



AGENDA
PLANNING COMMISSION
TUESDAY, February 13, 2024
7:00 P.M.

MEMBERS

Corey Watt, Chair, HAPC Rep.

Shana Rosenberg, Vice Chair, HAC Rep.	Ann Kaufman Webster
Jason Bracken, Council & Environmental Commission Rep.	Matt Arbuckle
David Prytherch, Council & CASC Rep.	

STAFF

Sam Perry, Director, Community Development
Zachary Moore, City Planner / GIS Coordinator
Christopher Conard, Law Director

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 will be heard under Public Comments Related to Items not on the Agenda – and
(2) Comments for all public hearing items will be heard during Planning Commission consideration of said item. Please wait until you are recognized by the Chair, state your name and address so that your comments may be properly recorded and limit your remarks to a period of three minutes or less.

- I. Call to Order
- II. Approval of Agenda
- III. Executive Session: For the purpose of discussing the selection of Chair, Vice-Chair and Commission Representatives
- IV. Election of Officers and Commission Appointments
- V. Approval of Minutes of December 12, 2023 1
- VI. Public Comments Related to Items Not on the Agenda
- VII. Reports from Commissions, Boards, Committees & Staff
- VIII. Discussion Items
 - Concept Plan Review – South Farm Section IV 7
- IX. Adjournment



OXFORD PLANNING COMMISSION

Meeting Minutes

Tuesday, December 12, 2023

[Link for website video here](#)

Roll Call

Corey Watt, Chair

Shana Rosenberg, Vice Chair

David Prytherch

Ann Kaufman Webster

Jason Bracken

Matt Arbuckle

Time: 5:25

A regular meeting of the Oxford Planning Commission was called to order by Chair Corey Watt on Tuesday, December 12, 2023 at 7:00 p.m.

Members in attendance were Shana Rosenberg, Ann Kaufman Webster, David Prytherch, Matt Arbuckle, and Jason Bracken

Members excused: None

Staff Members in Attendance

Mr. Sam Perry, Director, Community Development, Mr. Zachary Moore, City Planner/GIS Coordinator, Mr. Christopher Conard, Law Director, Ms. Eunike Miller, Administrative Assistant

Staff Members Excused

None

Approval of the Agenda

Time: 5:32

Motion – To Approve the Agenda

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (6)

NAY: (0)

ABS: (0)

Approval of Minutes of September 12, 2023

Time: 5:49

Motion – To Approve the minutes as written

(Voice Vote) 1st Mr. Prytherch

2nd Ms. Kaufman Webster

AYE: (6)

NAY: (0)

ABS: (0)

Public Comments Related to Items Not on the Agenda

Time: 6:24

Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda will be heard under Public Comments Related to Items not on the Agenda - and (2) Comments for all public hearing items will be heard during Planning Commission consideration of said item. Please wait until you are recognized by the Chair, state your name and address so that your comments may be properly recorded and limit your remarks to a period of three minutes or less.

Pete McCarthy, 6073 Contreras Rd

Mr. McCarthy expressed his concerns about the proactivity that is needed when it comes to planning.

Reports from Commissions, Boards, Committees & Staff

Time: 8:25

New Business

PC-2023-15

Time: 15:37

Page 5 of the Agenda Packet

1. 101 E Chestnut Street, ZONING MAP AMENDMENT, for 0.40 acres from General Business (GB) to Multi-Family Residential (R-3) District, Robert Humphrey, Applicant/Agent

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (6)

NAY: (0)

ABS: (0)

Comments from the Public

Kavitha Moola, 95 E Chestnut St

Ms. Moola is the owner of the property and the Red Ox Drive Thru. Ms. Moola was not against the rezoning request and the proposal. Ms. Moola did express her concerns about the proposed driveway being very close to the wall of the drive thru building.

Saahith Vukanti, 101 E Chestnut St

In his response to Ms. Moola's concerns, Mr. Vukanti presented a solution by offering to place posts along the wall.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (6)

NAY: (0)

ABS: (0)

Motion – To Approve PC-2023-15 as recommended by Staff

(Roll Call) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: Mr. Bracken (1)

NAY: Mr. Arbuckle, Mr. Prytherch, Ms. Kaufman Webster, Mx. Rosenberg, Mr. Watt (5)

ABS: None (0)

Page 38 of the Agenda Packet

2. 601, 603, 607 W Chestnut Street, ZONING MAP AMENDMENT, for 3.33 acres from Single-Family Low-Density Residential (R-1A) to Single –and Two-Family Residential (R-2A) District, City of Oxford, Applicant/Agent

Mr. Arbuckle recused himself from the case.

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (5)

NAY: (0)

ABS: (0)

Comments from the Public

Cathy Titus, 101 Charleston Dr

Ms. Titus was speaking as a representative of the 52 homes within 200 feet of the properties in discussion. Ms. Titus presented a petition in opposition to the rezoning proposal.

Harrison Titus, 101 Charleston Dr

Mr. Titus spoke in opposition of the zoning proposal. Mr. Titus was concerned about the City rushing the process, as well as the safety of the neighborhood and citizens, and property values.

Elaine Brandner, 30 Charleston Dr

Ms. Brandner is the President of Jamestown Square Condominium Association. Ms. Brandner asked the Commission to consider the opinions of the neighbors and involve them in the decision making process.

Jessica Greene, Assistant City Manager

Ms. Greene provided an explanation on why the City purchased the properties.

Ann Fuehrer, 1345 Dana Dr

Ms. Fuehrer spoke in favor of the rezoning proposal.

Jim Clawson, 6405 Contreras Rd

Mr. Clawson wanted to know why the City purchased these properties instead of investigating the opportunities, possibilities of the 40-acre land that the City already owns.

Lynda Herndon, 1009 Marilyn Dr

Ms. Herndon spoke in opposition of this proposal emphasizing her concerns about safety. Ms. Herndon finished reading the rest of the written petition previously presented by Ms. Titus.

Jenny Bailer, 131 Prevalent Dr

Ms. Bailer spoke in favor of the proposal listing reasons to support her statement while acknowledging the importance of considering the concerns of the neighborhood on W Chestnut Street.

Craig Hunter, 517 Pamela Dr

Mr. Hunter spoke in opposition of the proposal expressing his concerns how this proposal would change the neighborhood.

Diane Ruther-Vierling, Stillwell Beckett Rd

Ms. Ruther-Vierling spoke in favor of the proposal addressing some concerns about low-income housing.

Lei Song, 40 Charleston Dr

Ms. Song spoke in opposition of the rezoning proposal voicing her concerns about the safety of the neighborhood.

Daniel Cox, 121 Charleston Dr

Mr. Cox spoke in opposition of the rezoning proposal. Mr. Cox felt the notices the residents received were minimal.

Lucy Herndon, 730 Melissa Dr

Ms. Herndon was concerned about the erosion that is already happening at the back of her property, alleging the development would increase this problem. Ms. Herndon was also concerned about the increasing noise.

Lori Libby, 914 Marilyn Dr

Ms. Libby wanted to clarify she had not signed the petition.

Mike Henn, 150 Charleston Dr

Mr. Henn stated he did not receive a notice. Mr. Henn spoke in opposition of the rezoning proposal.

Pat Meade, 31 Charleston Dr

Mr. Meade spoke in favor of the rezoning proposal.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (5)

NAY: (0)

ABS: (0)

Motion – To Approve PC-2023-16 as recommended by Staff

(Roll Call) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: Ms. Kaufman Webster, Mx. Rosenberg, Mr. Prytherch, Mr. Bracken (4)

NAY: Mr. Watt (1)

ABS: None (0)

Other Business

Proposed Solar Facility Project – Letter of Intent, City of Oxford & Clean Capital

[Time: 2:37:01](#)

Page 69 of the Agenda Packet

Motion to Adjourn Meeting at 9:33 p.m.

[Time: 2:37:54](#)

(Voice Vote) 1st Mx. Rosenberg

2nd Mr. Prytherch

AYE: (5)

NAY: (0)

ABS: (0)

TO: Oxford Planning Commission

FROM: Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: February 6, 2024

RE: South Farm Section IV – Cristo Homes – Concept Plan Review

INTRODUCTION

On behalf of J.A. Development LLC, Bayer Becker c/o John Bayer, PE has submitted for review a new Concept Plan pertaining to the South Farm Section IV site on Roberts Drive, immediately west of the existing South Farm phase along Morgan Circle. J.A. Development LLC is represented by Adam & Joe Cristo, who are executives for Cristo Homes, a regional homebuilder.

A previous developer, South Farm Development LLC (represented by Michael Shea and John Boyle), had retained Bayer Becker to develop plans for the same 6.8-acre site. This “original” development proposal for South Farm Section IV began review in 2019, and while the team was eventually successful in securing the necessary planning & zoning approvals to proceed, ultimately the project did not come to fruition. The previous developers still own property comprising what would have been land devoted to their future development. Cristo Homes is now interested in purchasing the property to develop a single-family community with an identical level of density and substantially similar layout.

PRELIMINARY EVALUATION

The site involved totals 6.81 acres in size, excluding land occupied by a roadway & utility easement which is held by the City of Oxford. The easement is located on adjacent property to the south owned by Talawanda School District, and has been in place since 2014.

Like the previous proposal from South Farm Development LLC, the new Cristo proposal contains a total of 25 residential lots intended to support the construction of single-family homes. The proposed lots range in size from as small as 3,620 square feet, to as large as 6,441 square feet. While any developer would be free to sell lots to, and/or enlist whichever homebuilder(s) they wish for their development, it seems likely Cristo would serve a dual role as both developer and builder.

Some key differences between the previous South Farm Development LLC proposal and the new J.A. Development LLC proposal include the following:

<https://cityofoxfordoh.sharepoint.com/sites/Boards-and-Commissions/Shared Documents/Planning Commission/2024/South Farm Cristo Concept Plan/South Farm Cristo Concept Plan - Staff Memo.docx>

- **Alley Removal:** The previous plan had included a private alleyway running behind the western row of lots, which would have enabled the construction of rear-loaded garages and thus freed up room on the front facades for more traditional design elements such as increased windows, front porches, etc. The plan from Cristo no longer includes an alley, thus meaning that all dwellings will likely require front facing garages. Several sample home renderings have been submitted, illustrating various home layouts that can offer either a 1-car garage or 2-car garage.
- **Decreased Street Pavement Width:** Assuming streets within the future development are still intended to be public, adherence to the City’s minimum specifications will need to be demonstrated; namely, adherence to the Local Street Typical Section found in Attachment H of the Subdivision Regulations. The Typical Section offers a choice between two configurations: (1) 50-foot wide right-of-way paired with a 30-foot wide street; or (2) 60-foot wide right-of-way paired with a 35-foot wide street. Right-of-way widths are unchanged compared to the previous plan, all measuring 60 feet wide. The existing “stub” on Roberts Drive currently measures 30 feet in width, and therefore was previously permitted to continue at the same width into Section IV. However, the future street “Hoover Drive” – upon which all 25 lots are to be situated – was previously planned to observe a standard pavement width of 35 feet. The new plan now proposes all streets – both Roberts and Hoover – to be 28 feet in width. The Subdivision Regulations does not permit variation from the usual specifications except in the case of private streets, which can otherwise be approved by the Planning Commission *upon the City Engineer’s recommendation* pursuant to **Section 1101.4(404)(E)**.
- **T-Turnaround & Collector Road Stub:** Due to the elimination of the private alley from the plan, Community Development staff suggested this could prove problematic in terms of satisfying the Fire Department’s need for a turnaround. Instead of installing a permanent cul-de-sac or other means of temporary turnaround within the site boundary, it was suggested the same effect could be achieved by taking advantage of the City’s easement on the Talawanda School District property to the south. Seeing as how this easement exists to support the future construction of a collector roadway, the developer has agreed to incorporate a roadway intersection which can fulfill the purpose of a T-turnaround in the short term, as the road awaits connection to Kehr & Booth Rds., or other points westward, in the future.

PLANNING COMMISSION ACTION

Concept Reviews do not involve any sort of formal decision or vote being rendered by the Planning Commission; rather, it is an opportunity for valuable feedback to be given that can help shape a development plan in its earliest stages.

As stated in their submitted narrative letter, the Cristo team intends to eventually file a formal submittal for consideration of a Planned Development. As with any Planned Development, the review process would entail a recommendation from the Planning Commission followed by a decision from Council. At this point in time, the team is seeking informal guidance from the Planning Commission on whether the proposal and associated site design seems to be on the right track. Given the relatively small size of the site, the low unit count, and the recent procedural history & design evolution involving the same engineer working on behalf of a previous developer, it is expected enough information can later be submitted to enable consideration of a combined Preliminary + Final Planned Development application. A combined application would allow for a shortened review timeframe as compared to the standard option to submit for separate Preliminary PD & Final PD approvals.

<https://cityofoxfordoh.sharepoint.com/sites/Boards-and-Commissions/Shared Documents/Planning Commission/2024/South Farm Cristo Concept Plan/South Farm Cristo Concept Plan - Staff Memo.docx>

The Commission should keep in mind that other City departments including Fire, Police and Service – which normally weigh in on large-scale development projects and other discretionary planning matters – have not yet had an opportunity to review and comment on the proposal. Other departments are usually consulted once a formal submittal has been received. A Concept Review can serve as an opportunity for an applicant to make more significant adjustments to a particular plan, before it is packaged as a detailed application and submitted for a more complete review involving transmission to other departments for comment and revisions.

Lastly, it should be noted that once a formal submittal is received, per typical protocol courtesy notices will be distributed to all properties within 200 feet of the subject property so that nearby residents may also be given ample opportunity to provide feedback to staff, Planning Commission, and Council.

January 16, 2024

Mr. Zachary Moore
City Planner & GIS Coordinator
City of Oxford
15 South College Avenue
Oxford, Ohio 45056

Re: South Farm Section IV
Concept Plan Submittal

Dear Mr. Moore:

J.A. Development hereby requests a Concept Plan review with the City of Oxford Planning Commission for the proposed South Farm Section IV development to be located at the west end of Roberts Drive. Enclosed please find a copy of the Concept Plan.

It is understood that all approvals for the South Farm Section IV development previously issued to South Farm Development LLC have expired. It is J.A. Development's intention to pursue feedback from the City of Oxford Planning Commission through the Concept Plan review process in order to then complete a combined Preliminary & Final PUD application concurrently with the site plan review.

As previously proposed, the attached concept plan consists of 25 single family lots connecting to an extension of Roberts Drive and proposed Hoover Drive. The proposed single family lots vary in size from approximately 0.08 acres to 0.15 acres, final lot sizes are to be determined at the Planned Development stage. Lots are minimum 40ft wide with proposed front, rear and side setbacks of 20ft, 5ft and 5ft respectively. In alignment with the prior South Farm Section IV approvals, it is expected that lot coverage will exceed the 40% allowable for residential lots. Building information is to be included with the Planned Development application but lot coverages are expected to be 60%-65%, in alignment with prior approvals for the site. Options for single and two-story homes are being explored for the development, detailed information for the housing product are to be provided with the Planned Development Application. All lots are planned to access Hoover Drive, the alley shown in the previous Planned Development has been removed.

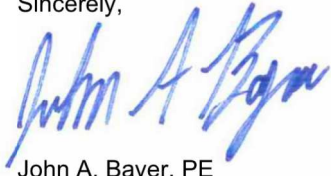
Phase 5 of the Oxford Area Trail System is planned along the north side of Roberts Drive through the development. The trail's alignment is shown on the Concept Plan accordingly. Sidewalks are shown on the south side of Roberts drive as well as east and west sides of Hoover Drive, providing pedestrian connectivity to the trail.

Through feedback received from City staff, it has been determined that extension of Hoover Drive to the south and creation of a Booth Road stub would serve as a much-desired spur for development in the vicinity. The City of Oxford 2020 Transportation Plan calls for this roadway extension specifically. The City of Oxford holds easements from the Talawanda School District for construction of this roadway.

The development includes approximately 1.8 acres of open space which represents 29% of the development area. Much of the proposed open space area and additional 25ft site perimeter setbacks are to be dedicated in conservation easements in order to preserve vegetation along the site's perimeter. This area represents approximately 2.1 acres, 34% of the site's total area.

Please place this item on the February 13th Planning Commission Meeting agenda. Should you have any questions, or need any additional information, please do not hesitate to contact us.

Sincerely,

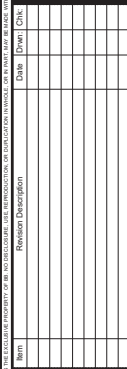


John A. Bayer, PE

Enclosures

Cc: J.A. Development, Adam & Joe Cristo

 Basis of Bearing:
 State Plane NAD83 (2011)
 SCALE: 1" = 30'



**SOUTH FARM
SECTION FOUR**

SECTION 34, TOWN 5, RANGE 1
CITY OF OXFORD
BUTLER COUNTY, OHIO

EXHIBIT

**bayer
beck**
www.bayerbeck.com
110 S. College Avenue, Suite 101
Oxford, OH 45056 • 513.523.4270

Drawing:	18-0180 CD EXTENSION
Drawn by:	JAB
Checked By:	
Issue Date:	1-16-24
Sheet:	

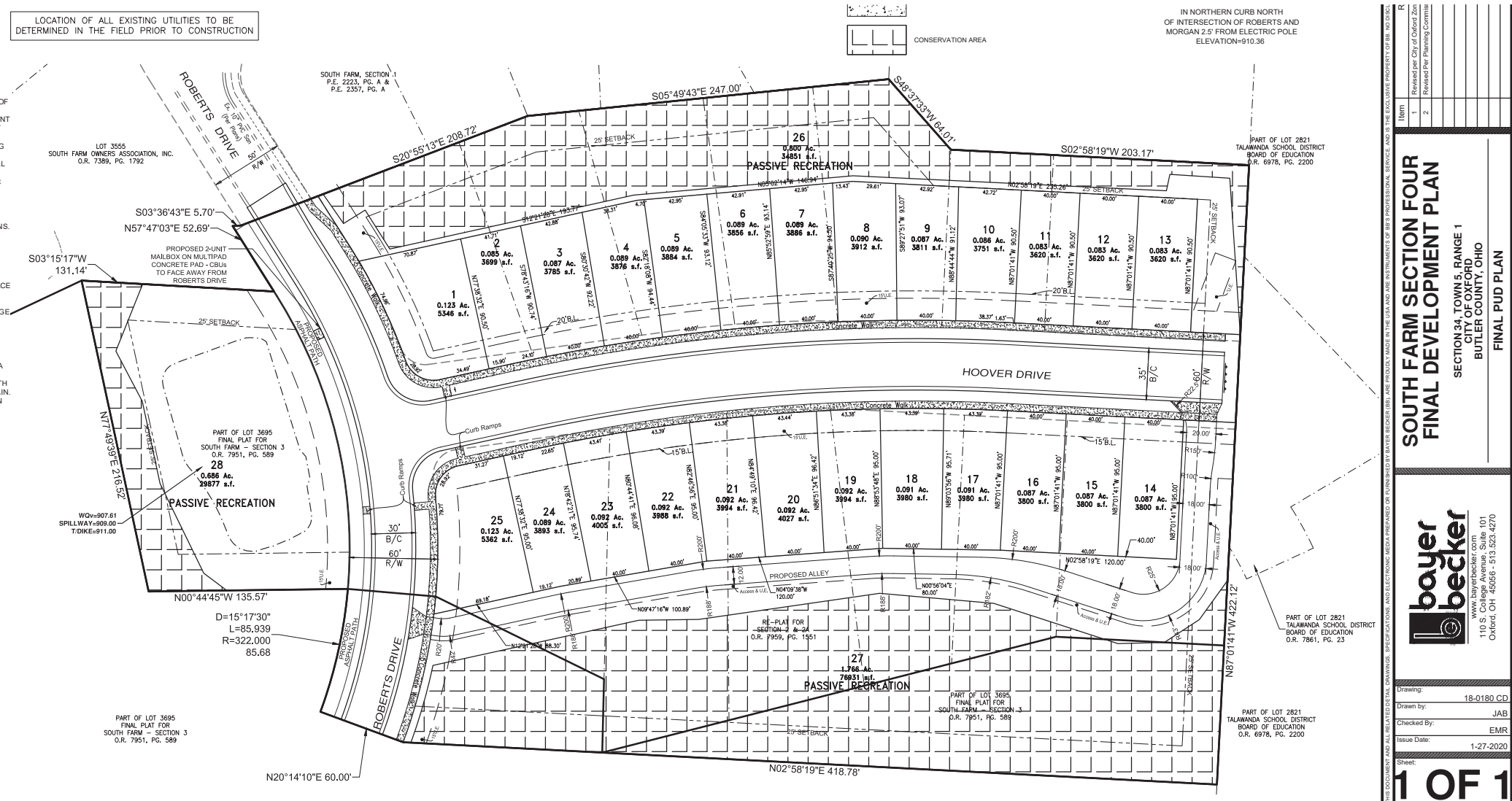
1 OF 1

LEGEND

 CONSERVATION EASEMENT

PREVIOUSLY APPROVED PLAN FROM SOUTH FARM DEVELOPMENT LLC

LOCATION OF ALL EXISTING UTILITIES TO BE DETERMINED IN THE FIELD PRIOR TO CONSTRUCTION



SOUTH FARM SECTION FOUR FINAL DEVELOPMENT PLAN

SECTION 34, TOWN 5, RANGE 1
CITY OF OXFORD
BUTLER COUNTY, OHIO

FINAL PUD PLAN

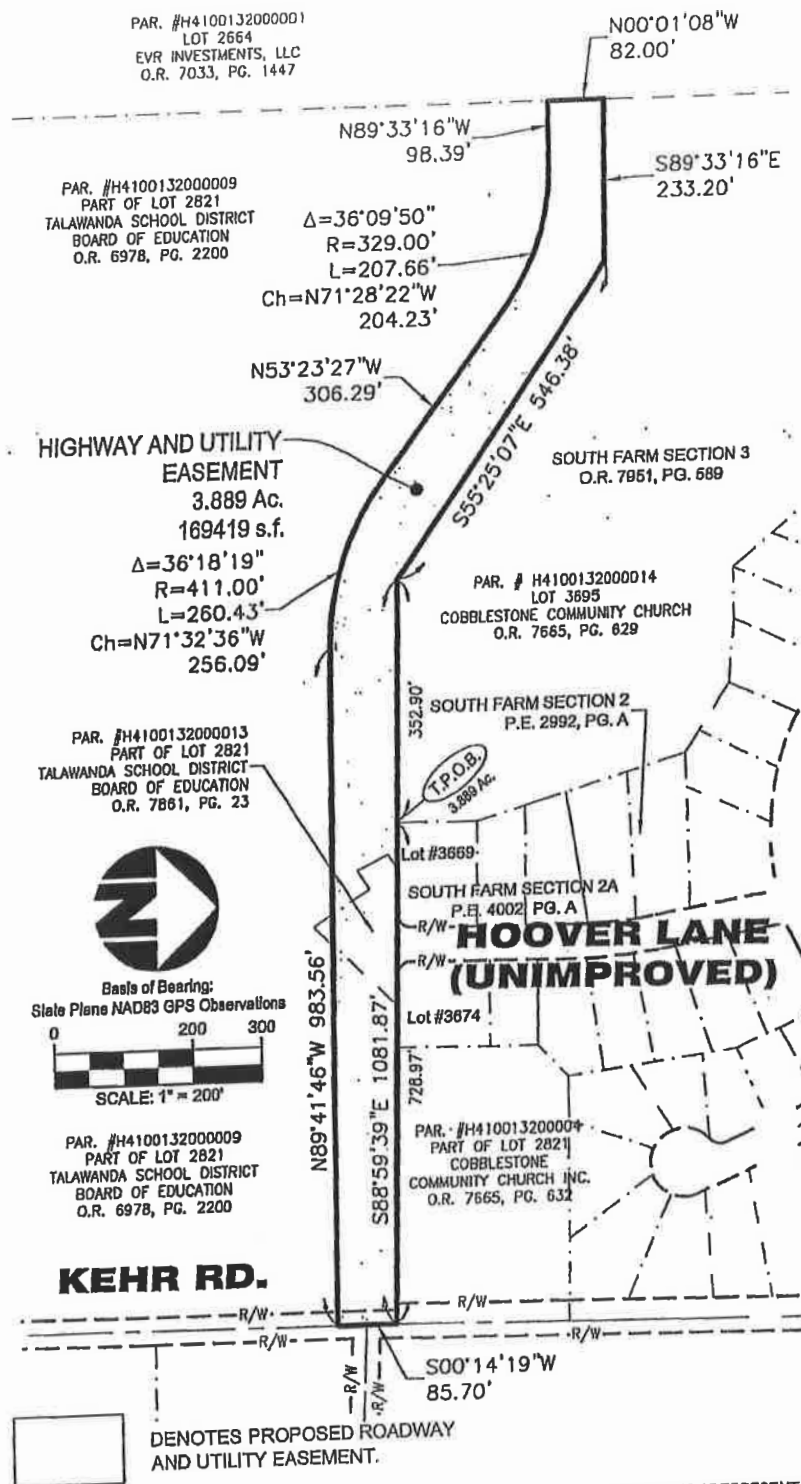


www.bayerbecker.com
110 S. Congress Street
Oxford, OH 45056-513 523-4270

Drawing: 18-0180 CD
Drawn by: JAB
Checked by: EMR
Issue Date: 1-27-2020

Sheet: 1 OF 1

EXHIBIT 3 (A)



NOTE: THIS EXHIBIT WAS PREPARED FROM EXISTING DEEDS AND SURVEYS OF RECORD. IT DOES NOT REPRESENT A BOUNDARY SURVEY

Drawing:
13D034-000 ES
Scale
1"=200'
Drawn by:
DDS
Checked By:
BRJ
Issue Date:
12-06-13

TALAWANDA SCHOOL DISTRICT
BOARD OF EDUCATION
PART OF LOT #2821
CITY OF OXFORD
BUTLER COUNTY, OHIO
ROADWAY AND UTILITY EXHIBIT

**bayer
becker**
318 S. College Avenue
Oxford, OH 45056 - 513.523.4270

Sample Elevations

