 PM

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

1. Roll Call.

A regular meeting of the Oxford City Council was called to order by Mayor William Snavelly on Tuesday, April 4, 2023, at 7:30 p.m. Members in attendance were Amber Franklin, Glenn Ellerbe, Jason Bracken, Alex French, David Prytherch, and Chantel Raghu.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Zachary Moore, City Planner; Mr. Ben Mazer, Assistant Law Director; Mr. Joe Newlin, Finance Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Mr. Geoff Robinson, Police Lieutenant, Ms. Ashlea Weddle, Social Services Liaison; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7

NAY # 0
ABS # 0

4. Public Participation.

A. Proclamation - Earth Day 2023

Mr. Dreisbach received the Proclamation on behalf of the Environmental Commission.

B. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. 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.

Public Comment - Ms. Donna Morgan, 323 West Vine St.- Ms. Morgan had made a public records request that could not be fulfilled. Ms. Morgan expressed her frustration with the Council.

Public Comment - Ms. Peggy Branstrator, 18 Meadow Circle - Ms. Branstrator encouraged the Council to find a way to actively promote rooftop solar in Oxford. Ms. Branstrator mentioned the program that Silverton has implemented.

Public Comment - Mr. John Jones, Police Chief - Chief Jones mentioned wanting to introduce Ms. Ashlea Weddle, Social Services Liaison, who has been with the City since August 2022. Ms. Weddle accompanied Ms. Morgan to the meeting. Ms. Weddle has become a regular part of OPD's response.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Motion – To Approve the Consent Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

- A. Minutes of the March 21, 2023, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. Approving the use of Uptown Park for "Yoga in the Park" event. (Jessica Greene, Assistant City Manager)
- C. A Resolution approving Then and Now Certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date, as a requirement of Ohio Revised Code 5705.41(d). (Joe Newlin, Finance Director)

6. Resolutions.

- A. A Resolution Authorizing the City Manager to enter the City of Oxford to become A Power A Clean Future Ohio Community. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7490
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Ms. Greene addressed questions from the Council.

Public Comment - None.

- B. A Resolution accepting the insurance bid of Insurance Specialist Group, Inc., DBA Love Insurance Partners for the City's Property and Casualty Insurance Coverage for 2023. (Joe Newlin, Finance Director)

Motion – To Adopt Resolution No. 7491
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Mr. Newlin addressed questions from the Council.

Public Comment - None.

7. Ordinances.

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

A. First Reading

1. An Ordinance changing the name of a future private street in the Owl's Landing subdivision and directing the Clerk of Council to forward a certified copy of this Ordinance to the County Engineer. (Zachary Moore, City Planner)

Mr. Moore gave a brief report and background regarding the name change request. Mr. Moore addressed questions from the Council.

Public Comment - None.

2. An Ordinance approving the recommendation of the Planning Commission to allow for an accessory dwelling unit as a conditional use in the R3MS Zoning district at 20 East Collins Street (Zachary Moore, City Planner)

Mr. Moore shared slides and background for this request. Mr. Moore addressed questions from the Council. (Slides included in Agenda Packet)

Mr. Scott Webb, Architect - Mr. Webb spoke on behalf of the applicant and addressed questions from the Council.

Public Comment - None.

3. An Ordinance repealing Oxford Codified Ordinance section 303.08 entitled impounding and booting of vehicles; redemption, and adopting new Oxford Codified Ordinance section 303.08 entitled impounding and booting of vehicles; redemption. (John Jones, Police Chief)

Chief Jones gave a summary and explained why a wrecker rotation was requested. Chief Jones addressed questions from the Council.

Public Comment - Mr. Mike Libecap, 5017 College Corner Pike- Mr. Libecap, Car Star's owner, and Oxford Car Care's partial owner. Mr. Libecap introduced Mr. George Watson, the primary tow truck operator for Car Star. Mr. Libecap addressed response times in the reports that were received from the County. Mr. Libecap offered to answer any questions.

Public Comment - Mr. Travis Reffitt, 2476 Millville Oxford Road- Mr. Reffitt mentioned his business is only 3.1 miles from the Corporation Limit, with 13 tow trucks and 10 employees working round the clock cutting response time down. Mr. Reffitt noted being on the heavy duty rotation, because Car Star doesn't have a heavy duty wrecker. Mr. Reffitt posed the question of a multiple car wreck where more than one wrecker is needed.

B. Second Reading

1. An Ordinance authorizing the City Manager to enter into an easement agreement as set forth in Exhibit A attached hereto with Miami University and granting said easement as set forth on exhibits B and C attached hereto to allow access to the planned Regional Transit Authority multi-modal facility. (Michael Dreisbach, Service Director)

Motion – To Adopt Ordinance No. 3719
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, and Mayor Snavely

NAY # 0

ABS # 0

Mr. Dreisbach noted no changes since the first

reading. Public Comment - None.

2. An Ordinance authorizing the City Manager to enter into an easement agreement as set forth in Exhibit A attached hereto with Miami University and granting said easement as set forth on exhibits B and C attached hereto for the construction of a planned regional transit authority multi-modal facility. (Michael Dreisbach, Service Director)

Motion – To Adopt Ordinance No. 3720

(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, and Mayor Snavely

NAY # 0

ABS # 0

Mr. Dreisbach noted no changes since the first reading.

Public Comment - None.

8. Announcements & Communications.

A. 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.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE

Meeting

1.

Date	Meeting	Location	Time
Apr. 5	Environmental Commission	Municipal Building	7:00 p.m.
Apr. 10	Parking & Transportation Advisory Board	Municipal Building	9:30 a.m.
Apr. 10	Recreation Board	Municipal Building	11:30 a.m.
Apr. 11	Public Arts Committee of Oxford	Municipal Building	4:30 p.m.
Apr. 11	Planning Commission	Courthouse	7:00 p.m.
Apr. 12	Historic & Architectural Preservation Commission	Courthouse	6:15 p.m.
Apr. 17	Housing Advisory Commission	LCNB Community Room	3:30 p.m.
Apr. 18	City Council	Courthouse	7:30 p.m.
Apr. 20	Climate Action Steering Committee	Municipal Building	8:30 a.m.
Apr. 25	Board of Zoning Appeals	Courthouse	6:30 p.m.
May 2	City Council Meeting	Courthouse	7:30 p.m.
May 8	Oxford Recreation Board	Municipal Building	11:30 a.m.

9. Adjourn.

Motion – To Adjourn at 8:40 P.M.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Conditional Use

Accessory Dwelling Unit 20 E Collins Street

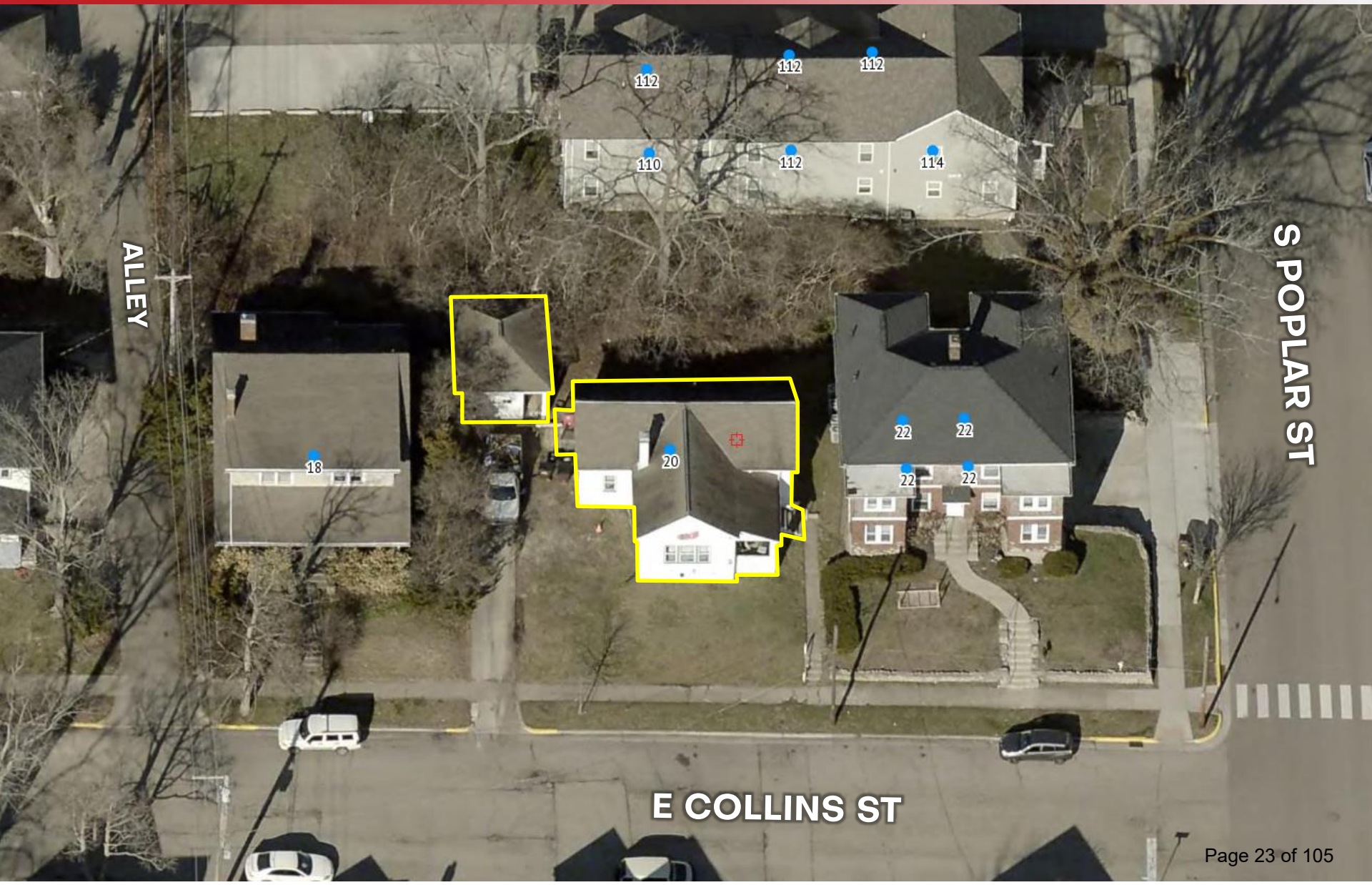
Prepared for the
Oxford City Council

Meeting Date: April 4, 2023

Basic Details

Applicant	Scott Webb Architect
Property Owner	William A Phillips Trust et al. [...]
Current Use	Single-Family Dwelling (permitted for 5 occ.)
Lot Dimensions	5,940 square feet / 72 feet of lot width
Current Zoning	R3MS Single-, Two- and Three-Family Mile Square Residential District
Proposal	Convert existing garage to an ADU

Subject Site



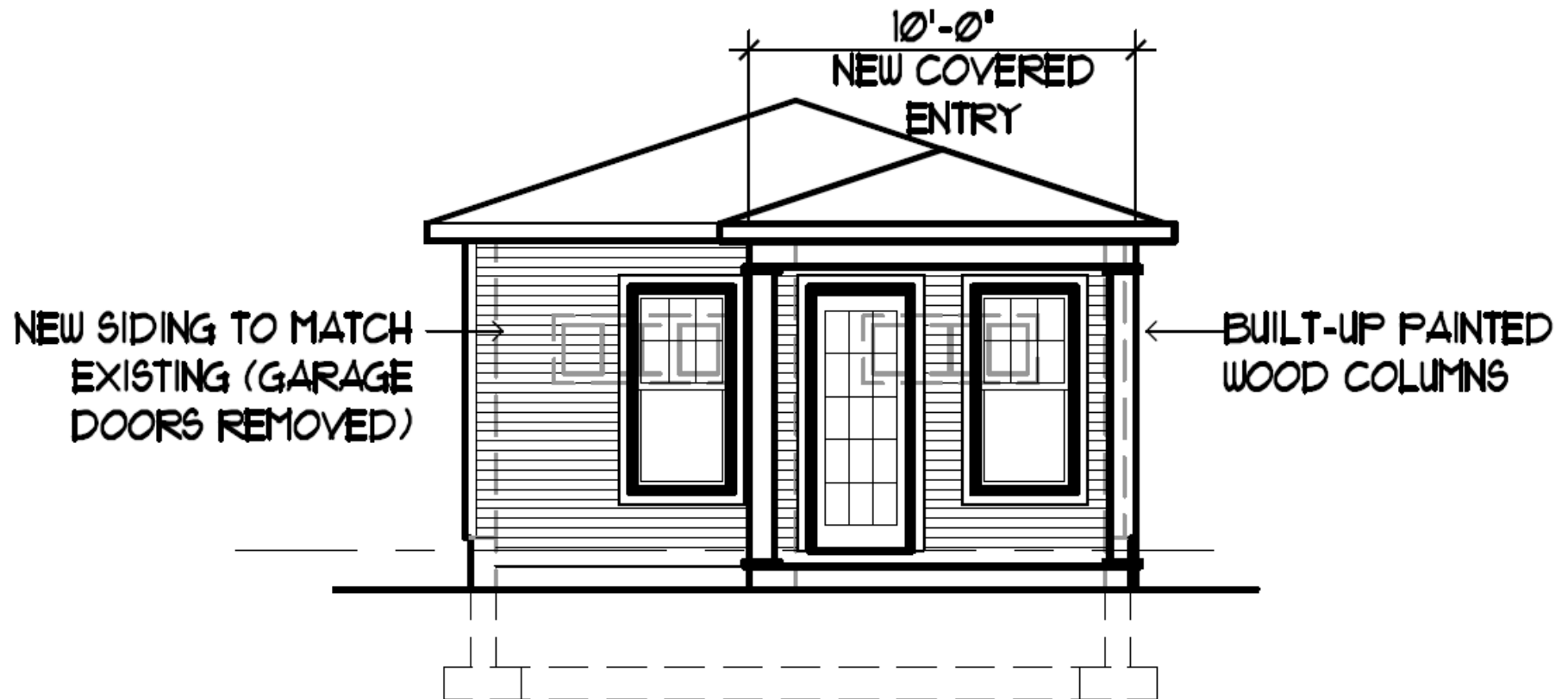
View from Collins



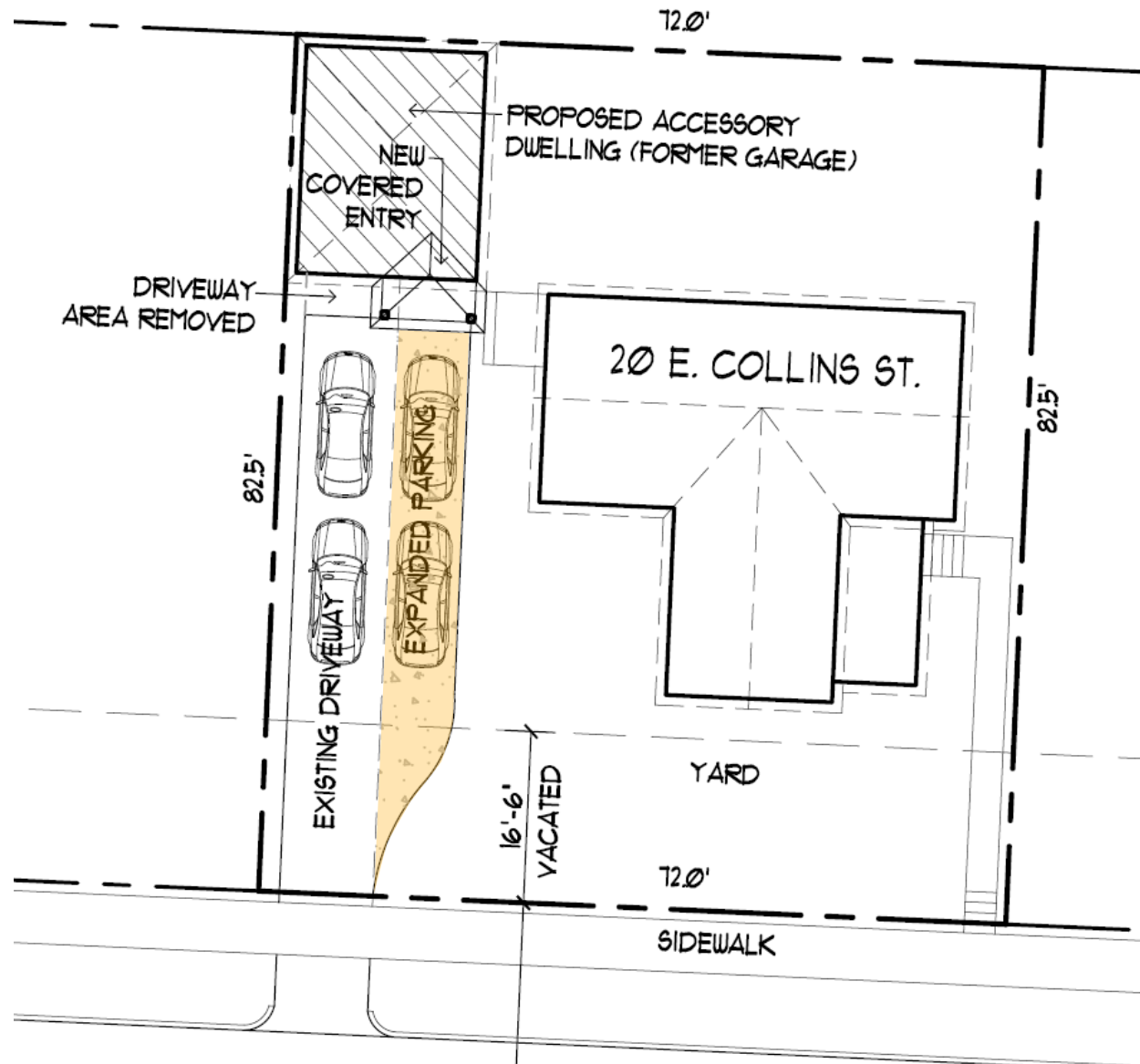
Garage View



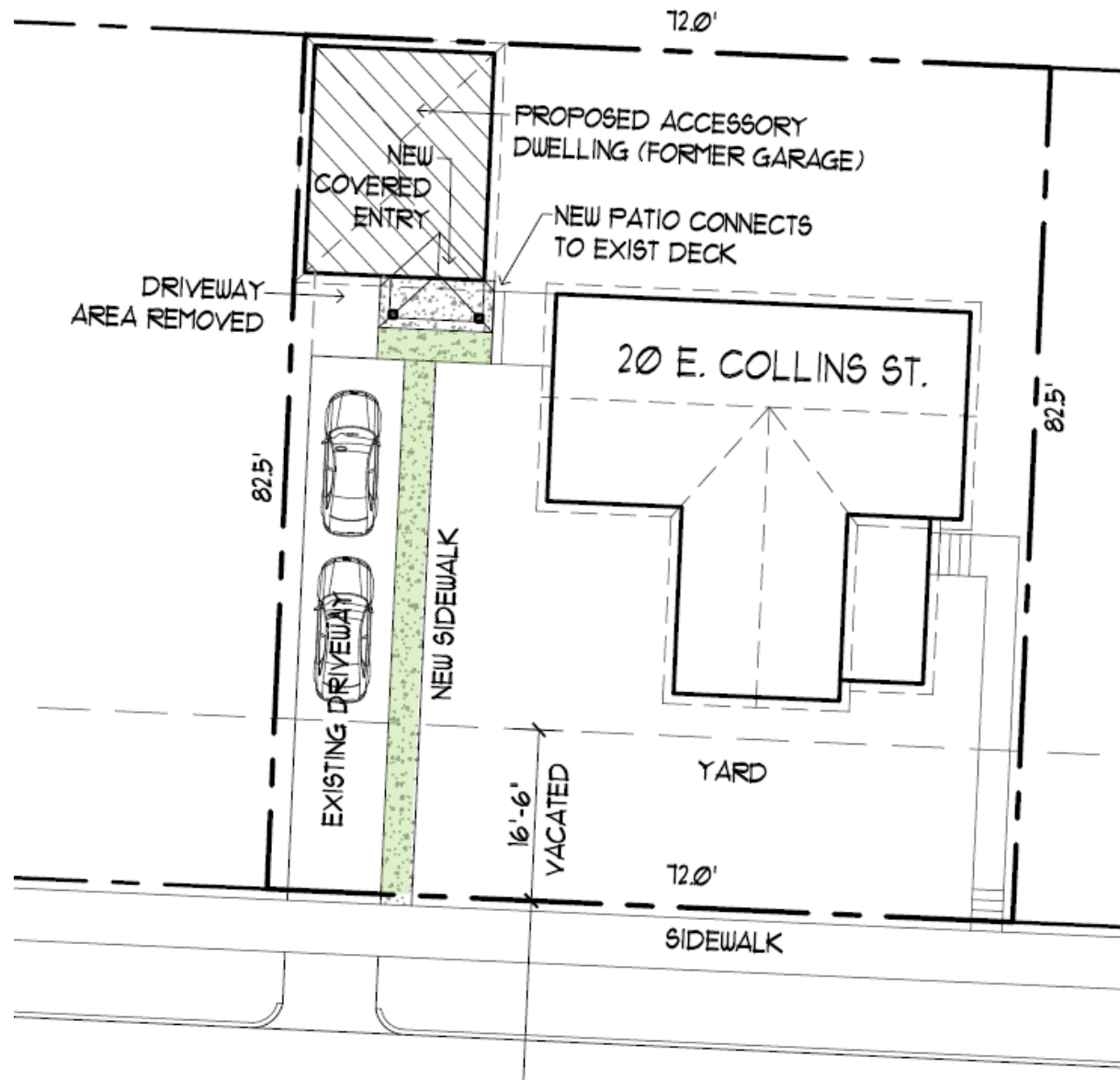
Proposed Exterior



Original Site Plan



Revised Site Plan



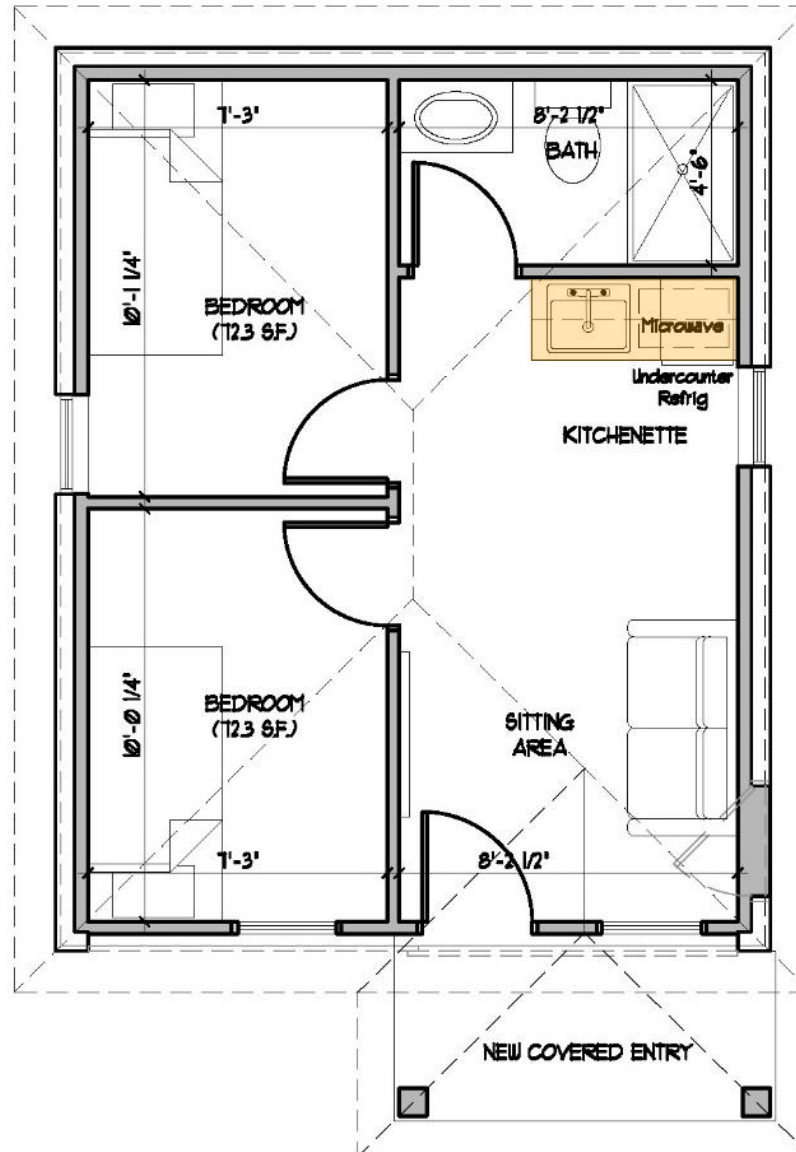
View from Collins



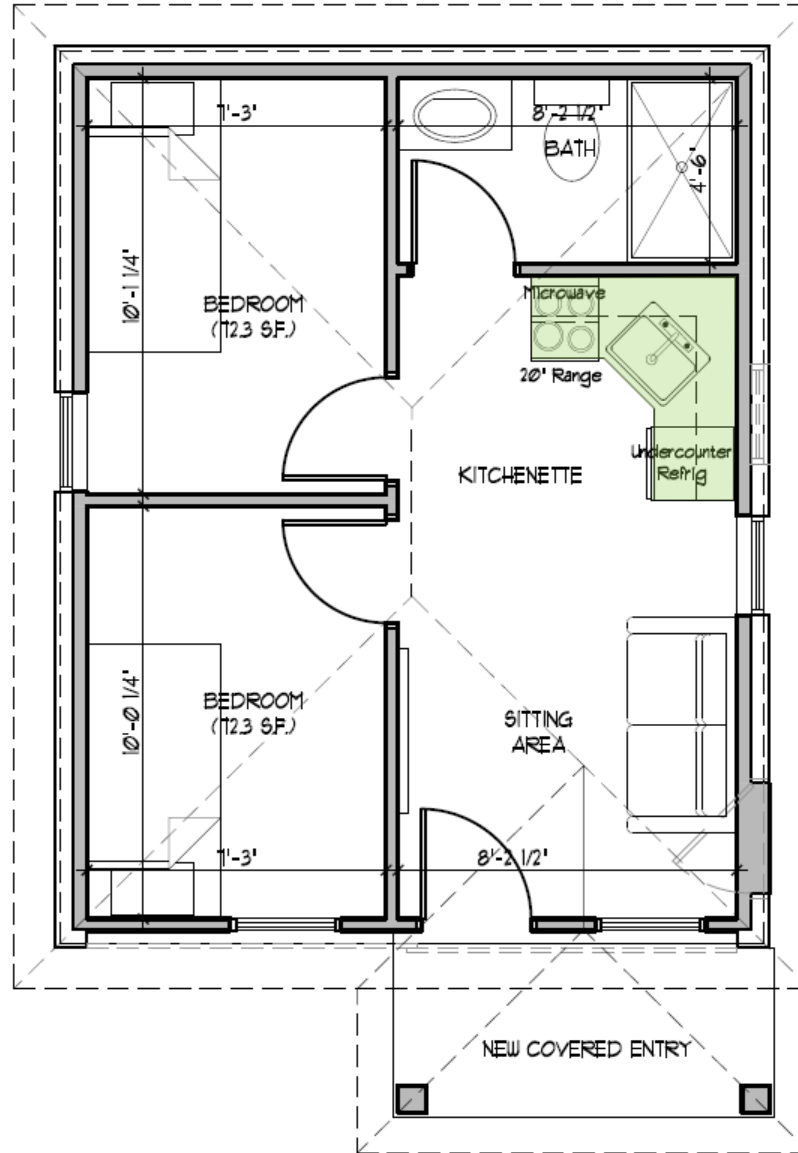
View from Collins – **Proposed Walkway**



ADU Original Floor Plan



ADU Revised Floor Plan



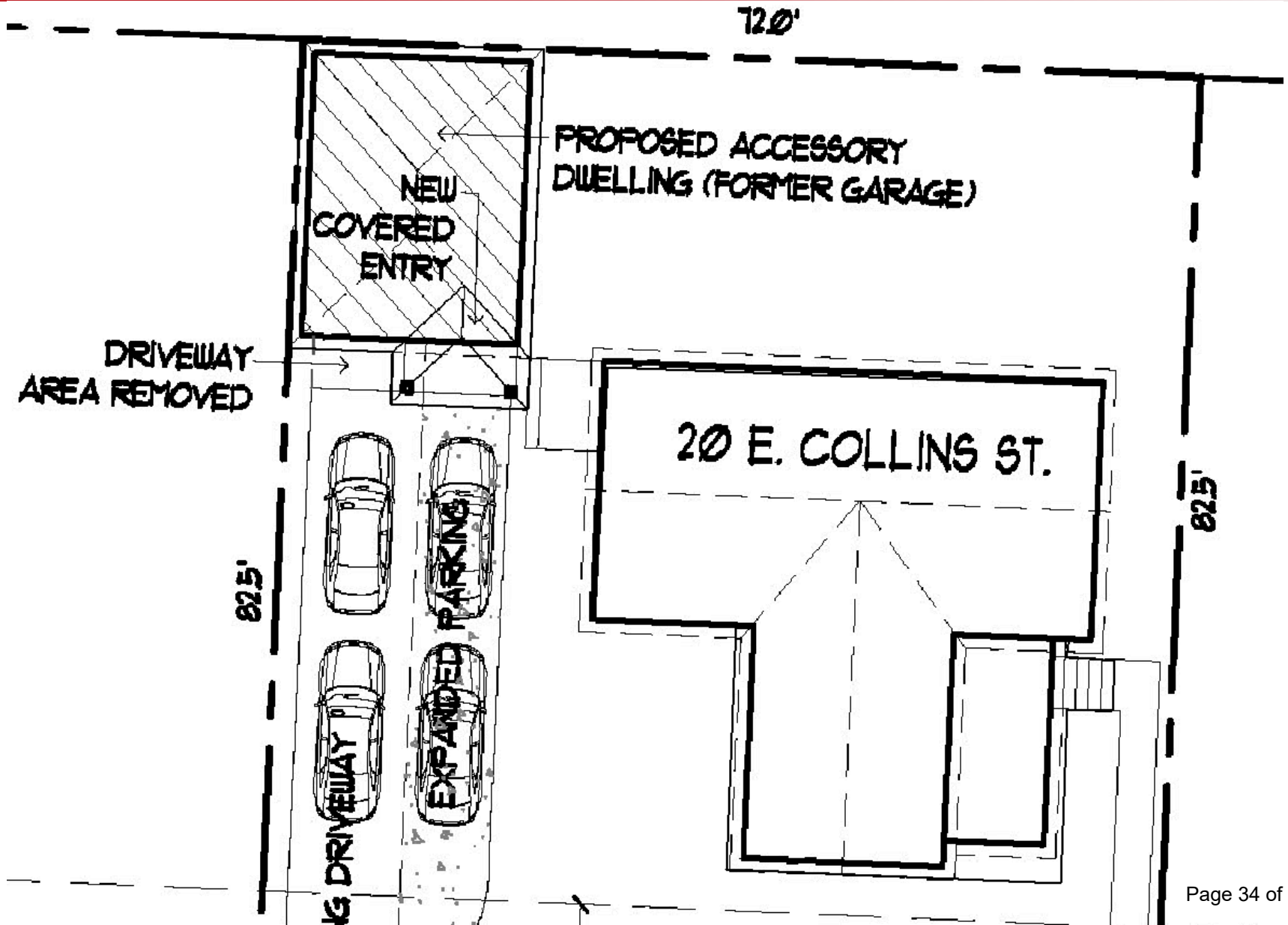
Recommendation

Planning Commission recommended **approval** subject to 5 conditions.

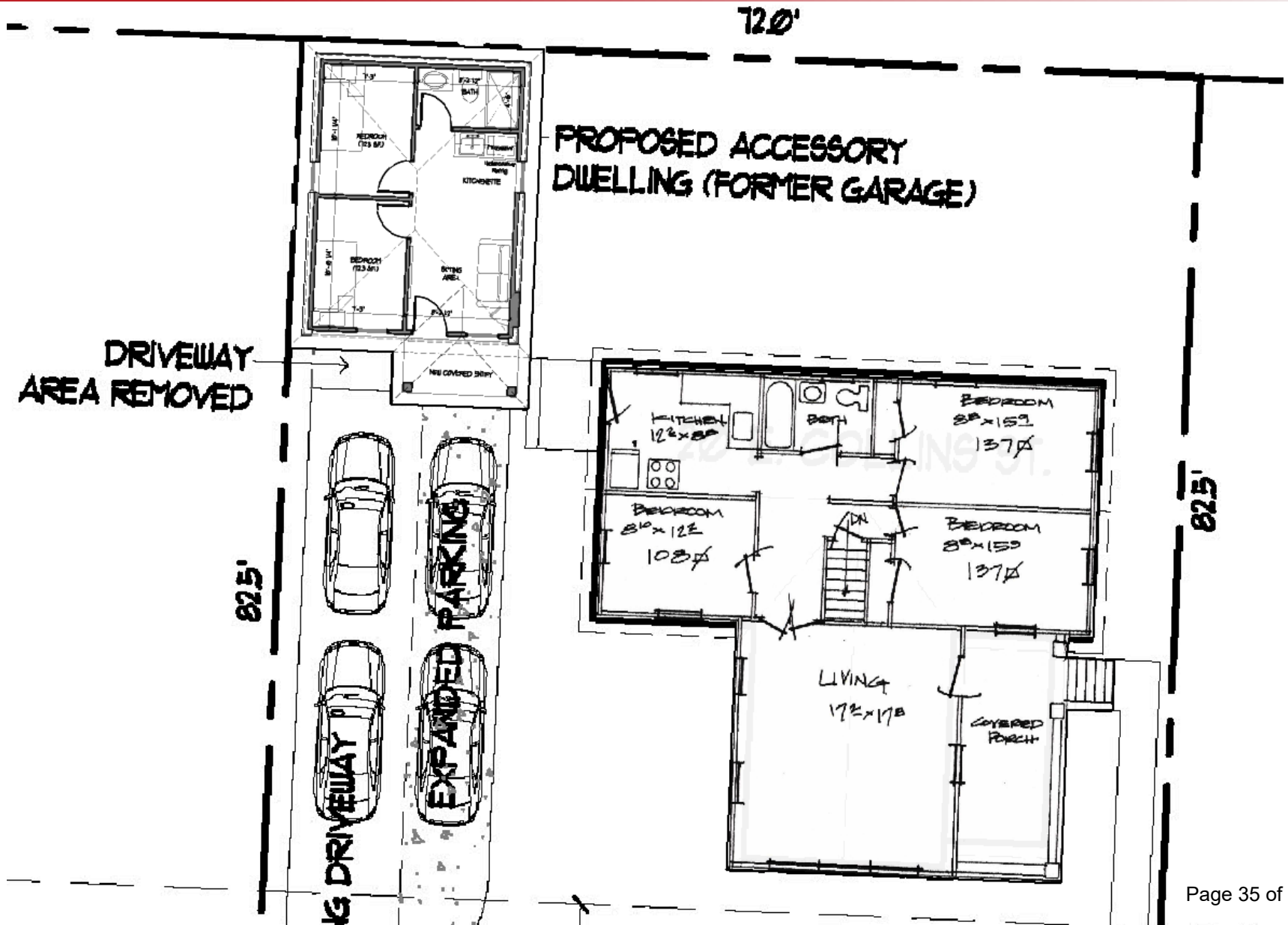
This includes installation of a **separated** walkway

Staff has suggested adjustments to **Condition #2** to acknowledge waiving required parking.

Site Plan – Zoomed View



Site Plan – Zoomed View w/ Floor Plans



The site plan shows a rectangular property with dimensions 120' by 82.5'. A driveway on the left is labeled 'DRIVEWAY' and 'EXPANDED PARKING'. A 'DRIVEWAY AREA REMOVED' is indicated on the left side. A 'PROPOSED ACCESSORY DWELLING (FORMER GARAGE)' is shown on the right. The dwelling includes a 'KITCHEN 12x12', 'BATH', 'BEDROOM 8x12 108 sq ft', 'BEDROOM 8x15 137 sq ft', 'BEDROOM 8x15 137 sq ft', and 'LIVING 17x17'. A 'COVERED PORCH' is also shown. A 'NEW COVERED PORCH' is indicated near the driveway. The plan also shows a 'DRIVEWAY' and 'EXPANDED PARKING' area on the left side of the property.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	David Treleaven
DATE PREPARED:	4/10/2023
COUNCIL MEETING DATE:	April 18, 2023
AGENDA TITLE:	Report regarding the Environmental Commission April 5, 2023 Meeting (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Accept
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:

Staff report

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	April 6, 2023
COUNCIL MEETING DATE:	April 18, 2023
AGENDA TITLE:	April 5, 2023 Environmental Commission Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 4/11/23

Environmental Commission members in attendance at the Wednesday, April 5, 2023 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 Ms. Peggy Branstrator. A quorum was present. Ms. Heather Barrett had previously informed the Commission that she would not attend the April meeting. Also attending were City of Oxford (Oxford) Assistant City Manager, Ms. Jessica Greene, and Climate and Sustainability Intern, Ms. Reena Murphy.

Approval of Agenda

Motion: Ms. Raghu
2nd: Mr. Elliott
Vote: Unanimous

Approval of Minutes for the March 1, 2023 Meeting

Motion: Ms. Raghu
2nd: Ms. Branstrator
Vote: Unanimous

Discussion:

Mr. Ralinovsky provided a status update on the Miami University's (MU's) Institute for the Environment and Sustainability professional service project (PSP) entitled "Recycling Program Recommendations for Commercial Housing Properties in the City of Oxford." The PSP student team has completed their counts of availability of tenant recycling at commercial apartment complexes (classified as on-site, shared with adjacent complexes, or none/utilization of publicly available recycling drop-off locations). They are presently preparing an evaluation of the survey responses regarding tenant recycling from property managers, and preparing for the final presentation of the PSP. The final presentation is scheduled for Monday, April 17, 2023 at 8:30 a.m. at MU's King Library, Room 134. The PSP's final report is to be completed by Friday, May 12, 2023.

At the March 2023 Commission meeting, Ms. Jessica Greene presented City staff's potential options to address a formal enactment of a managed natural lawn area (MNLA) program. The Commission opted for repealing some existing code sections, and amending existing code sections to specifically address MNLA. The intent was to have the pertinent MNLA guidance in a single location in the code. In addition to revising code sections, the MNLA program would also include a formal public education component. Ms. Greene presented the revised ordinances for the Commission's consideration. The Commission thought the inclusion of a specific definition of a managed natural lawn was particularly useful, along with the requirement of a maintained perimeter, and text specifically excluding turf grass lawns from being considered as a managed natural lawn.

The following Motion concerning MNLA's was proposed by Ms. Raghu; Mr. Elliott was the second:

Motion:

The Environmental Commission endorses the repeal of Code Sections 935.19 through 935.22 and 935.55, and amendment of Code Section 1305.02 (and other Code Sections as needed) to address citizens' expressed desire for legislation concerning MNLAs.

The Motion passed unanimously.

Ms. Greene informed the Commission that Oxford would shortly advertise the creation of an educational program that would help provide public education regarding the creation and maintenance of MNLA's. Ms. Branstrator had previously requested that the Commission consider the United Nation's Climate Neutral Now Program (the Program). Specifically, Ms. Branstrator was interested in the Program's component that allows individuals to voluntarily participate in personal efforts to assist in the development of a more sustainable world. Following additional research, Ms. Branstrator did not believe the Program (or any of the current UN climate-related programs) would be appropriate for the commission to recommend. Ms. Branstrator had subsequently utilized other climate and/or carbon pledges that she believed would be a better approach for individuals to consider. Ms. Branstrator

presented a revised Individual Climate Pledge that she believed balanced the complexity of the topic with the need to simplify the Pledge so it does not discourage the public from participating. Ms. Branstrator indicated that recognition of individual/family efforts would be an important factor is participation, whether this be recognition by City Council, posting of City-provided yard signs, etc. Ms. Branstrator also stated that the City of Silverton offered small grants to encourage individuals' utilization of solar panels for electrical generation, and suggested that Oxford consider a similar program to encourage individual efforts to reduce the carbon footprint of an individual/family. It was suggested that perhaps the Climate Action Steering Committee be brought into the discussion of creating an Individual Climate Pledge program.

Ms. Murphy announced that Oxford's proposed Climate Action Plan (CAP) would have a public input session on the evening of Thursday, April 6th at the Oxford Senior Center. Ms. Murphy provided a general overview of the public input session's organization, outlined the general timetable of the session, and assignments, as several of the Commissioners and Staff present at the Environmental Commission meeting were scheduled to participate in the CAP public input session.

Staff provided updates regarding the pilot pollinator garden and naturalized/prairie grass plots at the Oxford Community Park (OCP). Mr. Steve Ohl, the OCP Supervisor, had informed Staff that there had not been any appreciable number of weeds sprouting in the mulch-covered plots thus far this year. Councilor Prytherch had collected some seed stock and growing media from Mr. Ohl to determine germination rates. Results indicate there was a very good germination percentage. Also, Councilor Prytherch has sent an email to the volunteers and Mr. Ohl to start the coordination and scheduling of the plantings of the pilot plots. Ms. Branstrator stated that the year-old plants were tentatively scheduled for delivery between May 10th and May 12th. Ms. Branstrator did not know if the potted plants would have been acclimatized, as they have been raised in a greenhouse.

Staff presented a list of upcoming public events (through October 2023) where food trucks were anticipated. Commissioners are to start working on coordinating volunteers (presently, predominately from local Boy and Girl Scouts troops) to help provide public guidance for recycling and food scrap collection efforts. There are currently seven public events scheduled through mid-October 2023. Given the recent (and historic) volume of food scraps at the residential drop-off program, Staff estimates that two of the six food scrap totes could be provided at these events without impacting available volume capacity for the residential food scraps drop-off.

The annual local Tree City USA awards ceremony will be held in Fairfield, Ohio on Thursday, April 20, 2023. This will be Oxford's 27th consecutive year as a Tree City USA community. The Memorial Tree Program's recognition ceremony is scheduled for Friday noon, April 28, 2023 at the OCP. This past year, three trees (Swamp White Oak, Japanese Silk Lilac Tree, and Donald Wyman Crabapple) were planted at the OCP as part of the Memorial Tree Program. Also on Friday, April 28th, the Arbor Day celebratory tree planting of a Burr Oak by the OCP Gazebo is scheduled.

Staff updated the Commission on the monthly emission monitoring event of the landfill's 23 passive gas vents. March's monitoring was the 30th monthly event. The estimated total carbon dioxide equivalent (CO₂e) was approximately 32 metric tons (MT), which was the fourth lowest monthly total. The average monthly CO₂e is currently approximately 147 MT. Over the two years plus of observations, the monthly total estimated CO₂e for the entire landfill continues to be highly variable.

Approval of Adjournment:

Motion: Ms. Raghu

2nd. Mr. Elliott
Vote: Unanimous

Commissioners concluded discussions at 8:05 p.m. The next monthly Environmental Commission meeting is scheduled for 7:00 p.m. on May 3, 2023, in the Municipal Building's first floor conference room.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	3/24/2023
COUNCIL MEETING DATE:	April 18, 2023
AGENDA TITLE:	A Resolution authorizing the City Manager to waive the fees adopted in the Fee Ordinance for the street closures for the Visitors Bureau (DBA Enjoy Oxford) for the 2023 Annual Summer Music Festival. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG

DISCUSSION:

Request permission for the 2023 Uptown Music Concert Series to utilize East and West Park weekly from June to September.

This annual event is decades old and like new every year.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE FEES ADOPTED IN THE FEE ORDINANCE FOR THE STREET CLOSURES FOR THE VISITORS BUREAU (DBA ENJOY OXFORD) FOR THE 2023 ANNUAL SUMMER MUSIC FESTIVAL.

WHEREAS, Enjoy Oxford has requested Council to consider waiving the fees for the street closures for the 2023 Annual Summer Music Festival; and

WHEREAS, Oxford City Council has approved this request every year since 2005. The fee for each street closure is \$135.00.

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

SECTION 1: Council having considered the request determined that the Summer Music Festival is a benefit to the entire community and that waiving the fees for the street closures is in the best interest of the community, hereby authorizes the City Manager to waive the fees for the street closures for the 2023 Annual Summer Music Festival.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



REQUEST FOR PUBLIC PARK PERMIT



REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 6 / 1 / 23 through 8 / 31 / 23 **From:** 06:00 PM **To:** 10:00 PM

Today's Date: 3 / 13 / 23 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:

(18 years of age or older)* Kim Daggy

Address: 14 W. Park Pl, Ste. C

Oxford, OH 45056

Telephone: (513) 523-8687

Cellular: (574) 360 3384

Fax: NA

Email: kimdaggy@enjoyoxford.org

Organization: Oxford Visitors Bureau dba Enjoy Oxford

Advisor: _____

Address: same

Telephone: (513) 523-8687

Cellular: _____

Fax: _____

Email: info@enjoyoxford.org

Non-Profit: ☒ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- ☐ Leonard Howell Park (Bonham Road)
- ☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
- ☒ Memorial Park (E. Park Place & N. Main Street – has pavilion)
- ☒ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- ☐ Other: _____

TITLE OF EVENT (be specific and include projected attendance)

2023 Uptown Music Concert Series

Projected Attendance: 300-500 **Has this event been held previously?** ☒ Yes ☐ No **If "YES", when?** Annually

Will food, goods, services or merchandise be sold at the event? ☒ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

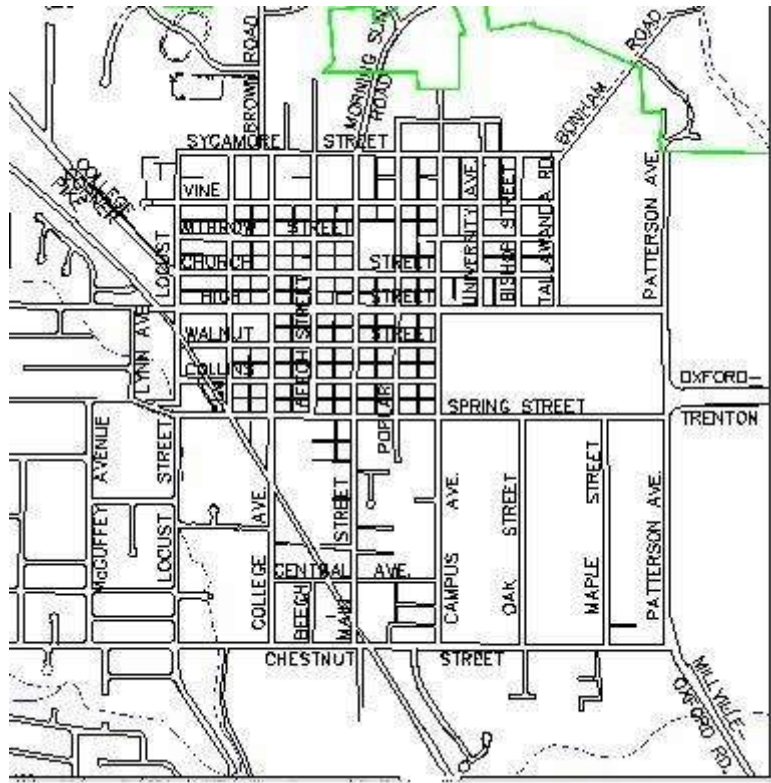
DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is **only** for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: _____ **Date:** ____ / ____ / ____

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials.

Note
If your event is outside the boundaries of this map, either attach a separate map or contact the City for assistance.



CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

Close Main Street between MKL & Memorial Park due to higher pedestrian traffic.

Reserve parking in East Park for Band, Sound Tech, and Sponsors as needed.

Unused parking spots will be opened to the general public once event support has arrived.

Use of sidewalk areas around the Parks for sponsor tents/booths if needed and Enjoy Oxford's Bike Cart.

Enjoy Oxford will post and remove NO PARKING SIGNS.

Additional Requests:

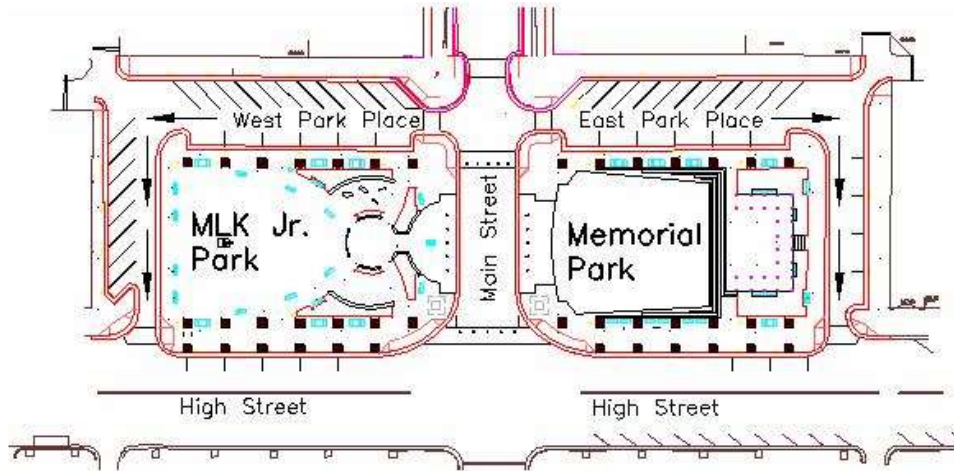
(Include details in narrative)

- ☒ No Parking Signs*
- ☐ Detour(s)
- ☐ Police Assistance

Time Details

	Start	End
Setup		
Event	6:00 am	10:00 am
Breakdown		

*Generally the responsibility of the applicant.



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

Instructions for Applicant: Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Use of Pavilion and lighting system.

Use of MLK & Memorial Park for community attendance.

Use of power and power on at trees.

Potential for sponsors to sell their products.

Thursday's: June 1, 8, 15, 22 (NO CONCERT June 29)

Saturday, July 1 following OPRD Parade at 6:30 PM; Thursday's: July: 6, 13, 20, 27

Thursday's: August 3, 10, 17, 24, 31

Additional Requests:

(Include details in narrative)

- ☒ Pavilion
- ☒ Extra trash cans*
- ☒ Special power requirements (explain in narrative)**
- ☒ Street Closure**
- ☒ Other: Enjoy Oxford to post and remove NO PARKING SIGNS

Time Details

	Start	End
Setup		
Event	6:00 am	10:00 am
Breakdown		

*See fee sheet

** Contact the Streets & Maintenance Division 3 days prior to the event at 513-523-8412

NOTE: Street closures will be at the discretion of the Oxford Police Department



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

1. **Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control.**
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-event meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-event meeting.*
3. The period of use may not exceed two (2) days without city council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise **shall** be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The applicant is responsible for cleanup. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. NO markings may be made on streets or sidewalks within the public right-of-way.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

FEE INFORMATION

No Parking Signs	\$1.00/ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.

<u>Personnel</u>	
Police Officer(s)	Contact OPD
Street Dept. Personnel	\$25.00/hr
Electrician	\$100.00
Park & Rec Personnel	Contact OPRD

<u>Road Closures</u>	
Main Street	\$135.00**
US 27 Detour	\$135.00**
**Includes labor	

Sports Fields/Gazebo
Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

Applicant's Signature

Date: ____ / ____ / ____

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
Total			\$	\$	\$

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____.

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: ☐ Approved ☐ Not Approved ____/____

Fire Chief: ☐ Approved ☐ Not Approved ____/____

Service Director: ☐ Approved ☐ Not Approved ____/____

Recreation Director: ☐ Approved ☐ Not Approved ____/____

City Manager: ☐ Approved ☐ Not Approved

City Manager's Signature

Date: _____

Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	4/10/2023
COUNCIL MEETING DATE:	April 18, 2023
AGENDA TITLE:	A Resolution authorizing the City Manager to enter into an agreement with IPS Group for the purchase of 6 multi-space meters (kiosks) and 22 single-space meters at a cost not to exceed \$56,668.67. (John Jones, Police Chief)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	\$59,628
ACCOUNT CODE:	142.711.61017.000
RECOMMENDATION:	Approve the Resolution
CITY MANAGER/DEPT HEAD APPROVAL:	JAJ

DISCUSSION:

The 2023 Capital Improvement Budget includes \$59,628 for smart and multi-space meters. This technology is recommended to replace out of date single space meters in the first blocks of North and South College Ave, as well as to expand the managed parking area to the first block of S. Elm Street and the 200 block of W. Walnut Street. This expanded area is in response to the increased demand due to the College@Elm project, event activity at the Oxford Community Arts Center, and the addition of commercial and residential space in the new Caroline Harrison building at 131 W. High Street. One kiosk would also be added in the 500 block of S. Campus Ave in support of the new Health Services Building.

The current coin-only meters limit our flexibility and options. The new meters will have credit card, coin, and pay by phone options. This proposal is to purchase meters from our current vendor, IPS Group, which we have been very satisfied with their products and service. The expansion of the managed parking area will prevent the overnight storage of cars by residential tenants and will free up the space for paid daytime and evening parking for those using the aforementioned buildings. Economic Development staff expects this area to expand and grow, in particular with opportunities at the College@Elm incubator space. By managing the parking in the area now, we can get ahead of the demand.

This plan was presented to the Oxford Parking and Transportation Advisory Board at their April 10th regular meeting. OPTAB made a motion to recommend this plan to City Council and it passed unanimously. This resolution will authorize the City Manager to enter into a contract with IPS Group for the purchase of 6 multi-space meters (kiosks) and 22 single space smart meters, with specified equipment, freight, and installation as outlined in IPS Sales Quote #IPS-2023-0303100140 for an amount not to exceed \$56,668.67.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH IPS GROUP FOR THE PURCHASE OF 6 MULTI-SPACE METERS (KIOSKS) AND 22 SINGLE-SPACE METERS AT A COST NOT TO EXCEED \$56,668.67.

WHEREAS, the 2023 Capital Improvement Budget includes \$59,628 for smart and multi-space meters as part of a phased multi-year approach to improving the aging parking infrastructure; and

WHEREAS, the current coin-only meters limit our flexibility and options. The new meters will have credit card, coin, and pay-by-phone options; and

WHEREAS, the City has an established relationship with IPS Group and has been very satisfied with their products and service; and

WHEREAS, this plan was presented to the Oxford Parking and Transportation Advisory Board at their April 10, 2023, regular meeting, and OPTAB made a motion to recommend this plan to City Council, and it passed unanimously; and

WHEREAS, the City Manager recommends Council authorize the City Manager to enter into an agreement with IPS Group for the purchase of 6 multi-space meters (kiosks) and 22 single-space meters for a total cost not to exceed \$56,668.67.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to enter into an agreement with IPS Group for the purchase of 6 multi-space meters (kiosks) and 22 single-space meters for a total cost not to exceed \$56,668.67.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)



IPS Sales Quote



7737 Kenamar Court,
San Diego, CA 92121

Date	Quote #	Customer	Sub-Contractor
03/03/2023	IPS-2023-0303100140	Oxford OH (89)	None

Bill To	Ship To
City of Oxford OH 101 E High Street Oxford, OH 45056	City of Oxford OH 101 E High Street Oxford, OH 45056

Rep	P.O. No.	Terms	FOB	Contract
BR		Net 30	San Diego	

Item	Description	Qty	Price	Total
767-058-3	MS1 Pay by Plate with EMV and Contact-Less Card Reader	6	\$6,648.00	\$39,888.00
767-296	MS1/MS3 Standard Mounting Plinth	6	\$00.00	\$00.00
767-295	MS1/MS3 Standard Mounting Pedestal	6	\$00.00	\$00.00
767-089	MS1/MS3 Installation Hardware	6	\$00.00	\$00.00
795-504	Mk 5 Model 795 SSPM with standard Dome	22	\$495.00	\$10,890.00
Installation	On-site Services (1 Technician(s) - 3 Days)	1	\$2,850.00	\$2,850.00
N/A	Coin Type : COINS	1	\$00.00	\$00.00
N/A	Coin Slots : Dollar	1	\$00.00	\$00.00
N/A	Card Decals : VISA,MASTERCARD,DISCOVER	1	\$00.00	\$00.00



IPS Sales Quote



7737 Kenamar Court,
San Diego, CA 92121

Date	Quote #	Customer	Sub-Contractor
03/03/2023	IPS-2023-0303100140	Oxford OH (89)	None

Bill To	Ship To
City of Oxford OH 101 E High Street Oxford, OH 45056	City of Oxford OH 101 E High Street Oxford, OH 45056

		Rep	P.O. No.	Terms	FOB	Contract
		BR		Net 30	San Diego	
Item	Description	Qty		Price		Total
Notes-Freight	+ FREIGHT CHARGES (SHIPPING_FREIGHT_ECONOMY)	1		\$3,040.67		\$3,040.67

Subtotal	\$56,668.67
Tax Exempted (0.00%)	\$0.00
Grand Total	\$56,668.67

Order Remarks:

TERMS AND CONDITIONS:

- Quote is stated in USD. Shipping and sales tax charges may apply.
- Orders will not be submitted until a Purchase Order has been issued or a signed copy of the quote is received by IPS Group, Inc. If your company uses a blanket purchase order, please write the number in the 'P.O. No.' box near the top of the quote.
- A signed copy of this quote must be returned to your sales representative for further processing. Notification will be sent once the order is submitted for processing.
- This quote expires 90 days after the date it was issued.
- Additional installation services required will be charged \$950/day per technician.
- Training and Commissioning will be \$1000 minimum on a new installation if applicable.
- If you have any questions, or require further assistance please contact customer support by submitting your questions to the email address below.

Phone #	Fax #	E-mail
858-568-7648	858-408-7839	customersupport@ipsgroupinc.com

Signature _____



Oxford Division of Police
101 East High Street
Oxford, Ohio 45056

Dispatch: 513.523.4321
Office: 513.524.5240
Fax: 513.524.9111

Email:
police@cityofoxford.org

Website:
www.cityofoxford.org/police

ADMINISTRATIVE STAFF

Chief of Police

John A. Jones
513.524.5247
jjones@cityofoxford.org

Operations

Lt. Geoff Robinson
513.524.5258
grobison@cityofoxford.org

Support Services

Lt. Lara Fening
513.524.5242
lfening@cityofoxford.org

Sgt. Ryan Sikora

513.524.5253
rsikora@cityofoxford.org

Office Manager

Amy Gabbard
513.524.5247
agabbard@cityofoxford.org

INVESTIGATIONS SUPERVISOR

Sgt. Adam Price
513.524.5259
aprice@cityofoxford.org

PATROL SUPERVISORS

Sgt. David King
513.524.5282
dking@cityofoxford.org

Sgt. Josh Jenkins
513.524.5233
jjenkins@cityofoxford.org

Sgt. Matt Hatfield
513.524.5244
mhatfield@cityofoxford.org

Sgt. Ben Hool
513.524.5254
bhool@cityofoxford.org

MEMO

To: Douglas R. Elliott, Jr., City Manager
From: Lt. Geoff Robinson, Acting Police Chief
Date: 9 MAR 2023
Re: Parking Unit – Capital Improvement, Line #142.711.61017

The 2023 Budget includes \$59,628 for Smart and Multi-Space Meters. The recommendation for this budget from the parking unit is to implement multi-space kiosks around the new College @Elm project, replace single space meters in 0 blocks of North and South College, and install a multi-space kiosk in the 500 block of S. Campus Ave. in support of the new Health Services Building.

Attached you will find slides indicating approximate locations of proposed meters/kiosks. We are seeking approval to move forward with the procurement process for the required equipment to complete the item work as described below. Please see attached slides.

Slide #1

- College @Elm project reference area. Includes the Oxford Community Arts Center block.
- Currently have aging, unserviceable single space meters in the 200 block West High St., 0 block N. College Ave, 0 block S. College Ave.

Slide #2

- 19 single space, coin meters to be replaced with IPS MK5 single space credit card meters.
- 2 hour parking limit, \$0.25/hour.

Slide #3

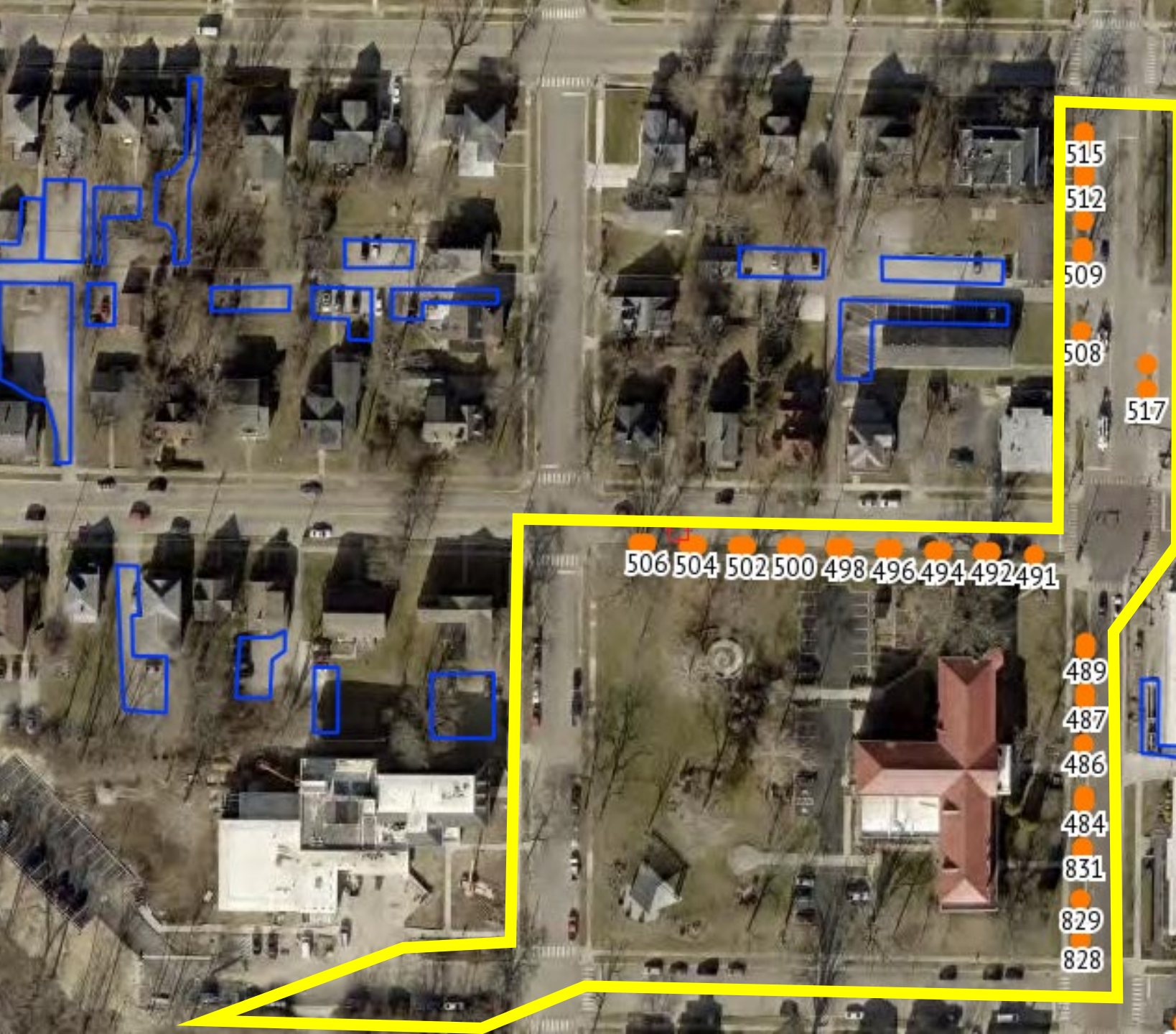
- Remove 17 single space, unserviceable meters from the 200 block W. High St. Replace as part of larger scale multi-space kiosk project.
- 10 hour parking limit, \$0.25/hour

Slide #4

- Install 5 multi-space kiosks for use in the 200 Block W. High St. (South side), 0 Block S. Elm St. (both sides), 200 block W. Walnut St. (North side).
- 10 hour parking limit, \$0.25/hour.
- Safety Director Order to install "NO PARKING 0400-0530" in 300 block W. Walnut St., to deter overnight, long term residential parking at College @Elm. This is similar to High St, and municipal surface lot. Will evaluate occupancy and need for additional kiosk in 2024 budget.

Slide #5

- Install 1 multi-space kiosk in 500 block S. Campus Ave. to support on street parking for MU Health Services Building.
- 10 hour parking limit, \$1.00/hour
- Same as other kiosks in area.



Parking Improvement Area

Oxford Community Arts Center
Innovation College@Elm
Caroline Harrison Building @131 W High



Single Space Parking Area

- Replace 19 coin only meters with IPS MK5 single space credit card meters
- 2 Hour Parking \$.25/Hour

North College Avenue (9 meters)

South College Avenue (10 meters)



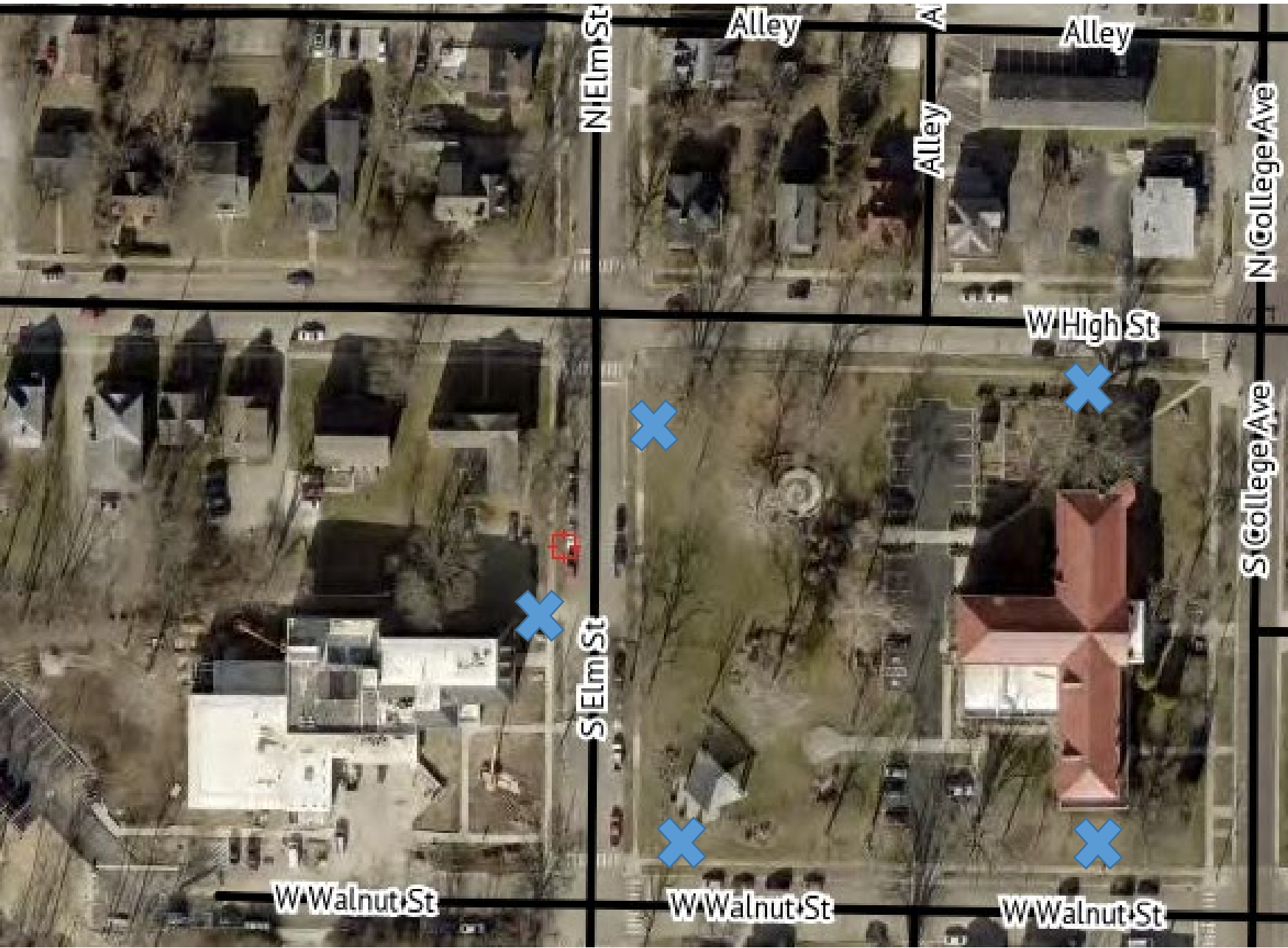
Single Space Parking Area

- Remove failing duplex POM housings with 1 IPS MS1 Paystation
- 10 Hour Parking \$.25/Hour

200 West High Street (South side only)
- 17 meters removed

North side remains free parking

Placement of Paystation Kiosks



5 Paystation Kiosks

- 10 Hour Parking \$.25/Hour
- Can use any 1 of 5 Paystations to pay for parking in the area

(1) 200 W High St (South side)

(2) 200 W Walnut St (North side)

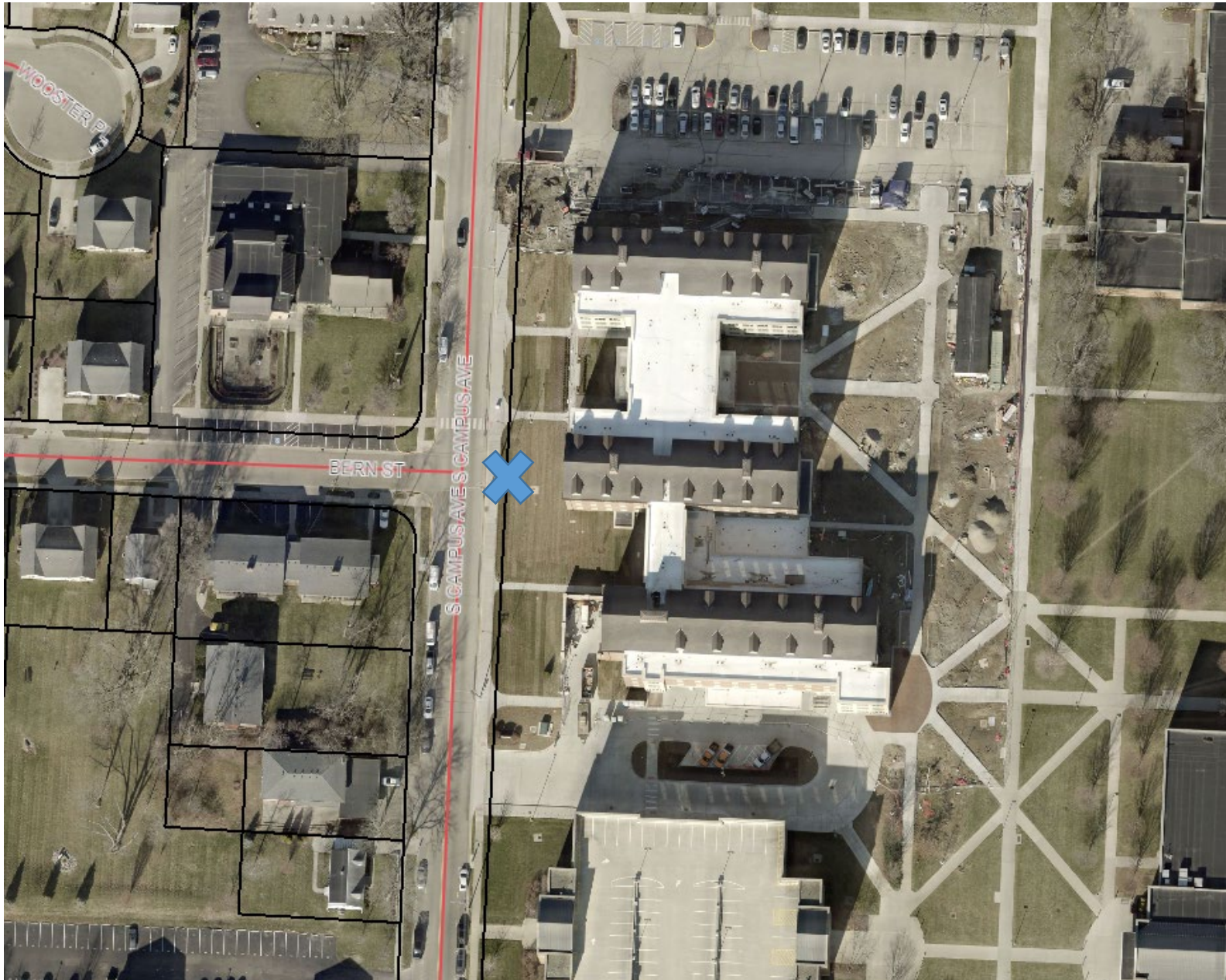
(1) 0 S Elm St (West side)

(1) 0 S Elm St (East side)

300 block W. Walnut St

To be marked NO PARKING
0400-0530 hours. Block will be
evaluated after above Kiosks are
installed for potential 2024 Kiosk.

Placement of Paystation Kiosks



1 Paystation Kiosk

Programming to match other kiosks in the area.

(1) 500 S. Campus Ave. (MU Health Services Building)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Jessica Greene
DATE PREPARED:	4/7/2023
COUNCIL MEETING DATE:	April 18, 2023
AGENDA TITLE:	An ordinance repealing noxious vegetation Oxford code Sections 935.19, 935.21, 935.22, and 935.99 due to redundant code sections in Oxford property maintenance 1305.02, subsection 302.4. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:

The Environmental Commission and Climate Action Steering Committee have jointly worked to promote managed natural lawns in the Oxford community. In their research, they discovered that two code sections refer to noxious vegetation and tall grass.

City staff determined that the primary code section being utilized and enforced is 1305.02, Oxford Property Maintenance Code, which was adopted after 935, Noxious Vegetation. There is no need to maintain both sections. We recommend repealing the entirety of code sections 935.19, 935.20, 935.21, 935.22, and 935.99.

ORDINANCE NO.

AN ORDINANCE REPEALING NOXIOUS VEGETATION OXFORD CODE SECTIONS 935.19, 935.20, 935.21, 935.22, AND 935.99 DUE TO REDUNDANT CODE SECTIONS IN OXFORD PROPERTY MAINTENANCE 1305.02, SUBSECTION 302.4.

WHEREAS, the Environmental Commission and the Climate Action Steering Committee have jointly endeavored to promote managed natural lawns; and

WHEREAS, volunteers worked with the Environmental Commission to develop language to promote managed natural lawns; and

WHEREAS, in the process of reviewing all of Oxford Codified Ordinances, it was discovered that there are two code sections referring to noxious vegetation / tall grass code enforcement; and

WHEREAS, City staff have determined that the primary code section being utilized and enforced is 1305.02, Oxford Property Maintenance Code, which was adopted after 935, Noxious Vegetation; and

WHEREAS, there is no need to maintain both code sections; and

WHEREAS, the City Manager and the Community Development Director recommend Council repeal the entirety of Code Sections 935.19, 935.20, 935.21, 935.22 AND 935.99.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the complete repeal of Code Sections 935.19, 935.20, 935.21, 935.22 AND 935.99.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: CHANTEL RAGHU
PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Jessica Greene
DATE PREPARED:	4/7/2023
COUNCIL MEETING DATE:	April 18, 2023
AGENDA TITLE:	An Ordinance amending the Oxford property maintenance code section 1305.02 to allow for managed natural lawns to exceed the 10-inch height limitation by creating a definition and height exceptions. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:

The 2023 Oxford Comprehensive Plan lists a sustainability goal to Conserve Oxford's Natural Resources and includes the action step S4-A8 to "expand public education on sustainability and conservation." The Climate Action Steering Committee (CASC) and Environmental Commission (EC) have jointly endeavored to promote pollinator gardens and managed natural lawns as a method to conserve natural resources. While our current language allows for these types of plantings, there has been resident feedback that it is confusing and hard to find.

Together, the EC and CASC have listened to residents and community members and crafted language to define a managed natural lawn and allow these managed areas to exceed 10" in our code. Staff worked with the EC to draft this recommended code update. We propose to add a definition of Managed Natural Lawn in section 1305.2, subsection 202. The definition clarifies that managed natural lawns are not made of turf grass and should be made of native or non-invasive plants and should be free of noxious weeds.

A language addition in subsection 302.4 allows for a height exception to the 10" limit for managed natural lawns.

The EC met on April 5, 2023, and voted to recommend the language proposed in this ordinance to City Council.

ORDINANCE NO.

AN ORDINANCE AMENDING THE OXFORD PROPERTY MAINTENANCE CODE SECTION 1305.02 TO ALLOW FOR MANAGED NATURAL LAWNS TO EXCEED THE 10-INCH HEIGHT LIMITATION BY CREATING A DEFINITION AND HEIGHT EXCEPTIONS.

WHEREAS, the Oxford Tomorrow Plan lists a sustainability goal to “Conserve Oxford’s natural resources” with action steps S4-A8 being to “expand public education on sustainability and conservation”; and

WHEREAS, the Environmental Commission and the Climate Action Steering Committee have jointly endeavored to promote managed natural lawns; and

WHEREAS, volunteers worked with the Environmental Commission to develop language to promote managed natural lawns; and

WHEREAS, existing code language does not prohibit managed natural lawns; and

WHEREAS, the Environmental Commission has determined that code amendments would promote sustainability goals; and

WHEREAS, the Environmental Commission met on April 5, 2023, and recommended amendments to the Oxford Property Maintenance Code; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve the below amendments to the Oxford Property Maintenance Code, Section 1305.02 of Oxford Codified Ordinances:

A new definition for Managed Natural Lawn in Section 1305.02, subsection 202, to be located after LOT OF RECORD and before MULTI-FAMILY DWELLING, as follows:

MANAGED NATURAL LAWN. A planned, intentional, and maintained planting of native or non-invasive plants of any origin that is free from noxious weeds. This may include a variety of horticultural practices including but not limited to: natural lawns, natural landscapes, native lawns, pollinator gardens, rain gardens, meadow vegetation, native prairie, prairie gardens, monarch waystation, native plantings, native gardens and butterfly habitat. A managed natural lawn shall not include turf grass lawns or turf grass lawns left unattended.

An amendment to include height exceptions following the existing 10-inch height limit, as follows in subsection 302.4:

Maintenance and removal of weeds. All premises and exterior property shall be maintained and free from weeds, grass and/or plant growth in excess of ten (10) inches. All noxious weeds shall be prohibited. Height exceptions: Managed natural lawns which have the perimeter maintained and do not encroach on public right of ways, drainage easements, or neighboring properties. Cultivated flowers, gardens, and yards/fields used for agricultural practices.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the amendments to the Oxford Property Maintenance Code.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: CHANTEL RAGHU

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry, Zachary Moore
DATE PREPARED:	3/26/2023
COUNCIL MEETING DATE:	April 18, 2023
AGENDA TITLE:	An Ordinance changing the name of a future private street in the Owl's Landing subdivision and directing the Clerk of Council to forward a certified copy of this Ordinance to the County Engineer. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve the name American Barn Lane
CITY MANAGER/DEPT HEAD APPROVAL:	SDP - 3/26/23

DISCUSSION:

Council approved the first and second record plat sections for the Owl's Landing subdivision at its meetings on July 19, 2022 and March 7, 2023 respectively. Record plats are legal instruments which officially subdivide new lot/parcel boundaries and establish necessary easements to support development. The first plat section, formally titled "Owl's Landing Block A," enabled the creation of 39 out of the 86 planned dwelling units. Block A has been officially recorded with the Butler County Recorder as of January 5, 2023. Once recorded, Block B will enable the construction of 8 more dwelling units.

One notable aspect of plat approval is the designation of names for future streets. Owl's Landing is planned to contain three total streets, all of which will be privately owned and maintained by a future homeowners' association. The builder/developer (Todd Homes) has been authorized to begin construction of subdivision infrastructure inclusive of streets, though building permits have yet to be issued for future homes. The developer also currently owns all of the land contained within the subdivision boundary, under the name Owl Landing LLC.

The City of Oxford has not adopted an official policy influencing the naming of streets. Despite the lack of an official policy, the current administrative practice has been to review a developer's tentative name

choices with the City's public safety contacts, as well as to double check that no duplicate names exist elsewhere in Butler County.

On behalf of the developer, Mr. John Bayer of Bayer Becker previously submitted a formal request to City staff on January 30 to change street names originally designated by the Block A record plat. The proposed modifications were as follows: (1) change "Great Horned Drive" to "Parker Drive"; (2) change "Screech

Avenue" to "Cooper Avenue"; and (3) change "Snowy Lane" to "Griffey Street" (Note: the name "Griffin Lane" was originally contemplated, but later adjusted due to being a duplicate of two other existing streets in the County). The request was heard by City Council on February 21, leading to some Councilors questioning why the development team was now abandoning the owl-themed street names. There was also some general discussion about what could constitute good policy for street names, as historically many subdivision streets in Oxford have been named after developers' children.

In an email to staff on February 27, Mr. Bayer withdrew the original request to re-name all three streets, instead proposing that only "Screech Avenue" be renamed. This seems to imply that the name "Screech" has been the most problematic for future homeowners considering a new build in Owl's Landing. The applicant offered three potential substitutes arranged by order of preference: (1) "Deep Woods Lane"; (2) "Hollow Oak Road"; and (3) "Prairie Drive." Staff determined only the first choice for "Deep Woods Lane" was distinct enough that it would not be confused with others in the County; however, this one did not meet the approval of the Acting Police Chief since derivatives of "wood" are already used excessively for other streets across Oxford.

With all three proposed names failing internal tests, staff proactively searched for another name that aligned with the owl theme (preferably an owl species, in keeping with "Great Horned" and "Snowy"), was phonetically easy to spell and communicate, and did not already exist elsewhere in the County. Staff eventually determined a potential fit in "American Barn Lane," which was offered as a courtesy suggestion back to the applicant. American Barn Owls are a species native to North and South America. The applicant was agreeable to staff's suggested name, and subsequently submitted a new formal request on March 16.

Recommendation:

Staff recommends Council approve changing Screech Avenue to **American Barn Lane**.

ORDINANCE NO.

AN ORDINANCE CHANGING THE NAME OF A FUTURE PRIVATE STREET IN THE OWL'S LANDING SUBDIVISION AND DIRECTING THE CLERK OF COUNCIL TO FORWARD A CERTIFIED COPY OF THIS ORDINANCE TO THE COUNTY ENGINEER

WHEREAS, Bayer Becker, serving as agent for Owl Landing LLC, has submitted a formal request to change the name of one of three future private streets planned for the Owl's Landing subdivision accessed from Brookville Road; and

WHEREAS, the Owl's Landing Block A plat had previously assigned the following names to the three private streets: (1) "Great Horned Drive"; (2) "Screech Avenue"; and (3) "Snowy Lane"; and

WHEREAS, agent requests the name "Screech Avenue" be changed to "American Barn Lane", thus still in keeping with the theme of naming all interior streets after species of owls; and

WHEREAS, address numbers have been assigned on a preliminary basis, but not yet officially assigned, to lots platted within the recorded Owl's Landing Block A as well as to all other lots planned to be platted in future phases which are yet to be recorded; and

WHEREAS, building permits have not yet been obtained for the construction of individual residential dwelling units within the Owl's Landing subdivision.

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

SECTION 1: Council hereby orders the change of that certain street in the Owl's Landing subdivision presently designated as "Screech Avenue" be changed and officially designated as "American Barn Lane".

SECTION 2: The Clerk of Council shall prepare a certified copy of this Ordinance upon its passage and shall forward the same to the office of the County Engineer, requesting that the appropriate change of said street name be entered upon the plat and appropriate records.

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

MAYOR

ADOPTED:

ATTEST:

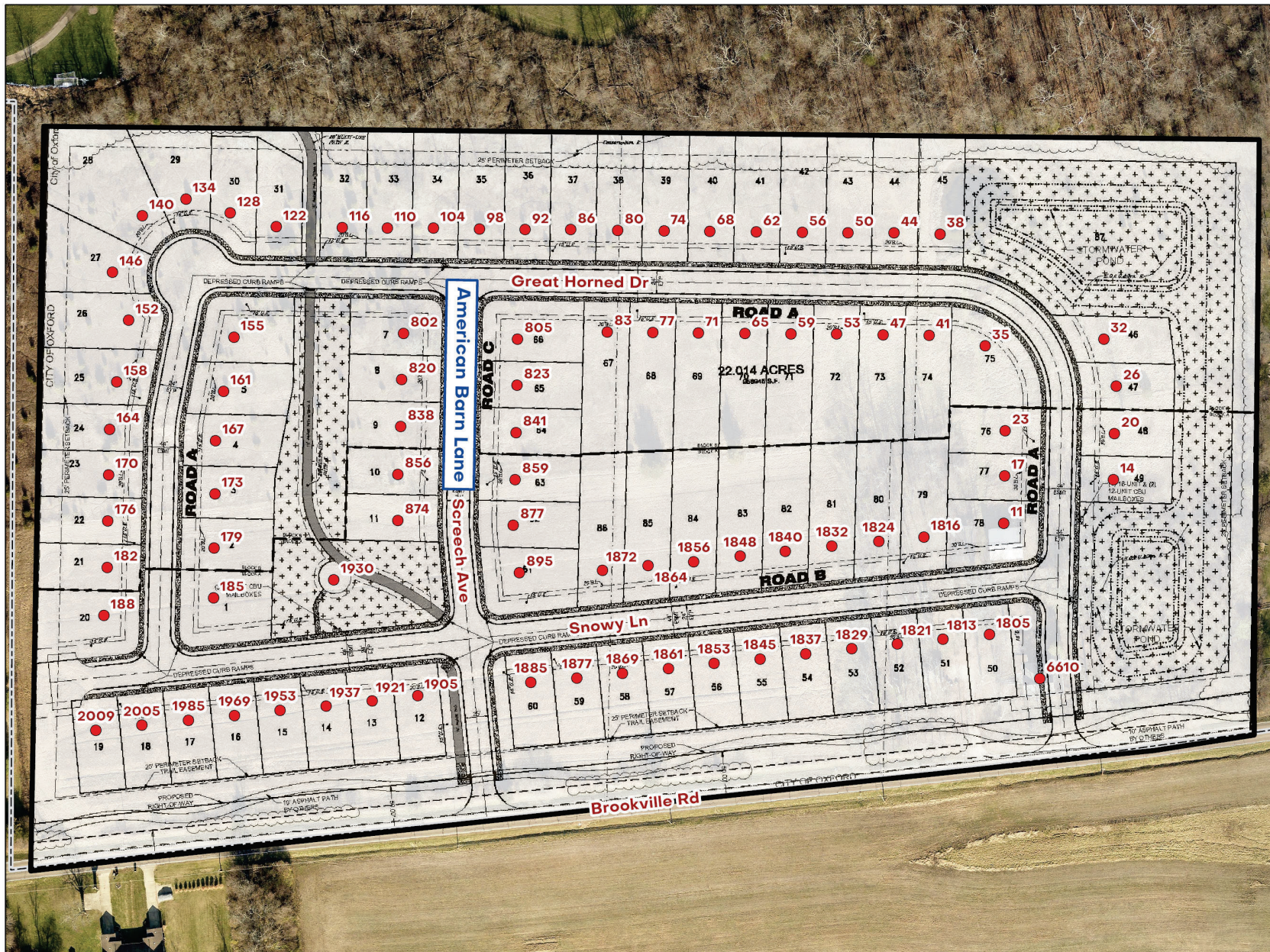
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Owl's Landing Street Name Changes

- Address Points
- US/State Highways
- Railroads
- Oxford Corporate Limits
- Owl's Landing Site



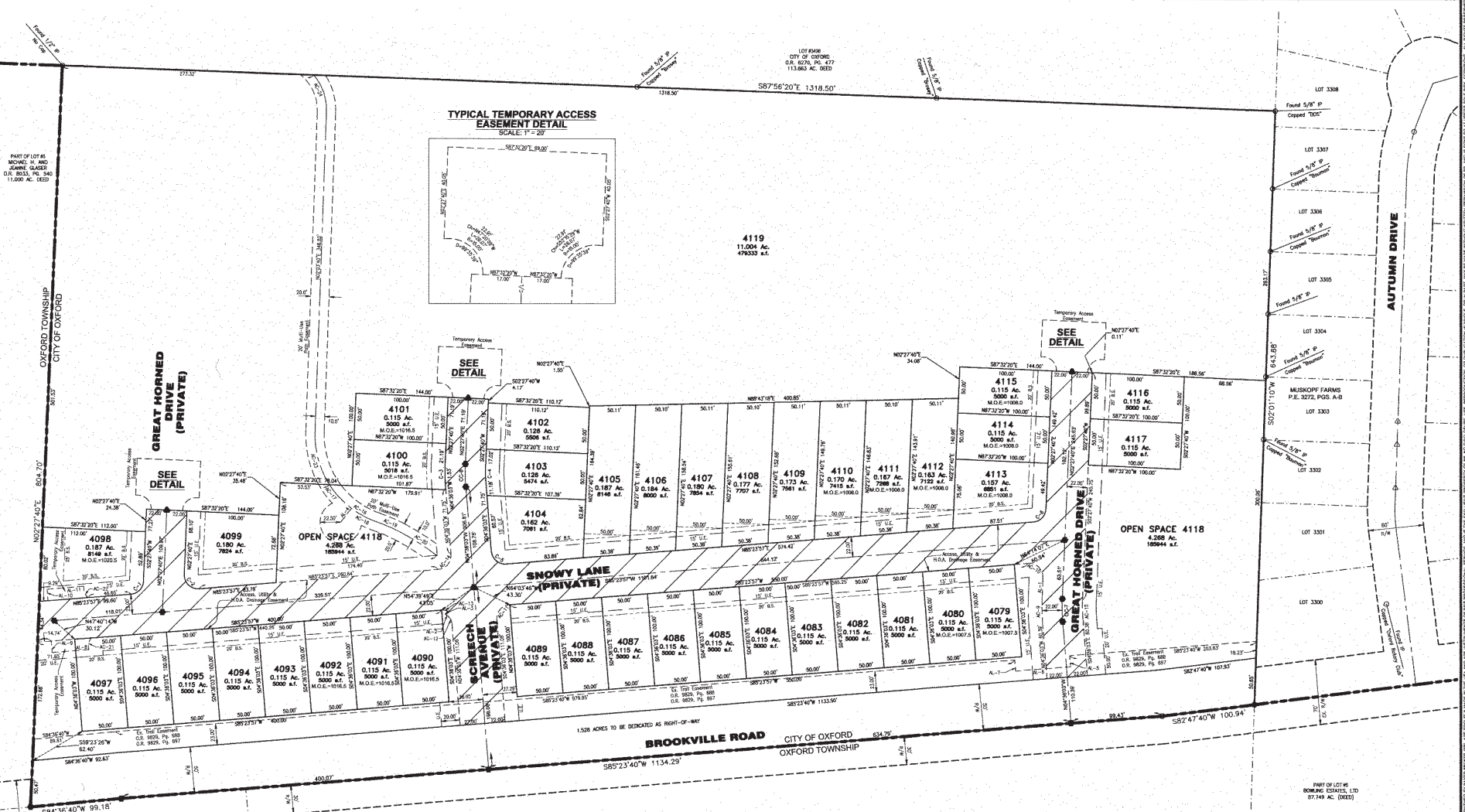
200
Feet

Date: 3/24/2023



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.

9933-1895



LOT LINE CURVE TABLE

Curve	Delta	Radius	Length	Chord
C-1	82°36'14"	15.00'	21.71'	54°55'40"W 18.87'
C-2	97°53'44"	15.00'	25.41'	54°04'12"W 22.48'
C-3	75°54'44"	222.00'	77.35'	50°04'12"E 27.33'
C-4	75°54'44"	178.00'	21.84'	50°04'12"W 21.83'
C-5	80°00'00"	15.00'	23.56'	54°30'52"W 21.21'
C-6	82°56'16"	15.00'	21.71'	54°55'40"W 18.87'

CENTERLINE CURVE TABLE

Curve	Delta	Radius	Length	Chord
CC-7	7°02'44"	200.00'	24.89'	N0°04'12"W 24.64'
CC-8	7°02'44"	200.00'	24.89'	N0°04'12"W 24.64'

ACCESS EASEMENT CURVE TABLE

Curve	Delta	Radius	Length	Chord
AC-9	7°05'44"	222.00'	37.38'	N0°04'12"W 27.30'
AC-10	9°02'44"	15.00'	25.41'	N45°01'24"E 22.88'
AC-11	90°00'00"	15.00'	23.56'	S45°01'24"W 21.21'
AC-12	49°00'00"	15.00'	7.85'	N0°04'12"W 7.85'
AC-13	22°31'44"	15.00'	6.68'	N0°04'12"W 6.63'
AC-14	90°00'00"	15.00'	23.56'	N45°01'24"E 21.21'
AC-15	7°05'44"	178.00'	21.84'	S0°04'12"E 21.83'
AC-16	39°20'44"	150.00'	68.81'	S5°13'40"E 65.67'
AC-17	22°02'44"	150.00'	26.77'	N45°01'24"E 24.88'
AC-18	18°11'00"	150.00'	21.74'	S45°01'24"E 21.81'
AC-19	9°46'14"	177.80'	37.40'	S45°01'24"E 27.37'
AC-20	9°29'34"	263.70'	47.01'	S57°27'40"E 46.96'
AC-21	57°24'16"	15.00'	13.46'	S1°30'36"W 13.01'
AC-22	57°24'16"	15.00'	13.46'	S57°27'40"E 13.01'
AC-23	34°45'18"	150.00'	68.80'	N1°13'36"W 58.72'
AC-24	41°48'27"	60.00'	43.78'	N1°13'36"W 43.87'

ACCESS EASEMENT LINE TABLE

Line	Direction	Distance
AL-1	N0°27'40"E	21.85'
AL-2	N45°01'24"E	4.00'
AL-3	N45°01'24"E	4.14'
AL-4	N37°09'27"E	15.85'
AL-5	S54°30'20"E	12.00'
AL-6	S57°27'40"E	60.00'
AL-7	N0°04'12"W	12.00'
AL-8	S57°27'40"E	60.00'
AL-9	N45°01'24"E	12.00'
AL-10	N0°04'12"W	12.00'
AL-11	N0°27'40"E	40.00'

LEGEND

○ Found 5/8" Iron Pin (see map notes)
 ○ Found Spike
 ○ Found MAG Nail
 N=to Right of Way
 U=Utility Easement
 M.O.E.=Minimum Opening Elevation
 A=Access, Utility, & HSA Drainage Easement

TEMPORARY ACCESS EASEMENTS

THE TEMPORARY ACCESS EASEMENTS FOR EACH STREET DEFINED ON THIS PLAT SHALL TERMINATE UPON THE EXTENSION OF THEIR ASSIGNED STREETS.

TOTAL ACRES

LOTS: 16.218 AC.
 OPEN SPACE: 4.268 AC.
 RIGHT OF WAY: 1.528 AC.
 TOTAL SUBDIVISION: 22.014 AC.

CENTERLINE LENGTHS

GREAT HORNED DRIVE (RIGHT): 380.67 L.F.
 GREAT HORNED DRIVE (LEFT): 109.97 L.F.
 SNOWY LANE: 1101.64 L.F.
 SCREECH AVENUE: 402.65 L.F.

- NOTES:**
1. BASIS OF BEARINGS: NAD83 (2011) GPS OBSERVATIONS (O.D.O.T. RTN NETWORK, OHIO SOUTH ZONE 3402).
 2. PRIOR DEED REFERENCES: OFFICIAL RECORD 9817, PAGE 1774.
 3. ALL MONUMENTATION IS IN GOOD CONDITION UNLESS OTHERWISE NOTED.
 4. LINES OF OCCUPATION WHERE THEY EXIST GENERALLY AGREE WITH BOUNDARY LINES UNLESS OTHERWISE SHOWN ON PLAT.
 5. ALL DOCUMENTS USED AS SHOWN.
 6. REFERENCES: PLAT ENVELOPE 3272, PAGES A-B SURVEY VOLUME 28, PAGE 219 SURVEY VOLUME 34, PAGE 181 SURVEY VOLUME 42, PAGE 42 SURVEY VOLUME 53, PAGE 34 DEEDS OF RECORD AS SHOWN.

OWLS LANDING BLOCK A

ENTIRE LOTS 4097, 4098, 4099, 4100, 4101, 4102, 4103, 4104, 4105, 4106, 4107, 4108, 4109, 4110, 4111, 4112, 4113, 4114, 4115, 4116, 4117, 4118, 4119, 4120, 4121, 4122, 4123, 4124, 4125, 4126, 4127, 4128, 4129, 4130, 4131, 4132, 4133, 4134, 4135, 4136, 4137, 4138, 4139, 4140, 4141, 4142, 4143, 4144, 4145, 4146, 4147, 4148, 4149, 4150, 4151, 4152, 4153, 4154, 4155, 4156, 4157, 4158, 4159, 4160, 4161, 4162, 4163, 4164, 4165, 4166, 4167, 4168, 4169, 4170, 4171, 4172, 4173, 4174, 4175, 4176, 4177, 4178, 4179, 4180, 4181, 4182, 4183, 4184, 4185, 4186, 4187, 4188, 4189, 4190, 4191, 4192, 4193, 4194, 4195, 4196, 4197, 4198, 4199, 4200, 4201, 4202, 4203, 4204, 4205, 4206, 4207, 4208, 4209, 4210, 4211, 4212, 4213, 4214, 4215, 4216, 4217, 4218, 4219, 4220, 4221, 4222, 4223, 4224, 4225, 4226, 4227, 4228, 4229, 4230, 4231, 4232, 4233, 4234, 4235, 4236, 4237, 4238, 4239, 4240, 4241, 4242, 4243, 4244, 4245, 4246, 4247, 4248, 4249, 4250, 4251, 4252, 4253, 4254, 4255, 4256, 4257, 4258, 4259, 4260, 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bayer becker

www.bayerbecker.com

20-0233 RP

Drawn By: PAH

Checked By: JOL

Date: 04-01-22

Scale: 1" = 40'



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry, Zachary Moore
DATE PREPARED:	3/28/2023
COUNCIL MEETING DATE:	April 18, 2023
AGENDA TITLE:	An Ordinance approving the recommendation of the Planning Commission to allow for an accessory dwelling unit as a conditional use in the R3MS Zoning district at 20 East Collins Street (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Accept Planning Commission recommendation
CITY MANAGER/DEPT HEAD APPROVAL:	SDP- 3/28/23

DISCUSSION:

Proposal Summary:

On behalf of the property owner, Scott Webb Architect is requesting a Conditional Use permit to enable the repurposing of an existing detached garage structure at 20 E Collins Street as an Accessory Dwelling Unit (ADU). As of 2017, the Oxford Zoning Code allows for the establishment of new ADUs in areas zoned as the R3MS District provided a Conditional Use is approved by Council.

Mr. Webb has submitted a site plan depicting existing property conditions which are proposed to remain largely the same, sparing the refurbishment of the existing garage to include additional living space comprising two bedrooms, a full bathroom, and a combined living/kitchen area. Mr. Webb's proposal had also included a widening of the existing driveway to support two (2) additional off-street parking spaces as the Zoning Code normally requires; however, the Planning Commission has since recommended a waiver for this requirement, requesting a stronger pedestrian connection instead be established in-lieu of two extra on-site parking spaces.

Background:

This is the second request for a new ADU (via the Conditional Use process) since provisions allowing for this possibility were first adopted into the Oxford Zoning Code in September 2017. The sole case previously heard was in 2020 for 303 N Main Street. The property at 20 E Collins Street is currently

home to a single-family dwelling legally permitted for up to five (5) total occupants per a 1999 Housing Agreement between the City and property owner, who still retains ownership to this day. Based on conversations with the property manager, due to the house only having 3 bedrooms it seems the reality is that the unit is only being rented to three (3) total occupants in order for each tenant to have their own private bedroom. There is thus a desire to increase living space such that, at least practically speaking, up to five (5) occupants could be accommodated comfortably on the same property. During initial conversations with City staff, the property manager had explored potential options for either an expansion to the existing home or conversion of the garage to an ADU, eventually opting to pursue the latter.

Planning Commission Recommendation:

Despite a number of concerns submitted in writing by the Fire Chief and Acting Police Chief, the Planning Commission staff report ultimately recommended approval of the Conditional Use application subject to four (4) conditions. At its meeting on March 14, the Planning Commission weighed the various facts and concerns pertaining to the case. Unlike the 2020 case which involved a much larger accessory structure, the 20 E Collins request is for a smaller ADU totaling 380 square feet; thus, it could potentially serve as a landmark decision influencing the establishment of future ADUs near campus. Planning Commission discussion mostly revolved around two main issues: (1) the necessity (or lack thereof) for accommodating expanded parking on-site; and (2) the substantiality of the planned kitchen inside the ADU, in the interest of providing adequate fire protections.

Staff had expressed a number of concerns with the applicant's proposed parking layout, feeling that the slope of the lot could present engineering-related challenges. Given the urban neighborhood context where 20 E Collins is situated, the Planning Commission felt a much better use of the limited space between the existing sloped driveway and main house was to establish a more defined/separated pedestrian route between the sidewalk and the future ADU, in lieu of extra parking.

In terms of kitchen amenities, the ADU was originally proposed to contain only a "kitchenette" comprising a sink, overhead microwave, and small counter with a mini fridge underneath. The Planning Commission seemed to agree with some of the concerns expressed by the Oxford Fire Chief, namely that not having a full-service kitchen inside the ADU could lead to tenants using portable plug-in cooking devices that could pose a potential hazard. Despite the possibility for ADU tenants to have access to the main dwelling's kitchen, the Commission felt the 2017 legislation supported the new ADU being able to operate more independently and not be so reliant on amenities in the main dwelling.

The Planning Commission ultimately voted 6-0-0 (1 absent) to recommend approval of the Conditional Use subject to the following conditions:

1. Consistent with **Section 1149.06(b)(4)** which requires a minimum three (3) foot setback between parking spaces and structures, a suitable elevated curb or other barrier shall be installed preventing vehicles from driving forward into the ADU structure.
2. A walkway connecting the ADU to the public sidewalk shall be provided, and this new walkway shall be separated from the driveway.
3. Vegetation along the western and northern boundaries adjacent to the garage structure shall be trimmed to the Fire Chief's satisfaction at the time of Final Zoning inspection.
4. A fire resistance building code report shall be prepared by a third-party selected by staff and shall be provided to the Fire Chief prior to issuance of the building permit. If the ratings are not sufficient to the Fire Chief, a sprinkler system shall be provided.
5. A full service kitchen shall be installed inside the ADU.

Updated Staff Recommendation:

Following the motion and vote by Planning Commission, staff realized that the Commission's

recommendation had included the notion of eliminating the requirement for additional off-street parking spaces without actually acknowledging a waiver to Code. In response, staff has composed an updated list of approval conditions which includes edits to Condition #2 in order to acknowledge a waiver to off-street parking:

1. Consistent with **Section 1149.06(b)(4)** which requires a minimum three (3) foot setback between parking spaces and structures, a suitable elevated curb or other barrier shall be installed preventing vehicles from driving forward into the ADU structure.
2. A waiver to **Section 1149.05(a)** is hereby granted to eliminate the requirement for two (2) additional off-street parking spaces to service the additional dwelling unit being established on-site (i.e., the ADU), contingent on a new walkway separate from the driveway being constructed to link the ADU to the public sidewalk along E Collins Street.
3. Vegetation along the western and northern boundaries adjacent to the garage structure shall be trimmed to the Fire Chief's satisfaction at the time of Final Zoning inspection.
4. A fire resistance building code report shall be prepared by a third-party selected by staff and shall be provided to the Fire Chief prior to issuance of the building permit. If the ratings are not sufficient to the Fire Chief, a sprinkler system shall be provided.
5. A full service kitchen shall be installed inside the ADU.

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT APPLICATION TO ALLOW FOR THE ESTABLISHMENT OF AN ACCESSORY DWELLING UNIT AT 20 E COLLINS STREET, OXFORD, OHIO 45056 WITH CONDITIONS.

WHEREAS, the Planning Commission met pursuant to Oxford Codified Ordinance Section 1147.02 on March 14, 2023 for the purpose of considering the request of Scott Webb Architect, Applicant/Agent, for a Conditional Use permit to allow for the establishment of an Accessory Dwelling Unit at 20 E Collins Street, Oxford, Ohio 45056; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of the Conditional Use permit application to allow for the establishment of an Accessory Dwelling Unit at 20 E Collins Street, Oxford, Ohio 45056 with the following conditions:

1. Consistent with Section 1149.06(b)(4) which requires a minimum three (3) foot setback between parking spaces and structures, a suitable elevated curb or other barrier shall be installed preventing vehicles from driving forward into the ADU structure.
2. A walkway connecting the ADU to the public sidewalk shall be provided, and this new walkway shall be separated from the driveway.
3. Vegetation along the western and northern boundaries adjacent to the garage structure shall be trimmed to the Fire Chief's satisfaction at the time of Final Zoning inspection.
4. A fire resistance building code report shall be prepared by a third-party selected by staff and shall be provided to the Fire Chief prior to issuance of the building permit. If the ratings are not sufficient to the Fire Chief, a sprinkler system shall be provided.
5. A full service kitchen shall be installed inside the ADU; and

WHEREAS, staff has since suggested the Planning Commission's recommendation to eliminate expanded parking from the overall plan needs to be formally acknowledged in the conditions as an additional waiver to the Oxford Zoning Code.

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

SECTION 1: Council hereby accepts the recommendation report submitted by the Planning Commission and incorporates the same herein with appropriate revisions as recommended by staff, and further grants the request for a Conditional Use permit to allow for the establishment of an Accessory Dwelling Unit at 20 E. Collins Street, Oxford, Ohio 45056 with the following conditions:

1. Consistent with Section 1149.06(b)(4) which requires a minimum three (3) foot setback between parking spaces and structures, a suitable elevated curb or other barrier shall be installed preventing vehicles from driving forward into the ADU structure.
2. A waiver to Section 1149.05(a) is hereby granted to eliminate the requirement for two (2) additional off-street parking spaces to service the additional dwelling unit being established on-site (i.e., the ADU), contingent on a new walkway separate from the driveway being constructed to link the ADU to the public sidewalk along E Collins Street.

3. Vegetation along the western and northern boundaries adjacent to the garage structure shall be trimmed to the Fire Chief's satisfaction at the time of Final Zoning inspection.
4. A fire resistance building code report shall be prepared by a third-party selected by staff and shall be provided to the Fire Chief prior to issuance of the building permit. If the ratings are not sufficient to the Fire Chief, a sprinkler system shall be provided.
5. A full service kitchen shall be installed inside the ADU.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JASON BRACKEN/DAVID PRYTHERCH

PREPARED BY: LAW (STAFF)



PC-2023-02

Surrounding
Property Owners
Notifications Map

Legend

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



1 inch = 80 feet

Prepared on Tuesday, January 31, 2023

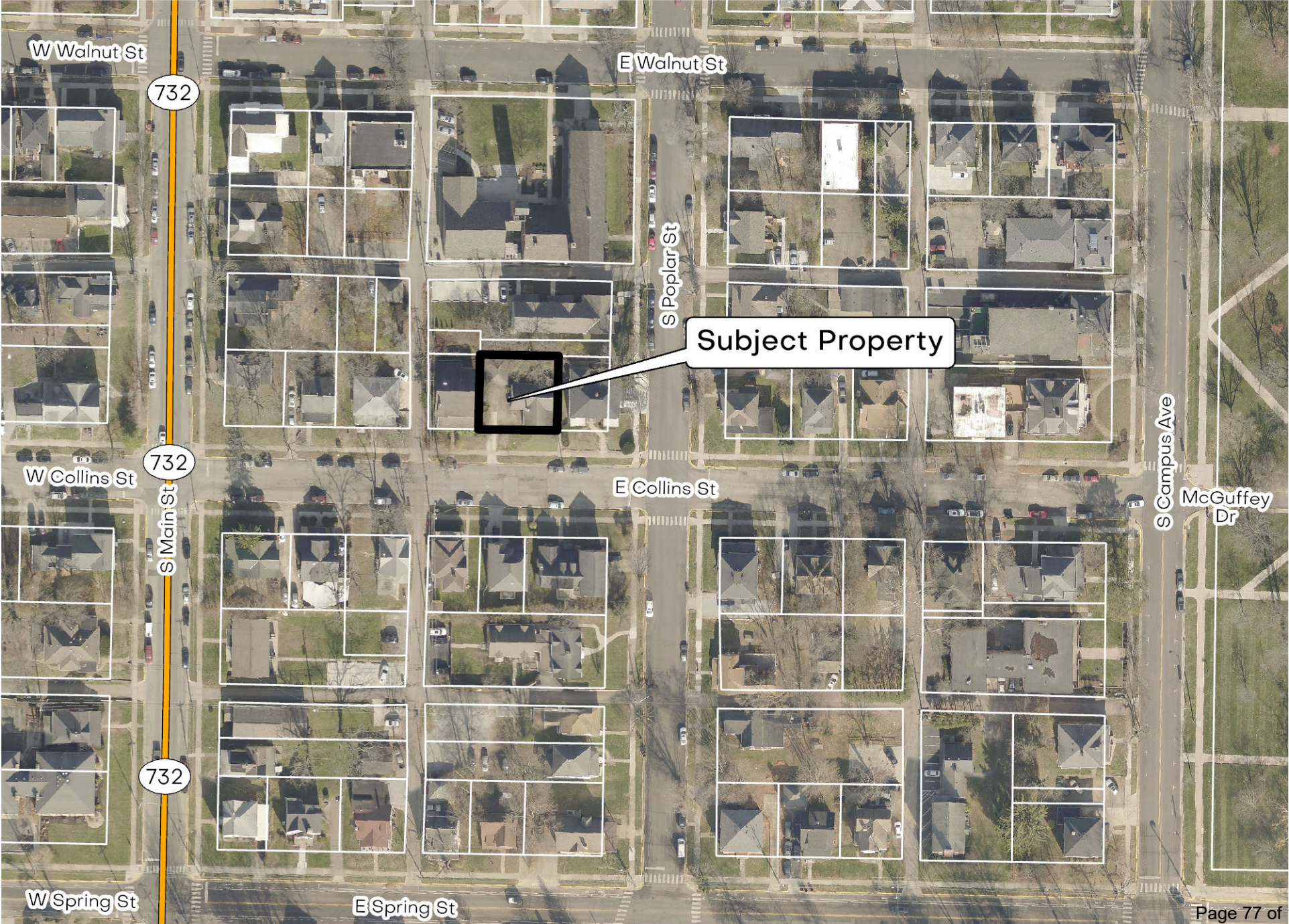
The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.



Aerial Map

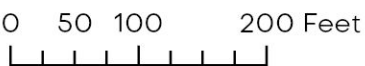
 Site

0 50 100 200 Feet



Zoning Map

 Site



**Internal Use Only:**

Case No.

PC-2023-02

Date Filed

1/23/2023 E.M.

Conditional Use Permit Application

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(s) * 513-523-3838

Email Address scott@scottwebbarchitect.com

Owner Information

Name * William A Phillips Trust Etal of the William A Phillips Irrevocable Trust

Mailing Address * 5735 Booth Road

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 513-524-8616

Email Address N/A

Location and Lot Information

Location of Property * 20 East Collins Street

Legal Description * Parcel #H4100003000133

Zoning District * R3MS

Total Area * 5,940 → Check One * Acres ☐ Square Feet ☒

Existing Use Description * Single Family Residence

Proposed Use Description * Adaptive reuse of a former garage to an accessory dwelling unit

Submission Requirements and Documentation

From Section 1147.02(a)¹.

- (1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.
- A. Application Fee.
 - B. Description of Use and Site.

A written, detailed description shall include the following information. A separate response is required for each subsection.

 1. The name, mailing address, and telephone number of the applicant and the property owner.
 2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
 3. A legal description of the site, including all separate lots.

4. A description of the existing uses of the site.
 5. The zoning district in which the site is located.
 6. A description of the proposed use.
 - a. A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
 - b. The hours of operation.
 7. A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties.
 - a. How the use is similar to or different from existing area uses and if there will be any interaction between the proposed use and existing uses.
 - b. How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.
 - c. If the use will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
 - d. How any potential negative effects on adjacent land will be mitigated.
 8. A statement about why the location proposed is more appropriate for the use than other locations.
 9. A statement of the necessity or desirability of the proposed use to the neighborhood or community.
 10. Separate, detailed statements that individually address each of the items listed as potential concerns for the proposed use.
 11. A list of the names and mailing addresses of all land owners within 200 feet of the site (see [next section](#)).
 12. Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.
- C. Site Plan. A scaled site plan shall include the following information in detail. The required information may be submitted on multiple site plans if inclusion of all information on a single plan makes it illegible or difficult to understand.
1. North arrow.
 2. Scale.
 3. Vicinity map.
 4. All existing and proposed lot lines within the site.
 5. Dimensions of all lots and of the entire site and any adjacent rights-of-way.
 6. Location, height, and use of all proposed and existing structures.
 7. Location and design of all proposed vehicle management areas.
 8. Location, size, and type of all proposed signs.
 9. Location, height, and type of all proposed screening and landscaping.
 10. Distances to residential zoning districts if within 1,000 feet.
 11. The use of land and location of structures on adjacent property and across adjacent rights-of-way.
 12. Other information as required by the Planning Commission.
- D. Landscape Plan. The plan shall demonstrate compliance with the requirements of Chapter 1148.
- E. Elevations of proposed structures, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.
- F. Other. Photographs of the existing use and its surroundings.

See Chapter 1147, Conditional Uses, for the full text, particularly 1147.03 for use-specific regulations¹.

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.

Planning Commission Review

From Section 1147.02(c)¹.

The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible testimony presented during the public hearing.

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

From Section 1147.02(c)(2) General Decision Standards¹. All Conditional Uses shall satisfy these General Decision Standards.

- A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. 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.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. 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.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. 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.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.
- N. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Fees & Receipt

The required fees are \$525.00 plus \$10.00 for postage. You may write a \$535.00 check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *


1/23/23

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 and documentation as attachments and a check for fee and postage 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 Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

For Staff Use Only

Fee Paid Date *

1/23/23

Receipt Number *

446837

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

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

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Scott Webb, Architect

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
a Conditional Use for an Accessory Dwelling Unit in the R3MS District

(Application Description)

located at

20 East Collins Street

(Property Address/Location)

Thank you,

Albert Phillips

(Property Owner Printed Name – must be a person)

College Property Management

(Property Owner Company Name – if applicable)

Albert Phillips

(Property Owner Signature – must correspond to printed name above)

1/23/23

(Date)

Sam Perry
Community Development Director
City of Oxford
Municipal Building
15 South College Ave.
Oxford, Ohio 45056



SCOTT
WEBB

ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Application for Conditional Use
Proposed Accessory Dwelling Unit
20 East Collins Street

January 23, 2023

Dear Mr. Perry,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Conditional Use for an Accessory Dwelling Unit in the R3MS Zoning District.

In response to the items listed in 1147.02, we offer the following:

A. *A description of the proposed use.*

B. *Description of Use and Site*

A written, detailed description shall include the following information. A separate response is required for each subsection.

1. *Description of Use and Site*

The name, mailing address, and telephone number of the applicant and the property owner.

Property Owners:

William A Phillips Trust Etal
Of the William A Phillips Irrevocable Trust
5735 Booth Road
Oxford, Ohio 45056

Architect:

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

2. *A statement from the owner that the applicant is entitled to apply on his or her behalf.*

A letter of Agency has been provided from the property owners

3. *A legal description of the site, including all separate lots.*

Parcel Number: H4100003000133

4. *A description of the existing uses of the site.*

The site is currently occupied by a single family residence that has been used as a student rental for many years. The existing detached garage is the subject of this application.

5. *The zoning district in which the site is located.*

The site is zoned R3MS – Single, Two, and Three Family Mile Square Residential District.

6. *A description of the proposed use.*

The proposal at hand is to allow the adaptive reuse of the original detached garage as an accessory dwelling unit.

a. *A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery & service vehicles*

Not Applicable.

b. *Hours of operation*

Not Applicable

7. *A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties;*

a. *How is the use similar to or different from existing area uses and if there will be any interaction between the proposed and existing uses*

This area of the Mile Square is predominately student rentals in former single family homes and was recently upzoned in the last Mile Square Zoning Map Amendment to encourage infill development based on its adjacency to Campus.

Rather than replace the existing house and garage in favor of a new 2 or 3-family structure, the owners are proposing to provide an additional dwelling unit in the original garage building.

b. *How any existing structures, proposed structures, and the site design relate to adjacent structures and sites*

With all buildings existing, design changes will be minimal and will preserve the neighborhood.

c. *If the use will involve any operations that create potential nuisances, such as excessive noise, lighting, odor, fumes, vibration, or emissions.*

The proposed residential use will not create any new nuisances.

d. *How any potential negative effects on adjacent land will be mitigated.*

No negative effects are anticipated.

8. *A statement about why the location proposed is more appropriate for use than other locations;*

Planning Commission specifically created this conditional use for this zoning district.

9. *A statement of the necessity or desirability of the proposed use to the neighborhood or community.*

Planning Commission and City Council decided to encourage infill development and allow increased density in an area near campus through the latest zoning map amendment. Additionally, they created this conditional use to allow new opportunities for dwelling units on some large lots in this district, potentially saving the original Mile Square houses

10. *Separate detailed statements that individually address each of the items listed as potential concerns for the proposed use.*

1147.03 (39) Accessory Dwelling Unit

A. Potential Concerns:

1. Vehicle Management

The existing site provides off-street parking on a paved area between the main house and the existing garage. The proposal at hand expands this paving area behind the sidewalk and vacated right-of-way to allow (2) additional cars.

2. Location of Accessory Building

The accessory structure is existing, and is located in the rear yard as required.

B. Regulations:

1. Relationship of its size, mass, height and square footage to the principal building

At less than 400 square feet the existing building is below the 1,000 max. area and less than half of the principle building footprint.

2. Building style and material.

The original garage was likely constructed around the time of the principal structure. The owners intend to adaptively reuse the building as an accessory dwelling unit, relocating the front door to the face the street and provide a new covered entry.

3. Building orientation consistent with the principal building

As shown on the attached aerial views, the building is appropriately located behind the house.

11. A list of the names and mailing addresses of all land owners within 200 feet of the site.

List of adjacent property owners is attached.

12. Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.

The proposal at hand is exactly the type of building and adaptive reuse model envisioned by the Planning Commission when this conditional use was added to the R3MS district.

C. Site Plan

A Site Plan with the required information is included with this application.

D. Elevations of proposed structures, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.

Photographs of the existing buildings are provided with a proposed elevation, showing the new entry porch.

E. Other. Photographs of the existing use and its surroundings

Photos are included with this application.

In response to the Decision Standards outlined in 1147.2(c), we offer the following:

- A. *The proposed use is in fact a Conditional Use appropriate for the Zoning District in which it is proposed;*

1143.07(a)(2)K. Accessory Dwelling Units

The proposal at hand describes the adaptive reuse of an existing garage for an accessory dwelling unit

- B. *The use and site will satisfy the general intent of the Zoning Code;*

The conditional use for an accessory dwelling unit in the R3MS Zoning district was recently adopted for this purpose

- C. *The use and site will be compatible with general intent of the Comprehensive Plan;*

The Comprehensive Plan calls specifically for the preservation of the historic housing stock in the Mile Square and its general character.

Planning Commission & City Council created this conditional use as a means to increase density in this quadrant of the Mile Square to encourage infill development while preserving original Mile Square houses

- D. *The size and shape of the site are sufficient for the proposed use.*

All buildings, drives, and parking areas are existing to remain. No change in the site is required by this conditional use

- E. *The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.*

This additional dwelling unit will not be disturbing or hazardous to the neighborhood.

- F. *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.*

Only Residential occupancies are permitted in this district.

- G. *The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.*

The additional dwelling unit is the same as the principal use as was intended by the Zoning Code.

- H. *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.*

All utilities are available at the proposed location. No special provisions are required.

- I. *Development of the site and operation of the use will not require substantial public expenditure for infrastructure or services.*

No public expense is anticipated by this project.

- J. *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 addition of a front facing door and covered porch to the existing structure is in accordance with the Mile square Design Guidelines.

- K. *The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.*

The site currently provides off-street parking. The proposal at hand expands this off street parking.

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

There are no scenic or natural resources in this area

- M. *All Necessary permits and licenses for the Conditional Use and its operation have been obtained or can be obtained for the use at the proposed location.*

All permits will be secured for the construction of this building.

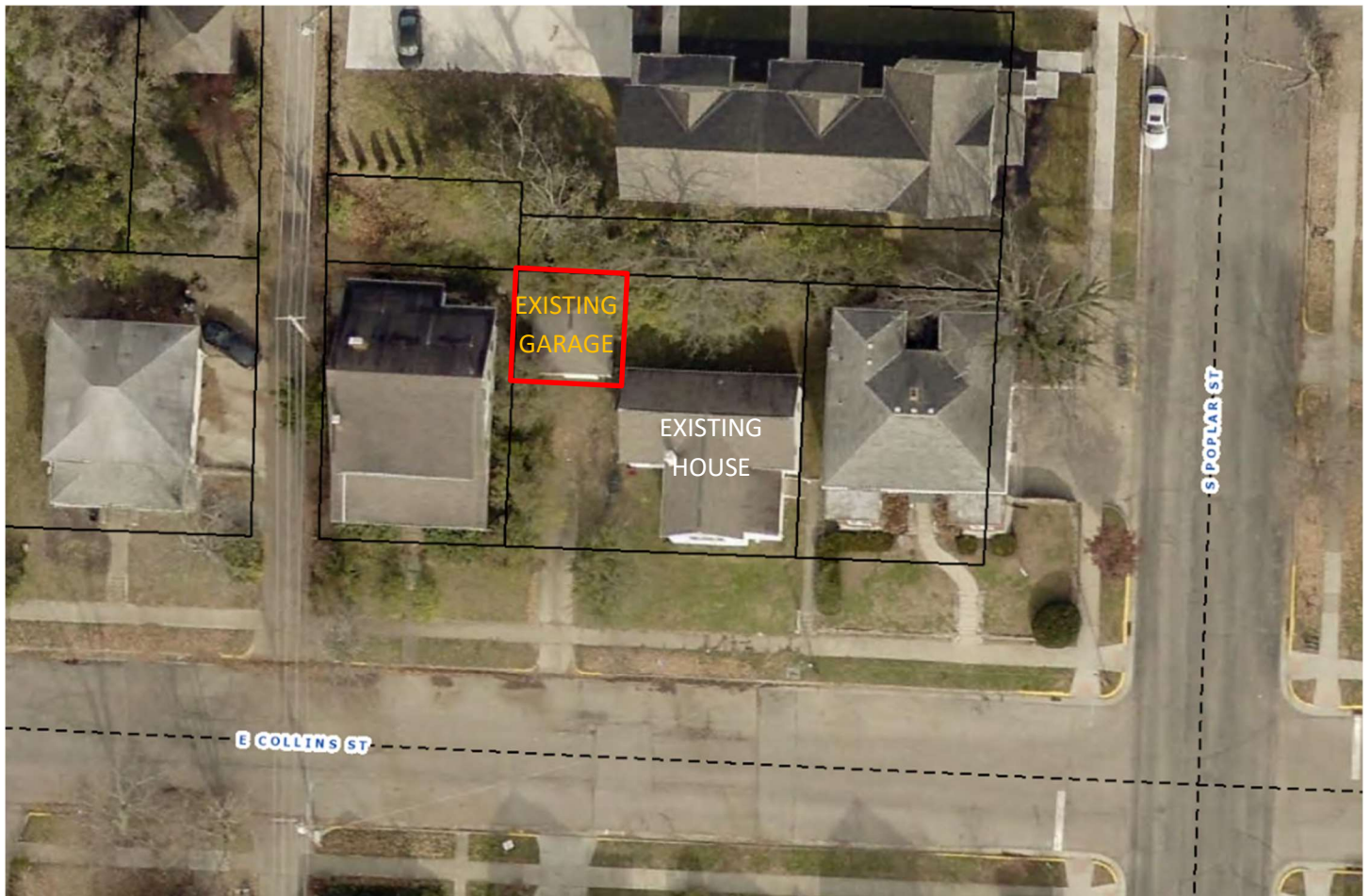
Thank you for your consideration of this proposal. If you have any questions or need any additional information, please call.

Respectfully,

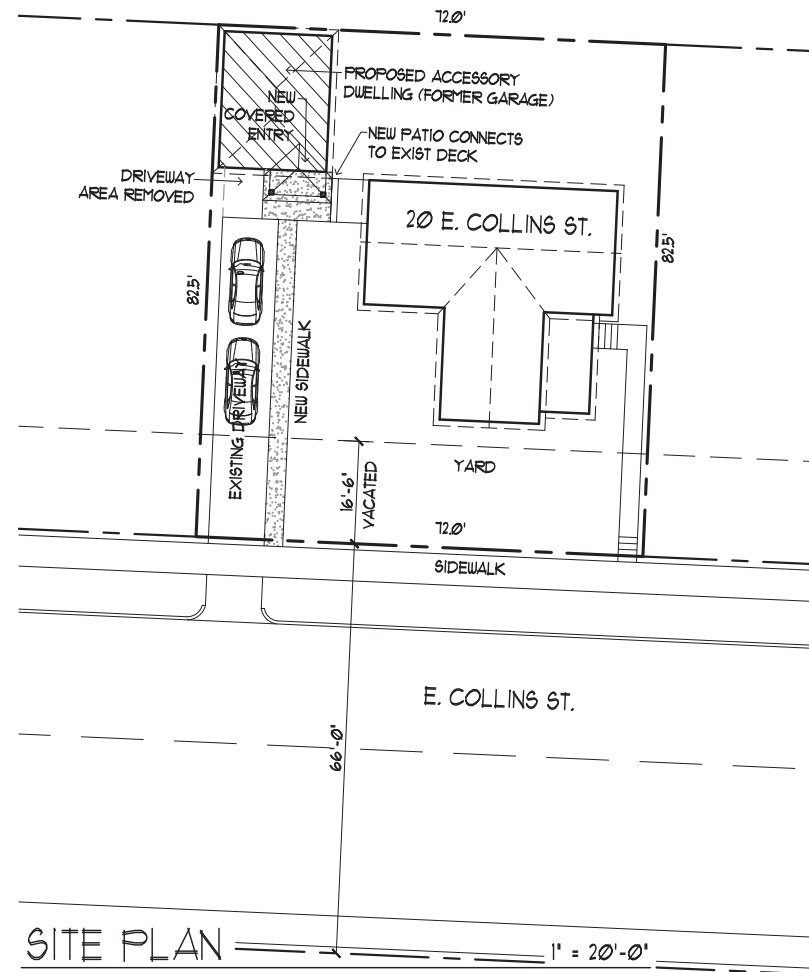
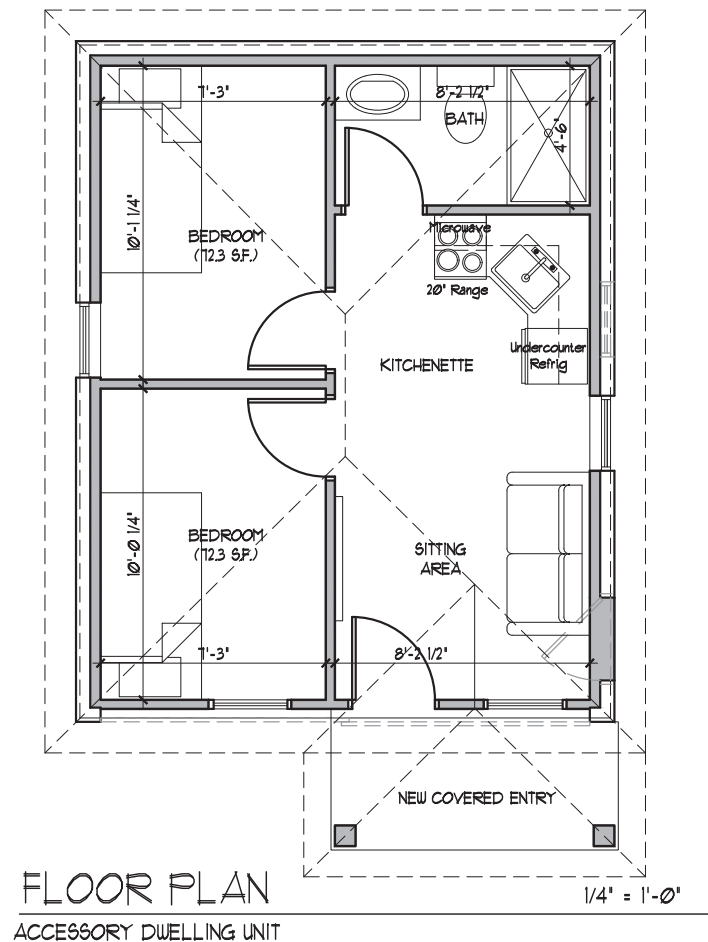
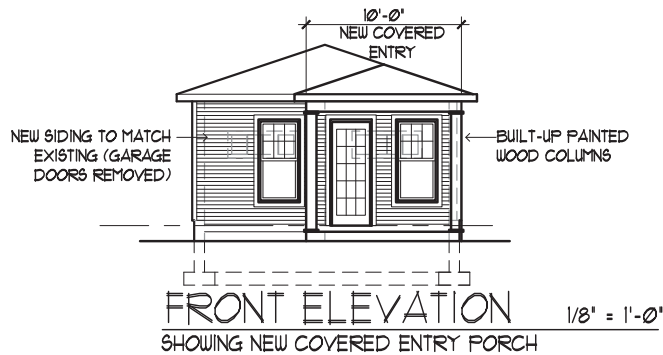
A handwritten signature in dark ink, appearing to read 'Scott Webb', is written over a light blue rectangular background.

Scott Webb, Architect

20 East Collins Street



Aerial View showing relationship between main house and existing accessory building



ZONING (R3MS ZONING DISTRICT)

OVERALL LOT AREA: (4,000 SF MIN. SINGLE-FAMILY) 5,940 SF
OVERALL LOT WIDTH: (40' MIN) 72.0 FEET

LOT COVERAGE

EXISTING 2-STORY HOUSE & PORCH: 1,258 SF
EXISTING GARAGE CONTAINING DWELLING UNIT 380 SF
NEW COVERED PORCH (NET REMOVING DRIVEWAY) -30 SF
EXISTING PAVED AREA (SIDEWALK & DRIVEWAY): 473 SF
PROPOSED NEW SIDEWALK 156 SF
TOTAL: 2,231 SF

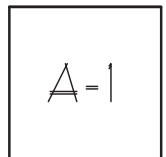
ACTUAL LOT COVERAGE: 2,231 SF / 5,940 SF = 37.66%
ALLOW. LOT COVERAGE: R3MS = 45%

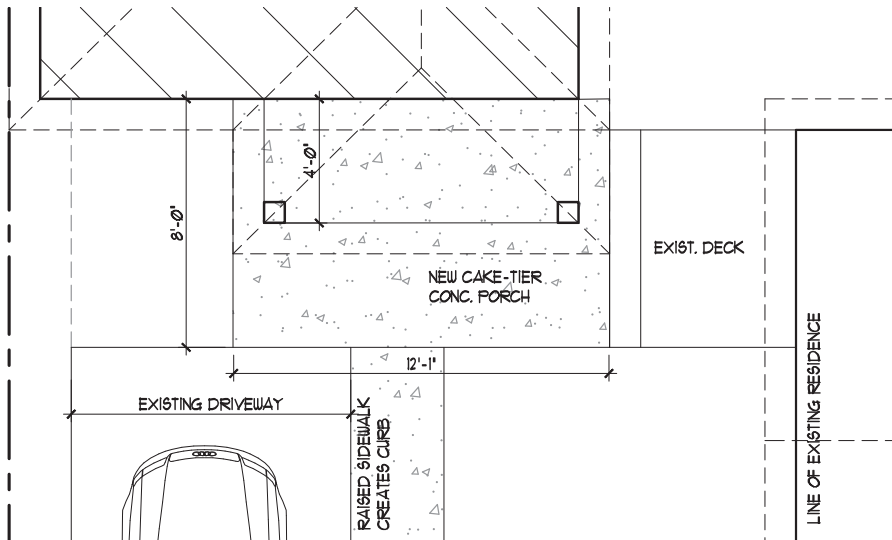
PARKING

(4) SPACES REQUIRED - (2) EXISTING TO REMAIN

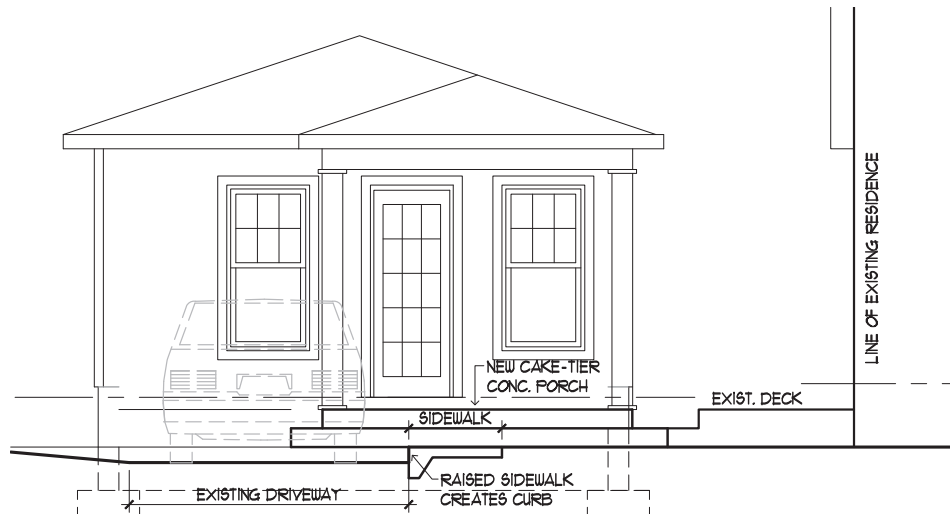


DATE
March 28, 2023
REVISIONS





PORCH DETAIL $\frac{1}{4}" = 1'-0"$
 ENLARGED PLAN SHOWING NEW PORCH & SIDEWALK ARRANGEMENT



PORCH DETAIL $\frac{1}{4}" = 1'-0"$
 ENLARGED ELEVATION SHOWING NEW PORCH & SIDEWALK ARRANGEMENT



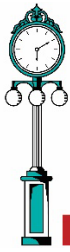
SITE PHOTO $\frac{1}{4}" = 1'-0"$
 SHOWING NEW SIDEWALK



PROPOSED ACCESSORY DWELLING UNIT
 20 E. Collins Street
 OXFORD, OHIO 45056

DATE
March 28, 2023
REVISIONS

A-2



MEMORANDUM

Fire Department
513-523-6324

Fire Review Page 1

TO: Scott Webb
Applicant

FROM: John Detherage
Fire Chief

DATE: 01-31-2023

RE: PC-2023-02 | 20 E. Collins St.

The subject application is **Returned, Reviewed with Comments.**

1. What is the proposed use of this building? From the design and lack of cooking facilities it appears to be a hotel room or maybe designed to be a short term rental?
2. If it is intended for long term student use, I fear the lack of proper cooking facilities and counter space would encourage the use of hot plates, griddles and other portable heat sources near combustible items like furniture, window coverings and other soft goods.
3. The distance between the garage and the two adjacent houses is minimal. A fire in any of the three structures would likely spread to the other two. Adding occupants to the garage compounds that risk as there is a greater chance of human error in another occupied structure.
4. The overgrown vegetation on the neighboring property also increases the risk of fire spread, along with hiding the garage. This makes it harder for emergency services to find this structure, especially at night and in adverse weather conditions. See attached picture #1.
5. If this is allowed to move forward in this fashion, I would suggest the garage be equipped with fire sprinklers due to the proximity of the other two structures, transient guests, and the inadequate cooking facilities.
6. An additional street address would need to be created should this move forward.
7. In picture #2 you will see the amount of overgrown trees and other vegetation that would contribute to fire spread should there be a fire in one of these structures.

8. If this is intended for student use, is there a need? It is my understanding that there are numerous vacancies around town for students. Many of them are in multi-family buildings that have smoke detection, fire alarms and sprinklers already in place. Is there a need to create less safe accommodation than what is currently available for rent?

All revisions are to be submitted through the Community Development Department.

Fire Review Page 2

Untitled Map

Write a description for your map.

Fire Review Page 3

Legend

📍 20 E Collins St



Google Earth

© 2023 Google

6.67 ft



Untitled Map

Write a description for your map.

Fire Review Page 4

Legend

- 20 E Collins St
- Holy Trinity Episcopal Church

Holy Trinity Episcopal Church

20 E Collins St

S Poplar St





Oxford Division of Police
101 East High Street
Oxford, Ohio 45056

Dispatch: 513.523.4321
Office: 513.524.5240
Fax: 513.524.9111

Email:
police@cityofoxford.org

Website:
www.cityofoxford.org/police

ADMINISTRATIVE STAFF

Chief of Police
John A. Jones
513.524.5247
jjones@cityofoxford.org

Operations
Lt. Geoff Robinson
513.524.5258
grobenson@cityofoxford.org

Support Services
Lt. Lara Fening
513.524.5242
lfening@cityofoxford.org

Sgt. Ryan Sikora
513.524.5253
rsikora@cityofoxford.org

Office Manager
Amy Gabbard
513.524.5247
agabbard@cityofoxford.org

INVESTIGATIONS SUPERVISOR

Sgt. Adam Price
513.524.5259
aprice@cityofoxford.org

PATROL SUPERVISORS

Sgt. David King
513.524.5282
dking@cityofoxford.org

Sgt. Josh Jenkins
513.524.5233
jjenkins@cityofoxford.org

Sgt. Matt Hatfield
513.524.5244
mhatfield@cityofoxford.org

Sgt. Ben Hool
513.524.5254
bhool@cityofoxford.org

MEMO

To: Community Development Department
From: Lt. Geoff Robinson, Acting Police Chief
Date: 07 MAR 2023
Re: PC-2023-02 | 20 E. Collins St., Conditional Use Review

The subject application is returned, with the following questions / comments.

1. Can bollards be installed at the top of the driveway to protect building intrusion by a vehicle losing control?
2. What controls, landscaping or hardscape, can be installed along the house side of the new driveway to limit lawn/streetlawn erosion by vehicles trying to maneuver in the tight space?
3. Will a new street address be created for the new residence? Shared address such as A/B, ###.5 cause confusion when trying to locate in an emergency.
4. The area of ingress/egress nearest the driveway for both structures seems very limited due to the new driveway and proximity to parked cars.
5. How will parking privileges be decided on the new driveway for either residence? Will the driveway be split amongst the two residences? This may cause an issue police will be called to if cars are blocked in.



Courtesy Notice

Community Development Department
513-524-5204

You are receiving this notice because your property is located within 200 feet of a site set for consideration by the Oxford Planning Commission and City Council for future development that requires special approval.

CASE NO.: PC-2023-02

CASE TITLE: 20 E Collins Street, **CONDITIONAL USE**, to allow an accessory dwelling unit in the R3MS zoning district, **Scott Webb, Architect, Applicant/Agent**

HEARING DATE: March 14, 2023, 7:00pm

LOCATION: Oxford Courthouse, 118 West High Street, Oxford OH 45056

DESCRIPTION: The subject property at 20 E Collins Street currently supports a single-family dwelling permitted for up to 5 total occupants. Situated in the northwest corner of the property, at the back of an existing driveway, is a detached garage. The applicant proposes to convert the garage structure into an Accessory Dwelling Unit (ADU), thus creating additional living space for up to 2 occupants. The R3MS zoning district, which the subject site is zoned, allows ADUs to be approved through the Conditional Use process contingent on certain requirements being met. Conditional Uses are first brought to Planning Commission for a recommendation, prior to going to City Council for a final determination. Some notable features proposed as part of the project include a new covered entry, doorway, and windows at the front of the structure (to transition the garage to a more "dwelling-like" appearance), as well as an expanded driveway to accommodate two additional parking spaces on-site. Snapshots of the submitted site plan, floor plan, and building elevation can be seen on the back of this notice.

You are welcome to attend the scheduled City of Oxford Planning Commission hearing as noted above. If you cannot attend, but would like to comment on this matter, please complete this form and return it at your earliest convenience to **City Planner Zachary Moore, 15 S. College Avenue, Oxford, OH 45056**. You may also email any comments or questions to zmoore@cityofoxford.org.

You can view the most up to date meeting information and agenda at any time by going to cityofoxford.org and scrolling to the bottom of the homepage to view the **City Meetings & Events** calendar

NAME (PRINT): Dennis Day

ADDRESS: 5350 Brown Rd - PO Box 849

TELEPHONE: Home 513 523 2638 Cell _____ Work _____

COMMENT (You may attach a separate note or letter if more space is needed):

I support the addition to the property located at 20 E. Collins. It will look nice and provide additional housing



Community Development Department
Planning Commission Action Letter
513-524-5204

March 15, 2023

Scott Webb, Architect
103 W Walnut Street
Oxford, OH 45056

VIA EMAIL:
scott@scottwebbarchitect.com

RE: PC-2023-02, 20 E Collins Street, CONDITIONAL USE, to allow for an Accessory Dwelling Unit in the R3MS Zoning District, **Scott Webb, Applicant/Agent**

Dear Mr. Webb:

On March 14, 2023, the City of Oxford Planning Commission voted 6-0-0 (1 absent) to recommend **approval** of your request for a Conditional Use at 20 E Collins Street to allow for an Accessory Dwelling Unit (ADU), subject to the following conditions:

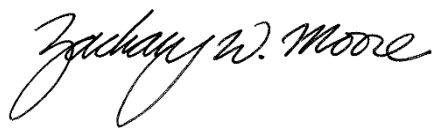
1. Consistent with **Section 1149.06(b)(4)** which requires a minimum three (3) foot setback between parking spaces and structures, a suitable elevated curb or other barrier shall be installed preventing vehicles from driving forward into the ADU structure.
2. A walkway connecting the ADU to the public sidewalk shall be provided, and this new walkway shall be separated from the driveway.
3. Vegetation along the western and northern boundaries adjacent to the garage structure shall be trimmed to the Fire Chief's satisfaction at the time of Final Zoning inspection.
4. A fire resistance building code report shall be prepared by a third-party selected by staff and shall be provided to the Fire Chief prior to issuance of the building permit. If the ratings are not sufficient to the Fire Chief, a sprinkler system shall be provided.
5. A full service kitchen shall be installed inside the ADU.

Staff would also like to further clarify that the Oxford Planning Commission accepted a single-wide driveway with space for two vehicles; staff construes this as an additional waiver request to **Section 1149.05(a)** to eliminate two (2) required parking spaces for a new dwelling unit, and will recommend inclusion of this as an additional 6th condition in a future report to Council.

Unless otherwise notified, the Oxford City Council will hold a First Reading to consider the Conditional Use at an upcoming meeting on Tuesday, April 4, 2023, with a Second Reading and final vote occurring at the following meeting on Tuesday, April 18, 2023.

Should you have any questions related to this action, please contact the Community Development Department at 513-524-5204.

Respectfully,

A handwritten signature in black ink that reads "Zachary W. Moore". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Zachary Moore, AICP
City Planner / GIS Coordinator

Community Development Department

Cc: File



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	3/27/2023
COUNCIL MEETING DATE:	April 18, 2023
AGENDA TITLE:	An Ordinance repealing Oxford Codified Ordinance section 303.08 entitled impounding and booting of vehicles; redemption, and adopting new Oxford Codified Ordinance section 303.08 entitled impounding and booting of vehicles; redemption. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve the Ordinance
CITY MANAGER/DEPT HEAD APPROVAL:	JAJ

DISCUSSION:

The current towing ordinance for the City allows only businesses physically located within the City of Oxford to be on the police rotation list for wrecker operators. While this list once contained three different wrecker services, due to a lack of interest or lack of ability to provide service, the list has only contained one wrecker service since 2017. In the last few years, we have noticed delays increasing as well as times when this service is not available. We have had a successful relationship with a wrecker service located in McGonigle, less than 5 miles from the Oxford corporation line. There are additional wrecker services within a 10-mile area that also could potentially serve the Oxford area if allowed to be on the rotation list. In order to improve access to wrecker services, the Chief of Police would request a change in the ordinance to allow for placing a wrecker service within 5 miles of the corporation line of the City of Oxford on the Police Division Rotation List.

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 303.08 ENTITLED IMPOUNDING AND BOOTING OF VEHICLES; REDEMPTION, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 303.08 ENTITLED IMPOUNDING AND BOOTING OF VEHICLES; REDEMPTION.

WHEREAS, per the recommendation of the Chief of Police, it is necessary to revise Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption, in order to clarify the authority of Public Safety Assistants to impound and boot vehicles.

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

SECTION I: Council hereby accepts the recommendation of the Chief of Police and finds that it is necessary to repeal Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption, and adopting new Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption to clarify the authority of Public Safety Assistants to impound and boot vehicles.

SECTION II: Council hereby repeals Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption, and adopts new Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption as follows:

303.08 IMPOUNDING AND BOOTING OF VEHICLES; REDEMPTION.

(a) Police officers are authorized to provide for the removal and impounding of a vehicle or the booting of a vehicle, on a public street or other property open to the public for purposes of vehicular travel or parking, or upon the right of way of any road or highway or upon private residential property under the following circumstances

(1) When any vehicle is left unattended upon any street, bridge or causeway and is so illegally parked so as to constitute a hazard or obstruction to the normal movement of traffic, or so as to unreasonably interfere with street cleaning or snow removal operations, or firefighters or workers in any other calamity.

(2) When any vehicle has been stolen or operated without the consent of the owner.

(3) When any vehicle displays illegal license plates or fails to display the current lawfully required license plates.

(4) When any vehicle has been used in or connection with the commission of a felony.

(5) When any vehicle has been damaged or wrecked so as to be inoperable or violates equipment provisions of this Traffic Code whereby its continued operation would constitute a condition hazardous to life, limb or property.

(6) When any vehicle is left unattended due to the removal of an ill, injured or arrested operator.

(7) When any vehicle has been operated by any person who has failed to stop in case of an accident or collision.

(8) When any vehicle has been operated by any person who is driving without a lawful vehicle license or while his license has been suspended or revoked.

(9) When any vehicle is found for which two or more citation tags for violations of this traffic code have been issued and the owner or operator therefore has failed to respond to such citation tags as lawfully required.

(10) When any unattended vehicle is parked so as to be in violation of Traffic Code Section [351.03](#).

(11) When any unattended vehicle is parked during a snow emergency violation of Section [351.16](#).

(12) When any unattended vehicle is parked in violation of Section [351.17](#).

(13) When any unattended vehicle is parked in violation of Section [351.03](#)(r).

(14) When any unattended vehicle is parked so as to be in violation of Oxford Code Section [351.18](#).

(15) When any unattended vehicle is parked in violation of Section [351.19](#).

(16) When vehicle is parked in violation of Section [353.03](#)(a) upon the fourth or subsequent offense within twenty-four months.

(17) When any vehicle is parked in violation of Section [351.06](#).

(18) When any vehicle is parked in violation of Section [351.13](#).

(b) Police officers are further authorized to provide for the removal and impounding or the booting of any motor vehicle when so authorized pursuant to the provisions of the Ohio Revised Code.

(c) The Police Department shall forthwith notify the registered vehicle owner of the fact of such removal and impounding, reasons therefore and the place of storage, or if the vehicle is immobilized by a boot, a notice of the booting shall be placed on the windshield that explains the reason for booting and the release procedure. Any person desiring to redeem an impounded or booted vehicle shall appear at the Police Department to furnish satisfactory evidence of identity and ownership or right to possession. Prior to issuance of a release form, the claimant, owner or operator shall either pay the amount due for any fines for violations on account of which such vehicle was impounded or booted or, as the court may require, post a bond in an amount set by the court, to appear to answer to such violations. The pound operator shall release such vehicle upon the receipt of the release form and payment of all towage and storage charges, or a police officer may remove the boot after all applicable fines and fees are paid.

(d) Public Safety Assistants are also authorized to provide for the removal and impounding of a vehicle or the booting of a vehicle pursuant to this Section.

(e) No owner or operator shall remove a boot or an impounded vehicle from the place of storage without complying with the above procedure. Possession of a vehicle which has been booted or impounded and unlawfully taken from the place of storage, by the owner or operator, shall constitute prima facie evidence that it was so removed by the owner or operator. Whoever violates this section is guilty of obstructing justice pursuant to Section [525.08](#).

(f) Impound Fees: Fees for impounded vehicles shall be those fees adopted in the City of Oxford Fee Ordinance. These fees as set forth in the Fee Ordinance shall be paid prior to release of any vehicle from the impound lot.

(g) Towing Charges: The City of Oxford will pay towing charges for vehicles towed to the City impound lot at the request of the Oxford Police Department. The fee for the towing charges are set forth in the Oxford Fee Ordinance. Additional charges at the prevailing rate may be paid for services requiring specialized equipment or extra personnel. These charges will be reimbursed to the City prior to the release of any vehicle from the impound lot.

(h) No vehicle which has been immobilized by the Oxford Police Department, by use of a boot, may be released unless and until each and everyone of the following conditions are satisfied:

(1) Sufficient proof is presented to the Police Department showing that all outstanding fines for violations or a bond as ordered by the Court, issued for that vehicle, have been paid in full, including any court costs.

(2) Payment is made to the Police Department for an immobilization removal fee in the amount as set forth and established by the Oxford Fee Ordinance.

(i) Refund: Any person found not guilty or having the charge nulled when such charges authorized and directly resulted in towing and impounding or booting, shall thereupon be refunded by the City and towing and impound fees or booting fees so paid.

(j) Courtesy Notice: Whenever a police officer or Public Safety Assistant chalks a tire or by any other manner commences to observe a vehicle suspected of violating the 72-hour parking prohibition, such police officer or Public Safety Assistant shall place under the windshield wiper of such vehicle, or other convenient place, a written notification to the effect that said vehicle is subject to towing and impoundment if it remains parked for more than 72 hours. This notice is intended as a courtesy and is not jurisdictional and proof of such notification is not required in determining guilt or innocence of a defendant.

(k) Towing Requirements:

(1) Eligibility: Any wrecker service located within 5 miles of the City of Oxford shall be eligible to receive calls from the Police Division for wrecker service provided such person or company agrees to provide wrecker service 24 hours per day, seven days a week, and submits proof of liability insurance as well as proof of ability to perform to the Police Division. In addition, to be placed on such eligibility list, such person or company shall sign a statement provided by the Police Division to the effect that they have received a copy of subsections (g) and (k) hereof and do agree to be bound by all terms and conditions therein contained as well as administrative rules or regulations promulgated by the Chief of Police relative to towing procedure.

(2) Rotation List: The Police Division shall maintain an eligibility list of wrecker operators complying with subsections (g) and (k) hereof and the police dispatcher shall call such operators in rotation. The Chief of Police may remove the name of any wrecker service operator failing to comply with subsections (g) and (k) hereof.

(3) Owner/Operator Responsibility: Wrecker service and towing charges for any vehicle not taken to the City impound lot shall be the sole responsibility of the owner or operator of such vehicle and said charges will not be paid or collected by the City except as hereinafter provided.

(4) Emergency City Responsibility: In any emergency situation, such as street repair, water main break and snow accumulation, the Chief of Police may authorize vehicles to be moved and not taken to the impound lot. When so authorized by the Chief of Police, wrecker charges will be paid by the City at an hourly rate agreed upon and established in advance by the Chief of Police and the wrecker service.

(5) When so authorized by the Chief of Police and whenever multiple vehicles need to be towed, wrecker charges will be paid by the City at an hourly rate agreed upon and established in advance by the Chief of Police and the wrecker service.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

(k) Towing Requirements:

- (1) Eligibility: Any wrecker service located ~~in~~ **within 5 miles of** the City of Oxford shall be eligible to receive calls from the Police Division for wrecker service provided such person or company agrees to provide wrecker service 24 hours per day, seven days a week, and submits proof of liability insurance as well as proof of ability to perform to the Police Division. In addition, to be placed on such eligibility list, such person or company shall sign a statement provided by the Police Division to the effect that they have received a copy of subsections (g) and (k) hereof and do agree to be bound by all terms and conditions therein contained as well as administrative rules or regulations promulgated by the Chief of Police relative to towing procedure.
- (2) Rotation List: The Police Division shall maintain an eligibility list of wrecker operators complying with subsections ~~(f)-(g)~~ and ~~(j)~~ **(k)** hereof and the police dispatcher shall call such operators in rotation. The Chief of Police may remove the name of any wrecker service operator failing to comply with subsections ~~(f)-(g)~~ and ~~(j)~~ **(k)** hereof.
- (3) Owner/Operator Responsibility: Wrecker service and towing charges for any vehicle not taken to the City impound lot shall be the sole responsibility of the owner or operator of such vehicle and said charges will not be paid or collected by the City except as hereinafter provided.
- (4) Emergency City Responsibility: In any emergency situation, such as street repair, water main break and snow accumulation, the Chief of Police may authorize vehicles to be moved and not taken to the impound lot. When so authorized by the Chief of Police, wrecker charges will be paid by the City at an hourly rate agreed upon and established in advance by the Chief of Police and the wrecker service.
- (5) When so authorized by the Chief of Police and whenever multiple vehicles need to be towed, wrecker charges will be paid by the City at an hourly rate agreed upon and established in advance by the Chief of Police and the wrecker service. (Ord. 3521. Passed 4-2-19.)