



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, FEBRUARY 4, 2025 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 Snavely on Tuesday, February 4, 2025, at 7:30 p.m. Members in attendance were David Prytherch, Alex French, Michael Smith, Amber Franklin, Chantel Raghu, and Jason Bracken, who arrived at 7:32 p.m.

Staff Members in Attendance:

Mr. Douglas Elliott, City Manager; Mr. John Jones, Police Chief; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Ms. Lara Fening, Police Lieutenant; Mr. Geoff Robinson, Police Lieutenant; Ms. Heidi Ridenour, Finance Director; Mr. Ben Mazer, Assistant Law Director; 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 # 6
NAY # 0
ABS # 0

4. Public Participation.

A. Public Recognition - Retirement of Lt. Lara Fening

Chief Jones introduced Mr. David Patterson, President of the FOP Lodge 38. Mr. Patterson thanked Lt. Fening for her 28 years of service to the City and awarded her a certificate. Chief Jones recognized Lt. Fening for her 31 years of service to the community and awarded Lt. Fening a plaque. Lt. Fening said she has had a very rewarding career here and has really appreciated the impact and connections she's made over the years. Lt. Fening thanked everyone and hopes to see everyone in a more relaxed atmosphere moving forward. Mayor Snavelly thanked and congratulated Lt. Fening.

B. Swearing-In of New Officer (John Jones, Police Chief)

Chief Jones introduced the new officer, Mr. Jake Rosser. Mr. Ben Mazer began swearing in the new officer by instructing Mr. Rosser to recite the oath. Chief Jones called on Mr. Rosser's father to complete the pinning ceremony.

C. 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.

None.

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 Adopt The Consent Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

- A. Minutes from the January 21, 2025, City Council meeting. (Heather Barbour, Clerk of Council)
- B. A Resolution Authorizing The Oxford Division Of Police To Retain For Use By The Municipality Certain Unclaimed Property In Its Possession. (John Jones, Police Chief)
- C. A Resolution Declaring Certain City Property No Longer Needed For Any Municipal Purpose And Authorizing Its Trade To An Authorized Firearms Dealer. (John Jones, Police Chief)
- D. A Resolution Authorizing The Police Chief And The Finance Director Or Their Designees To Dispose Of Contraband No Longer Needed As Evidence. (John Jones, Police Chief)
- E. 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) (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Adopting The 2025 Measurable Action Items To Progress Toward Comprehensive Plan Goals. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7671.

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

AYE # 7

NAY # 0

ABS # 0

Public Comment - None.

Motion – To Amend The Exhibit To Add; 2. M: Safe and Efficient Travel for All Modes of Transportation “Review and consider for adoption in 2025 the Pedestrian and Traffic Safety Planning in Oxford's Mile Square plan upon staff review, recommendation, and prioritization of action items for implementation.”

(Voice Vote) 1st Mr. Prytherch 2nd Mr. Bracken

AYE # 7

NAY # 0

ABS # 0

Public Comment - None.

Ms. Greene presented her staff report and addressed questions and comments from the Council.

- B. A Resolution Authorizing The City Manager To Enter The City Of Oxford To Become An America-250 Ohio Community, Supporting The Ohio Commission For The United States Semi-Quincentennial (America250-OH). (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7672.

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

AYE # 7

NAY # 0

ABS # 0

Public Comment - None.

Ms. Greene presented her staff report and addressed questions and comments from the Council.

- C. A Resolution Authorizing The City Manager To Submit A Grant Application To The Ohio Department Of Development For The Advanced Energy Fund For Up To \$1,400,000.00 And Commit To A Match Up To \$140,000.00. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7673.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

Motion – To Amend The Grant Amount to \$500,000.00 And The Match Amount To \$250,000.00.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

Ms. Greene presented her staff report and addressed questions and comments from the Council.

- D. A Resolution Authorizing The City Manager To Enter Into A Contract With Zimmer Tractor, Inc., For The Purchase Of A Kubota RTV And Related Snow Clearing Equipment, At A Cost Not To Exceed \$55,000. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7674.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

Mr. Dreisbach presented his staff report and addressed questions and comments from the Council.

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 Granting The Request Of Matthew And Elizabeth Troy, To Connect To An Existing City Water Line And Sanitary Line For 5280 Hillcrest Drive A 10.98 Acre Parcel Outside The Oxford Corporate Limits. (Michael Dreisbach, Service Director)

Mr. Dreisbach presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

2. An Ordinance Amending And Supplementing The Oxford Municipal Code By Revising A Chapter Of Part 7, Business Regulation Code, Chapter 744, Revising The Tobacco Retailer License Requirements For The Sale Of Tobacco And Paraphernalia Products In The City Of Oxford (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - Ms. Cathy Loucas, on behalf of her client, Mr. Hiren Desai, owner-operator of the Oxford Pit Stop. Ms. Loucas mentioned section 744.06. Ms. Loucas is here with Mr. Desai because he is in the process of negotiating the sale of his business. Ms. Loucas noted the potential buyer, who already owns several convenience carry-out stores and tobacco retail, represents anywhere from 35% to 65% of the monthly gross revenues. Ms. Loucas shared that if Mr. Desai was not able to transfer the license to the new owner, the potential buyer would not purchase the business. Ms. Loucas and Mr. Desai came to speak in support of the amendment.

3. An Ordinance Repealing Oxford Codified Ordinance Chapter 1101 Entitled Subdivision Regulations And Adopting New Oxford Codified Ordinance Chapter 1101 Entitled Subdivision Regulations For The Purpose Of Amending Provisions Pertaining To Minor Subdivisions Inclusive Of Those Situated Along Alleys (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

4. An Ordinance Repealing Oxford Codified Ordinance Chapter 1141 Entitled Accessory, Temporary, Supplemental And Environmental Regulations And Adopting New Oxford Codified Ordinance Chapter 1141 Entitled Accessory,

Temporary, Supplemental And Environmental Regulations For The Purpose Of Incorporating A Site Plan Review Process For Sites Situated Exclusively Along One Or More Public Alleys. (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

5. An Ordinance Repealing Oxford Codified Ordinance Chapter 1143 Entitled Districts And Adopting New Oxford Codified Ordinance Chapter 1143 Entitled Districts For The Purpose Of Referencing A New Site Plan Review Process Established In Chapter 1141 Pertaining To Sites Situated Exclusively Along One Or More Public Alleys (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

6. An Ordinance Repealing Oxford Codified Ordinance Chapter 1149 Entitled Parking And Site Access And Adopting New Oxford Codified Ordinance Chapter 1149 Entitled Parking And Site Access For The Purpose Of Revising Residential Parking Regulations (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

7. An Ordinance Repealing Oxford Codified Ordinance Chapter 1129 Entitled Administration And Adopting New Oxford Codified Ordinance Chapter 1129 Entitled Administration For The Purpose Of Clarifying That Site Plan Reviews Are Subject To The Same Notice Requirements As Are Typical For Public Hearings (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

8. An Ordinance Repealing Oxford Codified Ordinance Chapter 1159 Entitled Definitions And Adopting New Oxford Codified Ordinance Chapter 1159 Entitled Definitions For The Purpose Of Amending The Definition Of Frontage To Exclude Measurement Along Alleys (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

9. An Ordinance Creating A New Section 1501.13 With Local Amendments To Ohio Fire Code Of The City Of Oxford Pertaining To Alley Developments And Fire Protection Requirements (John Detherage, Fire Chief)

Chief Detherage and Mr. Perry presented the staff report and addressed questions and comments from the Council.

Public Comment - None.

10. An Ordinance Approving A Preliminary And Final Planned Development Application And Preliminary Subdivision Submitted By Habitat For Humanity Of Greater Cincinnati For 32 Townhomes To Be Situated On 3.464 Acres Currently Addressed As 601, 603 And 607 W Chestnut Street, Oxford Ohio 45056, With Conditions (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Mr. Joe Hansbauer, CEO of Habit for Humanity of Greater Cincinnati. Mr. Hansbauer expressed excitement about moving through the planning phase and working through the comments and conditions, particularly number eight. Mr. Hansbauer mentioned leaving space for utilities and not wanting to push the building south and lose a unit was not preferred.

Public Comment - None.

11. An Ordinance Approving The Final Subdivision Application And Plat For The Clarence Place Subdivision Consisting Of 35 Lots Situated On 3.464 Acres Currently Addressed As 601, 603 And 607 W Chestnut Street, Oxford Ohio, 45056, With Conditions (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

B. Second Reading

1. An Ordinance Levying Upon The Lots And Lands Enumerated In The List Of Estimated Assessments (Exhibit A) The Amounts Set Forth On Such List And Setting Forth Terms For Payment Of Assessments. (Michael Dreisbach, Service Director)

Motion – To Adopt Ordinance No. 3795.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Smith, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, and Mayor Snavelly

NAY # 0

ABS # 0

Mr. Dreisbach reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

2. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 1 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3796.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Ms. Franklin, Ms. French, Mr. Bracken, Ms. Raghu, Mr. Prytherch, Mr. Smith, and Mayor Snavelly

NAY # 0

ABS # 0

Ms. Ridenour reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

3. An Ordinance Repealing Code Section 521.06 Duty To Keep Sidewalks In Repair And Clean And Adopting New Oxford Code Section 521.06 Entitled Duty To Keep Sidewalks In Repair And Clean. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Ordinance No. 3797.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Smith, Ms. Franklin, and Mayor Snavelly
NAY # 0
ABS # 0

Mr. Elliott reviewed the changes since the first reading and addressed questions and comments from the Council.

Public Comment - Mr. Steve Chaffin, 6022 Fairfield Road - Mr. Chaffin shared that he lives on a snow route and would be affected by this proposed ordinance. Mr. Chaffin is concerned that this ordinance would impose an unreasonable duty on him to clean his sidewalk. Mr. Chaffin mentioned that Ohio law does not impose a duty on homeowners to clear their sidewalks, with some limited exceptions. Mr. Chaffin asked if the City could work with the existing property maintenance code section 302.3. Mr. Chaffin noted that adding a definition of hazardous conditions would be a simple fix using the existing code. Mr. Chaffin explained that the property maintenance code provides for a complaint process, allowing the City to do specific site inspections. Mr. Chaffin shared that this process provides notice prior to any action and an opportunity for the homeowners to do the repair prior to any action by the City. Mr. Chaffin mentioned the appeal process and both civil and criminal enforcement. Mr. Chaffin urged the Council to take a more cautious approach to this issue.

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

Feb 5 Environmental Commission

Municipal
Building

7:00 p.m.

Feb 6	Housing Advisory Commission	College@Elm	5:00 p.m.
Feb 10	CANCELED- Oxford Recreation Board	Municipal Building	11:30 a.m.
Feb 10	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Feb 11	Planning Commission	Courthouse	7:00 p.m.
Feb 12	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Feb 17	City Offices - CLOSED		
Feb 18	City Council	Courthouse	7:30 p.m.
Feb 20	Police Community Relations and Review Commission	Courthouse	7:00 p.m.
Feb 25	Board of Zoning Appeals	Courthouse	6:30 p.m.

9. Adjourn.

Motion – To Adjourn at 9:24 p.m.
 (Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
 AYE # 7
 NAY # 0
 ABS # 0