



AGENDA
PLANNING COMMISSION
TUESDAY, December 13, 2022
7:00 P.M.

PC MEMBERS

Corey Watt, Chair, HAPC Rep.	Steve Dana, CIC Rep.
Shana Rosenberg, Vice Chair, HAC Rep.	Carla Blackmar, OPTAB Rep.
Jason Bracken, Council & Environmental Commission Rep.	Michael Smith
David Prytherch, Council 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.

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|---|---|
| I. Call to Order | |
| II. Approval of Agenda | |
| III. Approval of Minutes of November 8, 2022* | 1 |
| IV. Public Comments Related to Items <u>Not</u> on the Agenda | |
| V. Reports from Commissions, Boards, Committees & Staff | |
| VI. Oxford Tomorrow Comprehensive Plan - Recommendation to City Council | 4 |
| VII. Adjournment | |

*Attachments



OXFORD PLANNING COMMISSION
&
OXFORD PARKING & TRANSPORTATION BOARD

Meeting Minutes

Tuesday, November 8, 2022

[Link for website video here](#)
Full Transcript available online

Roll Call

Corey Watt, Chair

Shana Rosenberg, Vice Chair

Michael Smith

David Prytherch

Steve Dana

Carla Blackmar

Jason Bracken

Time: 0:41

A regular meeting of the Oxford Planning Commission was called to order by Chair Corey Watt on Tuesday, November 8, 2022 at 6:00 p.m.

Members in attendance were Shana Rosenberg (arrived at 6:07 pm), Steve Dana, David Prytherch, Jason Bracken, and Carla Blackmar.

Members excused: Michael Smith

Staff Members in Attendance

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

Approval of the Agenda

Time: 0:50

Motion – To Approve

(Voice Vote) 1st Mr. Dana

2nd Ms. Blackmar

AYE: (5)

NAY: (0)

ABS: (0)

Approval of Minutes of May 10, 2022

Time: 1:03

Motion – To Approve

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Dana

AYE: (5)

NAY: (0)

ABS: (0)

Public Comments Related to Items Not on the Agenda

Time: 1:33

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.

There were no comments from the public.

Reports from Commissions, Boards, Committees & Staff

Time: 1:49

Butler County Regional Transit Authority presentation – bcrtatransitplan.com

Time: 8:50

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Motion to Adjourn Meeting at 6:57 p.m.

Time: 56:37

(Voice Vote) 1st Mr. Dana

2nd Ms. Rosenberg

AYE: (6)

NAY: (0)

ABS: (0)



MEMORANDUM
Community Development Department
513-524-5204

TO: Oxford Planning Commission
FROM: Zachary Moore, AICP
City Planner / GIS Coordinator
DATE: December 7, 2022
RE: **Oxford Tomorrow Comprehensive Plan**

INTRODUCTION

The Comprehensive Plan currently on the books for the City of Oxford was adopted by Council on November 4, 2008. Staff began making preparations to update and replace this Plan in late 2020, most notably with a presentation to Council during a virtual Work Session on November 17. Now two years later, we have completed the planning process dedicated to producing a brand new plan document which, once formally adopted, will help guide the City in its decision making over the next decade. The purpose of this memo is to: (1) summarize the planning process and robust public engagement undertaken to reach this point; (2) help familiarize the Planning Commission with the policy stances presented by the new plan and how the plan is intended to be utilized in the future; and (3) communicate how to access the plan as well as the remaining steps necessary to reach final adoption.

PHASE ONE: COMMITTEE FORMATION AND STAFF LED KICK-OFF
January to September 2021

The initial strategy was for the planning process to be led in-house by City staff, with specialized assistance or work contracted out to third parties as needed. With this strategy in mind, on May 4, 2021 City Council appointed various community stakeholders to a Steering Committee tasked with the purpose of providing critical feedback to help shape the new plan. The appointed Committee consisted of 29 members, including the Chairs of City Boards/Commissions, key community partners (e.g., Enjoy Oxford, Miami University, Talawanda SD, etc.), three (3) citizens at large, and three (3) youth representatives. Since Oxford already has a strong culture of active City boards/commissions and community groups, the idea was that the Steering Committee could serve as a sounding board where each appointed member could act as proxy for the group they represented.

The planning process was originally envisioned as three distinct phases:

- (1) **Where We Are**, to document existing conditions by pulling data as available from multiple sources;
- (2) **What We Heard**, where public sessions would be held to gather input on key questions; and

(3) Moving Forward, during which time goals, objectives and recommendations would be crafted

A kickoff meeting facilitated by City staff was held with the newly formed Committee on May 26, 2021. At this meeting, a Preliminary Information Booklet was unveiled which communicated existing conditions information, including data on such topics as demographics, economics, land use, and housing inventory. The Booklet was created to serve as a foundation for the first phase of the process.

Following the May kickoff, the City contracted with consultant Lisha Proudfoot (FocuStrat) to help facilitate a S.W.O.T. Analysis with the Steering Committee. S.W.O.T. stands for Strengths, Weaknesses, Opportunities and Threats. The Analysis was conducted with a focus on individual topic areas, such as transportation and housing. Three meetings were held with the Committee which contributed to the production of a final array of S.W.O.T. results. Also during this time period, the Community Development Department experienced a turnover of two key employees, which encumbered staff's ability to effectively continue leading the process mid-stream. Therefore, staff began to look for outside consulting help to temporarily take over management and coordination of the planning process.

PHASE TWO: MKSK INTEGRATION

October 2021 to Present

Planning consulting firm MKSK, based in Columbus Ohio, took over facilitation of Steering Committee meetings beginning in October 2021. Impressed with the firm's performance at two Committee meetings in October and November, the City contracted with MKSK in December 2021 to take over the process completely and ultimately compose the final plan and recommendations. An initial Public Input Session was held virtually this year on February 16, followed by a second Public Input Session held in-person on April 18 at Oxford Bible Fellowship. A third and final Public Input Session, held as an 'open house' style event, occurred on November 16 at Talawanda Middle School. All three of these sessions were well attended, in part due to rigorous communication efforts and paid promotions on social media.

Apart from events open to the public at large, MKSK also conducted smaller focus groups to receive more tailored feedback from key stakeholders, including representation from academic institutions (Miami and Talawanda), the business community, and those serving the city's at-needs population. A total of four focus groups were held during the months of March, April and May. Following MKSK involvement, the Steering Committee convened on five occasions in October and November of 2021 and April, August and November of 2022.

Aside from scheduled meetings, there have been several other ways for members of the public to participate. Beginning in February, survey postcards were made available and distributed to certain contacts and business locations throughout town. Some contacts were strategically chosen so as to help engage populations more difficult to reach through digital means, including lower income residents in locations like Park View Arms and Miami Mobile Home Park as well as seniors subscribed to Age Friendly Oxford newsletters. The postcards posed the question: "What would you like to see happen in Oxford?" with an ability for respondents to list their Top 3 suggestions. In addition, for each Public Input Session an online method of engagement was made available via the project website; this included the use of tools such as Social Pinpoint, Survey Monkey, and YouTube.

OVERVIEW OF THE NEW COMPREHENSIVE PLAN

In consideration of all feedback received via various communication channels and methods, MKSK has produced a beautiful plan document containing a variety of maps, charts and graphics together with a set of goals for the

future. The current draft totals [148] pages long, and touches on a number of planning-related topics. The plan is organized into four different chapters as follows:

- **Chapter 1 – Introduction:** Discusses the purpose and importance of a comprehensive plan, lays out the context in which Oxford is situated, and provides demographic and historical profiles of the city
- **Chapter 2 – Community Engagement:** Summarizes public engagement techniques and methods that were employed throughout the process, and communicates key themes and findings that were revealed
- **Chapter 3 – Recommendations:** Arguably the most substantial component of the plan, this chapter is broken up into sections addressing each of the eight plan elements, highlighting existing conditions, recommended objectives and actions, and sample case studies.
- **Chapter 4 – Implementation:** The final chapter lists all plan recommendations appearing in Chapter 3 together in one “matrix” (table), along with discussion of plan stewardship and intended alignment with City Council’s annual goal-setting and budgeting processes

Below is a table listing the individual plan elements, along with the most comparable element in the currently adopted 2008 plan:

OXFORD TOMORROW: PLAN ELEMENTS	
2008	2023 Update
Land Use Urban Design	Land Use & Development
Transportation	Mobility
Housing	Housing
Economic Development	Economy
	Sustainability *new
Cultural Resources	Culture & Recreation
Community Facilities and Services University and Community	Community Well-Being
Utilities	Utilities

The Summary Matrix found in Chapter 4 contains 162 individual recommended actions across the 8 different plan elements. These actions range in terms of priority, anticipated time frame, and the degree of control the city may be able to exercise.

A key difference between the 2008 plan and the 2023 update pertains to the style and usefulness of the Future Land Use Map (FLUM). While the currently adopted map provides fairly good guidance for the development of agricultural properties located on the periphery of the city, very little guidance is available for developed areas existing toward the center of the city. The new map paints a much clearer picture of the character intended for each area falling within the city limits, inclusive of both developed and undeveloped land. Because of the greater amount of clarity now offered, staff fully intends to embrace the new FLUM in a more authoritative manner as opposed to viewing it as merely suggestive. In other words, if a future rezoning consideration found to be

inconsistent with the FLUM as adopted, then the first step to considering such a rezoning would be to first entertain amending the FLUM.

It is also envisioned that this plan will become an agile, living document that can be continually updated year after year. Some of the ways the plan may be amended in the future include: (1) adopting plan supplements, such as those that address a particular focus area or district of the city; (2) adding or removing items from the summary matrix in response to new project or program ideas, or changing trends or circumstances; and (3) amending the Future Land Use Map (FLUM) to change particular properties or areas of the city from one character category to another. Any future amendment to the Comprehensive Plan would require, at minimum, adoption of an Ordinance by City Council.

Overall, the plan articulates a bold vision for the future Oxford and recommends a host of strategies to make progress in several critical areas. Not all of the strategies conveyed in the plan may have direct relevance to the purview of the Planning Commission, but many do. The list below attempts to highlight some of the key policy stances that would have significant relevancy to the Planning Commission:

- Favoring infill development and qualities that make for successful, vibrant neighborhoods and places, as opposed to qualities more dominant in automobile-oriented settings
- Embracing zoning reform by modernizing codes and standards to align with goals for preservation, mixed use and density, while potentially scaling back certain regulations in strategic areas to promote entrepreneurship and positive re-use of property
- Promoting active transportation and transit-oriented development, with complete streets for all modes of travel
- Evaluating the impacts land use decisions can have on existing housing stock and affordability
- Promoting green infrastructure and low impact development techniques, as well as energy conservation and electrification measures, to ensure more sustainable and climate-friendly development
- Ensuring the provision of adequate green and open spaces
- Managing growth by developing policies toward annexation and ensuring adequate public facilities to suit needs
- Coordinating with Oxford Township, Miami University, and other regional partners on land use

FORMAL ADOPTION PROCESS

The City will follow an adoption process identical to the one followed in 2008. That process entailed a recommendation from the Planning Commission to City Council, followed by consideration and adoption of an Ordinance by City Council. This process is consistent with **Section 8.04** of the Oxford City Charter, which specifies that the Planning Commission *shall carry out the comprehensive plan and make such investigations, reports and recommendations relating to planning and the physical development of the City as it finds necessary and desirable.*

Staff recommends the Oxford Planning Commission **recommend approval** of the Oxford Tomorrow Comprehensive Plan to the Oxford City Council as proposed.

ACCESS THE PLAN

The latest draft of the Comprehensive Plan (as of **December 7, 2022**), inclusive of the proposed Future Land Use Map and Character Type descriptions, is hereby recognized and considered an attachment to this staff memo.

The Plan is most easily accessed in a digital format. Visit oxfordtomorrow.org/draft-plan to view a complete copy of the full Comprehensive Plan, as well as an Executive Summary. The Issuu module on this webpage will allow you to easily flip between pages and view side-by-side pages as a spread, as is intended when the final plan is professionally printed/published. If you would like a hard copy of the current version, please let the Community Development office know as soon as possible so one can be printed and provided to you.

It should also be noted that a **Web Mapping Application** is available online to more interactively explore the Future Land Use Map. The latest version of the application can be accessed at the bottom of the “Draft Plan” webpage, or by visiting the following direct link:

<https://oxfordohio.maps.arcgis.com/apps/webappviewer/index.html?id=144b2a8a7333456bbe6048a04648af93>