



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING

COURTHOUSE

TUESDAY, JULY 1, 2025 AT 7:30 PM

William Snavely, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Michael Smith

Amber Franklin
Alex French
David Prytherch

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

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Appointments to Boards and Commissions
 - B. Presentation - Sharefest Report, Ms. Carol Michael
 - C. Discussion - Greenhouse Gas Inventory Presentation, Ms. Reena Murphy, Sustainability Coordinator
 - D. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

5. Consent Agenda.

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

- A. Minutes from the June 17, 2025, City Council Work Session. (Heather Barbour, Clerk of Council)
- B. Minutes from the June 17, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)
- C. A Report Regarding the June 17, 2025, Environmental Commission Meeting. (Reena Murphy, Sustainability Coordinator)

6. Resolutions.

- A. A Resolution Authorizing the City Manager to Submit a Grant Application to the Ohio Department of Development For The Energy Efficiency Program For Up To \$200,000 And A Match Up To \$73,257.00. (Reena Murphy, Sustainability Coordinator).

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 To Approve Current Replacement Pages To The Oxford Codified Ordinances. (Douglas R. Elliott, Jr., City Manager)

2. An Ordinance Accepting The Planning Commission Recommendation To Amend 2.71 Acres On The Official Zoning Map At 6099 Fairfield Road, From Two-Family Residential (R-2A) District to Multi-Family Residential (R-3) District (Sam Perry, Community Development Director)
3. An Ordinance Accepting The Planning Commission Recommendation To Approve A Preliminary And Final Planned Development For Senior Housing At 6099 Fairfield Road (Sam Perry, Community Development Director)
4. An Ordinance Accepting The Planning Commission Recommendation To Amend 2.1 Acres Of Land On The Official Zoning Map Located at 5234 Hester Road From Single-Family Medium Density Residential (R-1B) District To Single And Two-Family Residential (R-2A) District (Sam Perry, Community Development Director)
5. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 4 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

B. Second Reading

1. An Ordinance Authorizing The Purchase Of Perpetual Easements On Parcels Numbers Identified As 10-SH1 And 10-SH2 Or Around Gardenia Drive From The Lara C. Osborne Trust For The Oxford Area Trails Multimodal Transportation Project Phase V. (Jessica Greene, Assistant City Manager)

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

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

DATE	Meeting		
1. July 3	Housing Advisory Commission - CANCELED	Municipal Building	5:00 p.m.
July 4	City Offices CLOSED		
July 8	Planning Commission	Courthouse	7:00 p.m.
July 9	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.

July 15 City Council
July 16 Board of Building Appeals

Courthouse 7:30 p.m.
Courthouse 5:30 p.m.

9. Adjourn.



**MINUTES
OXFORD CITY COUNCIL WORK SESSION
COURTHOUSE
TUESDAY, JUNE 17, 2025 AT 6:00 PM**

1. Roll Call.

A work session meeting of the Oxford City Council was called to order by Mayor Snavelly on Tuesday, June 17, 2025, at 6:00 p.m. Members in attendance were Amber Franklin, Jason Bracken, Alex French, David Prytherch, and Michael Smith. Chantel Raghu was excused.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Ms. Heidi Ridenour, Finance Director; Ms. Stephanie Gray, Assistant Finance Director; Mr. Sam Perry, Community Development Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Geoff Robinson, Police Lieutenant, Mr. Adam Price, Police Lieutenant and Ms. Heather Barbour, Clerk of Council.

2. Topic

A. Year-To-Date Updates On 2025 Action Items

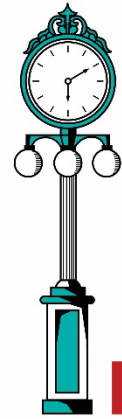
Ms. Greene reported on the progress of the 2025 action items. Ms. Greene presented updates based on the 2023 Comprehensive Plan Council Goals chosen at the 2024 Council Retreat. Ms. Greene addressed questions and comments from the Council. (Slides included in minutes)

B. 2026 Council Budget Priorities Review

Ms. Greene began her Council and Staff Budget Priorities Research Recommendations presentation by sharing the recommended items to continue in 2025 and move forward to 2026. Ms. Greene explained that Boards and Commissions, Councilors, and City Staff made these recommendations. Ms. Greene also shared the new 2026 goals from the 2025 Council Retreat. Ms. Greene addressed questions and comments from the Council. (Slides included in minutes)

3. Adjourn.

Motion – To Adjourn at 6:52 p.m.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French
AYE # 6
NAY # 0
ABS # 0



City of
Oxford OHIO

HOME OF MIAMI UNIVERSITY

2025 Action Items Mid Year Progress Report





Based on the 2023 Comprehensive Plan

Goal

Objective

Action Item

- 2024 Council Retreat
- 2024 June Refinement
- 2025 January Adoption
- 2025 June Mid Year Report★

Goal: Smart Growth & Quality Places



Goal: Smart Growth & Quality Places

Objective: L2-A5: Inventory and recognize historic and contributing structures throughout the city

Action Item: In July and December 2025 staff will provide a status update toward the progress of updating the historic preservation guidelines and recommendations on contributing historic structures or expansion of historic districts.

June 2025 Status Update:

As part of contracted consultant services, with McKenna and Preservation Forward, 9 sites currently outside of historic districts have been identified thus far. An additional 1,089 sites are being evaluated for significance.



Goal: Smart Growth & Quality Places

Objective: L4-A1: Create a Joint Plan for land use & development with surrounding jurisdictions

Action Item: By December 2025 staff and Planning Commission will present a recommendation to Council of an Inter-jurisdictional urban growth / ag heritage preservation plan

June 2025 Status Update:

No progress on this project other than staff assisting Oxford Township Trustees in the updating of their Land Use Plan in February 2025.



Goal: Safe & Efficient Travel For All Modes Of Transportation



Goal: Safe & Efficient Travel For All Modes Of Transportation

Objective: M3-A3: Conduct a feasibility study for connections between the Oxford Area Trail System (OATS) and business districts

Action Item: By November 2025 in coordination with OPTAB, complete a study of interior bike/ped improvements that connect to transit locations, including a review of the Main Street corridor. This route review and recommendation will be presented to City Council by December 2025.

June 2025 Status Update:

The City has contracted with KZF design to complete a bike pedestrian plan that connects to transit stops and shows areas for improvements and connections for our bike and pedestrian infrastructure.

The community survey portion is complete and KZF will now move into draft designs. They aim to present the final plan by February 2026. [Learn More](#).



Goal: Safe & Efficient Travel For All Modes Of Transportation

Objective: M3-A1: Treat pedestrian and cyclist mobility with equal importance to vehicular mobility

Action Item: By June 2025 staff will review the draft Pedestrian and Traffic Safety Planning in Oxford's Mile Square plan and host a work session with Council to examine possible adoption and prioritization of projects.

June 2025 Status Update:

A work session was hosted on the Oxford Mile Square Plan on May 6, 2025.



Goal: Safe & Efficient Travel For All Modes Of Transportation

Objective: M3-A1: Treat pedestrian and cyclist mobility with equal importance to vehicular mobility

Action Item: By December 2025, complete construction of missing sidewalk segments including S. Locust St. at Spring St.

June 2025 Status Update:

The City has awarded a contract for this project; work will begin in June and should be completed by September 2025.



Goal: Safe & Efficient Travel For All Modes Of Transportation

Objective: M3-A1: Treat pedestrian and cyclist mobility with equal importance to vehicular mobility

Action Item: By March 2025, pass an ordinance to improve snow removal on high pedestrian sidewalks; by fall 2025 purchase necessary sidewalk snow removal equipment for OATS - Ph. IV and have a contract for snow removal on non-compliant target area properties.

June 2025 Status Update:

Updated snow ordinance was passed in March 2025. Will plan for staffing costs and implementation in the 2026 operational budget.



Goal: Safe & Efficient Travel For All Modes Of Transportation

Objective: M3-A2: Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas

Action Item: By May 2025, bid out phase 5 of the Oxford Area Trail and Begin construction by fall 2025.

June 2025 Status Update:

A \$5.4M contract has been awarded for construction of Phase V. Work will begin summer 2025 and likely take two years to complete.



Goal: Safe & Efficient Travel For All Modes Of Transportation

Objective: M3-A2: Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas

Action Item: By December 2025, complete rehabilitation and repair of Black Covered Bridge on OATS trail.

June 2025 Status Update:

The City has awarded a contract for this project; work began in May 2025. Work is expected to be complete by September 2025.



Goal: Safe & Efficient Travel For All Modes Of Transportation

Objective: M1-A4: Establish passenger rail service to/from Oxford

Action Item: By October 2025, complete facility design and specifications; obtain CSX and SDS easements and final Amtrak contract.

June 2025 Status Update:

Stage I plans are complete with adjustments being made to the south as we could not obtain TSD cooperation on the site. CSCX and SDS easements are pending.



Goal: Safe & Efficient Travel For All Modes Of Transportation

Objective: M2-A3: Conduct a feasibility study for a grade-separated crossing over or under a railroad

Action Item: By December 2025, coordinate with Ohio Rail Development Commission to conduct a feasibility study and cost estimate for RR overpass/underpass and present findings to City Council.

June 2025 Status Update:

The ORDC controls the funding for this study and has put the project on hold pending confirmation that the Federal grant will continue for the project.



Goal: Housing Opportunities for Everyone



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Objective:L1-A3: Modernize the Oxford Zoning Code to include a hybrid of use-based and form-based approaches to standards

Action Item:By May 2025, staff will coordinate with the code re write subcontractor and discuss how to approach possible inclusionary zoning- such as, but not limited to: density bonus, set asides, fee waivers, expedited approval, no parking minimums and provide updates and recommendations to the Planning Commission.

June 2025 Status Update:

3 public meetings have been held as part of the Oxford Today project. Staff is taking leadership in partnering with McKenna Associates. A new website has been created for the Unified Development Code, www.oxfordudc.com, which includes links to a draft zoning map, definitions and building types.



Goal: Housing Opportunities for Everyone

Objective: H1-A4: Leverage land and other tangible assets to address housing supply gaps by boosting inventory

Action Item: By June 2025, distribute ARPA funds to Habitat to assist with their housing infrastructure and help with recruitment of families for the housing.

June 2025 Status Update:

Habitat plan for 32 townhomes has been approved and we have entered into a development agreement. We have yet to release ARPA funds because construction has not begun.



Goal: Housing Opportunities for Everyone

Objective: H1-A4: Leverage land and other tangible assets to address housing supply gaps by boosting inventory

Action Item: By May 2025 release RFP for 47 acres for mixed income, mixed types housing and include some small neighborhood business.

June 2025 Status Update:

We are waiting to release this until the Ec Dev Strategic Plan is adopted, since a plan for the 47 acres is outlined in that Strategic Plan.



Goal: Housing Opportunities for Everyone

Objective:H1-A5: Support developments and programs addressing supportive and transitional housing

Action Item:By April 2025 award RFP for Hester Rd housing development.

June 2025 Status Update:

Empower Me Living and Inclusive Housing Resources have been selected as the new development partner for Hester Rd. We are now working on an option to purchase and development agreement with them.



Goal: Housing Opportunities for Everyone

Objective: H2-A5: Create an ordinance to outlaw housing discrimination based on source of income

Action Item: By July 2025, HAC will research and make recommendations to City Council regarding Eviction Diversion Program, Tenant Rights Legislation, Nuisance Proprieties Legislation and income discrimination legislation.

June 2025 Status Update:

We were awarded a \$136K grant through Interact for Health to implement our proposed Eviction Diversion and Housing Stability program in partnership with TOPSS and HOME Cincy. This will allow TOPSS to have a FT Housing Advocacy Position, provide a legal fund for lease disputes and provide funds for a tenant rights education campaign.

HAC continues to research and explore legislation changes as well.



Goal: Housing Opportunities for Everyone

Objective:H1-A1: Update zoning regulations to increase density and promote a diversity of residential housing types and living arrangements

Action Item:In July and December 2025 Staff will provide updates to City Council on the progress on Chapter 11, Planning & Zoning Code Re-write

June 2025 Status Update:

The Unified Development Code (UDC) project has not reached this point of the code-writing yet.



Goal: Housing Opportunities for Everyone

Objective:L1-A3: Modernize the Oxford Zoning Code to include a hybrid of use-based and form-based approaches to standards

Action Item:By May 2025, staff will coordinate with the code re write subcontractor and discuss how to approach possible mixed income neighborhood overlay district and provide a report to Planning Commission.

June 2025 Status Update:

The Unified Development Code (UDC) project has not reached this point of the code-writing yet.



Goal: Housing Opportunities for Everyone

Objective: Other

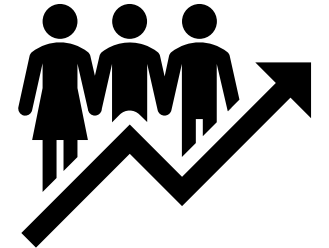
Action Item: By December 2025, HAC will explore ways to prevent corporate purchase of homes and report back to City Council

June 2025 Status Update:

Not yet researched.



Goal: A Thriving & Resilient Year Round Economy



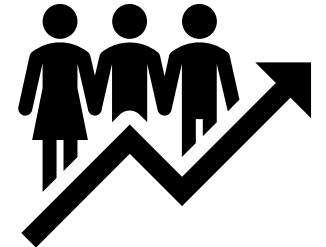
Goal: A Thriving & Resilient Year-Round Economy

Objective: E1-A3: Develop an economic development strategic plan for Oxford

Action Item: By March 2025 present Economic Development Strategic Plan CIC for public comment and refinement. By April 2025 present the plan to City Council for approval. This plan should include a sub area plan or approach for each development area highlighted in the Comp Plan

June 2025 Status Update:

The Ec Dev Strategic Plan is in final draft and out for public comment through May 30. The CIC will meet June 6 to review and make a recommendation to City Council. Will present to Council for adoption on June 17.



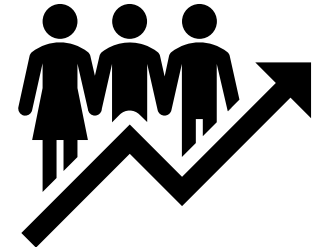
Goal: A Thriving & Resilient Year-Round Economy

Objective: Other

Action Item: By May 2025 present to City Council concepts and costs for uptown alley improvements and/or reuse. This should include sustainability practices, waste management, alternate use plans and beautification.

June 2025 Status Update:

- The City engaged with a student group to review alley improvements and possible reuse. They conducted research and made several recommendations.
- Possible topics to advance to 2026 include improved waste management policies and beautification efforts.



Goal: A Thriving & Resilient Year-Round Economy

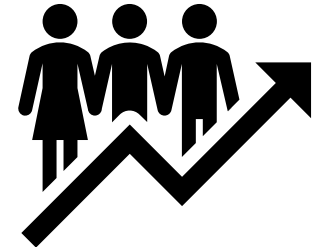
Objective: E1-A5: Explore job creation as a result of Advanced Air Mobility programming and research.

Action Item: By June 2025, define a funding source and apply for site readiness grant for OXD and possibly SR 73.

June 2025 Status Update:

Discussions with CVG regarding immediate and long-term infrastructure needs for various projects (EV charging, box hangar development, etc.).

Continued efforts to complete annexation of full airport property as a necessary first step before City assistance on further development and funding.



Goal: A Thriving & Resilient Year-Round Economy

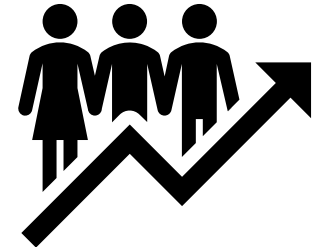
Objective: E2-A1: Support business startups and local entrepreneurship.

Action Item: By July 2025 coordinate with the County to create an Inter-jurisdictional airport protection ordinance – response to OXD Master plan.

By August 2025, staff will draft language pointing to this new County overlay district to guide our local approach with the airport.

June 2025 Status Update:

Bi-weekly meetings March - May 2025 to inform legislation development and keep project on track. Developing coordinated draft language unifying City and County regulation of airport property and surrounding areas. Latest draft complete in May 2025.



Goal: A Thriving & Resilient Year-Round Economy

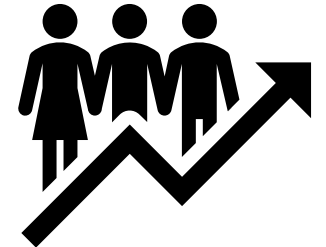
Objective: Other

Action Item: By September 2025 present to City Council options for the uptown surface lot and the courthouse with associated cost estimates.

June 2025 Status Update:

EV fast charging stations continue to be planned for this property along with a continuation of the Farmer's Market on weekends.

Funds have not been spent on a consultant for researching building and lot reuse options.



Goal: A Sustainable Oxford



Goal: A Sustainable Oxford

Objective: S1-A1: Develop an energy plan to meet Oxford's demand with renewables generated locally/regionally

Action Item: By February 2025 apply for grant for improved energy efficiency and solar install on city owned property; and by April 2025 release an RFP for solar on closed landfill

June 2025 Status Update:

Grant application not viable due to lack of projects that met the 15 year ROI and energy reduction requirements. We are now examining a smaller scale grant to help with LED lighting and small scale roof solar.

The seven mile wellfield and closed landfill solar RFP in progress, estimated June release.



Goal: A Sustainable Oxford

Objective: S1-A1: Develop an energy plan to meet Oxford's demand with renewables generated locally/regionally

Action Item: Explore Sustainable Ohio Public Energy Council (SOPEC) membership, if found viable, join SOPEC by March 2025

June 2025 Status Update:

On June 17th Council agenda. Hosted info session with Environmental Commission.



Goal: A Sustainable Oxford

Objective: Other

Action Item: By March 2025 conduct greenhouse gas inventories for CY 2023.

June 2025 Status Update:

Inventory for Local Government Operations is complete. Community Scale is in final stages. Worked with PCFO for technical assistance. Have had a work session with OCASC. Intend to present update to City Council in July.



Goal: A Sustainable Oxford

Objective: Other

Action Item: In July and December 2025 staff will report on the progress toward regional composting facilities in collaboration with Hamilton County.

June 2025 Status Update:

Hamilton County Feasibility Study in progress and seeking public-private partnership.

https://hamiltoncountyresource.org/about_us/research_reports/organics_processing_feasibility_study.php



Goal: A Sustainable Oxford

Objective: S4-A5: Revise street design guidelines to incorporate blue/green infrastructure for stormwater retention, filtration, and tree canopy goals.

Action Item: By December 2025 staff will share a report on research conducted on storm water revenue funds in other communities and methods/models to revise street guidelines to incorporate green infrastructure.

June 2025 Status Update:

Summer2025 fellow project with Green Umbrella. Possible models/methods will be researched and shared with EC by September 2025.



Goal: A Sustainable Oxford

Objective: S2-A4: Manage adequate water supplies and demand for projected future conditions

Action Item:

By March 2025, obtain site approval from Ohio EPA for a new raw water production well at the Seven Mile well field.

June 2025 Status Update:

OEPA has approved an additional production well at the Seven Mile well field. All necessary easements from neighboring properties have been obtained and recorded.



Goal: A Sustainable Oxford

Objective: S2-A4: Manage adequate water supplies and demand for projected future conditions

Action Item:

By December 2025, construct a flushing point at the Seven Mile well field for the raw water transmission main.

June 2025 Status Update:

The City has awarded a contract for this project; work will begin in June and should be complete by September 2025.



Goal: A Sustainable Oxford

Objective: S4-A2: Expand the city's urban tree canopy by supporting tree planting and urban forestry programs

Action Item: By November 2025 a Student project will review approved street trees list and make recommendations for species based on sequestration potential, climate resilience, and natives.

June 2025 Status Update:

Not started; fall 2025 capstone class



Goal: A Sustainable Oxford

Objective: Other

Action Item: By May 2025 Staff will report on a Deer Management Program. This will include a needs assessment, options for management with price estimates, and provide a recommendation to Council.

June 2025 Status Update:

City worked with a student group to research deer management programs. Recommendations include:

Improvements to our local hunting program

A culling program with a 3rd party vendor. Estimated cost \$40K + annually



Goal: A Sustainable Oxford

Objective: S3-A1: Require all commercial properties, including multi-unit apartment complexes, to recycle

Action Item: By June 2025 Staff and the Environmental Commission will review recycling mandate legislation for multi-family and commercial properties and make a recommendation to City Council.

June 2025 Status Update:

On July EC Agenda. Research has included student involvement (Alley project), discussing with peer cities, and internal review of staff time necessary for implementation.



Goal: A Sustainable Oxford

Objective: S1-A6: Install EV charging stations in places available for public use

Action Item: By December 2025, install 6 EV charging stations in places available for public use.

June 2025 Status Update:

The grant has been awarded. The EV chargers are estimated to be installed by December 2025. Four ports at the Main/Church surface lot and two ports at the Municipal Building (all Level 3 fast chargers)



Goal: A Sustainable Oxford

Objective: S4-A2: Expand the city's urban tree canopy by supporting tree planting and urban forestry programs

Action Item: By December 2025, staff will provide an update of the existing Tree Ordinance in coordination with the new code rewrite and discuss possible changes to strengthen conservation of mature forests in development review

June 2025 Status Update:

The Unified Development Code (UDC) project has not reached this point of the code-writing yet.

Initial research by an intern of 14 peer cities indicates that private property tree preservation has very limited potential and that public tree canopy preservation is a better focus.



Goal: A Sustainable Oxford

Objective: S4-A2: Expand the city's urban tree canopy by supporting tree planting and urban forestry programs

Action Item: By May 2025, Staff will draft and submit a grant for Bradford Pear replacement.

And

By June 2025 half of the uptown Bradford pear trees will be replaced.

June 2025 Status Update:

The 2025 Tree Replacement Grant was canceled by ODNR. 50% of the Uptown District Bradford Pear Trees will be replaced in fall 2025 using local funds.



Goal: A Celebration of the People & Places that Make Oxford Unique



Goal: A Celebration of the People & Places that Make Oxford Unique

Objective: R3-A2: Create incentives for private developments to include public art including murals

Action Item: By November 2025, coordinate with PACO to implement public art project on City Garage

June 2025 Status Update:

RFQ for muralists has gone out. Qualifications and initial concepts are due July 10th.



Goal: A Celebration of the People & Places that Make Oxford Unique

Objective: Other

Action Item: By March 2025, As part of fountain replacement and new restroom, research electric needs and determine if an electric upgrade is possible in the Uptown Parks to limit need for generators at events.

June 2025 Status Update:

City staff has reached out to other large event coordinators to understand their utility needs during events. This information, paired with city event's needs will help develop an updated utility request list for the Uptown parks area.



Goal: A Celebration of the People & Places that Make Oxford Unique

Objective: Other

Action Item: By December 2025, Bid and replace Uptown Splash Pad

June 2025 Status Update:

City requested proposals in Q1, but received no responses to replace the Splash Pad. Staff is evaluating replacing the existing facility like for like using primarily City forces. Work would likely begin in September 2025.



Goal: A Celebration of the People & Places that Make Oxford Unique

Objective: R1-A4: Improve or modify existing playgrounds to be more inclusive

Action Item: By October 2025 bid and replace Playground at Oxford Community Park - age 2-5 playground

June 2025 Status Update:

Acquiring quotes. CDBG funds for this project will be released in fall 2025.



Goal: A Celebration of the People & Places that Make Oxford Unique

Objective: R2-A6: Construct a new dog park to meet the demands of the community

Action Item:

By February 2025, open the Barkham Park / New Dog Park Facility.

By April 2025; ensure shade structure(s) are complete.

By December 2025 continue progress on Environmental/Naturalization plan created by Miami students and evaluate existing dog park usage as necessary for future considerations

June 2025 Status Update:

Barkham Park/New Dog Park Facility is open and has seen high visitation from the community.
No Shade structures have been installed as funds for this improvement has not yet been identified.



Goal: A Celebration of the People & Places that Make Oxford Unique

Objective: R3-A7: Support partnerships to create new education, recreation, and cultural opportunities for the community

Action Item:

In April 2025, host the first annual Oxford Bee Fest event and O.A.T.S. & Honey 5K/10K Event. Partnership with Enjoy Oxford, Chamber, and Miami University.

June 2025 Status Update:

In April 2025, we hosted the first annual Bee Festival and OATS & Honey race. It was an extremely successful event with 200+ racers and over 8,000 guests in attendance the Uptown event.

Partnered with multiple entities across Oxford and Bulter County, including Oxford Chamber, Enjoy Oxford, Oxford Farmers Market, Butler County Beekeepers Association and over 50 local businesses, artisans, etc.



Goal: A Connected, Livable, and Equitable Community for All.



Goal: A Connected, Livable, and Equitable Community for All.

Objective: C5-A4: Expand the role of the Civil Rights Commission to incorporate diversity, equity, and inclusion initiatives

Action Item: By June 2025, staff will research CRC roles and responsibilities to make a recommendation to City Council regarding CRC updates.

June 2025 Status Update:

With the passage of an updated Title VI plan, we would like the CRC to monitor and manage adherence to that plan.

Fall 2025, we will conduct an ADA compliance review of public facilities and communications tools.



Goal: A Connected, Livable, and Equitable Community for All.

Objective: C2-A1: Ensure adequate year-round childcare services

Action Item: By May 2025, promote childcare \$30K forgivable loan program through CIC Revolving Loan Fund program.

June 2025 Status Update:

Met with Bulter County Educational Services in January 2025 to help develop FAQ section of program promotion on City website.

Engaged with local property owners to identify potential property for a commercial licensed childcare facility. In May 2025 met with Greater Miami Valley YMCA to explore possible partnership on a variety of programs including childcare, daycare, HeadStart, etc.



Goal: A Connected, Livable, and Equitable Community for All.

Objective: Other

Action Item:

By July 2025, Bid and construct a new public restroom and develop an operation and maintenance plan for this new facility.

June 2025 Status Update:

Bids for new 2-room public restroom are due back June 18. A maintenance plan has been drafted.



Goal: A Connected, Livable, and Equitable Community for All.

Objective: Other

Action Item: By December 2025, create job descriptions and begin process to hire Assistant Chief and Deputy Chief.

June 2025 Status Update:

Draft job descriptions have been created and HR staff has conducted regional wage analysis for similar positions.



Goal: A Connected, Livable, and Equitable Community for All.

Objective: Other

Action Item: By April 2025 Review possible fire staffing structures and make recommendations for coverage and models with the goal of 7 on duty.

June 2025 Status Update:

Firefighter/Paramedic candidate hiring in process. Currently staffing at 6-7 with part-time employees when possible.



Goal: A Connected, Livable, and Equitable Community for All.

Objective: Other

Action Item: By July 2025, Replace all mobile 800mhz in apparatus.

June 2025 Status Update:

Equipment delivered. Installation pending.



**Goal: Accessible, High Quality
Infrastructure.**



Goal: Accessible, High Quality Infrastructure

Objective: U1-A8: Implement water softening for the public potable water supply

Action Item:

By July 2025, obtain Permit to Install from Ohio EPA for a new water softening plant and begin procurement process.

June 2025 Status Update:

We are close to final design approval from the EPA. Once achieved, we can bid for this project.



Goal: Accessible, High Quality Infrastructure

Objective: U1-A8: Implement water softening for the public potable water supply

Action Item:

By March 2025, evaluate options to include solar on the roof on Water Softening Plant. Present options to City Council.

June 2025 Status Update:

Conducted a review with Ameresco if roof mounted solar at new plant will be viable. It was not considered a viable project because it had a 35+ year ROI. Nor was a ground mounted system because of the flood zone in the area.

It is recommended to move a solar project to the seven mile well field and continue pursuing solar at the closed landfill.



Goal: Accessible, High Quality Infrastructure

Objective: U1-A9: Replace lead water pipes for public health and safety

Action Item:

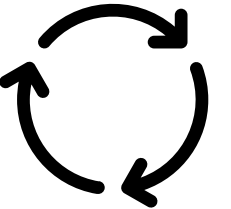
By December 2025, begin implementation of a multi-year program to replace Lead Service Lines, on both public and private property, by Agreement with, and at the cost to, the Utility.

June 2025 Status Update:

Agreement is complete and the process of replacing lead service lines has begun. The Utility is paying for all costs associated with the replacements.



Goal: Essential Services



Goal: Essential Services

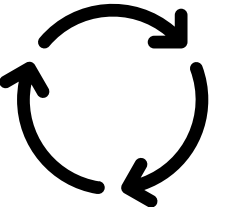
Objective:

Action Item:

By July 2025 staff will review and develop a stronger metrics dashboard to present in conjunction with action plan updates.

June 2025 Status Update:

On hold.



Goal: Essential Services

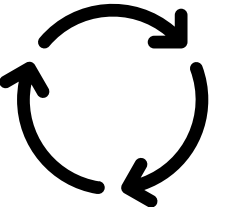
Objective:

Action Item:

By June 2025, contract with Lexipol to implement policy tracking software by the end of 2025 for non public safety employees.

June 2025 Status Update:

\$4K in costs. Was not budgeted for 2025. Will see if there are funds to squeeze this into late 2025.



Goal: Essential Services

Objective:

Action Item:

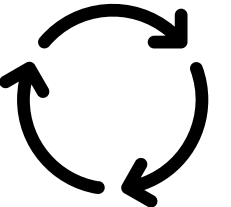
By March 2025 present options and budget impacts to increase Code enforcement capabilities: (housing, trash, sustainability and snow removal)

June 2025 Status Update:

Housing, trash and snow removal has been researched. Sustainability has not yet.

Snow enforcement has been developed into a draft operational plan.

For trash, staff has visited Athens, Ohio to learn their processes, staffing and methods and will be making recommendations to Council.



Goal: Essential Services

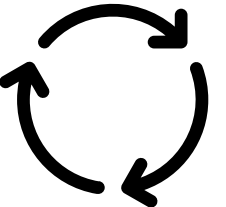
Objective:

Action Item:

By August 2025, draft new procedure manuals for accounts payable and payroll processes to incorporate our new software systems.

June 2025 Status Update:

Payroll manual is 75% completed. Accounts payable manual is in the beginning stages of updated procedures.



Goal: Essential Services

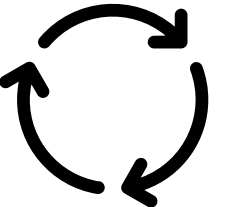
Objective:

Action Item:

By September 2025, make Oxford cemetery records digital files available to the public in a searchable format.

June 2025 Status Update:

This project is 100% complete and went live in May 2025. [Check it out!](#)



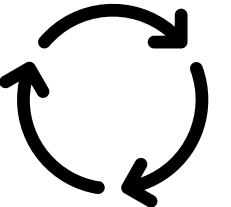
Goal: Essential Services

Objective:

Action Item: By June 2025, Complete the compilation and audit of the City's 2024 Comprehensive Annual Financial Report and submit the report to the Government Finance Officers Association for the "Certificate of Achievement for Excellence in Financial Reporting" Award.

June 2025 Status Update:

Currently waiting on the State Auditors to complete the audit in order to file our ACFR for 2024.



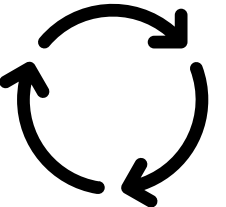
Goal: Essential Services

Objective:

Action Item: By August 2025, improve Move in/Move Out process for residents and update forms and optimize work flow for staff.

June 2025 Status Update:

This project is 95% complete. Completed round one of changing processing prior to "move out" period. Additional changes realized from move out currently in process and finalizing prior to "move in".



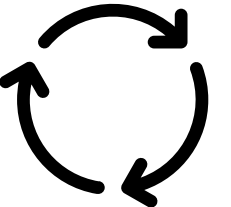
Goal: Essential Services

Objective:

Action Item: By July 2025, research and develop a new grant tracking process and implement city wide.

June 2025 Status Update:

We are waiting on confirmation of a training date with BS&A for the grant tracking module. They cancelled the first training day. We hope to have the training prior to the end of June to begin the implementation.



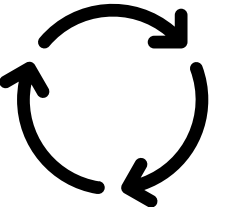
Goal: Essential Services

Objective:

Action Item: By April 2025, Promote a Lieutenant and a Sergeant.

June 2025 Status Update:

Complete. Congratulations Adam and Anthony!



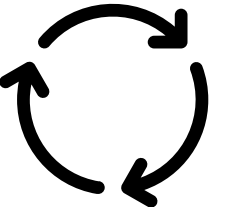
Goal: Essential Services

Objective:

Action Item: By August 2025, make changes to Police Officer hiring and recruiting process and have a new police officer hired.

June 2025 Status Update:

Changes complete. Written & Physical testing completed in May. Interviews scheduled for June.



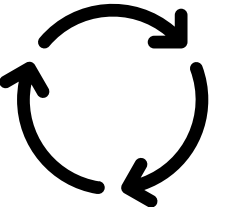
Goal: Essential Services

Objective:

Action Item: By December 2025, complete parking garage fiber connection/surveillance camera project.

June 2025 Status Update:

Search for vendor still in progress.



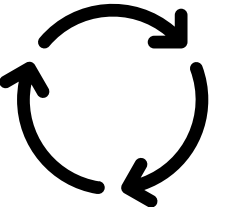
Goal: Essential Services

Objective:

Action Item: By July 2025, conduct a survey of our community with budget questions to establish priority areas.

June 2025 Status Update:

June budget meeting can serve an opportunity to provide input or we can develop a survey with Council direction.



Council & Staff Budget Priorities

Research Recommendations

Timeline

Rooted in the Oxford Comprehensive Plan Goals and Action Items

- January 2025 Retreat
 - Council and staff share ideas for 2026
- February-May 2025 RESEARCH
 - Review full report of research on each item from the retreat.
- June 2026 Council Work Session 
 - Review of research to date and initial recommendations for 2026 budgeting
 - Your opportunity to share with the City Manager areas you care deeply about before he drafts the budget.
 - *Important note:* Changing budget priorities may mean recommended decreases in funding in other areas to maintain a balanced budget.

Safe and Efficient Travel for All Modes of Transportation

Proposed action items from Community Development staff.

Recommendation: Continue from 2025

- Continue with new Complete Streets Review Process:
 - 19 point review process to promote Complete Street expansion.
 - Budget implications of expanded sidewalk access with 2025 paving: \$376K
- Construct the Oxford Area Trail Phase 5
 - \$5.8M over 2025-2026
- Complete the Bike/Pedestrian Improvement Plan currently in process
 - \$150K grant from BCRTA. \$17K local match in 2025

Recommendation: New Mobility Goals for 2026

- In late 2026/early 2027, get cost estimates to construct interior spokes to connect to the trail and/or implement the new bike/ped improvement plan (estimated adoption 2026).
 - This will be in time for a possible levy renewal.
 - Estimated costs: \$50K
- Pedestrian safety lighting inventory - for mobility & equity:
 - A system for determining gaps in pedestrian lighting has not been established yet. An ambient light meter will need to be loaned or purchased. This could be a student GIS project for cost savings.
- Establish sidewalk gap planning approach.
 - 10% of paving costs would be \$50K to \$70K

Housing Opportunities for Everyone

Proposed action items from HAC

Voted on at 5/1/2025 HAC meeting.

Housing goals research details are included in May 2025 HAC meeting minutes.

Recommendation: Continue with multi-year projects:

- Implementation of Housing Stability Program and Communications Campaigns.
 - This includes various policy updates that we have been working on: Code enforcement, updating our language to address on site staff, increasing fines, etc.
- Chestnut Street- Habitat 32 homes
- Hester Rd.- Pending- Empower Me, 16 homes
- 47 Acres for mix of market rate and affordable housing RFP – pending.

Recommendation: Continue with multi-year projects:

- Universal Design Code and Historic Preservation Code Updates.
 - Multi year costs: \$150K

Recommendation: New housing goal for 2026

Research and create approach for helping those who are unhoused.

- Explore shelter models, partnerships, funding, scope and size.
- Will make a recommendation to Council on how to proceed.
- Funding unknown at this point.

Increase inventory of affordable housing units.

- Continue to leverage city owned property, partnerships and incentives to encourage development of new units.

A Thriving and Resilient Year-Round Economy

Proposed Action Item from CIC

Voted on at 6/6/2025 CIC meeting.

Ec Dev goals research details are included in June 2025 CIC meeting minutes.

Recommendation: Continue with multi year goals

- **Childcare expansion:** Ec Dev Staff continue to work on childcare options for our community. Most recently exploring options with the YMCA.
 - Hoping to use \$30K childcare forgivable loan or RLF to help start a new childcare business.
- **Expand cultural events:** Ec Dev Staff continue to work with community partners to coordinate cultural events and to plan for Red Brick Fridays.
- **Improve event safety:** Extensive time has been spent researching safety approaches and costs.
 - \$100K for barricades (idea...use new Ec Dev fund to pay back GF loan)
 - Use ROW fees to pay for PT staff to save on OT costs for Streets Division.

Recommendation: New Ec Dev goals for 2026

- Advance objectives in Economic Development Strategic Plan:
- Restructure and Empower the CIC
 - May require pass through funding to enable to “get to work”
- Write grants for infrastructure site readiness for Economic Development sites.
 - Grant match amounts unknown at this time.
- Develop incentives and rubrics for their application.

A Sustainable Oxford

Proposed action items from Environmental Commission

Voted on at 6/4/25 meeting.

Sustainability goals research details are included in June 2025 EC meeting minutes.

Recommendation: Continue with multi-year projects:

Solarizing landfill

- Maximize generation on landfill, use generation for municipal or aggregation use

Zero Waste City events

- Continue to provide recycling and composting at city lead events

**EC did not explicitly vote to continue these multiyear projects, but the commission discussed their support and want for continuing these projects.*

Recommendation: New sustainability goals for 2026

Solarizing water and wastewater infrastructure

- Focusing on Seven Mile Well Field.
- Estimated costs of technical and legal assistance \$15K

Install an additional flare at the closed landfill

- GV-17, Estimated costs: \$15K

Host a Hazardous Waste Collection Day

- Collaborate with Butler County Recycling
- Apply for grant through OEPA. Grant match estimate \$12,500

Celebration of the People and Places that Make Oxford Unique

Proposed action items from Community Development
and OPRD staff.

Recommendation: Celebration of People Goals for 2026

- Expand cemetery tours to Woodside Cemetery
 - Cost: Staff time.
- Install Public Art at Duke Substation (grant funding already awarded for 2026 implementation)
 - If additional public art is requested, will need funds in 2026 budget.
 - \$15K-\$50K based on requested scope of project.

OPRD Recommendation: Celebration of People Goals for 2026

- Creation of Parks Master Plan
 - The last master plan for Parks & Rec was completed in 1997
 - Hiring a Consulting Firm to perform a comprehensive plan for the department to follow for a 10+ year period will provide Parks and Recreation future strategic planning for improvements, programming and new amenities, with public input that can lead to community buy-in on park facility and capital improvements.
- Additional Pickleball Courts at the TRI
 - High Demand, existing courts used often by the community, often full approx. 270 days a year
 - Revenue opportunity, there is A LOT interesting from the public to rent the courts for matches/tournaments, additional courts would allow for more opportunity.

OPRD Recommendation: Celebration of People Goals for 2026

Collaboration with the TRI Board for new Community Center

- Talawanda Recreation Inc. Is seeking development of new Community Center via private funds.
- In addition to a lease for Oxford Parks and Recreation to operate the new facility. A dedicated commitment to the development such as dedicated funds, in kind contribution, shared marketing/public messaging would provide continuity among community, stake holders, and future users.

Rebranding of Park Signage to coincide with City Branding

- Identifying the Parks and Recreation Department as synonymous with the City of Oxford will provide a clear public identity for community members, partners, etc.

Accessible, High-Quality Infrastructure

Proposed action items from Service Division Staff

Recommendation: Continue with multi-year projects:

Construct new Water Softening Plant.

- \$18M capital project
- Will include new Water Plant staffing (currently in 2025 budget)

Essential Services

Proposed action items from Service, Fire and Police Staff

Fire Recommendations:

- Continue to increase FT fire staffing as proposed.
- Explore staffing models and rank structure to better serve the Oxford Community.
- Explore capital costs for equipment.
 - \$2M+

Police Recommendation:

- Parking change: Increasing the allowable time on side streets to 4 hours maximum
 - Involves 4 blocks – N. Beech, S. Beech, N. Poplar, S. Poplar (zero blocks)
 - Current rate was reduced to \$.50/hour by Council in 2023
 - Implementation through a traffic order memo and reprogramming of meter

Police Recommendation:

- Create a new staff position "Public Safety Technical Specialist" that serves both Police & Fire Division
 - Position will be housed in and supervised by Police Division
 - Similar to prior position that Police had up until 2013
 - Off-load work by sworn personnel to a civilian position
 - Can address growing technological needs of public safety
 - \$65,000 salary range plus benefits, \$100K

Recommendation:

Invest in a feasibility/cost study to either remodel or demo/rebuild courthouse for new public meeting space.

- Estimated cost: \$50K

Circulate volunteer opportunities for Councilors for city events.

Host department lunch & learns with Councilors to better understand city operations.

Council & Public Feedback



**MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, JUNE 17, 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.

Motion – To Enter Executive Session at 6:52 p.m. O.R.C. 121.22 (G)(1) To Consider Appointments to Boards and Commissions.

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

AYE # 6

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

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:11 p.m. O.R.C. 121.22 (G)(1) To Consider Appointments to Boards and Commissions.

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

AYE # 6

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Snavelly on Tuesday, June 17, 2025, at 7:30 p.m. Members in attendance were Amber Franklin, Jason Bracken, Alex French, David Prytherch, Michael Smith, and Chantel Raghu.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Ms. Heidi Ridenour, Finance Director; Ms. Stephanie Gray, Assistant Finance Director;

Mr. Sam Perry, Community Development Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Geoff Robinson, Police Lieutenant, Mr. Adam Price, Police Lieutenant; Mr. Chris Conard, 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 Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

4. Public Participation.

A. Public Hearing - 2026 Tax Budget (Heidi Ridenour, Finance Director)

Motion – To Open the Public Hearing.

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

NAY # 0

ABS # 0

Ms. Ridenour gave a brief explanation and history. Ms. Ridenour addressed questions and comments from the Council.

Public Comment - None.

Motion – To Close the Public Hearing.

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

NAY # 0

ABS # 0

B. Public Hearing- Sustainable Ohio Public Energy Council (Reena Murphy, Sustainability Coordinator)

Motion – To Open the Public Hearing.
(Voice Vote) 1st Ms. Raghu 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

Ms. Murphy shared that it was the Council's goal to explore alternatives to aggregate, along with other models from our current broker. Ms. Murphy introduced Mr. Phil Leppla, the Deputy Director and General Counsel for SOPEC, and Ms. Jennifer O'Donnell, Regional Director of South West Ohio. Mr. Leppla, Germantown, Ohio - Mr. Leppla began his presentation by presenting slides and sharing that this was the second public hearing for the electric aggregation plan of operation and governance for SOPEC (slides included in minutes). Mr. Leppla mentioned that SOPEC is governed by the members we serve. Mr. Leppla announced that SOPEC now has 43 members. Mr. Leppla addressed questions and comments from the Council.

Public Comment - None.

Motion – To Close the Public Hearing.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

C. Appointments to Boards and Commissions

Motion – To Nominate to reappoint Mr. Philip Russo to the Board of Zoning Appeals, to appoint Ms. Roxanne Ornelas to the Civil Rights Commission, to reappoint Mr. Michael Vanni and Mr. Jim Vinch, and to appoint Mr. Ken Vincent to fill an unexpired term ending June 2027 to the Environmental Commission, to appoint Ms. Kelsey Stryffe to fill an unexpired term ending June 2028 on the Historic Architectural & Preservation Commission, to reappoint Mr. Jock Pitts and Ms. Nicola Rodrigues and to appoint Ms. Mary Piper to an unexpired term ending June 2029 to the Housing Advisory Commission, to reappoint Ms. Ann Kaufman Webster and Ms. Shana Rosenberg to the Planning Commission, to reappoint Ms. Edna Southard and Fritz Wellman to the Police Community Relations & Review Commission, to reappoint Mr. Beissel to the Recreation Board, to Mr. Matt Arbuckle to the Student Community Relations Commission, to reappoint Ms. Karen Baker and Mr. Patrick Sidley to the McCullough-Hyde Foundation.

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

D. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

Public Comment - Mr. Sean Scott, Foxfire Dr., Outgoing Editor for the Oxford Free Press - Mr. Scott thanked everyone and wanted to give an update on the next steps. Mr. Scott started covering the City Council in the Spring of 2021 with the Miami Student. Mr. Scott noted that it has been his favorite beat to cover since then, including with the Student and with the Oxford Free Press. Mr. Scott mentioned that this has been one of the greatest communities to learn about and do journalism. Mr. Scott stated that sometimes the government and local government get a kind of reputation regarding transparency and interaction with journalists, and in his experience here, he can't remember when people turned down an interview request or were not forthcoming with information. Mr. Scott shared that this has been a very very good learning experience for him. Mr. Scott mentioned after launching the Oxford Free Press last summer that the community response to the Oxford Free Press has been phenomenal and has greatly exceeded his expectations. Mr. Scott shared that this was his last City Council meeting and his last day with the Oxford Free Press is June 27th. Mr. Scott mentioned the new editor would be Adian Cornue, and his start date is July 16th. Mr. Scott noted that there would not be print editions on July 4th or July 11th. Mayor Snavelly thanked Mr. Scott, and the Council applauded and gave remarks.

Public Comment - Mr. Brian Revere, Campus Ave - Mr Revere, the founder of ONE United, a new organization here in Oxford. Mr. Revere noted that he was assembling the first annual Juneteenth Celebration here in Oxford. Mr. Revere brought up his right-of-way permit and asked the Council to waive the fees associated with the event. Mayor Snavelly thanked Mr. Revere.

5. Consent Agenda.

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

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

- A. Minutes from the June 3, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Staff Report Regarding the June 4, 2025, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
- C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (d). (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Authorizing The City Of Oxford To Enter Into The Sustainable Ohio Public Energy Council (“SOPEC”), The Execution And Delivery Of The Agreement Establishing SOPEC, And Approving The Bylaws Of SOPEC. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7726.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- B. A Resolution Approving The Plan Of Operation And Governance For The Sustainable Ohio Public Energy Council (“SOPEC”) Electric Aggregation Program, And For The Purpose Of Jointly Establishing And Implementing An Electric Aggregation Program. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7727.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- C. A Resolution Authorizing The City Manager To Waive The Fees Adopted In The Fee Ordinance For The Fees On The Right Of Way Permit For A Juneteenth Event At A Cost Not To Exceed \$438.00. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7728.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

Public Comment - Ms. Ann Fuehrer, Dana Dr - Ms. Fuehrer speaking as the Secretary of the Oxford branch of the NAACP. Ms. Fuehrer spoke in support of this Resolution. Ms. Fuehrer noted that Mr. Revere has worked with the NAACP for the past six months to plan a three-day series of events celebrating Juneteenth. Ms. Fuehrer expressed her excitement that Mr. Revere has taken the initiative to expand on the program that occurred last year, sponsored by Oxford Seniors and the NAACP. Ms. Fuehrer mentioned a project that Mr. Perry and Ms. Zikarelli were involved with, proposing ways that the City could be involved in honoring the history and culture of black and African-American members of our community. Ms. Fuehrer shared that the NAACP had also collected donations for the banner displayed over High Street. Ms. Fuehrer encouraged everyone to attend those events on all three days. Ms. Fuehrer mentioned she was happy to hear Ms. Greene is working on a formal fee waiver application and process, and is interested in the conversation that will occur about this request, because the Council is still working without a formal application process. Ms. Fuehrer stated that the Council still has a lot of discretion that will reflect a variety of their perspectives.

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

- D. A Resolution To Adopt The City Of Oxford Economic Development Strategic Plan
(Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7729.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 1
ABS # 0

Public Comment - None.

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

- E. A Resolution Authorizing The City Manager To Enter Into A Settlement Agreement Pertaining To The Oxford Area Trails Multimodal Transportation Project Phase V With Lara C. Osborne, Trustee ("Trust"). (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7730.
(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.

- F. A Resolution Authorizing The City Manager To Enter Into An Agreement Of Cooperation With Butler County, Ohio, Pursuant To The Provisions Of The Housing And Community Development Act Of 1974. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7731.
(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.

- G. A Resolution Authorizing The City Manager To Enter Into An Option To Purchase Agreement With Empower Me Living.(Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7732.
(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.

- H. A Resolution Authorizing The City Manager To Apply For The Ohio Interscholastic Administrators Association (OIAA), 3:1 Matching Grant Program, For Up To \$40,000.00 With A Required Match Of \$16,345.00 For A Total Not To Exceed \$56,345.00 For The Purchase Of A Tiny Mobile Robot Pro X Plus. (Chad Smith, Parks and Recreation Director)

Motion – To Adopt Resolution No. 7733.
(Voice Vote) 1st Ms. Raghu 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

Mr. Smith asked that Council substitute the Resolution on pages 209 - 210 in the agenda packet with the version in front of Council. Mr. Smith explained that after the agenda was published, he received new information from the grant provider. Mr. Smith shared that the name of the organization funding the grant should be the Bureau of Workers' Compensation, not the Ohio Interscholastic Administrators Association, and that was the only change to the Resolution. Mr. Smith presented his staff report and addressed questions and comments from the Council.

Motion – To Substitute the Resolution on pages 209-210 of the Agenda Packet with the printed version of the funding organization update to the Bureau of Workers' Compensation.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Raghu
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

7. Ordinances.

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

- A. First Reading

1. An Ordinance Authorizing The Purchase Of Perpetual Easements On Parcels Numbers Identified As 10-SH1 And 10-SH2 Or Around Gardenia Drive From The Lara C. Osborne Trust For The Oxford Area Trails Multimodal Transportation Project Phase V. (Jessica Greene, Assistant City Manager)

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

Public Comment - None.

B. Second Reading

1. An Ordinance Authorizing The Tax Budget For The Year 2026 And Directing That The Same Be Transmitted To The Butler County Auditor. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3824.
(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

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

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

DATE

Meeting

1.	June 18 Board of Building Appeals	Courthouse	5:30 p.m.
	June 24 Board of Zoning Appeals	Courthouse	6:30 p.m.
	July 1 City Council	Courthouse	7:30 p.m.
	July 3 Housing Advisory Commission - CANCELED	Municipal Building	5:00 p.m.
	July 4 City Offices CLOSED		
	July 8 Planning Commission	Courthouse	7:00 p.m.
	July 9 Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
	July 14 Oxford Recreation Board	Municipal Building	12:00 p.m.
	July 15 City Council	Courthouse	7:30 p.m.
	July 16 Board of Building Appeals	Courthouse	5:30 p.m.

9. Adjourn.

Motion – To Adjourn at 9:12 pm.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0



SOPEC

Sustainable Ohio Public Energy Council



Electric Plan of Operation & Governance

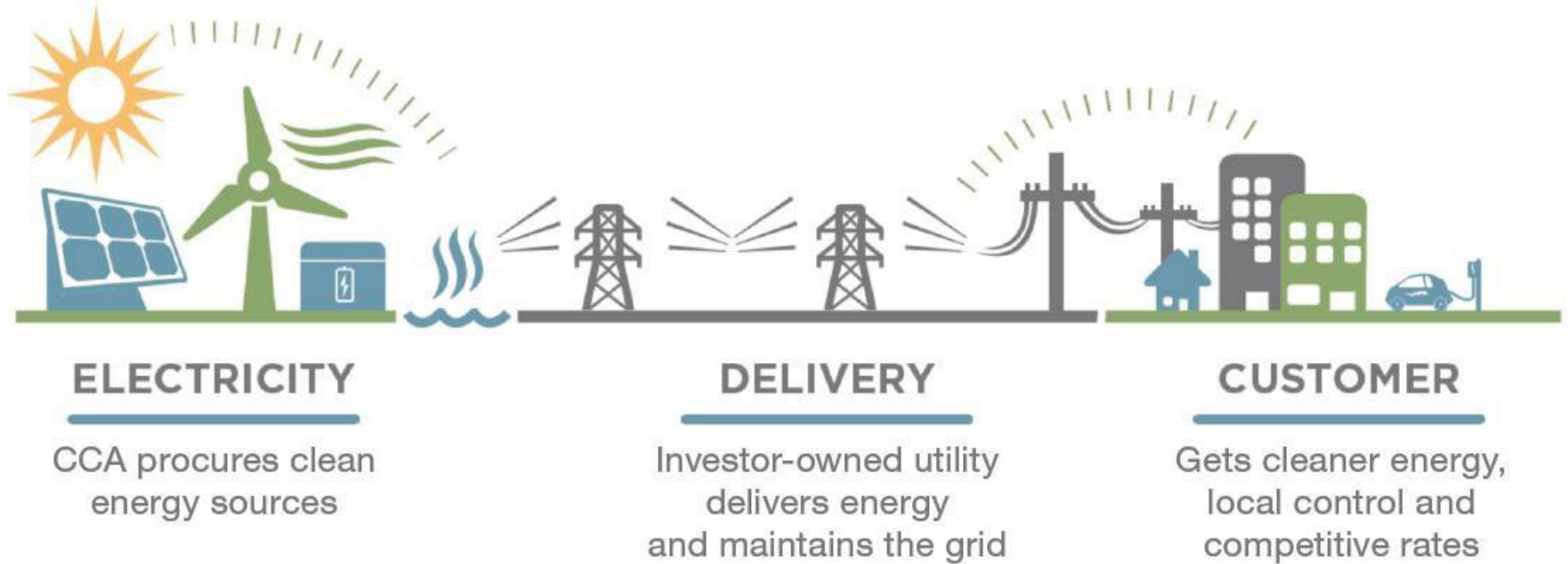


About Sustainable Ohio Public Energy Council

- **Regional Council of Governments under Chapter 167 of Ohio Revised Code:** provides public energy services to member communities, political subdivisions, nonprofits & faith based organizations, & other public agencies across Ohio.
- **Governed by the communities it serves:** General Assembly & Board of Directors made up of elected officials & representatives from member communities.
- **Formed to increase efficiency in local government:** Shared administrative, financial, grant writing, & legal services for high-value public energy programs & projects supporting sustainable communities.
- **Commitment to Renewable Energy:** SOPEC member communities' electric aggregation programs feature **100% renewable energy**.

- **SOPEC membership:** Now 43 communities & political subdivisions throughout Ohio, including Athens, Cleveland, Dayton, Gahanna, Marble Cliff, New Concord, Riverside, Upper Arlington, Dayton Metro Library, & Five Rivers MetroParks.
- **Collective buying power:** SOPEC is AEP Energy's 2nd largest customer in Ohio.
 - Over 1.2TWh (1,200,000,000 kWh) per year of annual load.
- **Mission:** Provide simple, valuable, and reliable public energy programs that help our communities achieve their local energy and sustainability goals.
- **Transparency:** Subject to Public Records & Sunshine Laws. Audited every 2 years.

How Community Choice Aggregation Works



Section 4928.20(C) of Ohio Revised Code.

“Upon the applicable requisite authority under divisions (A) and (B) of this section, the legislative authority or board shall develop a plan of operation and governance for the aggregation program so authorized.

Before adopting a plan under this division, the legislative authority or board shall hold at least two public hearings on the plan.”

Section 4928.20(C) of Ohio Revised Code.

“Before the first hearing, the legislative authority or board shall publish notice of the hearings once a week for two consecutive weeks in a newspaper of general circulation in the jurisdiction or as provided in section 7.16 of the Revised Code.”

Introduction to the “Plan”

- Plan of Operation & Governance (the “Plan”) prepared by SOPEC for current members and any future members for SOPEC’s governmental aggregation of electric customers.
- The Plan contains information on:
 - Structure,
 - Governance,
 - Operations,
 - Management,
 - Funding, and
 - Policies.
- The Plan is certified by the Public Utilities Commission of Ohio (PUCO).

Description & Goals of the Opt-Out Electric Aggregation Program

- Participation is **voluntary** for each individual customer in a member community.
- Individual customers will be notified of their inclusion in the Program and **will have the opportunity to decline service, or opt-out.**
- **Leverage the bargaining power** of a pool of customers.
- Secure clean and sustainable energy sources.
- Ensure quality & reliable customer service is provided.
- Advance economic & energy development goals.

Price & Program Stability

- SOPEC & AEP Energy have never terminated, canceled, or suspended an aggregation program prior to completion of engagement or expiration of full term.
- Fixed-term pricing for 1 to 3 years.
- SOPEC closely watches energy markets on daily basis & receive daily pricing information from AEP Energy.
 - Nimble & responsive to fast-moving energy market based on a commodity.
- **Competitiveness:** SOPEC team pays close attention to local utility auctions.

Opt-Out Electric Aggregation Program Process

- Who can participate?
 - Residential & small commercial electricity accounts.
 - Opt-out electric aggregation excludes the following categories of customers:
 - PIPP customers;
 - Anyone who has shopped for power (without rejoining program);
 - Large industrial customers; and
 - Anyone who opts-out during the program.

- Eligible residents & small businesses will receive an opt-out notice letter via U.S. mail.
- The initial opt-out period is 21 days.
 - However, you can choose to leave the program at any time.
 - SOPEC does not charge any early termination fees.
- Those that do not return the opt-out form within 21 days or do not call AEP Energy within the 21-day period to opt-out shall be automatically included in the Program.
- Customers can also join at any time for no fee.

Sample Opt-Out Notice Letter



An **AEP** Company

SOPEC
Sustainable Ohio Public Energy Council



PO Box 340
Zelienople, PA 16063-2300

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE
PAID
AEP ENERGY

Regarding Your Electricity Service

[View Instructions](#)

**Important Governmental
Aggregation Information Enclosed**

April 21, 2025

<First> <Last> or Current Resident

<Mailing Address>

<Mailing City>, <Mailing State> <Mailing Zip>

Dear <First> <Last>:

Your community previously voted in favor of electric aggregation, a program authorizing your local officials to negotiate an electricity supply rate and terms from a retail electric service provider. The elected officials of the Village of McConnellsville represent you through SOPEC, a council of governments aggregator. AEP Energy is SOPEC's preferred electricity service provider that serves the community through the SOPEC Electric Aggregation Program. Join your neighbors in the program to begin enjoying the benefits!

How the Program Works:

! This program is simple, and you do not need to do anything to enjoy the perks of the program. There is no cost to enroll and there are no switching fees.

! Beginning with your next available meter read date, you will receive a fixed rate of **\$0.09756 per kWh** continuing until your **June 2026**¹ meter read date with 100% renewable energy.²

! Your local utility, AEP Ohio will send you a confirmation letter after your enrollment has been completed.

! Individual customers have the option to select a non-renewable product for the same term. To select this option, you should call 1-877-648-1937.

How to Opt Out of the Program:

We've got you covered, and you are automatically enrolled in the program. However, if you do not wish to participate in the program, you must opt out by May 12, 2025. There are three ways to opt out:



Visit us online at
AEPenergy.com/McCon-optout



Call 1-877-648-1937
Monday - Friday from 8 a.m. to 7 p.m.
Saturday from 9 a.m. to 1 p.m. ET



Mail form
Complete and mail the Opt Out
Election Form below.

For more information, please see the **Frequently Asked Questions** on the back of this letter.

Welcome to the SOPEC Electric Aggregation Program!

IMPORTANT INFORMATION FROM
THE SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL
AND AEP ENERGY REGARDING YOUR ELECTRICITY
SERVICE AT

<Service Address>

CUSTOMER CODE: <CUSTOMER CODE>

How You'll Benefit:

Fixed Program Pricing

Get price protection against fluctuating local utility rates.

Clean Energy & Sustainability

Shift to clean energy to help reduce emissions and improve our environment.

Convenience

Continue to receive and pay one bill from the local utility. Your local utility will continue to provide emergency and maintenance service.

Customer Choice

Get the same service with better rates. If you are not satisfied with the program, you can leave at any time without any fees.

Frequently Asked Questions

What is the SOPEC Electric Aggregation Program? Under the SOPEC Electric Aggregation Program, SOPEC acts on behalf of its electricity consumers to select an electricity supply provider who, through the power of volume buying, is able to secure electricity at competitive prices. The PUCO has taken steps to ensure that Ohio's competitive electricity environment is consumer-friendly. Voters in each of the SOPEC member communities (including your community) approved this aggregation program and each SOPEC member community also passed an ordinance adopting SOPEC's Electric Aggregation program. SOPEC has selected AEP Energy as its preferred electricity supply provider to serve the residents of SOPEC's member communities beginning with your next available meter read date and will continue to your June 2026 meter read date.

Who is AEP Energy? AEP Energy is a certified Competitive Retail Electric Service (CRES) provider that provides electricity supply to customers at market-based prices rather than regulated rates offered by your local utility.

Why did SOPEC select AEP Energy as its provider? SOPEC selected AEP Energy because they were able to propose a program that in SOPEC's judgment, offered the best overall value for eligible households and businesses in SOPEC communities.

How do I enroll? You don't have to do anything to enroll. All eligible customers will be automatically included in the program unless you choose to opt out. If you opt out, you will continue to be served by AEP Ohio's standard service offer or until you choose an alternative electric service provider. However, if you do not respond to this letter, AEP Ohio will complete the enrollment process. **As a part of the enrollment process, you will also receive a notice from AEP Ohio confirming your decision to enroll with AEP Energy. Simply review the letter - if you are pleased with the SOPEC Electric Aggregation Program, simply ignore that letter.** No deposits are required to enroll.

Is budget billing available? A Budget Billing Plan is available for AEP Energy's charges (Generation charges) for residential customers only. The Budget Billing Plan levels your monthly payments to even out the seasonal highs and lows of your monthly bills. You'll have more certainty and can better manage your electricity expenses. Please visit www.AEPenergy.com for more information. Your local utility may also offer a Budget Billing Plan for all other charges not related to AEP Energy's charges.

Can I cancel at any time? Yes, you may cancel without penalty and switch to another provider or revert back to the local utility. Should you cancel your service with AEP Energy and return to standard offer service with your local utility, you may or may not be served under the same rates, terms and conditions that apply to other utility customers. At least every three years, AEP Energy will provide you notice of your ongoing right to opt out, rejoin or remain in the SOPEC Electric Aggregation Program.

If I opt out initially, can I choose to join the program at a later date? Yes, if you opt out initially and change your mind later on, you may join by calling AEP Energy at 1-877-648-1937. **There are no fees to join the program at a later date.**

What happens if I move? If you move to another location within the Village of McConnellsville, you will be able to continue participating in the program. If you leave the Village of McConnellsville, you will no longer be eligible to participate.

Is net metering available? Net metering is available to SOPEC customers. If you have onsite generation located on your premise and meet all the eligibility requirements, you can qualify for SOPEC's net metering billing program. During any billing cycle if your on-site generation exceeds your consumption, you will receive a credit for the excess generation multiplied by the locational marginal prices for the hours posted 7 a.m. to 7 p.m. During any billing cycle if your on-site generation does not exceed your

Contact us

Learn more about SOPEC at www.sopec-oh.gov or by scanning the QR code.

support@sopec-oh.gov

740-597-7955

Follow us on social media!





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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Reena Murphy
DATE PREPARED:	6/24/2025
COUNCIL MEETING DATE:	July 1, 2025
AGENDA TITLE:	A Report Regarding the June 17, 2025, Environmental Commission Meeting. (Reena Murphy, Sustainability Coordinator)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Environmental Commission members present were Jon Ralinovsky, Chantel Raghu, Jason Bracken, Jim Vinch, and Michael Vanni. A quorum was present.

Members of the public in attendance were Phil Leppla, Jennifer O'Donnell, and Ken Vincent.

City staff present were Reena Murphy and Heather Barbour.

The meeting was called to order at 12:30pm.

Motion to approve the agenda: Ms. Raghu

2nd: Mr. Bracken

Vote: Unanimous approval

Motion to open a public hearing: Ms. Raghu

2nd: Mr. Bracken

Vote: Unanimous approval

Phil Leppla, Deputy Director for Sustainable Ohio Public Energy Council (SOPEC), presented SOPEC's Electric Aggregation Plan of Operation and shared about SOPEC as an organization.

SOPEC is a council of governments and membership is free to the City. SOPEC provides an alternative to private brokers for aggregation pricing and acts as a "shared energy office". Membership

would provide Oxford with annual community grants, opportunities to collaborate with other municipalities for federal grant applications, legal assistance for energy projects, and a vote on the council of governments.

He shared that SOPEC's aggregation program has a non-compete with AEP Energy. SOPEC and AEP Energy's Government Aggregation Master Retail Electric Supply Agreement requires AEP Energy to provide SOPEC with three market representative price quotes when providing new pricing for member communities to ensure transparency and competitiveness. SOPEC shared that they have negotiated full transparency from AEP Energy on price components.

SOPEC also has a call center with AEP Energy exclusively for SOPEC communities, improving customer service. Additionally, they work with AEP Energy to do quarterly "refreshes" of the aggregation program.

SOPEC uses 100% renewable energy through renewable energy credits but have a long term goal to spur renewable energy generation in Ohio/our region.

Mr. Vinch asked about terms of aggregation contracts and if there is an advantage to entering into a 3 year agreement over a 1 year agreement. Mr. Leppla shared that historically longer terms provide a lower rate, however, that is not happening in the current market due to the volatility of energy prices. This volatility is industry wide, not unique to AEP or SOPEC.

Mr. Vincent also asked if the library would be included in the aggregation program. Mr. Leppla shared that small commercial accounts would be included in the aggregation program, but that the libraries and other public entities could participate in SOPEC's Public Pricing Program.

Mr. Vincent also asked when SOPEC was established. Mr. Leppla replied 2014.

Motion to close the public hearing: Ms. Raghu

2nd: Mr. Vinch

Vote: Unanimous approval

Motion to adjourn: Ms. Raghu

2nd: Mr. Bracken

Vote: Unanimous approval



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Reena Murphy
DATE PREPARED:	6/23/2025
COUNCIL MEETING DATE:	July 1, 2025
AGENDA TITLE:	A Resolution Authorizing the City Manager to Submit a Grant Application to the Ohio Department of Development For The Energy Efficiency Program For Up To \$200,000 And A Match Up To \$73,257.00. (Reena Murphy, Sustainability Coordinator).
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	\$73,257.00
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

The Ohio Department of Development's Energy Efficiency Program is a \$200k grant opportunity to support projects that reduce energy demand. Through the proposed projects, the total project cost would be \$273,257. We are anticipating \$50,839 in Direct Pay under the Inflation Reduction Act. If successful in securing both the grant and direct pay, our net costs would be \$22,427. The grant is a reimbursement grant, so our initial outlay would be no more than \$273,257.

Staff has worked with Ameresco to conduct ASHRAE Level II energy audits and identify opportunities for energy-efficient improvements. We intend to submit a grant application for:

- LED Lighting at the Senior Center, WTP, WWTP, Street's Garage, Courthouse
- Retro-commissioning at the Police Station
- Solar at the Senior Center

LED Lighting

Ameresco recommended retrofitting the fixtures at the Senior Center, WTP, WWTP, and Street's Garage.

For the Courthouse, they recommended replacing the lighting fixture entirely.

Retro-commissioning at the Police Station

Through the utility analysis, Ameresco identified that the Police Station is using 2x more gas per square foot than any other facility. Further analysis found that 70% of the gas usage is non-weather dependent. Ameresco recommends retro-commissioning the existing Niagara System to help identify and mitigate control issues and to reduce energy consumption while maintaining comfort. Commissioning will include functional testing of each piece of HVAC equipment to ensure all devices are working properly. A focus will also be made on minimizing gas usage (especially in the summer) while not affecting comfort.

Solar at the Senior Center

The proposed roof-top solar array would generate ~41,000 kWh per year, covering 60% of the Center's annual demand and resulting in \$4k per year in electricity savings. This project would be eligible for direct pay through the Investment Tax Credit and we are anticipating up to \$50,839 back.

Energy Conservation & Facility Improvement Measures Financial Analysis		Effective Useful Life (EUL)	Measure Investment		Annual Savings			Simple Payback (years)
			Max	Incentives	Utility	O&M	Total	
1C	LED Lighting - Senior Retrofit	18	\$ 7,821	\$ -	\$ 1,334	\$ 172	\$ 1,506	5.2
1D	LED Lighting - WTP Retrofit	18	\$ 32,632	\$ -	\$ 2,778	\$ 579	\$ 3,358	9.7
1E	LED Lighting - WWTP Retrofit	18	\$ 19,880	\$ -	\$ 1,688	\$ 400	\$ 2,088	9.5
1F	LED Lighting - Street Dept. Retrofit	18	\$ 12,889	\$ -	\$ 813	\$ 114	\$ 927	13.9
2A	LED Lighting - CH New Fixture	18	\$ 16,941	\$ -	\$ 1,876	\$ 247	\$ 2,123	8.0
4	RCx - Police	5	\$ 13,661	\$ -	\$ 2,670	\$ 395	\$ 3,065	4.5
5B	Solar - Senior Center	30	\$ 169,431	\$ 50,829	\$ 4,086	\$ -	\$ 4,086	29.0
SG	Grant Offset (if Secured)			\$ 200,000				
Gross Project Cost		24.8	\$ 273,257	\$ 250,829	\$ 15,246	\$ 1,908	\$ 17,154	1.3
Net Investment (if ODOT Grant Secured)			\$ 22,427					

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF DEVELOPMENT FOR THE ENERGY EFFICIENCY PROGRAM FOR UP TO \$200,000 AND A MATCH UP TO \$73,257.00.

WHEREAS, the City of Oxford's Comprehensive Plan and Climate Action Plan include goals to reduce Oxford's electric consumption through energy-efficient infrastructure and installing on-site renewable energy generation; and

WHEREAS, energy-efficient infrastructure and onsite renewable energy generation reduce energy usage and associated operating costs; and

WHEREAS, the Ohio Department of Development's Energy Efficiency Program is designed to help Ohio reduce energy usage and associated costs; and

WHEREAS, the City of Oxford has worked with Ameresco, Inc. to conduct the necessary ASHRAE Level II energy audits required by the Ohio Department of Development; and

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

SECTION 1: The City Manager is hereby authorized to submit a grant application to the Ohio Department of Development for up to \$200,000 to reduce Oxford's energy usage and associated costs with a match of up to \$73,257.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	6/25/2025
COUNCIL MEETING DATE:	July 1, 2025
AGENDA TITLE:	An Ordinance To Approve Current Replacement Pages To The Oxford Codified Ordinances. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

The City of Oxford utilizes the services of Walter H. Drane Co. to codify city ordinances. This includes ordinances adopted by a City Council. It also includes changes to the City's Traffic and General Offenses Codes to comply with state law. The codification process includes making revisions, rearranging, and consolidating into various titles, chapters, and sections. Once adopted by the City Council, these revisions are published both electronically and in limited hardcopies. On the agenda is an ordinance to add, amend, or repeal certain sections and chapters.

ORDINANCE NO.

AN ORDINANCE TO APPROVE CURRENT REPLACEMENT
PAGES TO THE OXFORD CODIFIED ORDINANCES.

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

SECTION 1: Council has determined that certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution. Various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances. The City has heretofore entered into a contract with Walter H. Drane Co. to prepare and publish revisions which are before Council.

SECTION 2: The Ordinances of the City of Oxford, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2025 Replacement Pages so the Codified Ordinances are hereby approved and adopted.

SECTION 3: The following sections and chapters are hereby added, amended or repealed and respectfully indicated in order to comply with the current State law:

Traffic Code

- 331.39 Driving Across Grade Crossing. (Amended)
- 331.40 Stopping at Grade Crossing. (Amended)
- 331.401 Slow-Moving Vehicles or Equipment Crossing Railroad Tracks.
(Added)
- 333.01 Driving or Physical Control While Under the Influence. (Amended)
- 335.04 Certain Acts Prohibited. (Amended)
- 335.072 Driving Under Financial Responsibility Law Suspension or Cancellation;
Driving Under a Nonpayment of Judgment Suspension. (Amended)
- 335.074 Driving Under License Forfeiture or Child Support Suspension.
(Amended)
- 337.26 Child Restraint System Usage. (Amended)

General Offenses Code

- 513.01 Drug Abuse Control Definitions. (Amended)
- 513.03 Drug Abuse; Controlled Substance Possession or Use. (Amended)
- 513.04 Possessing Drug Abuse Instruments. (Amended)
- 513.05 Permitting Drug Abuse. (Amended)
- 513.07 Possessing or Using Harmful Intoxicants. (Amended)
- 513.08 Illegally Dispensing Drug Samples. (Amended)
- 513.12 Drug Paraphernalia. (Amended)

General Offenses Code (Cont.)

513.19 Pseudoephedrine Sales. (Added)
525.05 Failure to Report a Crime, Injury or Knowledge of Death. (Amended)
533.01 Obscenity and Sex Offenses Definitions. (Amended)
533.04 Sexual Imposition. (Amended)
533.16 Grooming. (Added)
537.02 Vehicular Homicide and Manslaughter. (Amended)
537.14 Domestic Violence. (Amended)
537.20 Illegal Use of a Tracking Device or Application. (Added)
545.01 Theft and Fraud Definitions. (Amended)
545.05 Misdemeanor Theft. (Amended)
549.12 Concealed Handgun Licenses; Possession of Revoked or Suspended License;
Additional Restrictions; Posting Signs Prohibiting Possession.
(Amended)

SECTION 4: The complete text of the Traffic and General Offenses Code sections listed above are set forth in full in the current replacement pages to the Codified Ordinances which are hereby attached to this Ordinance as Exhibit A. Any summary publication of this Ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

SECTION 5: This Ordinance shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	6/24/2025
COUNCIL MEETING DATE:	July 1, 2025
AGENDA TITLE:	An Ordinance Accepting The Planning Commission Recommendation To Amend 2.71 Acres On The Official Zoning Map At 6099 Fairfield Road, From Two-Family Residential (R-2A) District to Multi-Family Residential (R-3) District (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing For All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve as Recommended
CITY MANAGER/DEPT HEAD APPROVAL:	SP

DISCUSSION:

Background

The complete information and Planning Commission meeting recording can be accessed from the city website here: <https://oxfordoh.portal.civicclerk.com/event/1066/files/agenda/2330>

On behalf of the property owners, Terry & Katherine Dudley, Architect Scott Webb is requesting a rezoning of the subject property at 6099 Fairfield Road in order to up-zone from R-2A, a two-family district, to R-3, a multi-family district. This rezoning request is intended to be reviewed concurrently alongside a request for Planned Development approval that would utilize the increased density provisions inherent to the R-3 district.

The subject property had been occupied for a number of years by the Oxford Healthcare Center, a nursing home facility, but stands vacant today. The previous nursing home use had been considered legally grandfathered under the current R-2A zoning, as nursing homes are typically only allowed via the Conditional Use process in the R-3 and R-4 zoning districts.

The purpose of the proposed Planned Development is to permit an adaptive reuse of a former nursing home facility into forty four (44) dwelling units for independent senior living. Of the 44 total units, thirty seven (37) are proposed as one-bedroom units with the remaining seven (7) as two-bedroom units. Administrative and shared amenity spaces are also planned, including a shared kitchen, activity room, and mail pickup area serving the residents. The project would largely take advantage of the existing developed state of the site, keeping much of the existing structure intact as well as utilizing existing off-street parking wrapping around the eastern and southern edges. Redevelopment would involve removal of common interior corridors to create new private exterior entrances to the 44 dwelling units.

Zoning Map Amendment

Submitted pursuant to Section 1135 of the Zoning Code. This would approve only the change in base zoning classification from R-2A to R-3. While R-2A only permits single-family dwellings and two-family dwellings as principal uses, the R-3 District permits multi-family residential use with up to 24 units maximum per structure. However, in order to allow more than one multi-family building on a single site, the district standards mandate that a Planned Development process be pursued. Additionally, the R-3 District imposes minimum floor area requirements based on unit type (for example, a minimum of 600 sq ft for 1-BR units), 50% maximum lot coverage, and a maximum residential density of 1 person per 450 square feet of lot area.

Preliminary & Final Planned Development

Submitted pursuant to Section 1145.05 of the Zoning Code. The purpose of Planned Developments is to encourage creative and flexible development that cannot otherwise comply with the typical regulations of one or more underlying zoning districts. Planned Developments require at least one (1) acre of overall land in order to be considered, and their designs are typically required to set aside at least twenty (20) percent of their territory as open space. Uses and setbacks can be flexible, provided the overall density does not exceed 110% of the underlying zoning district. In this case, the PD application would essentially serve as the mechanism to approve the actual proposal to convert the former nursing home structure into senior housing.

June 10 Planning Commission Hearing

The Commission held a hearing of the two cases and recommended approval of the cases with a vote of 5-0 (2 absent), including a list of 11 conditions and waivers, as noted below. Of primary concern to the Commission was that the zoning map amendment be tied to the implementation of the approved Planned Development, and that it revert, if the project does not move forward, as proposed.

1. The Planned Development approval shall be valid for two (2) years. All necessary permits must be secured, and construction begun, within this time period. Should additional time be needed, the applicant/owner may request an extension to this timeframe within six (6) months of expiration.
2. If permits are not obtained and construction has not begun within the timeframe established in #1 above, the zoning of the property shall revert back to R-2A. This condition shall not be enforced should the property be rezoned to another classification as part of the City's ongoing process to craft and adopt a unified development code (i.e., "Oxford Today"), a process which applies to the entire municipal jurisdiction.
3. In fulfilling the spirit of **Section 1149.07(e)(4)(E)**, 6-inch curbing (with openings as necessary for stormwater management) shall be installed along the eastern edge of the existing parking lot to deter vehicles from driving onto grass. All existing wheel stops shall be removed from the site.
4. All existing wall pack light fixtures shall be replaced with new fixtures with shielded light sources. Additional parking lot lighting shall not be required, unless otherwise determined by the Planning Commission.

5. A landscaping plan with tree size and species details shall be provided at the Building Permit stage. Any existing dead/diseased trees – including those along the west side of the property – shall be removed and replaced with new plantings that will grow to comparable size. Tree species shall be selected from the City Tree List.
6. Civil plans for parking, storm, and other site-related modifications shall be prepared by a registered engineer and submitted as part of the future Building Permit application.
7. In exchange for granting waivers as appropriate to **Section 1145.07(b), 1145.12(d), 1147.03(b)(23), and 1159.04(21)** for the purpose of permitting 44 multi-family residential housing units occupied by seniors, the owner shall deed restrict the property to allow only for occupancy by those aged 55 or older. The Law Director shall approve any such restrictions as to form prior to recording.
8. A waiver to **Section 1141.03(b)** is hereby granted to permit the exterior entrances of certain dwellings to not be situated directly upon a street. This waiver is acceptable due to the nature of the proposal being an adaptive reuse of an existing structure as multi-family residential.
9. A waiver to **Section 1143.06(c)(4)(B)** is hereby granted to permit front yard coverage in excess of the 25% maximum for R-3 zoned property, to allow for approx. 35% as conveyed by the submitted plans.
10. A waiver to **Section 1145.12(e)(3)(A)** is hereby granted to relieve the applicant from the required 25-foot perimeter setback, provided no aspect of the existing developed character (structure, parking, etc.) is extended any further toward neighboring properties.
11. A waiver to **Section 1145.12(f)(2)** is hereby granted to permit proposed lot coverage in excess of the 40% maximum, to allow for approx. 70% coverage as conveyed by the submitted plans.

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION
RECOMMENDATION TO AMEND 2.71 ACRES OF THE OFFICIAL ZONING MAP
AT 6099 FAIRFIELD ROAD FROM TWO-FAMILY RESIDENTIAL (R-2A)
DISTRICT TO MULTI-FAMILY RESIDENTIAL (R-3) DISTRICT

WHEREAS, in accordance with Section 1135 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on June 10, 2025, on the application of Scott Webb, Architect, for a Zoning Map Amendment for 2.71 acres of land located at 6099 Fairfield Road, Oxford, Ohio, rezoning the property from two-family residential (R-2A) district to multi-family residential (R-3) district.

WHEREAS, the Oxford Planning Commission, after public hearing and due deliberation, recommended approval of the Zoning Map Amendment, and found that the application complies with the Decision Standards of Oxford Codified Ordinance Chapter 1135.

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

SECTION 1: Planning Commission held a hearing on June 10, 2025 to consider the amendment. The Commission voted 5-0 to recommend approval of the zoning map amendment to City Council, thus amending the official zoning map, based upon the following conditions:

1. The Planned Development approval shall be valid for two (2) years. All necessary permits must be secured, and construction begun, within this time period. Should additional time be needed, the applicant/owner may request an extension to this timeframe within six (6) months of expiration.
2. If permits are not obtained and construction has not begun within the timeframe established in #1 above, the zoning of the property shall revert back to R-2A. This condition shall not be enforced should the property be rezoned to another classification as part of the City's ongoing process to craft and adopt a unified development code (i.e., "Oxford Today"), a process which applies to the entire municipal jurisdiction.
3. In fulfilling the spirit of **Section 1149.07(e)(4)(E)**, 6-inch curbing (with openings as necessary for stormwater management) shall be installed along the eastern edge of the existing parking lot to deter vehicles from driving onto grass. All existing wheel stops shall be removed from the site.
4. All existing wall pack light fixtures shall be replaced with new fixtures with shielded light sources. Additional parking lot lighting shall not be required, unless otherwise determined by the Planning Commission.
5. A landscaping plan with tree size and species details shall be provided at the Building Permit stage. Any existing dead/diseased trees – including those along the west side of the property – shall be removed and replaced with new plantings that will grow to comparable size. Tree species shall be selected from the City Tree List.

6. Civil plans for parking, storm, and other site-related modifications shall be prepared by a registered engineer and submitted as part of the future Building Permit application.
7. In exchange for granting waivers as appropriate to **Section 1145.07(b), 1145.12(d), 1147.03(b)(23), and 1159.04(21)** for the purpose of permitting 44 multi-family residential housing units occupied by seniors, the owner shall deed restrict the property to allow only for occupancy by those aged 55 or older. The Law Director shall approve any such restrictions as to form prior to recording.
8. A waiver to **Section 1141.03(b)** is hereby granted to permit the exterior entrances of certain dwellings to not be situated directly upon a street. This waiver is acceptable due to the nature of the proposal being an adaptive reuse of an existing structure as multi-family residential.
9. A waiver to **Section 1143.06(c)(4)(B)** is hereby granted to permit front yard coverage in excess of the 25% maximum for R-3 zoned property, to allow for approx. 35% as conveyed by the submitted plans.
10. A waiver to **Section 1145.12(e)(3)(A)** is hereby granted to relieve the applicant from the required 25-foot perimeter setback, provided no aspect of the existing developed character (structure, parking, etc.) is extended any further toward neighboring properties.
11. A waiver to **Section 1145.12(f)(2)** is hereby granted to permit proposed lot coverage in excess of the 40% maximum, to allow for approx. 70% coverage as conveyed by the submitted plans.

SECTION 2: Based on the Planning Commission recommendation, the City Manager and Community Development Director also recommend that the official zoning map be amended to R-3 for 6099 Fairfield Road.

SECTION 3: Council accepts the recommendation of the City Manager and Community Development Director to amend the official zoning map to R-3 for 6099 Fairfield Road.

SECTION 4: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH
PREPARED BY: COMMUNITY DEVELOPMENT STAFF AND LAW



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	6099 Fairfield Road
Total Site Acreage	2.71 acres
Parcel #	H4100119000009
Parcel ID Number(s)	
Current Zoning District	R-2A
Proposed Zoning District	R-3

BOX 2 | APPLICANT INFORMATION

Is the applicant also the current property owner?	
☐ Yes (You may skip Box 3) ☐ No (Do not skip Box 3, and include a Letter of Agency with your submittal)	
Applicant Name	Scott Webb
Applicant Company Name	Scott Webb, Architect
Mailing Address	103 W Walnut Street, Oxford, OH 45056
Email Address	scott@scottwebbarchitect.com
Telephone Number	(513) 523-3838

BOX 3 | PROPERTY OWNER INFORMATION ☐ Check if same as Applicant

Property Owner Name	Terry & Katherine Dudley
Property Owner Company Name	
Mailing Address	6744 Contreras Rd. Oxford, OH 45056
Email Address	kathydudley@gmail.com
Telephone Number	(513) 523-8230

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

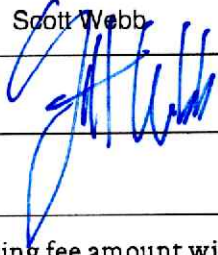
- ☐ **Narrative/Cover Letter** addressing all components required by [Section 1135.02\(b\)\(1\)](#) – more information on Page 2
- ☐ **Legal Description** of the area/property being rezoned (use the [Butler County Recorder website](#) to search existing property records)
- ☐ **Vicinity Map** showing property lines, streets, existing and proposed zoning
- ☐ **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.

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) Scott Webb

Applicant Signature 

Date 4/24/25

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.

Sam Perry, Planner
City of Oxford
Municipal Building
15 South College Ave.
Oxford, Ohio 45056



SCOTT
WEBB

ARCHITECT

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

www.scottwebbarchitect.com

Re: Application for Zoning Map Amendment
Parcel # H4100119000009
6099 Fairfield Road
Oxford, Ohio 45056

April 24, 2025

Dear Mr. Perry,

Thank you for taking the time to meet with me to discuss the Adaptive Reuse and Redevelopment of the former nursing home facility at 6099 Fairfield Road into Independent Senior Housing.

The existing building was purpose-built as a nursing home, beginning around 1970, followed by a series of additions, the last of which in 2004. As shown on our concept drawings, the proposed Adaptive Reuse would convert the building to a series of Independent Senior Living Units (Apartments). The central common corridors would be abandoned, providing new private entrances to each new unit.

City Planner, Zach Moore's provided a Preliminary Zoning Review in his letter of March 17, 2025. In his review, he suggested that a Planned Development may allow what will become a multi-family building. Allowable units, however, are limited by the underlying Zoning District. The current R-2A designation limits the number of units to (34).

At over 37,000 s.f, the existing building can accommodate significantly more units. The current configuration lends itself well to an Adaptive Reuse design. By keeping the layout of existing plumbing walls, we are able to create modest, single bedroom apartments, replacing (2) former nursing care units. In doing so, the building can easily accommodate (44) units, prompting the necessity of a Map Amendment to redevelop this site.

Statement responding to Decision Standards on the Application.

In response to the decision standards outlined in the application, we offer the following:

A. There is an error on the official Zoning Map or in the delineations between districts.

While this is perhaps not an error on the map, the previous use was made non-conforming through various editions of the zoning map applied after the site was developed in 1970.

B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.

The Comprehensive Plan speaks directly to the need for additional housing types with a particular interest in affordable and senior housing, encouraging aging in place and working with Age-Friendly Oxford to achieve these objectives.

The Implementation Matrix provides the following guidance:

Goal: Housing Opportunities for Everyone

The Objective is to “Expand housing opportunities for all life stages”.

Actions in support of the amendment include:

H1-A3 Identify areas in town which are appropriate for increased density allowance, housing diversity,...

H1-A4 Leverage land and other tangible assets to address housing supply gaps by boosting inventory.

H1-A5 Support developments and programs addressing supportive and transitional housing.

H1-A8 Recognize and support the valuable service assisted living and senior living developments provide to the community.

C. There has been substantial change in the area conditions that necessitates the amendment.

It would appear it is the Zoning Map that has changed. The South side of Fairfield Road begins with the Tri Recreation Center, built in 1977, in what is now an R-1B District. This former nursing home follows, built in 1970, in what is now an R-2A District. The R-2A District continues to include the Oxford View Condominiums built in 1984. The final development is Vereker Farms, built in 1996, with density far exceeding its current R-1A designation.

Amending the Zoning Map would more accurately reflect the uses in this area and allow the redevelopment of the former non-conforming nursing home into Independent Senior Housing as an allowable Multi-Family use.

D. There is legitimate need for additional land area in the zoning district that will be expanded

Affordable Senior Housing is an identified need in the City of Oxford. Small, independent living units are in short supply with waiting lists at other developments. With no offers to continue the 55 year old nursing home use, the current owner saw the opportunities for an Adaptive Reuse of this building in an ideal location for additional Independent Senior Housing.

The site offers proximity to commercial businesses, recreation, and the Senior Center, and is adjacent to other Senior Housing (Talaforde Manor) and near other multi-family developments as described above.

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

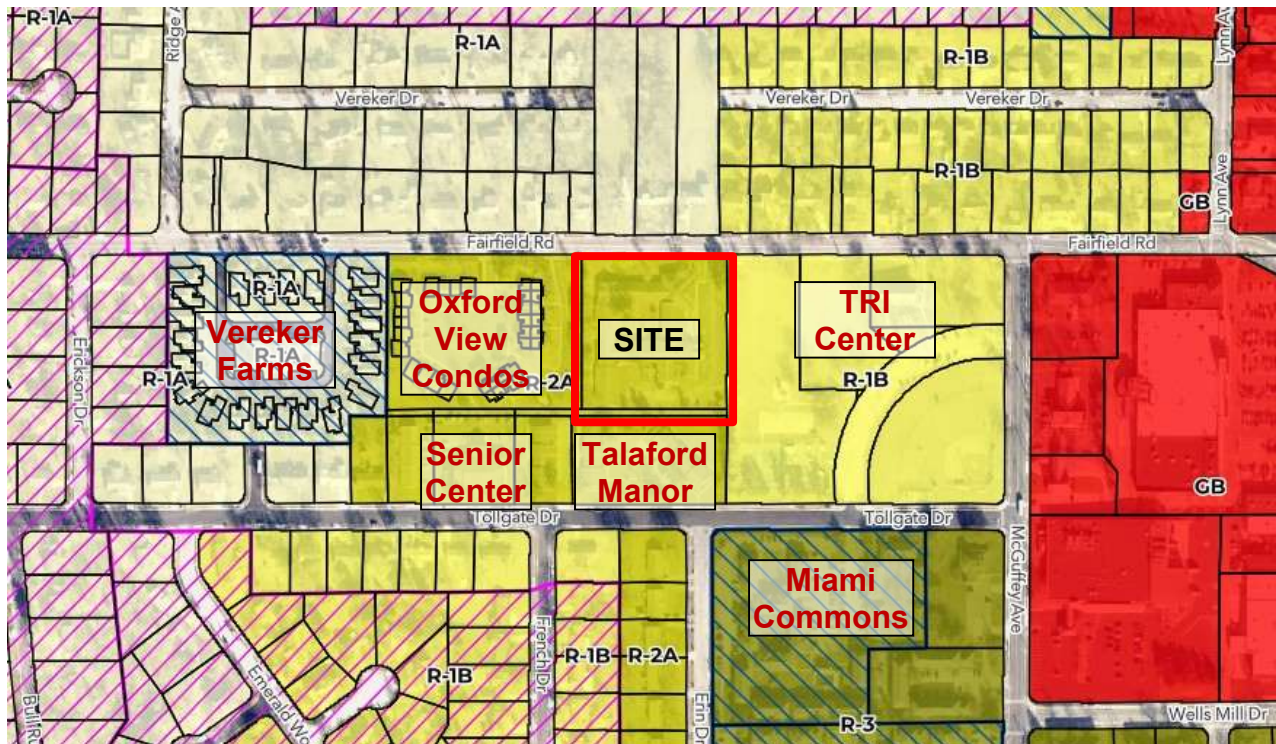
Respectfully,

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

Scott Webb, Architect

Zoning Area Map

Showing Adjacent Zoning & Existing Uses

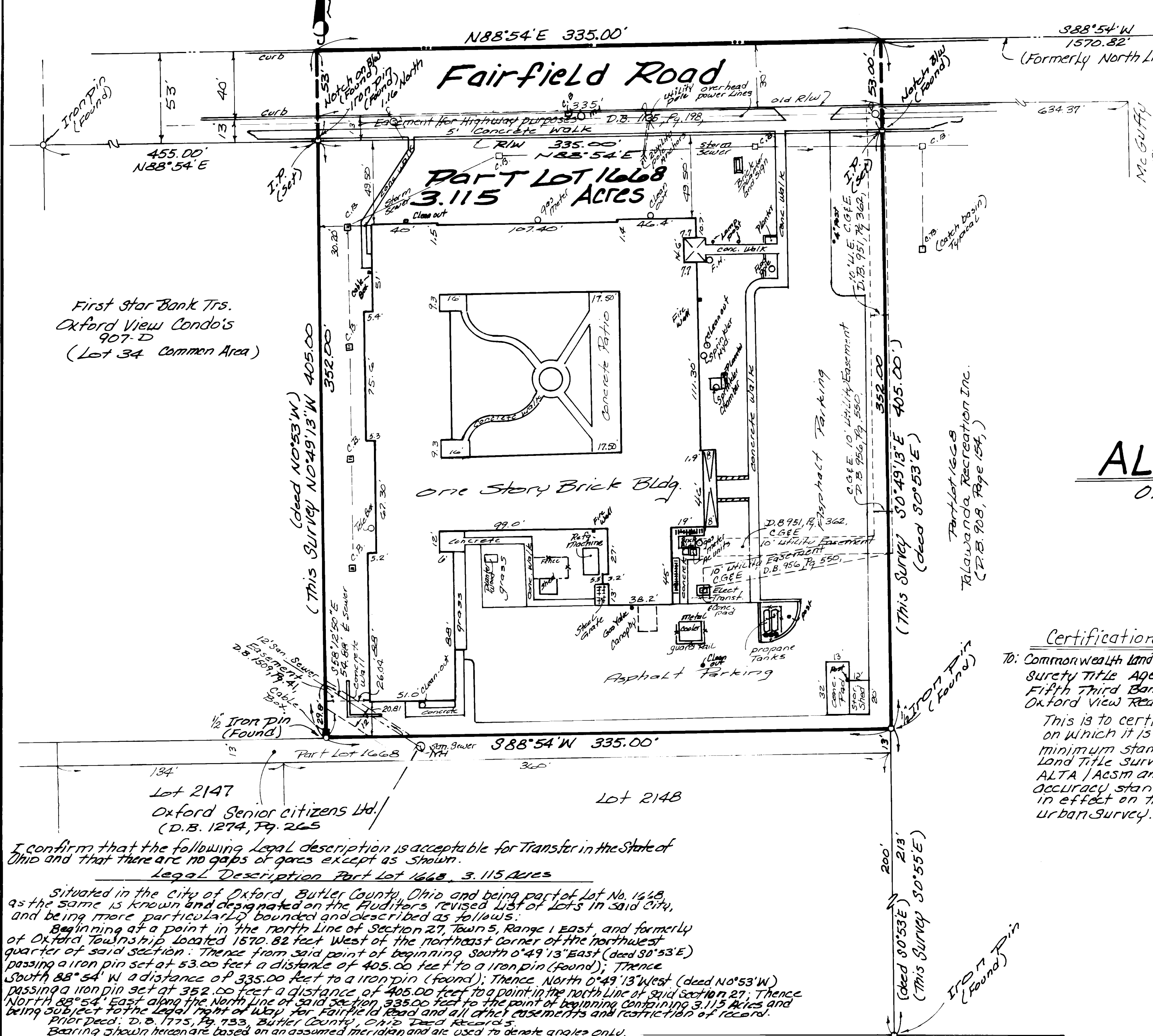


Aerial Photograph



Bearings shown hereon are based on an assumed meridian and are used to determine angles only.

Volume 44 Page 40
Butler County Engineers'
Record of Land Surveys.



ALTA Plot of Survey

Oxford View Nursing Center

Part Lot #1668

City of Oxford

Butler County, Ohio

For: Glass Family Limited

Date: 12/19/02 partnership

Scale: 1" = 40' Revised: 9/18/03 DRB

Certification

To: Commonwealth Land Title Insurance Company
Surety Title Agency, Inc.
Fifth Third Bank
Oxford View Realty, LLC (Commitment No. ST 26290,)

This is to certify that this map or plat and the survey on which it is based was made (1.) In accordance with minimum standard detail requirements for ALTA/ACSM Land Title Surveys, jointly established and adopted by ALTA/ACSM and NSPS in 1997, and (2.) Pursuant to the accuracy standards, as adopted by ALTA and ACSM and in effect on the date of this certification of a urban survey.

Daniel R. Brown
Registered Surveyor 6492 in Ohio



I confirm that the following legal description is acceptable for Transfer in the State of Ohio and that there are no gaps or gaps except as shown.

Legal Description Part Lot 1668, 3.115 Acres

Situated in the City of Oxford, Butler County, Ohio and being part of Lot No. 1668, as the same is known and designated on the Auditors revised list of lots in said City, and being more particularly bounded and described as follows:

Beginning at a point in the north line of Section 27, Town 5, Range 1 East, and formerly of Oxford Township located 1570.82 feet West of the northeast corner of the northwest quarter of said section; Thence from said point of beginning South 0°49'13" East (deed S0°53'E) passing a iron pin set at 53.00 feet a distance of 405.00 feet to a iron pin (found); Thence South 88°54' W a distance of 335.00 feet to a iron pin (found); Thence North 0°49'13" West (deed N0°53'W) passing a iron pin set at 352.00 feet a distance of 405.00 feet to a point in the north line of said Section 27; Thence North 88°54' East along the North line of said section 335.00 feet to the point of beginning containing 3.115 Acres and being subject to the legal right of way for Fairfield Road and all other easements and restriction of record.

Prior Deed: D.B. 1775, Pg. 733, Butler County, Ohio Deed Records.

Bearing shown hereon are based on an assumed meridian and are used to denote angles only.

A Plat of Survey of the herein property is recorded in Vol. 44, Pg. 40, of the Butler County Engineers' Record of Land Surveys.

This description was prepared by Daniel R. Brown Registered Surveyor 6492 in Ohio.

Tollgate Drive

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Scott Webb, Architect

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding

Zoning Map Amendment

(Application Description)

located at

6099 Fairfield Road

(Property Address/Location)

Thank you,

Terry Dudley

(Property Owner Printed Name – must be a person)

Dudley Prime Properties

(Property Owner Company Name – if applicable)

Terry Dudley

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

4-24-25

(Date)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	6/24/2025
COUNCIL MEETING DATE:	July 1, 2025
AGENDA TITLE:	An Ordinance Accepting The Planning Commission Recommendation To Approve A Preliminary And Final Planned Development For Senior Housing At 6099 Fairfield Road (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing For All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve as recommended
CITY MANAGER/DEPT HEAD APPROVAL:	SP

DISCUSSION:

Background

The complete information and Planning Commission meeting recording can be accessed from the city website here: <https://oxfordoh.portal.civicclerk.com/event/1066/files/agenda/2330>

On behalf of the property owners, Terry & Katherine Dudley, Architect Scott Webb is requesting a rezoning of the subject property at 6099 Fairfield Road in order to up-zone from R-2A, a two-family district, to R-3, a multi-family district. This rezoning request is intended to be reviewed concurrently alongside a request for Planned Development approval that would utilize the increased density provisions inherent to the R-3 district.

The subject property had been occupied for a number of years by the Oxford Healthcare Center, a nursing home facility, but stands vacant today. The previous nursing home use had been considered legally grandfathered under the current R-2A zoning, as nursing homes are typically only allowed via the Conditional Use process in the R-3 and R-4 zoning districts.

The purpose of the proposed Planned Development is to permit an adaptive reuse of a former nursing home facility into forty four (44) dwelling units for independent senior living. Of the 44 total units, thirty

seven (37) are proposed as one-bedroom units with the remaining seven (7) as two-bedroom units. Administrative and shared amenity spaces are also planned, including a shared kitchen, activity room, and mail pickup area serving the residents. The project would largely take advantage of the existing developed state of the site, keeping much of the existing structure intact as well as utilizing existing off-street parking wrapping around the eastern and southern edges. Redevelopment would involve removal of common interior corridors to create new private exterior entrances to the 44 dwelling units.

Zoning Map Amendment

Submitted pursuant to Section 1135 of the Zoning Code. This would approve only the change in base zoning classification from R-2A to R-3. While R-2A only permits single-family dwellings and two-family dwellings as principal uses, the R-3 District permits multi-family residential use with up to 24 units maximum per structure. However, in order to allow more than one multi-family building on a single site, the district standards mandate that a Planned Development process be pursued. Additionally, the R-3 District imposes minimum floor area requirements based on unit type (for example, a minimum of 600 sq ft for 1-BR units), 50% maximum lot coverage, and a maximum residential density of 1 person per 450 square feet of lot area.

Preliminary & Final Planned Development

Submitted pursuant to Section 1145.05 of the Zoning Code. The purpose of Planned Developments is to encourage creative and flexible development that cannot otherwise comply with the typical regulations of one or more underlying zoning districts. Planned Developments require at least one (1) acre of overall land in order to be considered, and their designs are typically required to set aside at least twenty (20) percent of their territory as open space. Uses and setbacks can be flexible, provided the overall density does not exceed 110% of the underlying zoning district. In this case, the PD application would essentially serve as the mechanism to approve the actual proposal to convert the former nursing home structure into senior housing.

June 10 Planning Commission Hearing

The Commission held a hearing of the two cases and recommended approval of the cases with a vote of 5-0 (2 absent), including a list of 11 conditions and waivers, as noted below. Of primary concern to the Commission was that the zoning map amendment be tied to the implementation of the approved Planned Development, and that it revert, if the project does not move forward, as proposed.

1. The Planned Development approval shall be valid for two (2) years. All necessary permits must be secured, and construction begun, within this time period. Should additional time be needed, the applicant/owner may request an extension to this timeframe within six (6) months of expiration.
2. If permits are not obtained and construction has not begun within the timeframe established in #1 above, the zoning of the property shall revert back to R-2A. This condition shall not be enforced should the property be rezoned to another classification as part of the City's ongoing process to craft and adopt a unified development code (i.e., "Oxford Today"), a process which applies to the entire municipal jurisdiction.
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4. All existing wall pack light fixtures shall be replaced with new fixtures with shielded light sources. Additional parking lot lighting shall not be required, unless otherwise determined by the Planning Commission.
5. A landscaping plan with tree size and species details shall be provided at the Building Permit stage. Any existing dead/diseased trees – including those along the west side of the property –

shall be removed and replaced with new plantings that will grow to comparable size. Tree species shall be selected from the City Tree List.

6. Civil plans for parking, storm, and other site-related modifications shall be prepared by a registered engineer and submitted as part of the future Building Permit application.
7. In exchange for granting waivers as appropriate to **Section 1145.07(b), 1145.12(d), 1147.03(b)(23), and 1159.04(21)** for the purpose of permitting 44 multi-family residential housing units occupied by seniors, the owner shall deed restrict the property to allow only for occupancy by those aged 55 or older. The Law Director shall approve any such restrictions as to form prior to recording.
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11. A waiver to **Section 1145.12(f)(2)** is hereby granted to permit proposed lot coverage in excess of the 40% maximum, to allow for approx. 70% coverage as conveyed by the submitted plans.

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION RECOMMENDATION TO APPROVE A PRELIMINARY AND FINAL PLANNED DEVELOPMENT FOR SENIOR HOUSING AT 6099 FAIRFIELD ROAD

WHEREAS, in accordance with Section 1145 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on June 10, 2025, on the application of Scott Webb, Architect, for a Preliminary and Final Planned Development for an adaptive re-use of an existing building into 44 senior housing units, located on 2.71 acres of land located at 6099 Fairfield Road, Oxford, Ohio.

WHEREAS, the Oxford Planning Commission, after public hearing and due deliberation, recommended approval of the Preliminary and Final Planned Development, and found that the application complies with the Decision Standards of Oxford Codified Ordinance Chapter 1145.

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

SECTION 1: Planning Commission held a hearing on June 10, 2025 to consider the Planned Development. The Commission voted 5-0 to recommend approval of the Planned Development to City Council, based upon the following conditions:

1. The Planned Development approval shall be valid for two (2) years. All necessary permits must be secured, and construction begun, within this time period. Should additional time be needed, the applicant/owner may request an extension to this timeframe within six (6) months of expiration.
2. If permits are not obtained and construction has not begun within the timeframe established in #1 above, the zoning of the property shall revert back to R-2A. This condition shall not be enforced should the property be rezoned to another classification as part of the City's ongoing process to craft and adopt a unified development code (i.e., "Oxford Today"), a process which applies to the entire municipal jurisdiction.
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4. All existing wall pack light fixtures shall be replaced with new fixtures with shielded light sources. Additional parking lot lighting shall not be required, unless otherwise determined by the Planning Commission.
5. A landscaping plan with tree size and species details shall be provided at the Building Permit stage. Any existing dead/diseased trees – including those along the west side of the property – shall be removed and replaced with new plantings that will grow to comparable size. Tree species shall be selected from the City Tree List.

6. Civil plans for parking, storm, and other site-related modifications shall be prepared by a registered engineer and submitted as part of the future Building Permit application.
7. In exchange for granting waivers as appropriate to **Section 1145.07(b), 1145.12(d), 1147.03(b)(23), and 1159.04(21)** for the purpose of permitting 44 multi-family residential housing units occupied by seniors, the owner shall deed restrict the property to allow only for occupancy by those aged 55 or older. The Law Director shall approve any such restrictions as to form prior to recording.
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10. A waiver to **Section 1145.12(e)(3)(A)** is hereby granted to relieve the applicant from the required 25-foot perimeter setback, provided no aspect of the existing developed character (structure, parking, etc.) is extended any further toward neighboring properties.
11. A waiver to **Section 1145.12(f)(2)** is hereby granted to permit proposed lot coverage in excess of the 40% maximum, to allow for approx. 70% coverage as conveyed by the submitted plans.

SECTION 2: Based on the Planning Commission recommendation, the City Manager and Community Development Director also recommend that the Preliminary and Final Planned Development for 6099 Fairfield Road, be approved.

SECTION 3: Council accepts the recommendation of the City Manager and Community Development Director to approve the Preliminary and Final Planned Development for 6099 Fairfield Road.

SECTION 4: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH
PREPARED BY: COMMUNITY DEVELOPMENT STAFF AND LAW



PLANNED DEVELOPMENT APPLICATION

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

BOX 1 | APPLICATION TYPE Select one

- ☒ Preliminary Planned Development
☐ Final Planned Development
☐ Preliminary + Final Planned Development

BOX 2 | APPLICATION DETAILS

Property Address/Location 6099 Fairfield Road

Total Site Acreage 2.71 acres

Total Building Square Footage 35,000

Existing Use Description Former Nursing Home

Proposed Development Description Independent Senior Housing

BOX 3 | APPLICANT INFORMATION

Is the applicant also the current property owner?

- ☐ Yes (You may skip Box 4) ☒ No (Do not skip Box 4, and include a [Letter of Agency](#) with your submittal)

Applicant Name Scott Webb

Applicant Company Name Scott Webb, Architect

Mailing Address 103 W Walnut St. Oxford, OH 45056

Email Address scott@scottwebbarchitect.com

Telephone Number (513) 523-3838

BOX 4 | PROPERTY OWNER INFORMATION ☐ Check if same as Applicant

Property Owner Name Terry & Kathrine Dudley

Property Owner Company Name

Mailing Address 6744 Contreras Road

Email Address kathydudley@gmail.com

Telephone Number (513) 52308230

BOX 5 | ARCHITECT/ENGINEER INFORMATION ☐ Check if same as Applicant

Architect/Engineer Name Scott Webb

Company Name Scott Webb, Architect

Mailing Address 103 W Walnut St. Oxford, OH 45056

Email Address scott@scottwebbarchitect.com

Telephone Number (513) 523-3838

BOX 6 | ATTACHMENT CHECKLIST Submit all contents in **PDF format**. No printed copies are necessary.

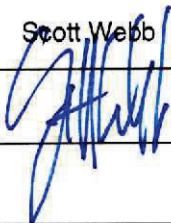
- ☐ **Narrative/Cover Letter** addressing all components required by [Section 1145.05\(a\)\(5\)](#) – more information on Page 3
- ☐ **Site Plan(s)** including all details and information required by [Section 1145.05\(a\)\(6\)](#) – more information on Page 3
- ☐ **Landscaping Plan** showing proposed location, size, and species of trees and other plantings, including street trees
- ☐ **Building Elevations** of any proposed or modified structures, including dimensions and exterior material details
- ☐ **Floor Plans** of building interior(s), and/or typical floor plans if the project involves multiple residential units
- ☐ **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.

BOX 7 | 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) Scott Webb

Applicant Signature 

Date 4/24/25

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 complete text see Oxford Zoning Code [Section 1145.05\(a\)\(5\)](#)

- Describe the existing uses of the site.
- Indicate the zoning district(s) in which the site is located.
- Describe the proposed development, including, as applicable, the number of housing units by size and type proposed within each phase.
- Describe any nonresidential operations, including hours of operation, type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
- Provide a phased development schedule, if applicable, that indicates the location and timing of phases and demonstrates that each completed phase would form a reasonably independent unit if succeeding phases were abandoned.
- Provide a narrative statement that evaluates the compatibility of the proposed development with the general vicinity and adjacent properties.
- Describe how the proposed uses are similar to or different from existing area uses and if there will be any interaction between the proposed site and adjacent sites.
- Describe how any existing structures, proposed structures, and the site design relate to adjacent structures and sites.
- Explain whether the proposed uses will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
- Describe how any potential negative effects on adjacent land will be mitigated.
- Provide a statement about why the location proposed is appropriate for the development.
- Provide a statement of the necessity or desirability of the proposed development to the neighborhood or community.
- Describe how the proposed mix of dwelling types and/or commercial uses advances community goals of diversity, affordability and market changes (e.g. adaptability of flats versus townhomes).
- Include information regarding the provision of public utilities and services, if insufficient or not immediately available for the development, or for the provision of suitable utilities and services privately.
- Provide a general analysis of expected traffic impact, including vehicular and pedestrian safety, resulting from the proposed development.
- Include the substance of proposed or relevant covenants, easements, and other restrictions on the land and structures.
- Such other information regarding the proposed uses, site design, or surrounding area as may be pertinent to the application. It is recommended the applicant also address each of the Decision Standards as listed on Page 4, and also specify any waivers to Zoning Code requirements being requested.

Site Plan Requirements For complete text see Oxford Zoning Code [Section 1145.05\(a\)\(6\)](#)

- North arrow, scale, and vicinity map
- All existing and proposed lot lines within the site
- Dimensions of all lots and the entire site and any adjacent rights-of-way
- Location and intended purpose of all open spaces
- Location, height, and use of all proposed and existing structures
- Location and design of all proposed vehicle and pedestrian routes and nonresidential vehicle management areas
- Location, size and type of all existing and proposed utilities that will serve the development
- Location, size, and type of all proposed signs
- Location, height and type of all proposed screening and landscaping, including any tree preservation (survey) information as may be required per [Section 1148.05](#)
- Distances to residential zoning districts if within 1,000 feet
- The use of land and location of structures on adjacent property and across adjacent rights-of-way
- The location of any nearby schools and commercial facilities
- Other information as may be required by the Planning Commission or Council

Decision Standards All Planned Developments shall satisfy these decision standards, per [Section 1145.06\(b\)](#)

General Decision Standards:

- (1) The proposed planned development is in fact permitted in the zoning districts in which it is proposed.
- (2) If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.
- (3) The uses and site plan will satisfy the general intent of the Zoning Code.
- (4) The uses and site plan will be compatible with the general intent of the Comprehensive Plan.
- (5) The use and shape of the site are sufficient for the proposed planned development.
- (6) The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- (7) The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- (8) Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.
- (9) The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- (10) Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- (11) The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- (12) The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.
- (13) Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- (14) Proposed construction will not result in the complete elimination of existing mature tree canopy. Effort shall be made to direct disturbance and construction around or away from existing mature tree canopy without completely taking away use of the site or connectivity to existing infrastructure.

Additional Final Plan Decision Standards:

- (1) The final planned development shall substantially conform to the preliminary plan.
- (2) Any substantial changes from the preliminary plan improve the plan or were requested by Planning Commission or Council as a part of the preliminary plan approval process.
- (3) If the final plan seeks approval of only a portion of the approved preliminary plan, the elements of the proposed phase are sufficient to stand alone if the remainder of the planned development is abandoned.

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Scott Webb, Architect

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
a Planned Development for new Senior Housing

(Application Description)

located at

6099 Fairfield Road

(Property Address/Location)

Thank you,

Terry Dudley

(Property Owner Printed Name – must be a person)

Dudley Prime Properties

(Property Owner Company Name – if applicable)

Terry Dudley

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

4-24-25

(Date)

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

Re: Residential Planned Development
Adaptive Reuse/Conversion to
Independent Senior Housing
6099 Fairfield Road
Oxford, Ohio 45056

April 23, 2025



SCOTT
WEBB

A R C H I T E C T

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

www.scottwebbarchitect.com

Sam,

Please accept this letter as a formal request for a review by the City of Oxford Planning Commission for a new Planned Development facilitating the Adaptive Reuse/Redevelopment of the former nursing home facility at 6099 Fairfield Road into Independent Senior Housing.

The project as presented is accompanied by a rezoning request to from R-2A to R-3 to allow the conversion of a nursing home/care facility to a multi-family senior housing development of (44) individual dwelling units with administrative and shared amenity spaces.

The existing building was purpose-built as a nursing home, beginning around 1970, followed by a series of additions, the last of which beginning in 2004. The existing building provides central common corridors in each residential wing, with sleeping units “back to back”, sharing a plumbing wall. The redevelopment design is based on removing the interior common corridors, but reusing these plumbing walls, creating new dwelling units with private entrances as shown on the drawings provided.

Various portions of the existing building will be removed, providing access from the parking areas to the private entrances in the common courtyard. Existing parking will be maintained and additional parking is proposed on the site, and utilizing an existing curb cut on Fairfield Road.

The attached proposal has been prepared for and with the help of the following:

Property Owners:

Terry & Katherine Dudley
6744 Contreras Road
Oxford, Ohio 45056

Architect:

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

In response to the Application Requirements outlined in 1145.05(a)(5), we offer the following:

(5) Description of Use and Site 1145.05 (7)

- A. An ALTA Survey from the previous use has been with this Preliminary Planned Development Application.
- B. The 2.71 acre Site currently contains an abandoned nursing facility, built in 1970.
- C. The property is currently zoned R-2A. An application for a Map Amendment accompanies this Planned Development application to allow the proposed number of dwelling units.
- D. Description of the Proposed Planned Development.
 - 1. The proposal at hand represents the conversion of a nursing to (44) separate dwelling units, providing (37) single bedroom units and (7) 2-bedrooms units.
 - 2. Redevelopment of this building is limited by the amount of perimeter it provides, allowing for entrances and egress windows from each dwelling unit. Though various portions of the building are to be removed for access, other parts are not usable for additional dwelling units. These parts of the existing building will be used for shared amenity space, and administrative functions. Additional office style shared/flex space is provided for resident services, such as lawyers, accountants, etc. The former commercial kitchen space is being reserved at this time.
 - 3. The use of the amenity and flex is directed toward the residents and will operate on a limited basis.
 - 4. The adaptive reuse of this building will happen in a single phase.
- E. Narrative statement evaluating the compatibility of the proposed Planned Development with the general vicinity and adjacent properties.
 - 1. The proposed adaptive reuse is ideal for this location. The site is near other multi-family developments including Oxford View Condominiums and Vereker Farms, and adjacent to other Senior Housing at Talafor Manor.
 - 2. The proposal contained herein is to adaptively reuse the former nursing home facility by turning it inside out, adding private entrances to create individual dwelling units, similar to the adjacent Talafor Manor Apartments to the south.
 - 3. The proposed residential use does not involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
 - 4. Negative effects on adjacent land are not expected.
- F. The Planned Development in this location The site offers proximity to commercial businesses, recreation, and the Senior Center, and is adjacent to other Senior Housing (Talafor Manor) and near other multi-family developments as described above.
- G. The Planned Development is necessary and desirable for the neighborhood and the community at large. The former nursing home had been through a succession of owners while falling into disrepair. With no offers to continue the 55 year old nursing home use, the current owner saw the opportunities for an Adaptive Reuse of this building in an ideal location for additional Independent Senior Housing benefitting the neighborhood and the community at large
- H. The proposed adaptive reuse advances these community goals of expressed in The Comprehensive Plan, addressing the need for additional housing types with a particular interest in affordable and senior housing, encouraging aging in place and working with Age-Friendly Oxford to achieve these objectives.

- I. All public utilities are existing and/or available for the proposed development.
- J. Traffic will likely increase with additional residential development with independent seniors more active than those in nursing homes. This will perhaps be offset by the reduction in staff from the previous use and no recurring deliveries.
- K. Easements, covenants and restrictions are either in place or not required with this adaptive reuse.
- L. Mailing addresses of adjacent property owners will follow with the Preliminary Planned Development Application.
- M. Other pertinent information:

The Comprehensive Plan speaks directly to the need for additional housing types with a particular interest in affordable and senior housing, encouraging aging in place and working with Age-Friendly Oxford to achieve these objectives.

The Implementation Matrix provides the following guidance:

Goal: Housing Opportunities for Everyone

The Objective is to “Expand housing opportunities for all life stages”.

Actions in support of the amendment include:

- H1-A3 Identify areas in town which are appropriate for increased density allowance, housing diversity,...
- H1-A4 Leverage land and other tangible assets to address housing supply gaps by boosting inventory.
- H1-A5 Support developments and programs addressing supportive and transitional housing.
- H1-A8 Recognize and support the valuable service assisted living and senior living developments provide to the community.

In response to the Decision Standards outlined in 1145.06(b), we offer the following:

- (1) *The proposed planned development is in fact permitted in the zoning districts in which it is proposed;*

The Planned Development is allowed in this district, exceeding the min. lot requirements of 1145.12(b)

- (2) *If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied;*

While the previous use may have been considered conditional, the proposed planned development is specific to this use.

- (3) *The use and site will satisfy the general intent of this Zoning Code;*

The proposed Planned Development reflects the purpose statement of the zoning code, to “incorporate land uses and development patterns that are intended to permit and encourage creative and flexible land development...” and to address goals of the Comprehensive Plan: to provide for environmentally sensitive and cohesive developments that are an attractive alternative to traditional subdivision and infill development that fully utilizes available land and existing utility resources where they already exists.

- (4) *The use and site will be compatible with general intent of the Comprehensive Plan;*

The Comprehensive Plan speaks directly to the need for additional housing types with a particular interest in affordable and senior housing, encouraging aging in place and working with Age-Friendly Oxford to achieve these objectives.

- (5) *The size and shape of the site are sufficient for the development.*

The size and shape of the lot and existing tenant area is adequate for the proposed use. The accompanying Zoning map Amendment allows for increased density.

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

The original building was designed around an internal courtyard and provides steep grade separation to the condominiums to the north. The adaptive reuse maintains the courtyard orientation for the proposed senior housing.

- (7) *The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.*

The proposed residential use will not be detrimental to people, property, or the general welfare of the area.

- (8) *Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.*

The accessory uses described above are for the residents and the operation of the development.

- (9) *The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal or adequate provisions will be made to provide the same services privately.*

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

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

No public expense is anticipated by this project.

- (11) *The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district*

The new use will not change the essential character of the area.

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

The site currently provides off-street parking with unused street parking available along Fairfield Road.

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

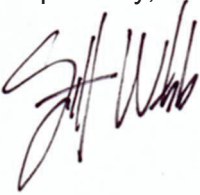
No construction is proposed and there are no scenic or natural resources in this area

- (14) *Proposed construction will not result in the complete elimination of existing mature tree canopy. Effort shall be made to direct disturbance and construction around or away from existing mature tree canopy without completely taking away use of the site or connectivity to existing infrastructure.*

All permits will be secured for the adaptive reuse of this building.

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

Respectfully,

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

Scott Webb, Architect

6099 Fairfield Road

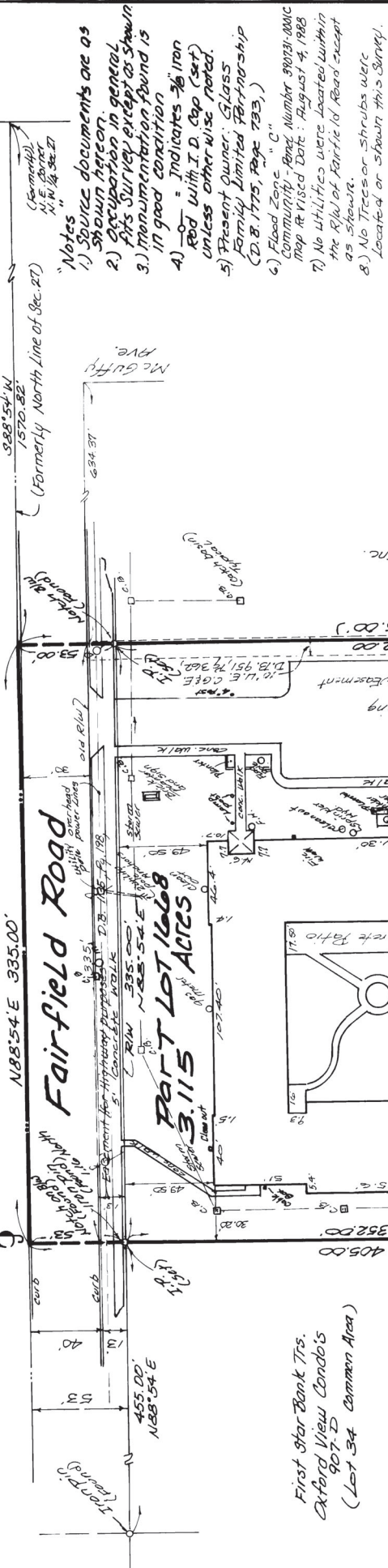
Adjacent Property Owners

Parcel #	Address	Property Owner
H4100017000076	6150 Fairfield Rd.	Charles & Dulcinea Martin 6150 Fairfield Rd Oxford, OH 45056
H4100017000077	6144 Fairfield Rd.	Scott & Jeanne Johnston 6144 Fairfield Rd. Oxford, OH 56056
H4000017000078	6134 Fairfield Rd.	Lindsey C Myers Investments LLC 5020 B College Corner Pike Oxford, OH 45056
H4100017000079	6124 Fairfield Rd.	Kerry Cantwell 6124 Fairfield Rd. Oxford, OH 45056
H4100017000080	6114 Fairfield Rd.	Joseph & Chi Hong Thi Ransdell 6114 Fairfield Rd. Oxford, OH 45056
H4100017000081	6104 Fairfield Rd.	Jeffrey K & Sarah C Blakeley 6104 Fairfield Rd. Oxford, OH 45056
H4100017000082	6094 Fairfield Rd.	Thomas J & Teresa M Radomski Bomba 6094 Fairfield Rd. Oxford, OH 45056
H4000017000090	6084 Fairfield Rd.	Lisa Stover & Sara Schult 6084 Fairfield Rd. Oxford, OH 45056
H4100017000131	6078 Fairfield Rd.	GK Reese Rentals LLC 861 S Mountain Ave ASHLAND OR 97520
H4100017000132	6066 Fairfield Rd.	Virginia Osborne 6066 Fairfield Rd. Oxford, OH 45056
H4000119000008	6025 Fairfield Rd.	Talawanda Recreation Inc. 6025 Fairfield Rd Oxford, OH 45056
H4000119000037	McGuffey Ave.	Talawanda Recreation Inc. 6025 Fairfield Rd Oxford, OH 45056
H4100119000038	Fairfield Rd.	City of Oxford 15 S College Ave. Oxford, OH 45056
H4100124000048	900 Tollgate Drive	Talafor manor LLC PO BOX 498008 Cincinnati, OH 45249
H4100124000049	918 Tollgate Drive	Talafor manor LLC PO BOX 498008 Cincinnati, OH 45249
H4100124000079	922 Tollgate Drive (Senior Center)	City of Oxford 15 S College Ave. Oxford, OH 45056

Oxford View Condominiums		
H4100124000028	6025 Fairfield Rd. #15	Dale & Nancy Gross 6135 Fairfield Rd #15 Oxford, OH 45056
H4100124000029	6025 Fairfield Rd. #16	Carolyn Selke 6135 Fairfield Rd #16 Oxford, OH 45056
H4100124000030	6025 Fairfield Rd. #17	Daniel Wiley 6135 Fairfield Rd #17 Oxford, OH 45056
H4100124000031	6025 Fairfield Rd. #18	Fritzi Wellman 6135 Fairfield Rd #18 Oxford, OH 45056
H4100124000032	6025 Fairfield Rd. #19	WDP Properties LLC 6405 Todd Rd Oxford, OH 45056
H4100124000033	6025 Fairfield Rd. #20	Monica Glaser Et al 6135 Fairfield Rd #18 Oxford, OH 45056
H4100124000034	6025 Fairfield Rd. #21	Glenn G. Rymer Trust 5058 Evergreen Drive Cincinnati, OH 45215
H4100124000035	6025 Fairfield Rd. #22	Kenneth A Thacker Trust 3741 Darrown Rd #22 Oxford, OH 45056
H4100124000036	6025 Fairfield Rd. #23	Jean Howell 6135 Fairfield Rd #23 Oxford, OH 45056
H4100124000037	6025 Fairfield Rd. #24	Sunnie Swallow 6135 Fairfield Rd #24 Oxford, OH 45056
H4100124000038	6025 Fairfield Rd. #25	Charles & Sandra Dunn 6135 Fairfield Rd #25 Oxford, OH 45056
H4100124000039	6025 Fairfield Rd. #26	Maxine Young 6135 Fairfield Rd #26 Oxford, OH 45056
H4100124000040	6025 Fairfield Rd. #27	Janet Miller 6135 Fairfield Rd #27 Oxford, OH 45056
H4100124000041	6025 Fairfield Rd. #28	Sylvia Kettlewell 6135 Fairfield Rd #28 Oxford, OH 45056
H4100124000042	6025 Fairfield Rd. #29	Ruby Karen Gesell 6135 Fairfield Rd #29 Oxford, OH 45056
H4100124000043	6025 Fairfield Rd. #30	Marilyn Robinson 6135 Fairfield Rd #30 Oxford, OH 45056
H4100124000044	6025 Fairfield Rd. #31	Donald & Mary Wilhelm 6790 Edgeworth Dr Liberty Township, OH 45011

H4100124000045	6025 Fairfield Rd. #32	Charles Smith 6135 Fairfield Rd #32 Oxford, OH 45056
H4100124000046	6025 Fairfield Rd. #33	Karen Rhoades Et al 6135 Fairfield Rd #32 Oxford, OH 45056
H4100124000047	6025 Fairfield Rd. #34	Sunday Weisbecker 6135 Fairfield Rd #34 Oxford, OH 45056

Bearings Shown hereon are based on an assumed meridian and are used to determine angles only.



ALTA Plot of Survey

Oxford View Nursing Center
Part Lot #1668
City of Oxford
Butler County, Ohio

For: Glass Family Limited
Date: 12/19/02 Partnership
Scale: 1" = 40' Revised: 9/18/03 BROS

Certification
To: Commonwealth and Title Insurance Company
Surety Title Agency, Inc.
Oxford View Realty, LLC (Commitment No. 87 26290.)

This is to certify that this map or plat and the survey on which it is based was made (1) in accordance with minimum standards detail requirements for ALTA/ACSM Land Title Surveys jointly established and adopted by ALTA/ACSM and NPS in 1991, and (2) pursuant to the accuracy standards as adopted by ALTA and ACSM and in effect on the date of this certification of a urban survey.

Daniel R. Brosy
Registered Surveyor #49210
Ohio



I confirm that the following legal description is acceptable for transfer in the State of Ohio and that there are no gaps or gaps except as shown.

Legal Description: Part Lot 1668, 3.115 Acres, situated in the City of Oxford, Butler County, Ohio, and being part of Lot No. 1668, as the same is known, being located in the Oxford View Nursing Center, and being more particularly described as follows: Beginning at a point in the north line of Section 27, Township 5 North, Range 1 East, and formerly of Oxford Township, located 1570.82 feet west of the northeast corner of the northwest quarter of said section. Thence from said point of beginning south 0° 49' 13" East (and S 0° 53' E) passing a iron pin set at 53.00 feet to a distance of 405.00 feet to a iron pin (found), thence south 88° 54' W a distance of 335.00 feet to a iron pin (found), thence north 0° 49' 13" West (and N 0° 53' W) passing a iron pin set at 39.00 feet to a distance of 335.00 feet to a point in the north line of said Section 27, thence north 88° 54' East along the north line of said section to the northeast corner of the northwest quarter of said section, being 505.00 feet. The legal map of the City of Oxford, Ohio, and all other encumbrances and restrictions of record.

Bearing shown hereon are based on an assumed meridian and are used to determine angles only. A plat of the survey of the herein property is recorded in Vol. 44, P. 40, of the Butler County Engineering Surveyor's Office.

This description was prepared by Daniel R. Brosy, Registered Surveyor #49210, Ohio.

THE PROPOSED ADAPTIVE REUSE DEVELOPMENT PLAN REPRESENTS THE CONVERSION OF A FORMER NURSING FACILITY TO INDEPENDENT SENIOR DWELLING UNITS, ELIMINATING INTERIOR COMMON CORRIDORS FOR PRIVATE SEPARATE ENTRANCES. INCIDENTAL COMMON AREA IS PROVIDED FOR FUTURE ACTIVITY AREAS AND SUPPORT SERVICES.

DENSITY PER 10,000 SQ. FT. MAX
3,000 S.F. LOT AREA PER DWELLING UNIT
10% PLANNED DEVELOPMENT DENSITY BONUS
DENSITY PER 10,000 SQ. FT.
1 PERSON PER 400 S.F. LOT AREA
17,354 / 2000 = 39 UNITS
39 X 100% = 43 MAX UNITS
PROPOSED: 44 UNITS
17,354 / 450 = 36 MAX OCCUPANTS
PROPOSED: 36 MAX OCCUPANTS

[illegible]

RECONFIGURED BUILDING	
EXISTING ENCLOSED BUILDING AREA	31340 SF
ENCLOSED BUILDING AREA REMOVED 1	-1600 SF
ENCLOSED BUILDING AREA REMOVED 2	-200 SF
ENCLOSED BUILDING AREA REMOVED	-176 SF
RECONFIGURED ENCLOSED BUILDING AREA	34540 SF

BUILDING 4 PORCHES:		
RECONFIGURED ENCLOSED BUILDING AREA:		34548 SF
PROPOSED PORCH ADDITIONS:		
DOUBLE PORCH:	(1) @ 126 SF + 1375 SF	
SINGLE PORCH:	(4) @ 58 SF + 237 SF	
SHARED PORCH (UNITS 8-22):		366 SF
SHARED PORCH (UNITS 26-27):		154 SF
SHARED PORCH (UNITS 33-34):		160 SF

EXISTING PARKING AREAS	29,491 SF
PAVING REMOVED # UNITS 40-41	-1,336 SF
PAVING REMOVED # UNITS 1-3	-111 SF
PROPOSED FRONT NEW PARKING	3,384 SF
RECONFIGURED PARKING AREA TOTAL:	31,368 SF

NEAR SIDEWALKS REMOVED	-51.0 SF
NORTHEAST SIDEWALK TO STREET REMOVED	-215 SF
NORTH SIDEWALK TO STREET REMOVED	-204 SF
ORIGINAL CENTRAL COURTYARD REMOVED	-1,791 SF
NEW ENTRANCES & COURTYARD SIDEWALKS	3,940 SF
NEW SOUTH PARKING SIDEWALKS	1,093 SF
NEW NORTH PARKING SIDEWALKS	1,093 SF

TOTAL LOT COVERAGE: 16,931 SF / 11,934 SF = 65.23%
 ALLOW LOT COVERAGE: R-3 = 50%
 LOT COVERAGE APPROVED BY 2003 VARIANCE = 66%

PROPOSED NEW FRONT YARD PARKING & DRIVE/	
EXISTING FRONT YARD PARKING & DRIVE/	104 SF
EXISTING NW SIDEWALK REMOVED	-16 SF
EXISTING NE SIDEWALK REMOVED	-170 SF
EXISTING DRIVEWAY REMOVED	104 SF

NEULINE SIDEWALK	161 SF	3543 SF
PROPOSED TOTAL FRONT YARD LOT COVERAGE:		
TOTAL FRONT YARD LOT COVERAGE:	3543 SF / 10,041 SF = 35.26%	
ALLOW LOT COVERAGE:		R-3 = 25%

EXISTING & PROPOSED PARKING:	69 SPACES PROVIDED
EXISTING PARKING	8 NEW SPACES
PROPOSED NEW PARKING AREA	
TOTAL ON SITE PARKING:	77 SPACES PROVIDED

LANDSCAPING
NEW TREES ADDED AND EXISTING TREES PRESERVED

EXISTING TREES ALONG WEST HILLSIDE BUFFER	6 TREES
PROPOSED NEW STREET TREES ALONG FAIRFIELD RD:	5 TREES
PROPOSED NEW TREES SOUTH PARKING AREA	1 TREES
PROPOSED NEW SOUTH PERIMETER EVERGREENS	12 TREES
PROPOSED DECORATIVE FLOWERING TREES	1 TREES

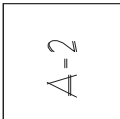
**SCOTT
WEBB**

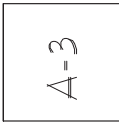
ARCHITECT

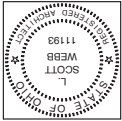
103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
scottwebbarchitect.com

OXFORD, OHIO 45056

EXISTING RECREATION FACILITY IN R-B ZONING DISTRICT)







REVISIONS	

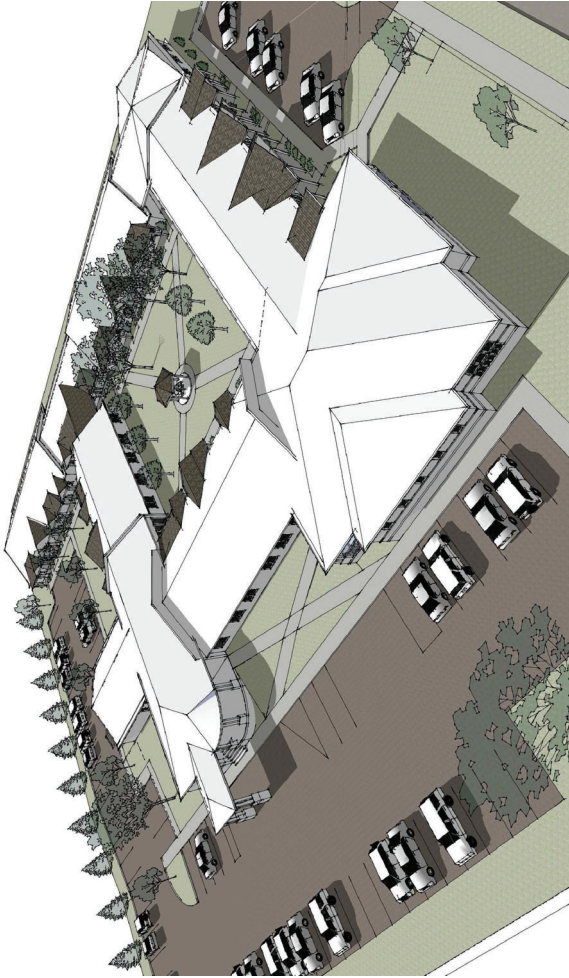
PROPOSED ADAPTIVE REUSE

Independent Senior Housing

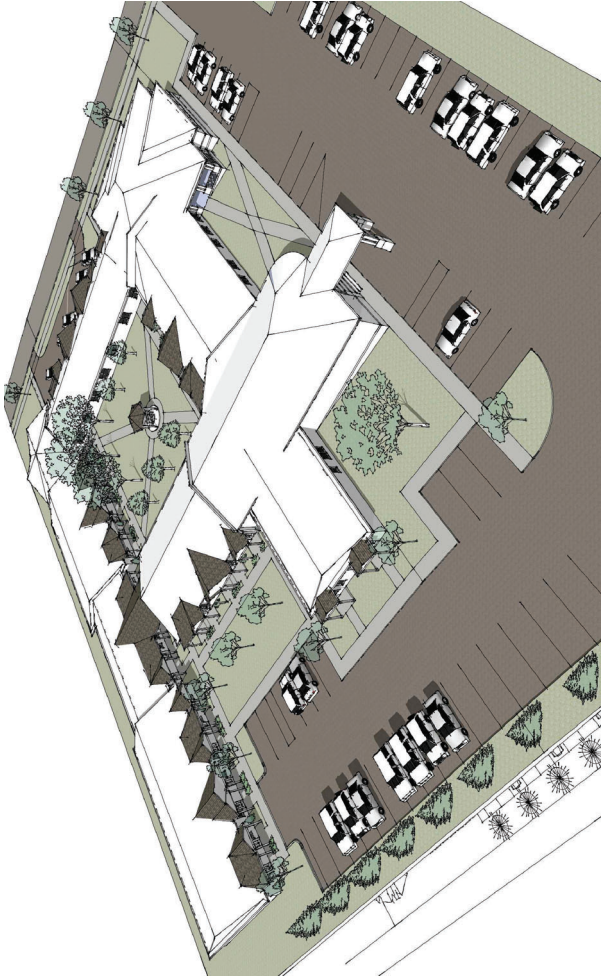
6039 FAIRFIELD ROAD
OXFORD, OHIO 45056

April 24, 2025

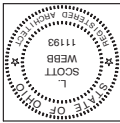
A-4



VIEW FROM ABOVE
FROM NORTHEAST LOOKING INTO SITE



VIEW FROM ABOVE
FROM SOUTHEAST LOOKING TOWARD FAIRFIELD ROAD

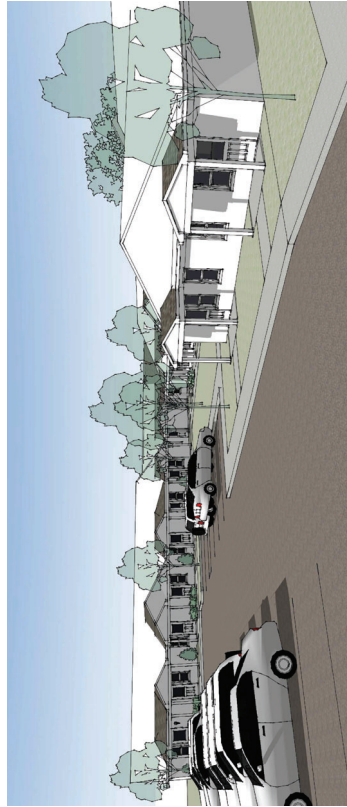


REVISIONS	

PROPOSED ADAPTIVE REUSE
Independent Senior Housing
6039 FAIRFIELD ROAD
OXFORD, OHIO 45056

April 24, 2019

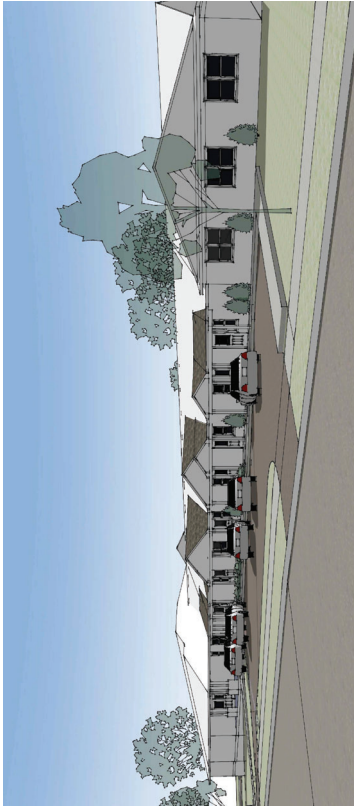
A-5



VIEW FROM SOUTH PARKING AREA
LOOKING TOWARD NEW COURTYARD ENTRANCE



VIEW TOWARD COURTYARD
FROM SOUTH PARKING AREA



VIEW FROM CONTRERAS
SHOWING NEW PARKING & STREET-FACING UNITS



COURTYARD VIEW
FROM NEW SOUTH COURTYARD ENTRANCE



COURTYARD VIEW
LOOKING TOWARD AMENITY AREA & NEW COURTYARD ENTRY FROM EAST

6099 Fairfield Road

Site Pictures



Overall Building from Fairfield Road



Overall Building from Fairfield Road Showing Existing Curb Cut to be Reused



Existing Building from Entrance Drive



Center "X" Ramps



Main Entry



Existing Main Lobby Entrance from South



South Exterior – showing typical Brick & Windows



South Exterior



Center Courtyard



Center Courtyard



Center Courtyard

6099 Fairfield Road - Independent Senior Housing Adaptive Reuse Planned Development

Site Development Regulations

Lot Area:	3.12 Acres	135,689 s.f.
Less R/W	0.41	17,755 s.f.
	<u>2.71</u>	117,934 s.f. Net Lot Area

Allowable Density

Density @ 1 Person per 450 s.f. Lot Area 1143.06@ (1)B	262 Max Persons
Max Proposed Occupancy	
37 Dbl. Occupancy 1-Bedroom Units	74
7 Dbl. Occupancy 2-Bedroom Units	<u>28</u>
	102 Max Occupants

Density @ 3,000 s.f. per Unit 1143.06@ (1)A3.	39 Units
* +10% Density Bonus for PD	43 Max. Units
	44 Proposed Units

Enclosed Building Lot Coverage

34,958 Reconfigured Building	29.64% New Enclosed Building Coverage
-------------------------------------	--

Total Lot Coverage

34,958 New Total Covered Building Area	50% Max Lot Coverage R-3
2,317 Total Porch Additions	66% Approved by 2003 Variance
31,368 Revised Parking & Drives	
8,288 Total Sidewalk Area	
<u>76,931 Total Lot Coverage</u>	65.23% Total Lot Coverage

Front Yard Lot Coverage

Existing Front Yard Lot Coverage	
1,156 s.f.	11.51% Existing Front Yard Lot Coverage
Proposed Front Yard Lot Coverage (New Parking)	
3,543 s.f.	35.26% New Parking Front Yard Lot Coverage

Parking Requirements

R-3 = (1) Space per (2) Occupants	51 Spaces Required
Existing On Site Parking	69 Spaces
New Parking Area	<u>8</u>
	77 Spaces
Additional Street Parking, South Side Fairfield Rd	77 On Site Spaces Provided
9 Parallel Spaces	

6099 Fairfield Road - Independent Senior Housing

Adaptive Reuse Planned Development

Site Calculations

Lot Area:	3.12 Acres	135,689 s.f.	
Less R/W	0.41	17,755 s.f.	
	<u>2.71</u>		
	Net Lot Area	117,934 s.f.	
Existing Front Yard Area		10,047 s.f.	
Existing Building			
Building footprint	47,040 s.f.		
Courtyard	9,700 s.f.		
Total Existing	37,340 s.f.		
		37,340 Total Existing	
		31.66% Existing Building Coverage	
Reconfigured Building			
Existing Building	37,340 s.f.		
Enclosed Area 1 Removed	-1,001 s.f.		
Enclosed Area 2 Removed	-255 s.f.		
Enclosed Area 3 Removed	-1,126 s.f.		
Total Enclosed Building Area	34,958 s.f.		
		34,958 Total Enclosed Building Area	
		29.64% New Enclosed Building Coverage	
Porch Additions			
11 Dbl. Porch	125 1,375 s.f.		
4 Single	58 232 s.f.		
Shared 8-12	356 s.f.		
Shared 26-27	194 s.f.		
Shared 33-34	160 s.f.		
Total Porch Additions	2,317 s.f.		
		<u>2,317</u> Total Porch Additions	
		37,275 New Total Covered Building Area	
		31.61% Total Coverd Building Coverage	
Parking & Drives			
Existing	29,491 s.f.		
(@ Units 40-41)	-1,336 s.f.		
Dead End (@1-3)	-171 s.f.		
Revised Parking & Drives	27,984 s.f.		
		27,984 Revised Parking & Drives	
New Front Parking	3,384 s.f.		
		<u>3,384</u> New Front Parking	
		31,368 New Total Parking Area	
		26.60% Total Lot Coverage w/New Parking	
Existing Sidewalk Area			
Rear	927 s.f.		
East Parking	1,485 s.f.		
Entry "X"	716 s.f.		
Northeast to street	215 s.f.		
Northwest to street	354 s.f.		
Courtyard X	1,154 s.f.		
Courtyard Patio	1,597 s.f.		
Total Existing Sidewalk Area	6,448 s.f.		
		5.47% Existing Sidewalk Lot Coverage	

New Sidewalk Area

Existing Sidewalk Area	6,448 s.f.	
Rear Removed	-927 s.f.	
Northeast to Street Removed	-215 s.f.	
Northwest to Street Removed	-354 s.f.	2711
Original Courtyard Removed	-2,751 s.f.	1199
New Entrances & Courtyard	3,910 s.f.	3910
New South Parking Sidewalk	1,084 s.f.	
New North Parking Sidewalk	1,093 s.f.	
Total Sidewalk Area	8,288 s.f.	

8,288 Total Sidewalk Area
7.03% Revised Sidewalk Coverage

Existing Front Yard Lot Coverage

Existing NW Sidewalk	116 s.f.
Existing NE Sidewalk	170 s.f.
Existing Driveway Sidewalk	150 s.f.
Existing Entry Drive	720 s.f.
Existing Front Yard Coverage	1,156 s.f.

11.51% Existing Front Yard Lot Coverage

New Parking Front Yard Lot Coverage

Existing NW Sidewalk	-116 s.f.
Existing NE Sidewalk	-170 s.f.
Existing Driveway Sidewalk	150 s.f.
Existing Entry Drive	720 s.f.
New Front Parking	2,643 s.f.
New Front Parking Sidewalk NW	149 s.f.
New Front Parking Sidewalk NE	167 s.f.
	3,543 s.f.

35.26% New Parking Front Yard Lot Coverage



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	6/24/2025
COUNCIL MEETING DATE:	July 1, 2025
AGENDA TITLE:	An Ordinance Accepting The Planning Commission Recommendation To Amend 2.1 Acres Of Land On The Official Zoning Map Located at 5234 Hester Road From Single-Family Medium Density Residential (R-1B) District To Single And Two-Family Residential (R-2A) District (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing For All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve as recommended
CITY MANAGER/DEPT HEAD APPROVAL:	SP

DISCUSSION:

Background:

The complete information and Planning Commission meeting recording can be accessed on the city website here:

<https://oxfordoh.portal.civicclerk.com/event/1065/files/agenda/2282>

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.

Proposal Summary:

Should the property be successfully rezoned from R-1B to R-2A as requested by the City c/o ACM Greene, 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. The proposal at hand would only rezone the base zoning district; this action does not approve any specific development plan for the site, inclusive of the preliminary concept shared by Empower Me Living as part of their RFP bid.

Planning Commission Discussion & Recommendation:

During a public hearing held on May 13, 2025, the Oxford Planning Commission heard from the following individuals:

- Mark Radlinski, 6203 Hester Road: Mr. Radlinski spoke in favor of the proposal. Mr. Radlinski expressed some concerns about safety since US 27 is a busy road. Mr. Radlinski suggested the use of solar flashing beacons at the crosswalk on US 27. Access to public transportation is not much, stated Mr. Radlinski. Mr. Radlinski also expressed his concerns whether the re-zoning would change the character of the neighborhood by these houses becoming rentals.
- Alice Radlinski, 6203 Hester Road: Ms. Radlinski expressed concerns about adjusting the zoning for this property.

Upon closure of the public hearing and following further discussion, the Commission voted 5-1-0 (1 member absent) to recommend **approval** of the rezoning.

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION RECOMMENDATION TO AMEND 2.1 ACRES OF LAND ON THE OFFICIAL ZONING MAP LOCATED AT 5234 HESTER ROAD FROM SINGLE-FAMILY MEDIUM-DENSITY RESIDENTIAL (R-1B) DISTRICT TO SINGLE- AND TWO-FAMILY RESIDENTIAL (R-2A) DISTRICT.

WHEREAS, in accordance with Section 1135 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on May 13, 2025, on the application of Jessica Greene, Assistant City Manager for a Zoning Map Amendment for 2.1 acres of land located at 5234 Hester Road, Oxford, Ohio, rezoning the property from single-family medium-density residential (R-1B) district to single- and two-family residential (R-2A) district; and

WHEREAS, the Oxford Planning Commission, after public hearing and due deliberation, recommended approval of the Zoning Map Amendment, and found that the application complies with the Decision Standards of Oxford Codified Ordinance Chapter 1135.

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

SECTION 1: Planning Commission held a hearing on May 13, 2025 to consider the amendment. The Commission voted 5-1 to recommend approval of the zoning map amendment to City Council, thus amending the official zoning map.

SECTION 2: Based on the Planning Commission recommendation, the City Manager and Community Development Director also recommend that the official zoning map be amended to R-2A for 5234 Hester Road.

SECTION 3: Council accepts the recommendation of the City Manager and Community Development Director to amend the official zoning map to R-2A for 5234 Hester Road.

SECTION 4: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH
PREPARED BY: COMMUNITY DEVELOPMENT STAFF AND LAW



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?
☒ Yes (You may skip Box 3) ☐ 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.

☒ Narrative/Cover Letter addressing all components required by Section 1135.02(b)(1) – more information on Page 2
☒ Legal Description of the area/property being rezoned (use the Butler County Recorder website to search existing property records)
☒ Vicinity Map showing property lines, streets, existing and proposed zoning
☒ 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.

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.

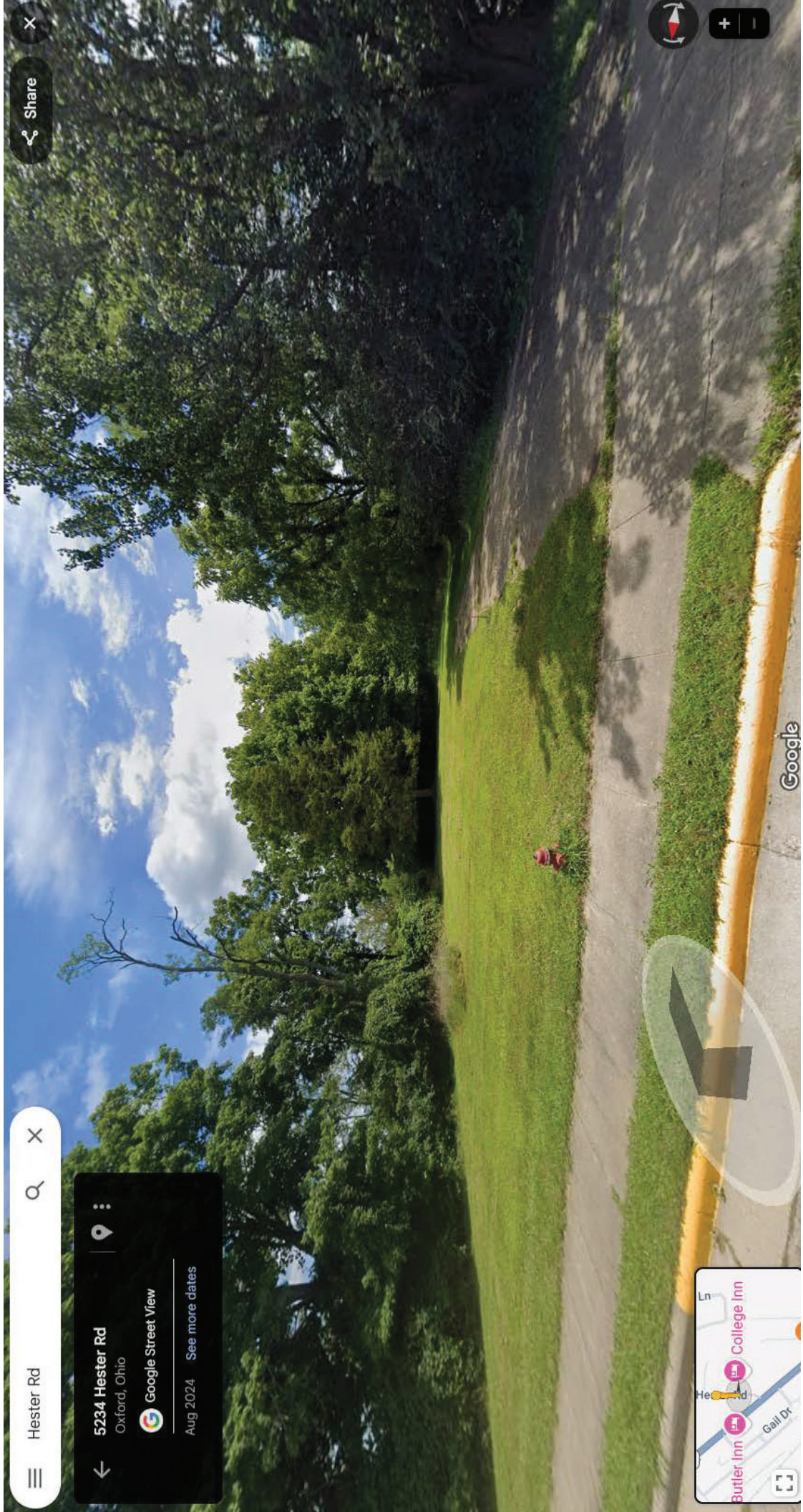
Jessica Greene
Assistant City Manager
Housing Advisory Commission staff representative

**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.

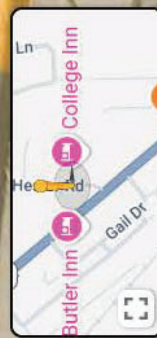


Hester Rd

5234 Hester Rd
Oxford, Ohio

Google Street View

Aug 2024 See more dates



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)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	6/25/2025
COUNCIL MEETING DATE:	July 1, 2025
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 4 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Issue 1: \$16,000.00 – General Fund 110

To make adjustment to budgeted revenue and appropriations to account for grant match for the Ohio Bureau of Workers' Compensation grant for Mobile Robot Pro X Plus. Revenue will come from increased interest earned.

Issue 2: \$90,000.00 – Housing Trust Fund 212

To make adjustment to budgeted revenue and appropriations to account for Interact For Health grant.

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3783 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 4 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2025.

WHEREAS, additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds.

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

SECTION 1: Additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds;

SECTION 2: The following increase/(decrease)in revenue be made:

General Fund 110	16,000.00
Housing Trust Fund 212	90,000.00

SECTION 2: The following increase/(decrease)in expenditures be made:

General Fund 110	16,000.00
Housing Trust Fund 212	90,000.00

SECTION 3: In all other respects, Ordinance No. 3783 shall remain in full force and effect.

SECTION 4: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED:
ATTEST:

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



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	6/10/2025
COUNCIL MEETING DATE:	July 1, 2025
AGENDA TITLE:	An Ordinance Authorizing The Purchase Of Perpetual Easements On Parcels Numbers Identified As 10-SH1 And 10-SH2 Or Around Gardenia Drive From The Lara C. Osborne Trust For The Oxford Area Trails Multimodal Transportation Project Phase V. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Safe and Efficient Travel for All Modes of Transportation
BUDGETED AMOUNT:	\$109,000.00
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

As discussed earlier in this meeting, the Resolution for the Osborne Settlement Agreement allows for a perpetual easement for phase 5 of the Oxford Area Trail.

This ordinance allows for the payment for this easement.

On April 15, 2025, City Council passed an "An Ordinance To Appropriate Certain Real Property Interests Owned by Lara C. Osborne, Trustee, To Expand The Oxford Area Trail System (OATS) By Adding The Roadway Trail For Phase V Of This Multimodal Transportation Project Located In The City Of Oxford, Ohio".

On May 5, 2025, the City and Lara C. Osborne, Trustee, held mediation to discuss the appropriation of property for this project.

During that mediation, the City and Ms. Osborne came to an agreement for the City to pay \$109,000.00

D.B. 432, Pg. 170
Second Tract
H4000-110-000-001
S.V. 5, Pg. 5

End R/W Acquisition Sta. 108+92.57

CL CHESTNUT CONNECTOR

SH

L.R.S.

Ex R/W

Silverleaf Meadows Section 1
P.E. 3973, Pgs. A-C

3650 3651 3652 3653 3654 3655

3656 3657

3658

Part Lot #812
Lara C. Osborne, TR.
O.R. 9649, Pgs. 347
15.081 Acres
H4000-116-000-012
S.V. 9, Pg. 81

10

The D.
H4C

SH

L.R.S.

73

60 61 62 63 64 65 66 67 68 69

92.57 92.81

Page 199 of 214

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE PURCHASE OF PERPETUAL EASEMENTS ON PARCELS NUMBERS IDENTIFIED AS 10-SH1 AND 10-SH2 OR AROUND GARDENIA DRIVE FROM THE LARA C. OSBORNE TRUST FOR THE OXFORD AREA TRAILS MULTIMODAL TRANSPORTATION PROJECT PHASE V.

WHEREAS, by Resolution No. 7701, adopted on April 15, 2025, City Council declared its intention to appropriate property owned Lara C. Osborne, Trustee ("Trust") determined to be essential for the completion of the Oxford Area Trails Multimodal Transportation Project ("OATS") Phase V; and

WHEREAS, by Ordinance No. 3820, adopted on April 15, 2025, City Council authorized the City Law Director to file an appropriation petition pertaining to the subject property; and

WHEREAS, the City subsequently filed a Petition for Appropriation in the Butler County Court of Common Pleas captioned the *City of Oxford, Ohio v. Lara C. Osborne, Trustee*. Case No. CV 2025 04 0963 (the "Appropriation"); and

WHEREAS, the City and the Trust engaged in mediation in the manner contemplated by the Ohio Revised Code; and

WHEREAS, the City and the Trust were able to reach a mutually acceptable resolution to avoid continued litigation; and

WHEREAS, Council voted to approve the Settlement Agreement with the Trust as reflected in the attached Exhibit A (the "Resolution"), which authorized the City Manager to take all necessary steps to finalize the Settlement Agreement; and

WHEREAS, the City is acquiring perpetual easements to complete the connection to the Oxford Area Trails Intermodal Transportation Project Phase V as depicted in Exhibit B and Exhibit C located on parcel numbers identified as 10-SH1 and 10-SH2 (the "Perpetual Easements"); and

WHEREAS, the Council hereby authorizes the City Manager to take all steps necessary to complete the transaction and record the Perpetual Easements on behalf of the City and for the public benefit.

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

SECTION 1: Council hereby authorizes the City Manager to take all steps necessary to acquire and record the Perpetual Easements consistent with the terms of the Appropriation and the Settlement Agreement, including entering into a purchase agreement for the acquisition of the Perpetual Easements rights for the area depicted in attached Exhibit B and Exhibit C.

SECTION 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that

all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

MAYOR

ADOPTED:

ATTEST:

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

RESOLUTION NO. 7701

A RESOLUTION TO DECLARE THE NECESSITY AND INTENT TO ACQUIRE A PERPETUAL EASEMENT OVER CERTAIN PARCELS OF REAL ESTATE OWNED BY LARA C. OSBORNE, TRUSTEE, WITH INTEREST BY OTHERS, TO EXPAND THE OXFORD AREA TRAIL SYSTEM (OATS) BY ADDING THE ROADWAY TRAIL FOR PHASE V OF THIS MULTIMODAL TRANSPORTATION PROJECT LOCATED IN THE CITY OF OXFORD, OHIO.

WHEREAS, the City of Oxford is engaged in the acquisition of right-of-way to complete Phase V of the Oxford Area Trail System (OATS); and

WHEREAS, the acquisition of various parcels of real estate and other property interests is necessary to complete Phase V of the OATS; and

WHEREAS, the completion of Phase V of the OATS is for a proper public purpose, as it will promote the public health, safety, welfare, and enjoyment of the citizens of Oxford; and

WHEREAS, Phase V of the OATS will connect Talawanda High School and Talawanda Middle School, which will provide a safe route of passage for parents and students traveling between the two schools for educational and extracurricular activities; and

WHEREAS, Phase V of the OATS also incorporates a northern connector from Phase V to Chestnut Street, Chestnut Fields RTA Station, and a planned Amtrak rail platform, which promotes safe travel in the community; and

WHEREAS, City Council has determined that it is necessary to appropriate the real property described in Exhibits "A" and "B" attached hereto for the completion of Phase V of the OATS roadway trail.

THE COUNCIL OF THE CITY OF OXFORD HEREBY RESOLVES:

SECTION 1: This Council hereby declares the necessity and intention to appropriate perpetual easements over the property identified herein in accordance with Chapters 163 and 719 of the Ohio Revised Code for the purpose of expanding the Oxford Area Trail System (OATS) by adding the roadway trail for Phase V of this multimodal transportation project located in the City of Oxford, Ohio.

SECTION 2: This Council considers it necessary and declares its intention to appropriate perpetual easements over the real estate described in Exhibits "A" and "B", attached hereto and incorporated herein by reference; the owners, persons or entities in possession and persons or entities having an interest of record and others which may have an interest include Lara C. Osborne, Trustee, and any other lienholders, persons or entities declaring a lawful interest in said same real estate.

SECTION 3: The City Manager or his designee is hereby authorized to cause written notice of the adoption of this Resolution to be given to the owners, person in possession of, or having an interest of record or other interest in the above-described premises, and said notice shall be served according to law by a person to be designated for that purpose by said City Manager or his designee and to make return of said service of notice in the manner provided by law.

SECTION 4: It is hereby found and determined that all formal actions of Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including but not limited to, Section 121.22 of the Ohio Revised Code.

SECTION 5: This Resolution shall become effective immediately upon its passage.



MAYOR

ADOPTED: APRIL 15, 2025

ATTEST:



CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

CERTIFICATION

I hereby certify that the document listed below is a true and correct copy of Resolution No. 7701, formally adopted by Oxford City Council on April 15, 2025.

1. Oxford City Council Resolution No. 7701.

A Resolution To Declare The Necessity And Intent To Acquire A Perpetual Easement Over Certain Parcels Of Real Estate Owned By Lara C. Osborne, Trustee, With Interest By Others, To Expand The Oxford Area Trail System (OATS) By Adding The Roadway Trail For Phase V Of This Multimodal Transportation Project Located In The City Of Oxford, Ohio.

April 15, 2025

Date



Heather Barbour
Clerk of Council

EXHIBIT A

LPA RX 871 SH

KE

Ver. Date 10/16/24

Page 1 of 2

Rev. 06/09

PID 117001

**PARCEL 10-SH1
BUT-OXFORD AREA TRAIL PHASE 5
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF OXFORD, BUTLER COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the City Of Oxford, Butler County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the State of Ohio, Butler County, City of Oxford, Section 34, Town 5, Range 1, Congress Lands West of The Miami River, and being part of a 15.081 Acre parcel as of the date this survey was prepared, as conveyed to Lara C. Osborne, TR. as recorded in Official Record 9649, Page 347 of the Butler County Recorder's Office and being Part Lot 812 in the City of Oxford, Butler County, Ohio and being a parcel of land lying on the left side of the centerline of right of way of the BUT-Oxford Area Trail, Phase 5.

Beginning at the southwest corner of said Part Lot 812 at a found 5/8" iron pin capped "Brosey" being 11.71 feet right of Station 73+29.54 of the centerline of BUT-Oxford Area Trail, Phase 5 and being the True Point of Beginning;

thence, from the True Point of Beginning with the south line of said Part Lot 812, North 87° 55' 23" West, 139.85 feet to a set iron pin being 25.23 feet right of Station 71+96.60 of the centerline of BUT-Oxford Area Trail, Phase 5;

thence, departing the south line of said Part Lot 812 the following two courses: North 54° 53' 38" East, 82.95 feet to a set iron pin being 40.40 feet left of Station 72+62.25 of the centerline of BUT-Oxford Area Trail, Phase 5;

thence, South 87° 49' 17" East, 73.86 feet to a set iron pin at the east line of said Part Lot 812 being 38.29 feet left of Station 73+29.91 of the centerline of BUT-Oxford Area Trail, Phase 5;



EXHIBIT A

LPA RX 871 SH

Page 2 of 2

Rev. 06/09

thence, with the east line of said Part Lot 812, South 02° 10' 43" West, 50.00 feet to the to the true point of beginning. Containing in all 0.123 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 0.123 acres, more or less, subject to all legal easements and rights of way.

The above-described area is part of currently assigned Butler County Auditor's Parcel Number H4000-116-000-012.

Basis of Bearings: NAD83(2011) Ohio State Plane Coordinates, South Zone (3402), U.S. Foot. Iron pins set are 3/4" diameter steel rods, 30" long, with a 2" diameter aluminum cap stamped "PS NO. 7568, BAYER BECKER".

The above description was prepared from a field survey and right of way plans on file at District 8 dated __/__/__ prepared by Bayer Becker under the direction of Jeffrey O. Lambert, Licensed Professional Surveyor #7568 in the State of Ohio.



EXHIBIT A

LPA RX 871 SH

KC

Ver. Date 10/16/24

Page 1 of 3

Rev. 06/09

PID 117001

**PARCEL 10-SH2
BUT-OXFORD AREA TRAIL PHASE 5, CHESTNUT CONNECTOR
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF OXFORD, BUTLER COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the City Of Oxford, Butler County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

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Beginning at the southeast corner of Lot 3657 of Silverleaf Meadows, Section 1 as recorded in Plat Envelope 3973, Pages A-C at a set iron pin being 52.65 feet left of Station 100+02.07 of the centerline of the BUT-Oxford Area Trail, Phase 5, Chestnut Connector and being the True Point of Beginning;

thence, from the True Point Beginning and with the east line of said Silverleaf Meadows, Section 1 the following three courses: North 02° 04' 02" East, 179.15 feet to the northeast terminus of the right of way of Gardenia Drive;

thence, departing said terminus and with the north right of way of said Gardenia Drive, North 87° 55' 22" West, 23.50 feet;

thence, departing the north right of way of said Gardenia Drive, North 02° 03' 58" East, 92.00 feet to a set iron pin;

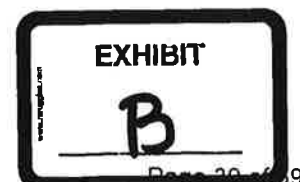


EXHIBIT A

LPA RX 871 SH

Page 2 of 3

Rev. 06/09

thence, departing said Silverleaf Meadows, Section 1, and through the lands of said Lara C. Osborne, TR. the following five courses: with a non-tangent curve to the right, having a central angle of $66^{\circ} 39' 37''$, a radius of 108.41 feet, an arc length of 126.13 feet, and a chord bearing North $02^{\circ} 27' 19''$ East, 119.14 feet;

thence, North $39^{\circ} 15' 02''$ East, 209.07 feet;

thence, with a curve to the right, having a central angle of $06^{\circ} 34' 25''$, a radius of 230.00 feet, an arc length of 26.39 feet, and a chord bearing North $42^{\circ} 32' 15''$ East, 26.37 feet;

thence, North $45^{\circ} 49' 27''$ East, 110.45 feet;

thence, with a curve to the left, having a central angle of $32^{\circ} 07' 45''$, a radius of 37.09 feet, an arc length of 20.80 feet, and a chord bearing North $29^{\circ} 45' 35''$ East, 20.53 feet to a set iron pin on the south line of Lot 813 being 30.00 feet left of Station 107+75.58 of the centerline of the BUT-Oxford Area Trail, Phase 5, Chestnut Connector;

thence, with said Lot 813, South $88^{\circ} 07' 41''$ East, 60.49 feet to a set iron pin being 30.00 feet right of Station 107+84.16 of the centerline of the BUT-Oxford Area Trail, Phase 5, Chestnut Connector;

thence, departing said Lot 813 and through the lands of said Lara C. Osborne, TR. the following eight courses: with a curve to the right, having a central angle of $39^{\circ} 27' 47''$, a radius of 97.09 feet, an arc length of 66.87 feet, and a chord bearing South $26^{\circ} 05' 34''$ West, 65.56 feet;

thence, South $45^{\circ} 49' 27''$ West, 110.45 feet;

thence, with a curve to the left, having a central angle of $06^{\circ} 34' 25''$, a radius of 170.00 feet, an arc length of 19.50 feet, and a chord bearing South $42^{\circ} 32' 15''$ West, 19.49 feet;

thence, South $39^{\circ} 15' 02''$ West, 209.07 feet;

thence, with a curve to the left, having a central angle of $79^{\circ} 09' 11''$, a radius of 30.00 feet, an arc length of 41.44 feet, and a chord bearing South $00^{\circ} 19' 33''$ East, 38.23 feet;

thence, South $39^{\circ} 54' 09''$ East, 17.43 feet;

thence, with a curve to the right, having a central angle of $42^{\circ} 39' 46''$, a radius of 181.20 feet, an arc length of 134.92 feet, and a chord bearing South $18^{\circ} 34' 16''$ East, 131.83 feet;

EXHIBIT A

LPA RX 871 SH

Page 3 of 3

Rev. 06/09

thence, South 02° 45' 37" West, 179.53 feet to a set iron pin on the north line of said Lot 3732 being 30.00 feet right of Station 100+03.05 of the centerline of the BUT-Oxford Area Trail, Phase 5, Chestnut Connector;

thence, with said Lot 3732, North 87° 55' 23" West, 82.66 feet to the true point of beginning. Containing in all 1.252 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 1.252 acres, more or less, subject to all legal easements and rights of way.

The above-described area is part of currently assigned Butler County Auditor's Parcel Number H4000-116-000-012.

Basis of Bearings: NAD83(2011) Ohio State Plane Coordinates, South Zone (3402), U.S. Foot. Iron pins set are 3/4" diameter steel rods, 30" long, with a 2" diameter aluminum cap stamped "PS NO. 7568, BAYER BECKER".

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LPA RX 871 SH

70

Ver. Date 10/16/24

Page 1 of 2

Rev. 06/09

PID 117001

**PARCEL 10-SH1
BUT-OXFORD AREA TRAIL PHASE 5
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF OXFORD, BUTLER COUNTY, OHIO**

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the City Of Oxford, Butler County, Ohio, its successors and assigns forever.

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Beginning at the southwest corner of said Part Lot 812 at a found 5/8" iron pin capped "Brosey" being 11.71 feet right of Station 73+29.54 of the centerline of BUT-Oxford Area Trail, Phase 5 and being the True Point of Beginning;

thence, from the True Point of Beginning with the south line of said Part Lot 812, North 87° 55' 23" West, 139.85 feet to a set iron pin being 25.23 feet right of Station 71+96.60 of the centerline of BUT-Oxford Area Trail, Phase 5;

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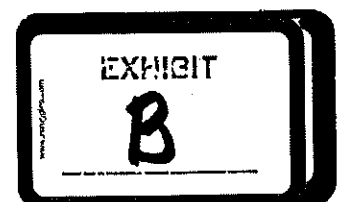


EXHIBIT A

Page 2 of 2

Rev. 06/09

LPA RX 871 SH

thence, with the east line of said Part Lot 812, South 02° 10' 43" West, 50.00 feet to the true point of beginning. Containing in all 0.123 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 0.123 acres, more or less, subject to all legal easements and rights of way.

The above-described area is part of currently assigned Butler County Auditor's Parcel Number H4000-116-000-012.

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LPA RX 871 SH

Ver. Date 10/16/24

Page 1 of 3

Rev. 06/09

PID 117001

PARCEL 10-SH2
BUT-OXFORD AREA TRAIL PHASE 5, CHESTNUT CONNECTOR
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
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thence, from the True Point Beginning and with the east line of said Silverleaf Meadows, Section 1 the following three courses: North 02° 04' 02" East, 179.15 feet to the northeast terminus of the right of way of Gardenia Drive;

thence, departing said terminus and with the north right of way of said Gardenia Drive, North 87° 55' 22" West, 23.50 feet;

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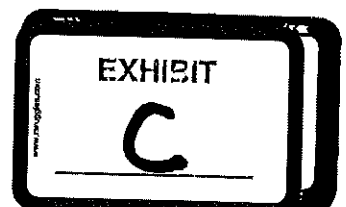


EXHIBIT A

LPA RX 871 SH

Page 2 of 3

Rev. 06/09

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thence, North $39^{\circ} 15' 02''$ East, 209.07 feet;

thence, with a curve to the right, having a central angle of $06^{\circ} 34' 25''$, a radius of 230.00 feet, an arc length of 26.39 feet, and a chord bearing North $42^{\circ} 32' 15''$ East, 26.37 feet;

thence, North $45^{\circ} 49' 27''$ East, 110.45 feet;

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thence, with a curve to the right, having a central angle of $42^{\circ} 39' 46''$, a radius of 181.20 feet, an arc length of 134.92 feet, and a chord bearing South $18^{\circ} 34' 16''$ East, 131.83 feet;

EXHIBIT A

Page 3 of 3

LPA RX 871 SH

Rev. 06/09

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thence, with said Lot 3732, North 87° 55' 23" West, 82.66 feet to the true point of beginning. Containing in all 1.252 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 1.252 acres, more or less, subject to all legal easements and rights of way.

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