



AGENDA
PLANNING COMMISSION
TUESDAY, May 13, 2025
7:00 P.M.

Oxford Courthouse
118 E High Street

MEMBERS

Corey Watt, Chair, HAPC Rep.

Shana Rosenberg, Vice Chair, HAC Rep.

Ann Kaufman Webster, CASC Rep.

Jason Bracken, Council & Environmental Commission Rep.

Matt Arbuckle, OPTAB Rep.

David Prytherch, Council Rep.

Jeffrey Kruth, CIC 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. Approval of Minutes of March 11, 2025

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IV. Public Comments Related to Items Not on the Agenda

V. Reports from Commissions, Boards, Committees & Staff

VI. New Business

PC-2025-03, 5234 Hester Road, ZONING MAP AMENDMENT, 2.1 acres, from Single-Family Medium Density Residential (R-1B) District to Single- and Two-Family Residential (R-2A) District, City of Oxford, Applicant

5

VII. Other Business

United Development Code Update

VIII. Adjournment



OXFORD PLANNING COMMISSION

Meeting Minutes

Tuesday, March 11, 2025

[Link for website video here](#)

Roll Call

Corey Watt, Chair

Shana Rosenberg, Vice Chair

Ann Kaufman Webster

David Prytherch

Jason Bracken

Jeffrey Kruth

Matt Arbuckle

Time: 5:25

A regular meeting of the Oxford Planning Commission was called to order by Chair Corey Watt on Tuesday, March 11, 2025 at 7:00 p.m.

Members in attendance were Ann Kaufman Webster, David Prytherch, Matt Arbuckle, and Jeffrey Kruth

Members excused: Jason Bracken, Shana Rosenberg

Staff Members in Attendance

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

Staff Members Excused

Mr. Christopher Conard, Law Director

Approval of the Agenda

Time: 5:30

Motion – To Approve the Amended Agenda

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Kruth

AYE: (5)

NAY: (0)

ABS: (0)

Approval of Minutes of January 14, 2025

Time: 5:45

Motion – To Approve the minutes as written

(Voice Vote) 1st Mr. Prytherch

2nd Ms. Webster

AYE: (5)

NAY: (0)

ABS: (0)

Public Comments Related to Items Not on the Agenda

Time: 5:59

Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items n 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: 6:33

[Time: 16:52](#)

Update on Oxford Today from Staff

Mr. Zachary Moore, City Planner, gave a thorough report on the February 26, 2025 public input meeting and answered questions from the Commission members.

Old Business

PC-2024-20

[Time: 1:07:49](#)

Page 8 of the Agenda Packet

1. ZONING TEXT AMENDMENT to increase allowable floor area for retail services from 10,000 to 20,000 square feet in the Uptown Zoning District, Set Copenbaker, Applicant
**Tabled from January meeting

Motion – To Remove the Case from the Table

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Kruth

AYE: (5)

NAY: (0)

ABS: (0)

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Kruth

AYE: (5)

NAY: (0)

ABS: (0)

Mr. Sam Perry, Community Development Director, presented the staff report and addressed the questions from the Commission members. Mr. Perry also spoke in behalf of the applicant, Mr. Copenbaker.

Comments from the Public

There were no comments from the public.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Kruth

AYE: (5)

NAY: (0)

ABS: (0)

Motion – To Approve PC-2024-20 with staff recommended changes

(Roll Call) 1st Mr. Prytherch

2nd Ms. Webster

AYE: Mr. Kruth, Ms. Webster, Mr. Arbuckle, Mr. Prytherch, Mr. Watt (5)

NAY: None (0)

ABS: None (0)

Motion to Adjourn Meeting at 8:16 p.m.

Time: 1:21:12

(Voice Vote) 1st Mr. Prytherch

2nd Ms. Webster

AYE: (5)

NAY: (0)

ABS: (0)

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	City of Oxford, c/o Assistant City Manager Jessica Greene
Location	5234 Hester Road (Parcel ID H4100020000010)
Action Request	Zoning Map Amendment
Owner	City of Oxford
Current Zoning	R-1B Single-Family Medium Density Residential District
Proposed Zoning	R-2A Single- and Two-Family Residential District
Current Use	Vacant / Undeveloped
Site Area	2.1 acres
Site Frontage	183 feet
Surrounding Land Uses	Single-family residential to the north and east; multi-family residential to the west; commercial land & hotel to the south
Staff Recommendation	Approval

PROPOSAL SUMMARY

The City of Oxford currently owns 2.1 acres of land at 5234 Hester Road, located directly north of College Inn & Suites (formerly the Baymont Inn). A Planned Development for a 12-unit cottage community was previously proposed by Community Development Professionals (CDP), c/o Mindy Muller, and received City Council approval in September 2023. However, the City and CDP ultimately could not agree on appropriate terms for the sale of the property pertaining to affordable housing guarantees, and thus the proposed cottage community never materialized.

Following the attempt by CDP, the City responded with the release of a Request for Proposals (RFP) in January 2025 asking other developers to submit bids for a new housing project. Four firms submitted proposals in response to the RFP: (1) Empower Me Living; (2) Gay & Usher LLC; (3) Habitat for Humanity of Greater Cincinnati; and (4) Homefull. The scoring committee consisted of members of City staff and the Housing Advisory Commission (HAC). Members scored each proposal, and based upon the overall review, Empower Me Living and Habitat for Humanity were selected as the two finalists. Both bidders proposed income-aligned housing and supportive programming, and also emphasized the need for a rezoning in order

to achieve a suitable level of density. The scoring committee then asked City staff to conduct an additional round of interviews for the two finalists. During this time, Council would adopt a Resolution on April 1, 2025 to designate 5234 Hester Road as a future affordable housing location and also to ask that a rezoning request be brought forward for the property consistent with finalists’ recommendations. Assistant City Manager Jessica Greene filed a Map Amendment application with the Community Development Department on April 4, 2025. Staff later reported interview results to the HAC, after which point the Commission recommended advancing the Empower Me Living proposal. On May 6, 2025, City Council passed a Resolution to instruct the City Manager to begin working with Empower Me Living on development and purchase agreements.

Should the property be successfully rezoned from R-1B to R-2A as requested, the maximum number of potentially allowable units on the site under a future Planned Development request would double – from **13 units max** presently under R-1B zoning, to **26 units max** under R-2A zoning. In contrast, without a Planned Development or Major Subdivision action of some kind, the maximum “by-right” allowance would simply increase from no more than 1 dwelling unit to no more than 2.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property on E Chestnut Street. No public comments have been received as of the writing of this report.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Seth Cropenbaker, Economic Development Specialist	Reviewed with Comments
<i>The City of Oxford Council lists "Housing for All" as one of its top three annual goals. Projects that seek to improve the affordability and reduce barriers to acquiring housing, utilities, etc. are welcomed additions to the City of Oxford. The project at 5234 Hester Rd. has the potential support members of our community currently engaged in, or looking to join the workforce. Any steps that help secure the long-term availability and affordability of residential development, across any and all housing types is welcomed addition to Oxford. The Economic Development Staff have no concerns regarding this project at this time.</i>		
Engineering	Scott Otto, City Engineer	Reviewed without Comments
Fire	John Detherage, Fire Chief	Reviewed without Comments
Police	John Jones, Police Chief	Reviewed without Comments

CASE HISTORY

A summary of past case history for this site is provided below:

Case No.	Application	Decision
PC-2018-28	Zoning Map Amendment	Council denied on 12/18/2018
<p>Prior to the City assuming ownership in November 2021, the property had been in private hands. In 2018, Century Hotel Group expressed interest in purchasing the property for commercial development. On behalf of then-owner Christopher Rodbro, Bayer Becker c/o Mark Rosenberger requested a rezoning from R-1B Residential to GB General Business. Staff did not offer a favorable recommendation, and the request was ultimately denied, thereby leaving the existing R-1B zoning intact.</p>		
None	Concept Plan Review	Planning Commission review on 6/13/2023
<p>The Planning Commission reviewed a preliminary concept for CDP's cottage community in June 2023. Notable topics of discussion included: (1) the amount of off-street parking that was truly warranted for future housing occupants as compared to the usual Code minimum; (2) ensuring accessibility and defensible space; (3) reserving a suitable setback/buffer, especially along the northern property line adjacent to residential; and (4) striking the right balance between space allocated to development features and natural area to be preserved.</p>		
PC-2023-09	Preliminary & Final Planned Development	City Council approved on 9/19/2023 by Ord No. 3739
<p>The CDP proposal eventually progressed to a formal PD submittal. Since the entire project was to be constructed as a single phase, Preliminary and Final PD approvals were combined in an effort to streamline review. The Planning Commission voted to recommend approval on August 8, 2023, subject to several conditions including the addition of bicycle parking and modifications to vehicular parking. A few waivers were granted as well, including reductions in required setbacks and the number of required off-street parking spaces. City Council accepted a slightly amended version of the plans in September, along with a nearly identical list of conditions. Following Council approval, CDP submitted for commercial construction permit approval on November 1, 2023. By May 2024, the plans were fully approved by all City departments; however, the permit was never paid for or issued.</p>		

DECISION CRITERIA

Section 1135.02(c)(1) specifies that *a proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.* The table below provides a summary of the four review criteria applicable to Map Amendment requests:

Criterion A	There is an error on the Official Zoning Map or in the delineation between districts thereon.
No This criterion has no applicability to the present request.	This criterion does not apply to the case at hand. There is no evidence or reason to believe that the current R-1B zoning designation was previously applied in error, or that the line between zoning districts was improperly or inaccurately drawn.

Criterion B	The proposed amendment will make the map conform more closely with the Comprehensive Plan
<p>Yes This criterion <i>could</i> provide support toward granting the request.</p>	<p>The Oxford Tomorrow Plan adopted in January 2023 identifies the site as falling within the Suburban Neighborhood Character Type, which are areas normally characterized by residential subdivisions with relatively uniform housing types and densities. A future housing project could help address a number of housing objectives adopted as part of the official Plan, including but not limited to: (1) ensuring housing affordability and attainability for all income levels; (2) expanding housing options for all life stages; and (3) supporting developments and programs addressing supportive and transitional housing. The approval of a Map Amendment would bring the site one step closer to achieving an affordable housing development that can be financially feasible for a developer.</p>
Criterion C	There has been a substantial change in area conditions that necessitates the amendment
<p>No This criterion does not seem to provide much support toward granting the request.</p>	<p>The present Map Amendment request is not being spurred by any sort of change in area conditions. The area surrounding 5234 Hester Road has remained relatively constant since the construction of the Reckford Woods subdivision to the north in the early 2010s. The area is primarily residential in nature, though in close proximity to a strip commercial district situated along College Corner Pike.</p>
Criterion D	There is a legitimate need for additional land area in the zoning district that will be expanded
<p>Yes This criterion <i>could</i> provide additional support toward granting the request.</p>	<p>A summary of all R-2A zoned areas is provided below:</p> <ul style="list-style-type: none"> • Arrowhead Drive, 8 units on 1.59 acres, all developed • Brookview Ct, Brill Dr & Erin Dr, 112 units on 14.36 acres, all developed • Fairfield Rd & Tollgate Dr, 73 units on 10.72 acres, all developed • Kelly Drive, 66 units on 9.05 acres, all developed • Lake Forest Drive, 32 acres undeveloped, 57 units planned as “South Forest Edge” • Silverleaf Drive, 19 units on 1.78 acres; 2.67 acres undeveloped • Southpointe Pkwy, 37 acres, developed as “Annex” (180 units) • Unnamed stub off Melissa Dr, 5.53 acres undeveloped, owned by JRJ Investment Co LLC; virtually non-developable due to slopes and creek • W Chestnut St, 3.46 acres presently undeveloped, 32 units planned as “Clarence Place” (Habitat for Humanity) <p>Per the above stats, the only undeveloped acreage presently zoned R-2A is situated at the end of Silverleaf Drive; furthermore, this particular land is already subdivided, so the maximum number of units has already been “pre-determined” as no more than 10 possible.</p> <p>The Housing Needs Assessment performed by Bowen National Research in 2020 identified Low-Income Rental Housing (less than \$999 monthly rent) as a critical priority, with an estimated shortage of 323 units. Rezoning the City-owned Hester Road property to R-2A will help the City further contribute toward meeting this demand.</p>

STAFF RECOMMENDATION

Based on a review of the decision standards, staff recommends **approval** of the request to rezone from R-1B to R-2A. This recommendation is being made with an important disclaimer that a rezoning of the property would not necessarily guarantee the intensity, character, or exact operation of future residential use, until such time as a development proposal (i.e., a Planned Development application) is considered for approval.

SUBMITTED BY:



Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: May 7, 2025

APPENDIX A

RELEVANT PROVISIONS FROM THE ZONING CODE

Within the Oxford Zoning Code, *Chapter 1135* governs zoning amendments, *Section 1143.02* provides the base standards for the R-1B zoning district, and *Section 1143.04* provides the base standards for the R-2A zoning district.

Chapter 1135 – Zoning Code Amendments

1135.01 – General.

- (a) This Zoning Code is generally intended to provide for long-term land use and site planning in Oxford. However, there are times that the public necessity, convenience, general welfare, or good zoning practice require amendments to this Code. This section provides the procedures and standards by which this Code will be amended.
- (b) There are two types of possible amendments to this Code. A text amendment changes the written text of the Code, which equally affects all land and improvements that are subject to such regulation. A map amendment (also called rezoning) changes the boundaries between zoning districts on the Zoning Map, which equally affects all of the land that is so rezoned.

1135.02 – Procedure.

- (a) Initiation.

A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.

A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.

 - (1) Referral to Planning Commission.

After the proper initiation of a text amendment, the Zoning Administrator shall place the item on the Planning Commission agenda as required by Section 1129.09, Application Administration.
- (b) Application.

If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

 - (1) Contents of application.

The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.

All applications:

 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.

- E. A statement that identifies potential negative consequences of the proposed amendment.
- F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.

Also required for text amendments:

- A. Any existing section number and text that is proposed to be deleted or amended.
- B. Any new or amended text as it is proposed to be codified including its proposed location in the Code. (section numbers)
- C. A narrative statement that describes the expected effects of the proposed text.
- D. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

Also required for map amendments:

- A. A legal description of the area to be rezoned.
- B. The proposed zoning of the area.
- C. The current zoning of the area.
- D. A description of existing uses in the area.
- E. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- F. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned.

(2) Reapplication.

No application for a Zoning Code amendment that is substantially similar to an application that has been denied, wholly or in part, shall be accepted for one year from the date of denial. The Zoning Administrator shall determine if a similar application differs enough to be considered a different application and not subject to this section. The Zoning Administrator may consider factors such as the nature or size of a proposal, changes in the development or traffic patterns of the area, or newly discovered evidence pertinent to a decision on a previous application. An applicant may appeal the decision of the Zoning Administrator to the Board of Zoning Appeals.

(c) Planning Commission and Council Review.

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

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

(1) Decision standards.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Text Amendments

- A. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

Map Amendments

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
 - B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
 - C. There has been a substantial change in area conditions that necessitates the amendment.
 - D. There is a legitimate need for additional land area in the zoning district that will be expanded.
- (d) Action by Planning Commission and Council.
- (1) The Planning Commission shall recommend to Council approval, approval with modifications, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
 - (2) Council shall base its decision on the recommendation of Planning Commission and the decision standards of this section.
- (e) Implementation of Amendment.
- (1) The Zoning Administrator shall implement all Code amendments approved by Council when the ordinance approving the amendment becomes effective, regardless of when the amendment appears in the Zoning Code text or on the Zoning Map.
 - (2) Zoning Code amendments do not expire.

1143.02 – R-1B Single-Family Medium-Density Residential District.

- (a) Purpose.
This district is designed to provide and preserve single family residential development of a moderately low density character within and adjacent to areas of similar development.
- (b) Uses.
- (1) Permitted uses.
 - A. Single-family dwellings.
 - D. Accessory buildings and uses incidental to the principal use as provided in Chapter 1141.
 - E. Day Care Home Type B family.
 - (2) Conditional uses.
The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
 - A. Community-Oriented Residential Social Service Facilities (CORSSF's).
 - B. Shared Housing for the elderly.
 - C. Government owned and/or operated parks and recreation facilities.
 - D. Bed & Breakfasts.
 - E. Open space recreation areas that are privately or publicly owned, such as golf courses, tennis courts, parks, forests, or wildlife preserves.
 - F. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.
 - G. Schools: primary, intermediate, and secondary, both public and private.
 - H. Places of worship.
- (c) Site Development Regulations. (Unless superseded by Conditional Use Requirements or Alley Development Provisions)
- (1) Lot requirements.
 - A. Minimum lot area 7,500 sq. feet
 - B. Minimum lot width 65 feet
 - C. Minimum lot frontage 65 feet (not applicable to cul-de-sac lots)
 - (2) Yard requirements.
 - A. Minimum front yard depth 30 feet
 - B. Minimum rear yard depth 35 feet
 - C. Minimum side yard width 8 feet on each side

- (3) Structural requirements.
 - A. Maximum building height 35 feet
- (4) Lot coverage.
 - A. Lots with vehicular access from a public street
 - 1. Lot total – Maximum 35 percent
 - 2. All enclosed buildings – Maximum 25 percent of lot
 - 3. Front yard – Maximum 25 percent of front yard
 - B. Lots with vehicular access from a rear or side alley, and no access from a public street
 - 1. Lot total – Maximum 40 percent
 - 2. All enclosed buildings – Maximum 25 percent of lot
 - 3. Front yard – Maximum 15 percent of front yard
- (d) Alley Development.
 Any new construction, addition, or alteration which is proposed on a lot/parcel having frontage exclusively on one or more public alleys shall be subject to the additional alley development provisions as set forth in Section 1141.03(j).


1143.04 – R-2A Single- and Two-Family Residential District.

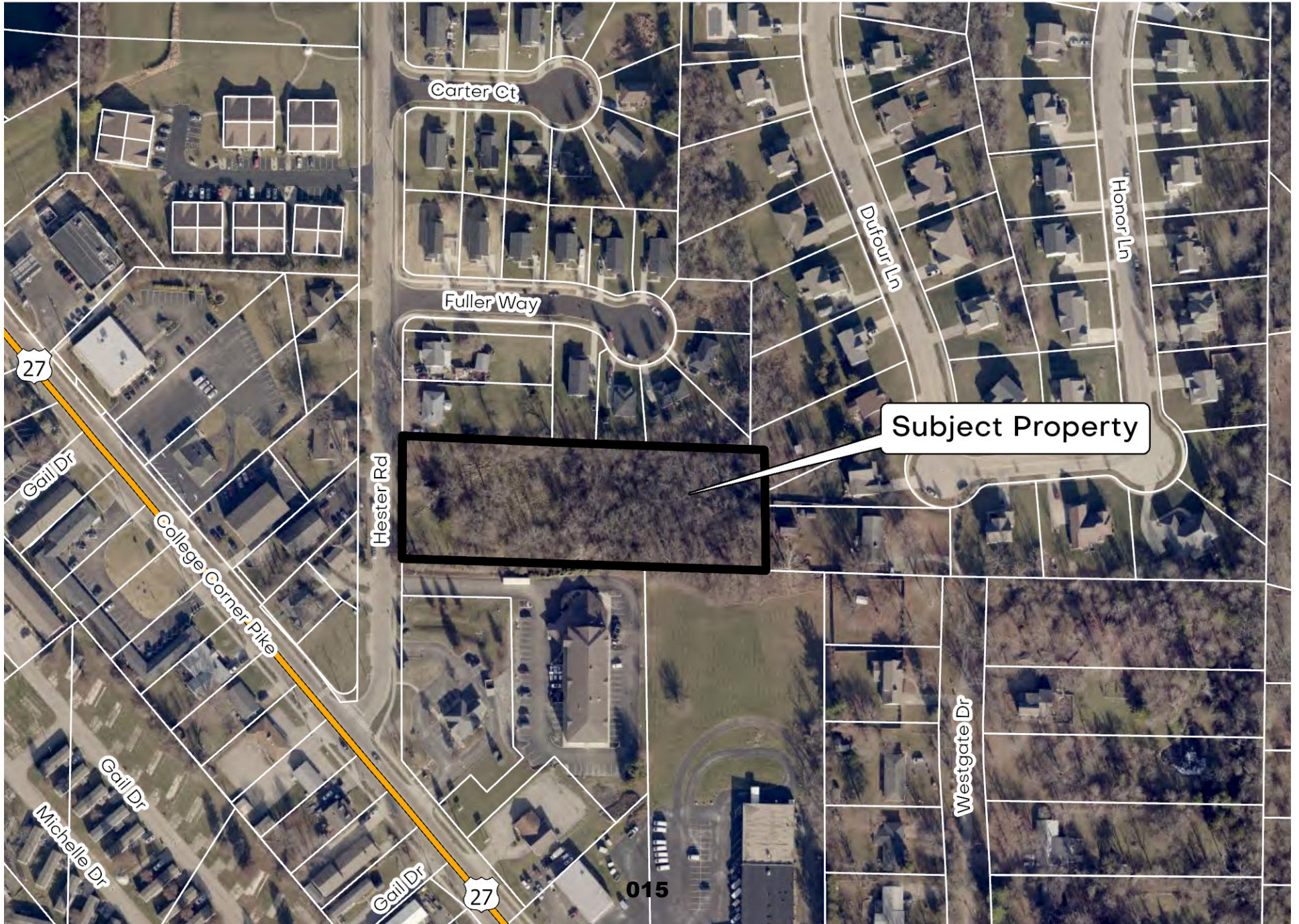
- (a) Purpose.
 This district is designed to provide and preserve neighborhoods of smaller single-family residences within and adjacent to areas of similar development. This district also provides for a limited number of two-family residences.
- (b) Uses.
 - (1) Permitted uses.
 - A. Single-family dwellings.
 - B. Two-family dwellings.
 - C. Accessory buildings and uses incidental to the principal use as provided in Chapter 1141.
 - D. Day Care Home Type B family.
 - (2) Conditional uses.
 The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
 - A. Community-Oriented Residential Social Service Facilities (CORSSF's).
 - B. Shared Housing and Congregate Housing for the elderly.
 - C. Government owned and/or operated parks and recreation facilities.
 - D. Bed & Breakfasts.
 - E. Open space recreation areas that are privately or publicly owned, such as golf courses, tennis courts, parks, forests, or wildlife preserves.
 - F. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.
 - G. Schools: primary, intermediate, and secondary, both public and private.
 - H. Places of worship.
- (c) Site Development Regulations. (Unless superseded by Conditional Use Requirements or Alley Development Provisions)

	<u>1-family</u>	<u>2-family</u>
(1) <u>Lot requirements.</u>		
A. Minimum lot area	6,000 sq. ft.	7,500 sq. ft.
B. Minimum lot width	60 feet	75 feet
C. Minimum lot frontage	60 feet	75 feet
(2) <u>Yard requirements.</u>		
A. Minimum front yard depth	30 feet	30 feet
B. Minimum rear yard depth	30 feet	30 feet
C. Minimum side yard width	7.5 feet	7.5 feet
(3) <u>Structural requirements.</u>		

Aerial Map

 Site

0 100 200 400 Feet


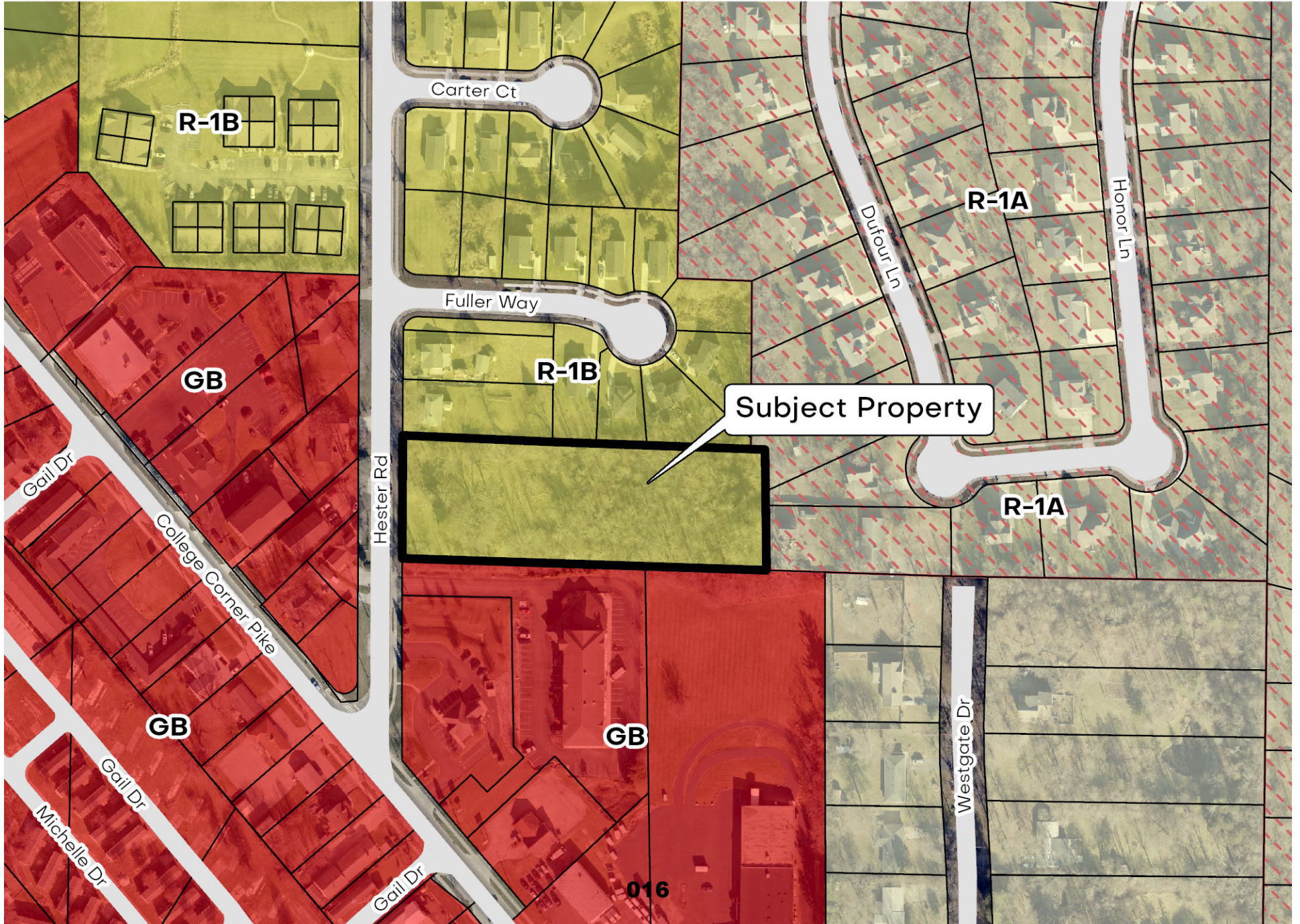



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Current Zoning

 Site

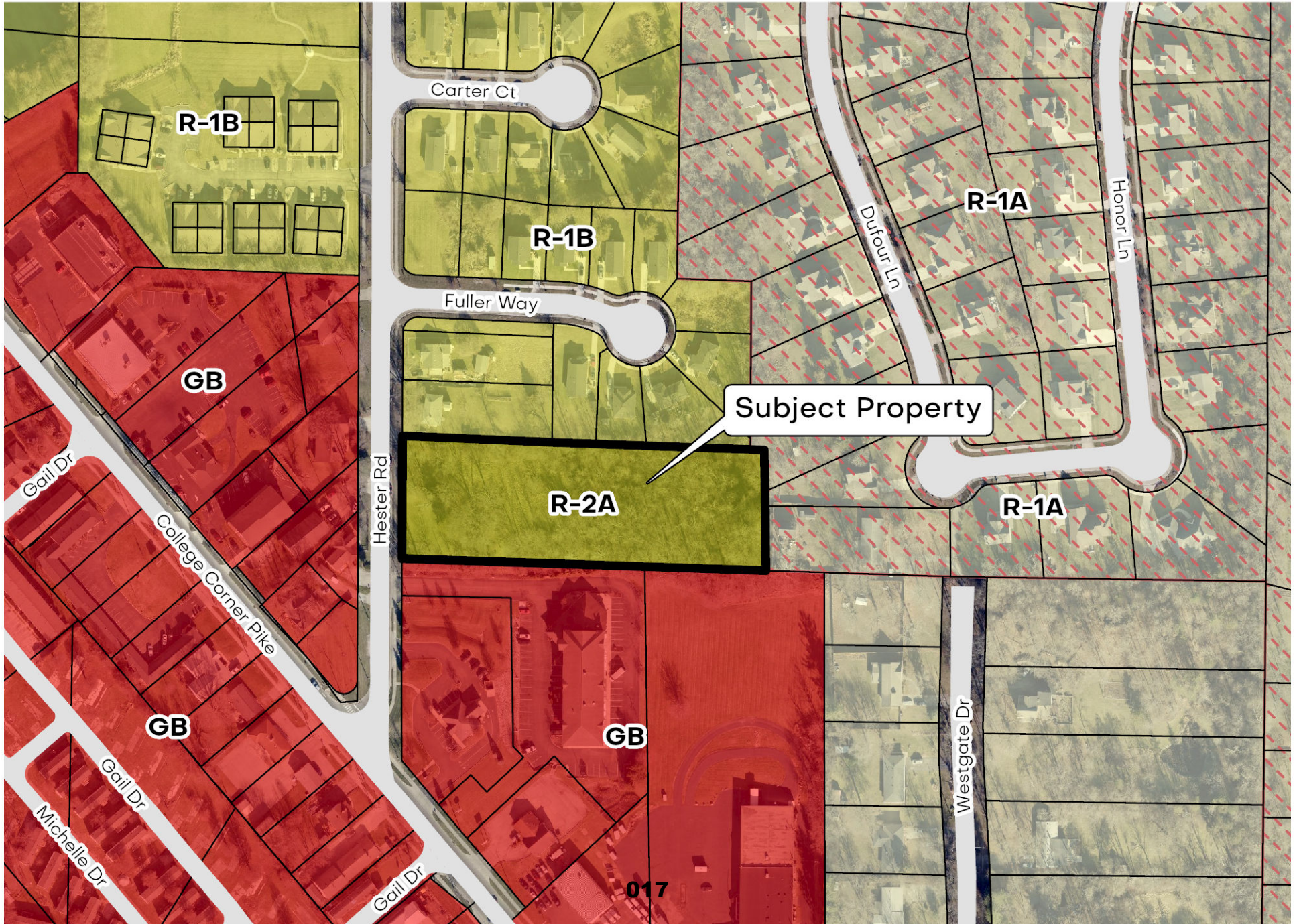

0 100 200 400 Feet



Proposed Zoning

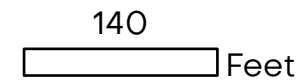
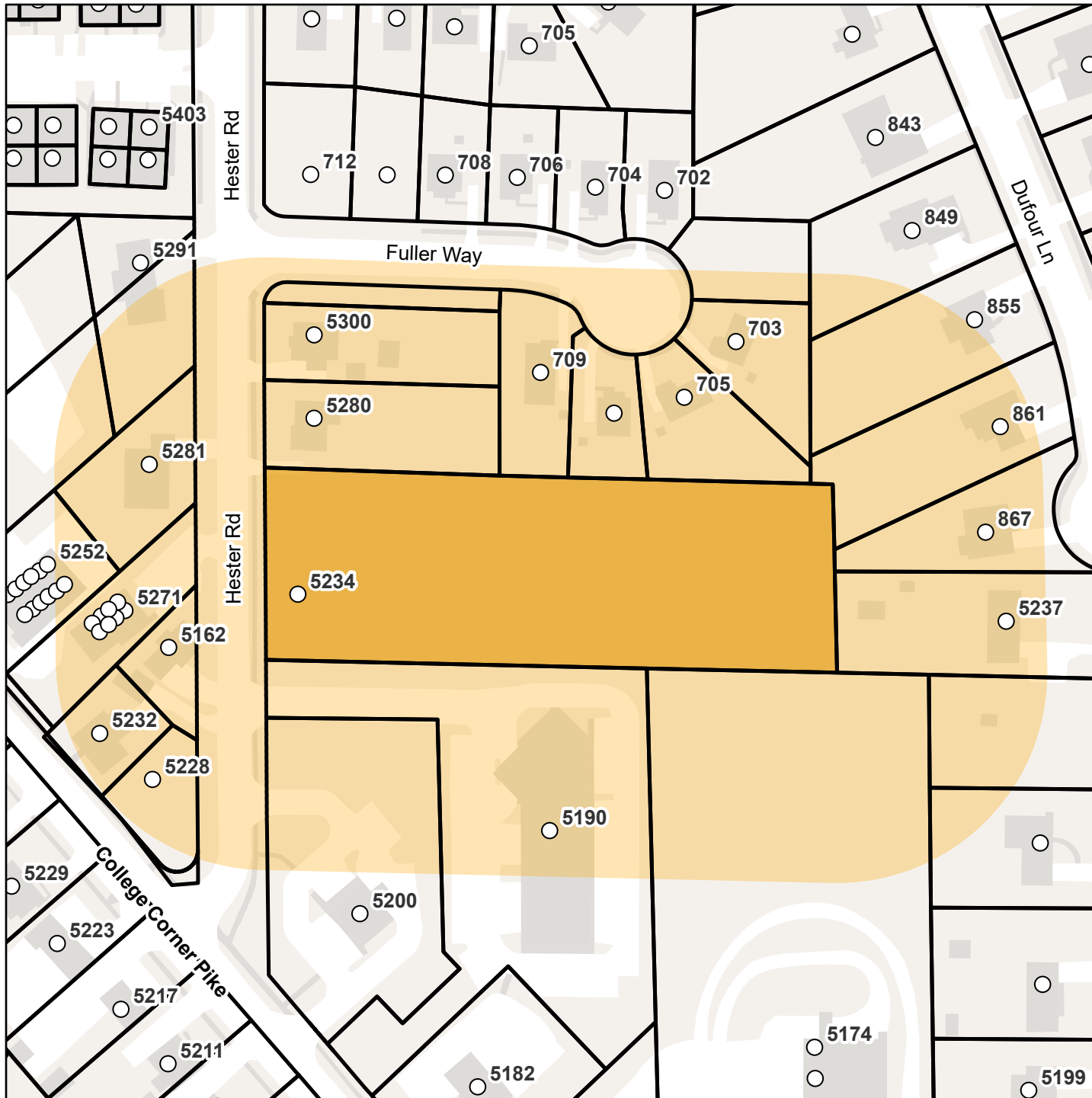
 Site


0 100 200 400 Feet



PC-2025-03
Surrounding Property Owners Map

-  Oxford Corporate Boundary
-  Parcels
-  Case Boundary
-  200 Foot Buffer



Date: 5/7/2025 9:07 AM 

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.



ZONING MAP AMENDMENT APPLICATION

Please print legibly. To apply, email completed form and plans in PDF format to commdev@cityofoxford.org

BOX 1 | APPLICATION DETAILS

Property Address/Location	5234 Hester Rd.
Total Site Acreage	2.1
Parcel ID Number(s)	H4100020000010
Current Zoning District	R1B
Proposed Zoning District	R2A

BOX 2 | APPLICANT INFORMATION

Is the applicant also the current property owner? <input checked="" type="checkbox"/> Yes (You may skip Box 3) <input type="checkbox"/> No (Do not skip Box 3, and include a Letter of Agency with your submittal)
Applicant Name
Applicant Company Name
Mailing Address
Email Address
Telephone Number

BOX 3 | PROPERTY OWNER INFORMATION Check if same as Applicant

Property Owner Name	City of Oxford
Property Owner Company Name	
Mailing Address	15 S. College Ave. Oxford, OH 45056
Email Address	Jgreene@cityofoxford.org
Telephone Number	513-524-5210

BOX 4 | ATTACHMENT CHECKLIST Submit all contents in PDF format. No printed copies are necessary.

<input checked="" type="checkbox"/> Narrative/Cover Letter addressing all components required by Section 1135.02(b)(1) – more information on Page 2 <input checked="" type="checkbox"/> Legal Description of the area/property being rezoned (use the Butler County Recorder website to search existing property records) <input checked="" type="checkbox"/> Vicinity Map showing property lines, streets, existing and proposed zoning <input checked="" type="checkbox"/> Photos of existing site conditions and surroundings Note: Upon checking an application for completeness, staff may require additional information and/or materials above and beyond the items listed above in order to perform a complete evaluation for compliance with relevant Code provisions. You are welcome to contact Community Development at 513-524-5204 ahead of submission to determine whether additional items may be required.
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BOX 5 | APPLICANT SIGNATURE

As the owner or owner's agent, I hereby agree all information contained in this application is true, accurate, and complete to the best of my knowledge. I acknowledge the application will first be checked by City staff for completeness prior to determining a first meeting date with the Planning Commission. I also acknowledge that one or more signs may be placed on the subject property advertising scheduled public hearings for this application, and assume responsibility for removing signs at the completion of the hearing(s).

Applicant Name (Print) Jessica Greene

Applicant Signature **Jessica Greene** Digitally signed by Jessica Greene
Date: 2025.04.03 16:23:02 -04'00' Date

Processing Fee

The appropriate processing fee amount will be determined during a completeness check by Community Development staff. It may take 1-2 business days for a completeness check to be performed. The applicant will receive a digital copy of a processing fee invoice via email once it is ready. Fees may be paid in-person by check or credit card in the Community Development Department located on the first floor of the Oxford Municipal Building, 15 S College Avenue, Oxford OH 45056. For credit card payments, the City accepts Visa, MasterCard, or Discover, and such payments may also be taken over the phone by calling Community Development at 513-524-5204.

Narrative/Cover Letter Requirements

 For source text see Oxford Zoning Code [Section 1135.02\(b\)\(1\)](#)

- A general description of the proposed amendment, including the current and proposed zoning of the area.
- A description of existing uses in the area.
- A narrative statement that describes how the proposed amendment relates to the [Comprehensive Plan](#).
- A statement that identifies potential negative consequences of the proposed amendment.
- Such other information regarding the proposed amendment as may be pertinent to the application.

Decision Standards

 For source text see Oxford Zoning Code [Section 1135.02\(c\)](#)

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

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

A proposed amendment shall be approved if its benefits will likely outweigh any potential pitfalls, and if **at least one (1)** of the following criteria is met:

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.



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

April 3, 2025

Dear Planning Commission,

The City of Oxford purchased the 2.1 acres located at 5234 Hester Rd. for the purpose of affordable housing. We had hoped to partner with Community Development Professionals and their Cottage Community Concept but could not come to terms with a development agreement and the project was canceled by City Council on December 3, 2024. Council then directed staff to post a new RFP for affordable housing development on that land.

As part of the RFP the City stated that it would be willing to explore rezoning to support developments in line with the goals of City Council and the Comprehensive Plan.

The 2023 Oxford Comprehensive Plan has the following recommendations:

- H1.A1. Update zoning regulations to increase density and promote a diversity of resident housing types and living arrangements.
- H1.A4 Leverage land and other tangible assets to address housing supply gaps by boosting inventory.
- H1. A5 Support development and programs addressing supportive and transitional housing

The city intends to partner with a developer to build affordable housing that will serve up to 80% Area Median Income. This income restriction is tied to the use of the American Rescue Plan Act funds that the city used to purchase this land.

The city received 4 responses to its RFP and 2 of the 4 responses will advance for the 2nd round of screening and both indicated a need to rezone the land to make it viable for their development proposal. The city is requesting to begin this rezoning process now to help expediate their project once a partner is selected. City Council voted on a resolution in support of beginning this rezoning process on April 1, 2025.

Currently the land is vacant and zoned R1 B, we are seeking a change to R2A to allow for higher density. The increased density will allow for up to 24 units with a planned development. The positives of this rezoning to allow for higher density will be more income aligned housing being offered in our community. This addresses the needs found in our 2020 Housing Needs Assessment. The negatives of this rezoning will be a lack of private green space for residents.

Thank you for your consideration of this rezoning request.

Jessica Greene
Assistant City Manager
Housing Advisory Commission staff representative



EXHIBIT A

Part of Lots #13 and #9 as the same are known and designated in Gath Subdivision of Lot #5, Section 22 in Oxford Township, Butler County, Ohio and bounded and described as follows: Beginning at the southwest corner of Lot #13; thence east along the south line of said Lot #13 and #9; 523.38 feet to a point in the said south line of said lot #9; thence north with the west line of a 3 acre tract of land owned by Paul J. Welsh, 182.82 feet to a point; thence west on a line parallel with the south line of said Lot #13 and #9 approximately 523.38 feet to a point in the west line of said Lot #13; thence south along the west line of said Lot #13; thence south along the west line of said Lot #13 to the place of beginning containing 2.19 acres more or less.

Parcel No. H4100-020-000-010

Now known as Lot #1307 in the City of Oxford, Butler County, Ohio.



RESOLUTION NO. 7691

A RESOLUTION DIRECTING THE CITY MANAGER TO DESIGNATE 5234 HESTER RD. AS A LOCATION FOR AFFORDABLE HOUSING AND BEGIN THE REZONING PROCESS.

WHEREAS, the availability of affordable housing has become a pressing issue in our community, adversely affecting the well-being and stability of many residents; and

WHEREAS, the 2020 Oxford Housing Needs Assessment listed a critical need for affordable housing, stating the need for an additional 323 units.

WHEREAS, the 2023 Oxford Comprehensive Plan has a goal of Housing for Everyone and action items related to changing zoning to increase density and working to provide supportive housing services; and

WHEREAS, rezoning the property will allow for higher density housing construction and;

WHEREAS, the affordable housing developments must serve people at 80% of the Area Median Income (AMI) or lower and;

WHEREAS, the City of Oxford is extending our income eligibility for affordable housing beyond the standard 60% AMI American Rescue Plan qualification level because of the high rent trends in Oxford when compared to the rest of the County.

WHEREAS, the evidence of high rent trends in Oxford is provided by the 2020 Housing Needs Assessment conducted by Bowen National Research

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

SECTION 1: Council hereby authorizes the City Manager to designate 5234 Hester Rd. as a location for affordable housing and begin the rezoning process.

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


MAYOR

ADOPTED: APRIL 1, 2025

ATTEST: 

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

RESOLUTION NO. 7711

A RESOLUTION ACCEPTING THE RECOMMENDATION OF THE HOUSING ADVISORY COMMISSION TO WORK WITH EMPOWER ME LIVING AND INCLUSIVE HOUSING RESOURCES TO DEVELOP 5234 HESTER ROAD AND INSTRUCTING THE CITY MANAGER TO BEGIN NEGOTIATIONS TO PREPARE DEVELOPMENT AND PURCHASE AGREEMENTS.

WHEREAS, the 2023 Oxford Comprehensive Plan has a goal of Housing for Everyone and an objective to ensure housing affordability and attainability for all income levels; and

WHEREAS, the Housing Advisory Commission has reviewed development proposals for the property located at 5234 Hester Road and has recommended collaboration with Empower Me Living and Inclusive Housing Resources; and

WHEREAS, Empower Me Living and Inclusive Housing Resources have demonstrated a shared commitment to providing inclusive, accessible, and supportive housing solutions that align with the City's goals for equitable community development; and

WHEREAS, The City used American Rescue Act funds to purchase 5234 Hester Rd. for the purpose of affordable housing development; and

WHEREAS, Empower Me Living and Inclusive Housing Resources plan to develop 16 homes and sell them to residents at or below 80% of the Area Median Income, of which will be dedicated to serving adults with developmental delays.

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

SECTION 1: That the City Council hereby accepts the recommendation of the Housing Advisory Commission to pursue a development partnership with Empower Me Living and Inclusive Housing Resources for the property located at 5234 Hester Road.

SECTION 2: That the City Manager is hereby instructed to enter into negotiations and prepare development and purchase agreements with Empower Me Living and Inclusive Housing Resources, outlining the terms, responsibilities, and performance expectations for the development of 5234 Hester Road.

SECTION 3: That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.



VICE-MAYOR

ADOPTED: May 6, 2025

ATTEST: Heather Barbour

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