



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING

COURTHOUSE

TUESDAY, JULY 15, 2025 AT 7:30 PM

William Snavelly, 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. 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 July 1, 2025, City Council Meeting. (Heather Barbour, Clerk of Council).
- B. A Report Regarding the Environmental Commission Meeting on July 2, 2025. (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Reduce The Fees Adopted In The Fee Ordinance For The Parking Meter Fees And Street Closures For The 2025 Red Brick Reunion. (Jessica Greene, Assistant City Manager)

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 4.9 Acres From EVR Investments, LLC For The Oxford Area Trails Multimodal Transportation Project Phase V. (Jessica Greene, Assistant City Manager)

B. Second 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)

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 14	Oxford Recreation Board	Municipal Building	12:00 p.m.
July 16	Board of Building Appeals - CANCELED	Courthouse	5:30 p.m.
July 22	Board of Zoning Appeals - CANCELED	Courthouse	6:30 p.m.
Aug 5	City Council	Courthouse	7:30 p.m.
Aug 7	Housing Advisory Commission	Municipal Building	5:00 p.m.
Aug 11	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Aug 12	Oxford Parking & Transportation Advisory Board	Municipal Building	8:30 a.m.
Aug 12	Planning Commission	Courthouse	7:00 p.m.
Aug 13	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Aug 19	City Council	Courthouse	7:30 p.m.

9. Adjourn.



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, JULY 1, 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 Amend the agenda by adding O.R.C. 121.22(G)(6) To discuss details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

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

AYE # 6

NAY # 0

ABS # 0

Motion – To Enter Executive Session at 7:12 p.m. O.R.C. 121.22 (G)(1) To Consider Appointments to Boards and Commissions and O.R.C. 121.22(G)(6) To discuss details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

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

AYE # 6

Ms. Raghu, Mr. Bracken, Mr. Smith, Ms. French, Mr. Prytherch, and Mayor Snavely

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:32 p.m. O.R.C. 121.22 (G)(1) To Consider Appointments to Boards and Commissions and O.R.C. 121.22(G)(6) To discuss details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

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

AYE # 6

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday, July 1, 2025, at 7:32 p.m. Members in attendance were Alex French, Jason Bracken, David Prytherch, Chantel Raghu, and Michael Smith. Amber Franklin was excused.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Ms. Heidi Ridenour, Finance Director; Mr. Sam Perry, Community Development Director; Mr. Chad Smith, Parks and Recreation Director; Ms. Reena Murphy, Sustainability Coordinator; 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 Mr. Prytherch

AYE # 6

NAY # 0

ABS # 0

4. Public Participation.

A. Appointments to Boards and Commissions

Motion – To Appoint Mr. Jonathin Creech to the Board of Zoning Appeals.

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

AYE # 6

NAY # 0

ABS # 0

B. Presentation - Sharefest Report, Ms. Carol Michael

Ms. Carol Michael began her report by sharing that over 95 tons of food, clothing, furniture, household goods, and e-waste were diverted from the landfill. Ms. Michael noted that they received 20 tons more than they did last year, which was a bittersweet victory. Ms. Michael mentioned the beneficiary groups, the volunteers, marketing, and expenses. Ms. Michael also shared a few challenges and ideas from the debrief meeting. Ms. Michael thanked all involved and offered to answer any questions (Full report included in minutes). Mayor Snively thanked Ms. Michael for her presentation.

C. Discussion - Greenhouse Gas Inventory Presentation, Ms. Reena Murphy, Sustainability Coordinator

Ms. Reena Murphy began her presentation with a brief 2023 greenhouse gas inventory overview. Ms. Murphy explained that these emission reduction targets exclude Miami University emissions where possible. Ms. Murphy mentioned working with Power a Clean Future Ohio to provide our 2023 greenhouse gas inventory. Ms. Murphy noted that this was free technical assistance provided to the city through their program, and it utilizes the US EPA's greenhouse gas tool. Ms. Murphy stated that this was important to mention because it's a slightly different tool than we've used in the past. Ms. Murphy presented slides on the breakdowns and goals (slides included in minutes). Ms. Murphy addressed questions and comments from the Council. Mayor Snively thanked Ms. Murphy for her presentation.

D. Public Comments

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Public Comment - None.

5. Consent Agenda.

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

Motion – To Approve the Consent Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

- 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).

Motion – To Adopt Resolution No. 7734.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

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

Public Comment - None.

7. Ordinances.

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A. First Reading

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

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

Public Comment - None.

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)

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

Public Comment - None.

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)

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

Public Comment - Mr. Scott Webb, Architect/Applicant 103 W Walnut St. - Mr. Webb presented renderings of the proposed independent senior housing project. Mr. Webb shared details about the building and the approach to help understand the concept of the planned development. Mr. Webb noted the proximity to the Senior Center and Talaforde Manor. Mr. Webb mentioned that Talaforde Manor currently has a 40-person wait list. Mr. Webb stated that this new development will hopefully have 44 new units, which would be a good opportunity. Mr. Webb noted that agreeing to the 55 and over restriction on the deed for the residents is not a problem, that is exactly who our market is and who we're looking for. Mr. Webb mentioned they are not trying to solve the overall affordable housing problem right now, and create a mixed development; this

is specifically about senior housing. Mr. Webb stated that the location and zoning are important for that reason. Mr. Webb offered to answer any questions.

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)

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

Public Comment—Ms. Ann Fhurer, Dana Drive—Ms. Fhurer stated she lives in an R2A district and supports this Ordinance. Ms. Fhurer mentioned she is on the board of Oxford Area Solutions for Housing, and we know that in order to increase the stock of affordable housing, there will need to be some rezoning that increases density to make affordable housing developments possible. Ms. Fhurer, speaking as a homeowner in the community, living in an R2A area, it is a very comfortable neighborhood, and the multi-family units are integrated into the community. Ms. Fhurer wanted to congratulate the Housing Advisory Commission and the work Council members on that commission and Assistant City Manager Greene for sticking with the Comprehensive Plan and sticking with those needs.

5. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 4 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

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)

Motion – To Adopt Ordinance No. 3825
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 6

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

Mr. Elliott shared that no changes had been made since the first reading and offered to answer any questions.

Public Comment - None.

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	Courthouse	7:30 p.m.
July 16	Board of Building Appeals	Courthouse	5:30 p.m.

9. Adjourn.

Motion – To Adjourn at 9:06 p.m.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

ShareFest
2025 Annual Report to Oxford City Council

Presented by Carol Michael
President of the ShareFest Board of Directors
July 2025

The **2025 ShareFest** was held on Thursday, May 15 through Tuesday, May 20.

This was our 20th year implementing ShareFest.

Section 1: Quantities Collected

We picked up materials from all residence halls on campus and accepted drop offs at our Chestnut Fields Parking Lot location from off campus students and community members.

This year we diverted over **95 tons** of food, clothing, furniture, household goods, and e-waste from the landfill. This is more than 20 tons more than last year. As you know, this is both good news and bad news. Good news in that we so desperately want to divert EVERY still-useful piece of clothing and furniture and every granola bar and bottle of water. But we also want students and community members to acquire fewer things they don't really need or extend the life out of the things they have - so an increase in the amount diverted is a bittersweet victory.

Our beneficiary groups once again included:

- GoodWill of Greater Cincinnati which received 9 trailers full of goods weighing over 70 tons
- TOPSS received 3,954 pounds of food for their clients in addition to 3,925 pounds of materials which were passed along to multiple families connected with their agency. They received almost 4 tons of total materials - a significant increase over previous years because they did a great job of recruiting volunteers.
- Open Hands Pantry in Hamilton received an estimated 12 tons of food and materials to support their operation. Open Hands also continued to accept foam mattress pads which they hand out to unhoused people.
- Parkview Arms Resident Council received over 3,000 pounds of furniture and household goods for a number of families in their community
- Thread Up Oxford helped us divert almost 800 pounds of pillows and bedding
- The International Student Scholars and Services Office at Miami University received over a ton of kitchen items to distribute to incoming international graduate students who arrive in the US with no kitchen items and very little funding
- We continued our partnership with New Life Furniture Bank in Cincinnati to divert more mattresses from the landfill. They continue to be very selective on which mattresses they accept. Ultimately they helped us divert 6 mattresses and box springs. We'll talk more about the mattress issue later in this report.
- Cohen Recycling hauled away 9 gaylords of e-waste which weighed in at over 2 tons. We are grateful for the partnership with Butler County Solid Waste District who absorbed the \$1,400 bill for the e-waste.
- Butler County Success Program is a group of community-school liaisons serving families with the purpose of eliminating non-cognitive barriers to academic success. Social workers from schools in Lakota, Fairfield, Hamilton, Monroe, Madison, New Miami and Talawanda school districts and from Butler Tech diverted materials for their students and families. They received almost 3,000 pounds of materials.

Section 2: Volunteers

We are proud to report we nearly doubled the number of volunteers from the community who helped make ShareFest possible including my fellow ShareFest Board members:

Sam Perry, Secretary
Karen Baker, Treasurer
Rob Abowitz, Chair of Planning Committee
Chantel Raghu
Shana Rosenberg
and, Olivia Herron, the Director of Sustainability at Miami University

Site Coordinators Carol Katz
 Carla Blackmar Rice
 Reena Murphy
 Anne Fiehrer-Flaig
 Alice Latsch
 Alex Miller

Pick Up Volunteers Annette Herron helped Parkview Arms Resident Council
 Jamie Priessman from Parkview Arms residents
 Jane Fields
 Steve Chaffin
 Jon Rolinovsky

Scott Campbell updated our website

Volunteer groups TOPSS did an amazing job recruiting volunteers this year. They had over 35 volunteers including but not limited to:

Steve Large	Myranda Schwarm
Trinity Schwarm	Frances Yates
Sean Yates	Kim Medley
Amy Macechko	Nick Fears
Sarah Persinger	Kathy McMahon-Klosterman
Joyce Looby	Melissa Ely
Alex (MU student)	and so many more

We also had about 26 volunteers from Open Hands Food Pantry.

GoodWill of Greater Cincinnati provided 10 paid staff under the able supervision of Josh Hamblin.

Section 3: Marketing

- With the help of 35 Miami University student volunteers, we hung 1800 door tags on rental properties across Oxford to remind them to participate in ShareFest.
- In coordination with the Miami ASG Secretary of Off Campus Affairs, we sent two emails to over 7000 off campus Miami University students.

- We posted about ShareFest on several Facebook pages including Miami University Parents & Families, Oxford Talk, and Oxford Neighborhood Share.
- The City of Oxford provided information about ShareFest in its Move-Out Guide on the City website and social media.
- We posted several times in the Miami Student Life Instagram account.
- We sent an email to most landlords in Oxford with a message we asked them to forward to their tenants.

Section 4: Expenses

Our expenses continue to be very modest thanks to gifts in kind from the Butler County Solid Waste District, the City of Oxford which provided two roll-off dumpsters for damaged and unacceptable donations, and Miami University which permitted the use of a section of Chestnut Fields Parking Lot, and provided signage for the lot. Our partners at Thread Up Oxford also provided the use of their large van for doing pick-ups.

Our other expenses which amounted to under \$500 were covered by past donations from individuals and churches in the City of Oxford.

Section 6: Debrief

Every year, after ShareFest, we meet with all of the partners, representatives from the volunteer groups and beneficiaries and discuss our successes and challenges. We brainstormed ideas for next year. I'll spare you the minor but important ideas. And I do want to share the following with you:

1. We continue to have more foam mattress toppers from students both in the residence halls and off campus. This year I called a contact at Camp America in Preble County to see if they wanted any of these mattress toppers. And they did! So next year we are going to contact other camps in the area to see if they want to come get more. We know hundreds of very lightly used toppers continue to go into dumpsters on campus.
2. We continue to receive many more mattresses that appear in good condition but cannot find an agency interested or willing to accept them. Next year we are going to explore working with a local agency who might offer a mattress giveaway to anyone who can come pick them up if we can figure a way to temporarily store them in a clean dry space.
3. Next year we might invest in yard signs or a-frame signs to post outside of Miami's commencement venues to continue to spread the word among Miami graduates and their parents.

I thank each and every person and organization that made ShareFest a success this year!

We continue to appreciate the partnership with the City of Oxford and welcome your continued support and guidance in this important endeavor.

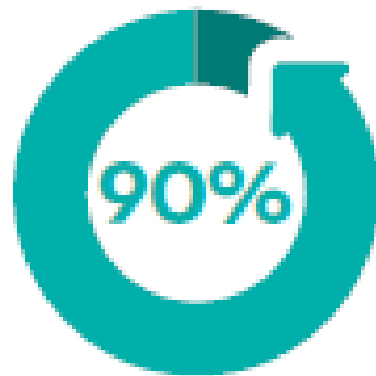
RED BRICK
ROAD TO **ZERO**

A red dashed circular graphic, resembling a loading spinner or a target, is positioned to the right of the word "ZERO". It consists of approximately 12 red segments arranged in a circle.

BY 2030
BY 2040
BY 2045



50% Reduction in GHG emissions over 2019 baseline



90% Reduction in GHG emissions over 2019 baseline



Community-wide net neutrality

*Excluding MU

2023 Greenhouse Gas Inventory

This analysis was provided as part of Power a Clean Future Ohio's no-cost technical assistance program.

The analysis uses US EPA's Local Greenhouse Gas Inventory Tool.

This inventory assesses emissions for activities that occurred within the city limits. When data were not available, estimates were used if a certain level of confidence could be achieved. Data were provided by the city or estimated by UNPREDICTABLEcity.

Lastly, this analysis considers both net and gross emissions for our community.



1 Metric Tons ▼ of Carbon Dioxide (CO₂) equivalent

This is equivalent to greenhouse gas emissions from:

0.233 gasoline-powered passenger vehicles driven for one year ? 

0.883 electric-powered passenger vehicles driven for one year ? 

2,547 miles driven by an average gasoline-powered passenger vehicle ? 

This is equivalent to CO₂ emissions from:

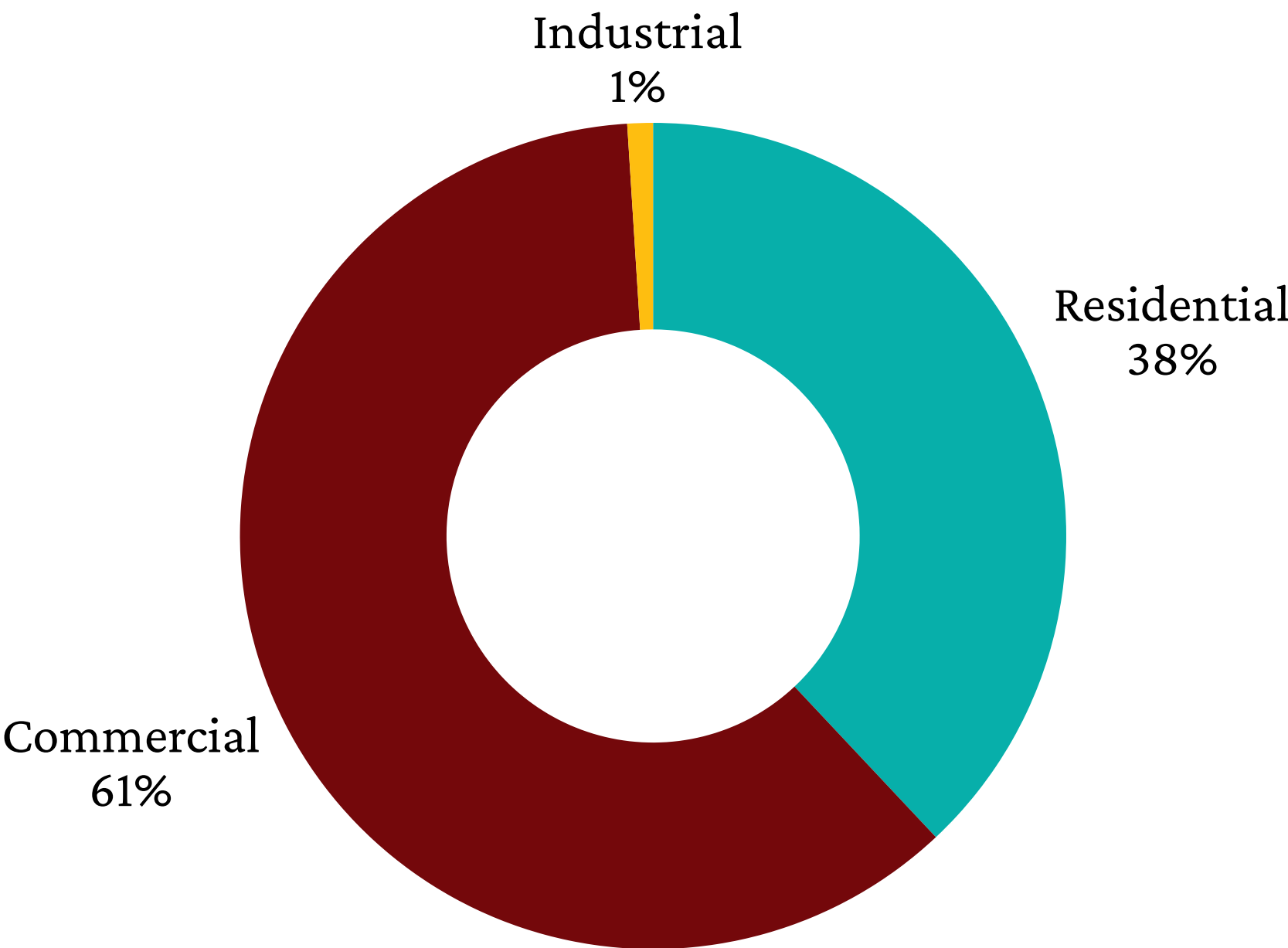
113 gallons of gasoline consumed ? 

98.2 gallons of diesel consumed ? 

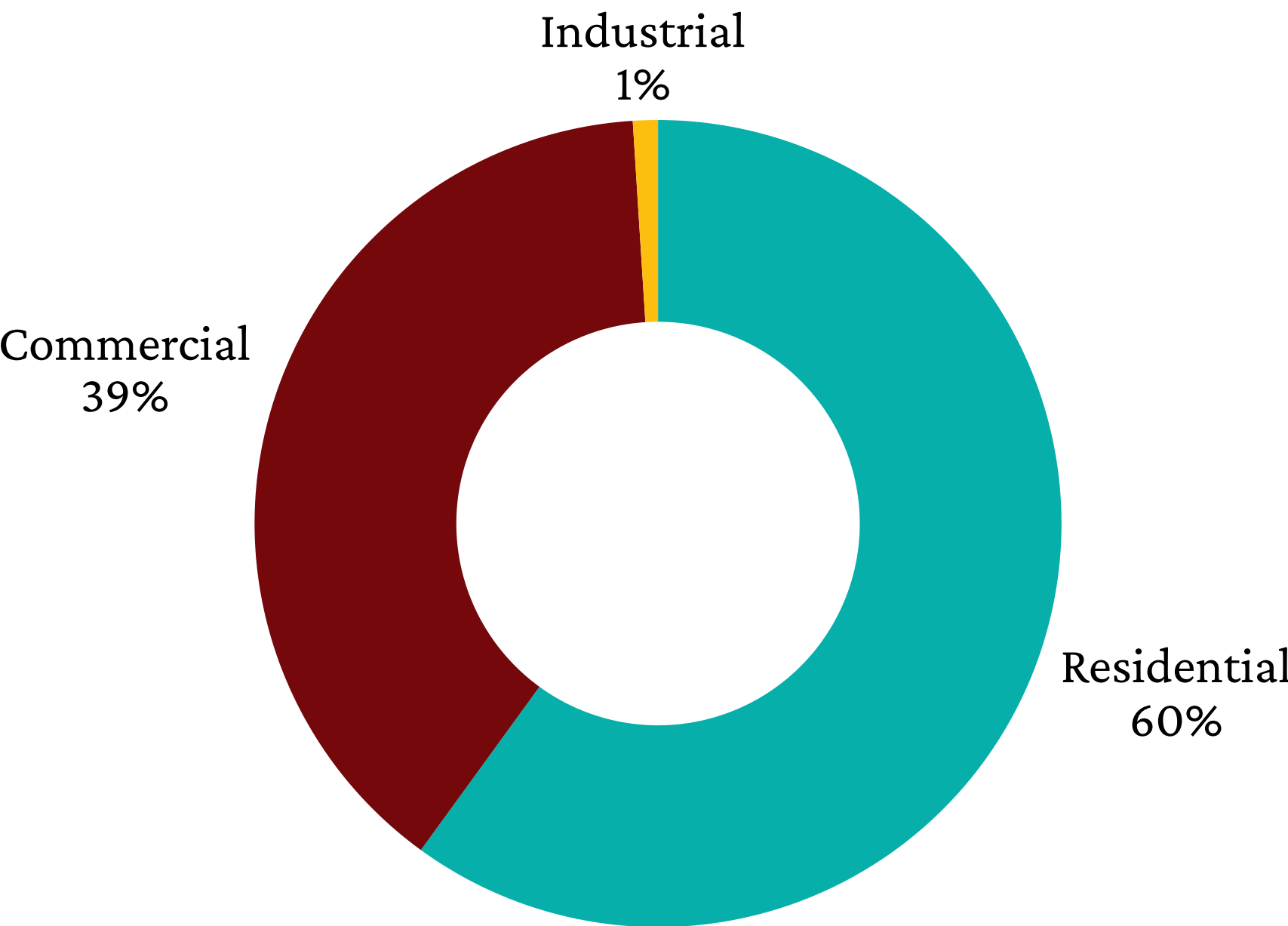


2023 COMMUNITY WIDE EMISSIONS

Gross Emissions by Sector

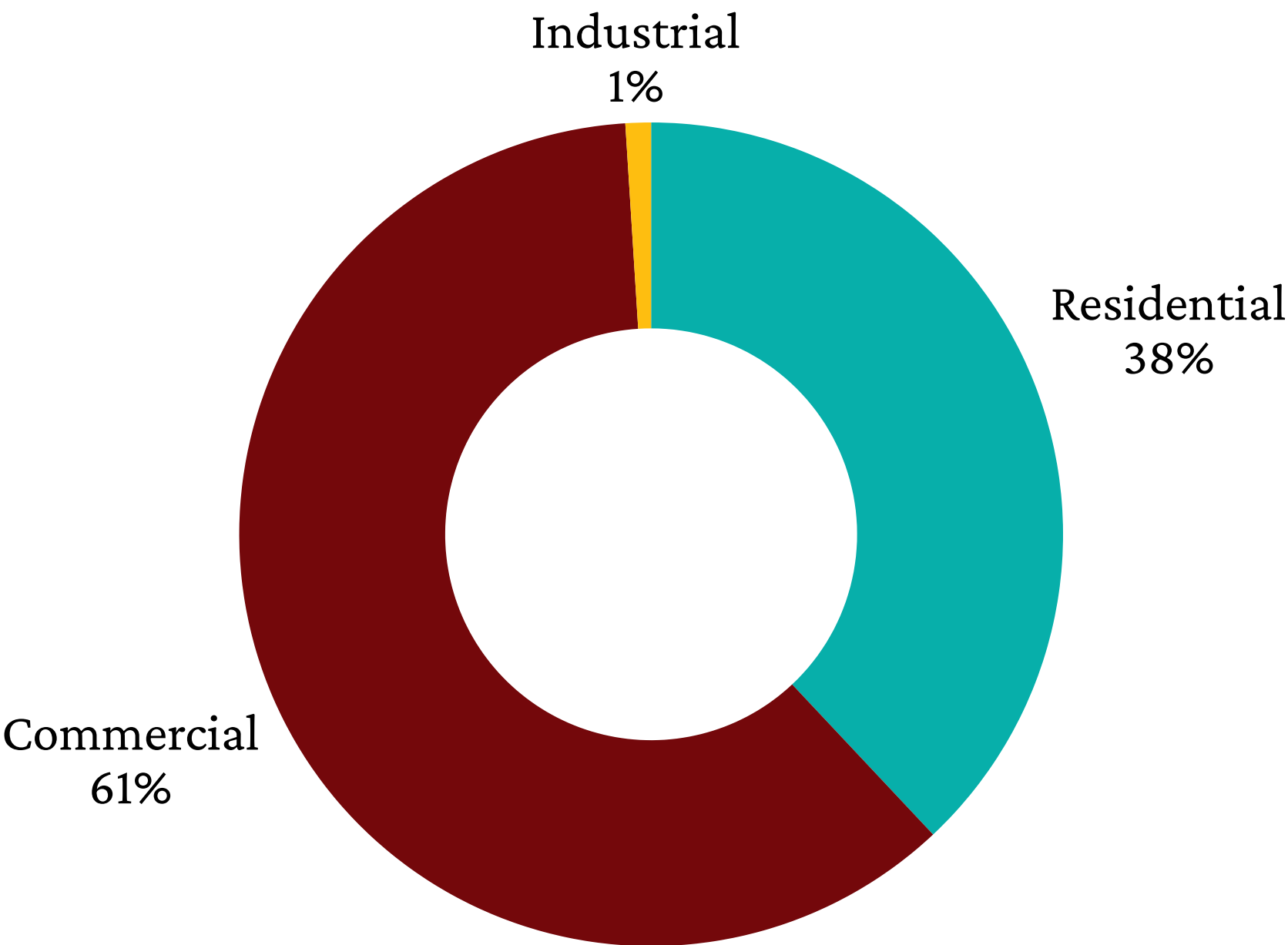


With MU; 173,081 MT CO₂e

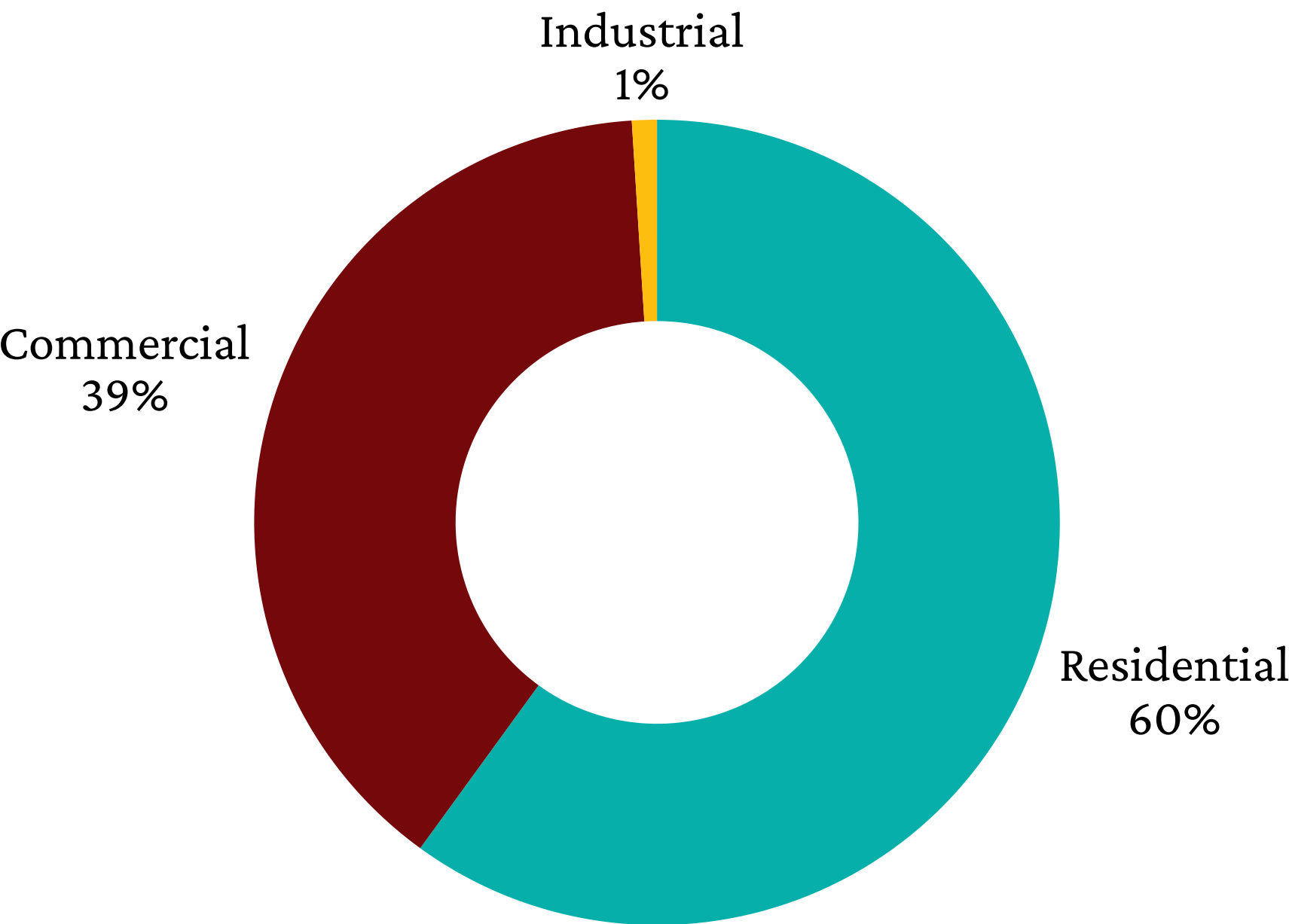


Without MU; 110,678 MT CO₂e

Gross Emissions by Sector

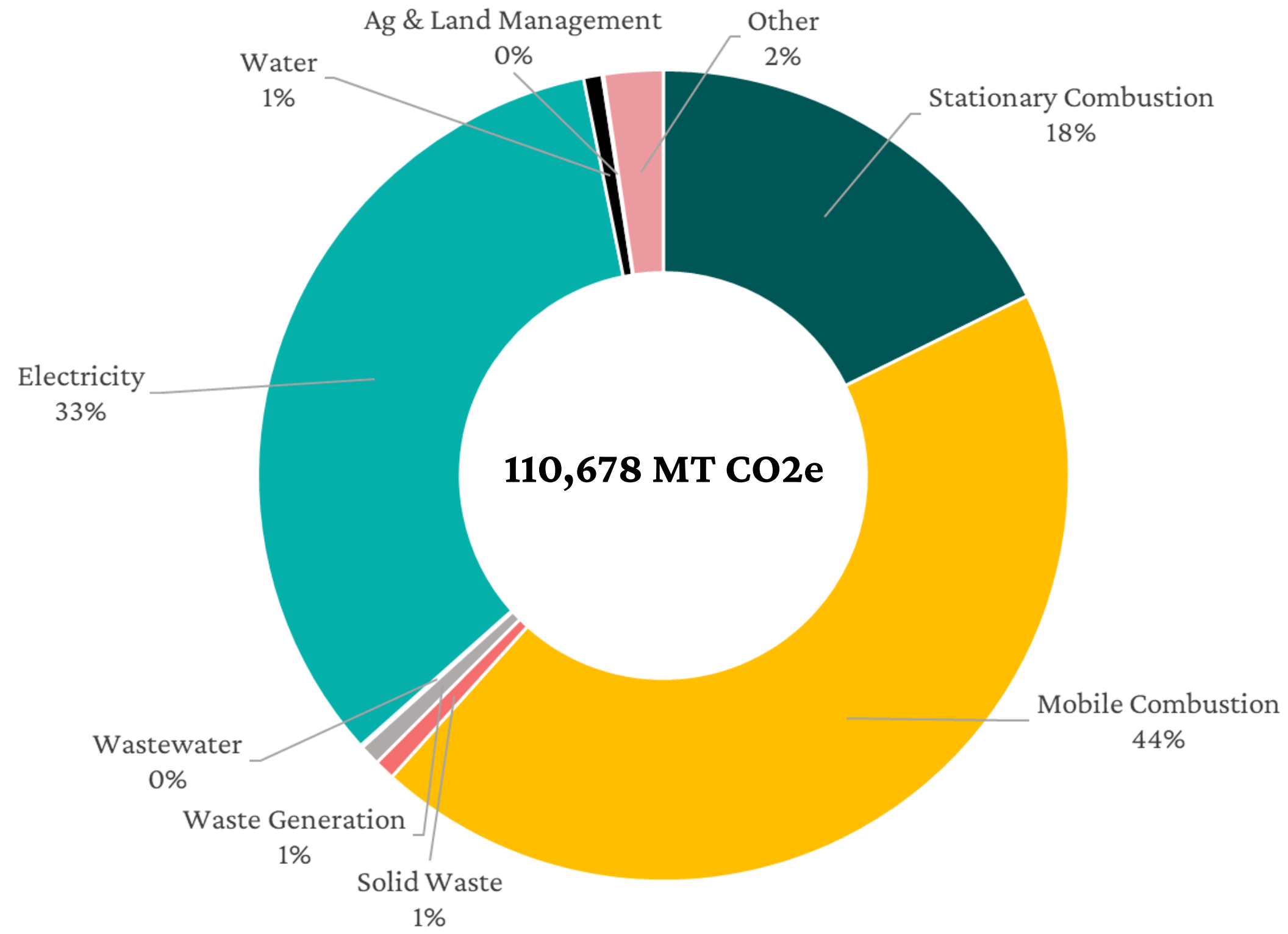


With MU; 173,081 MT CO₂e

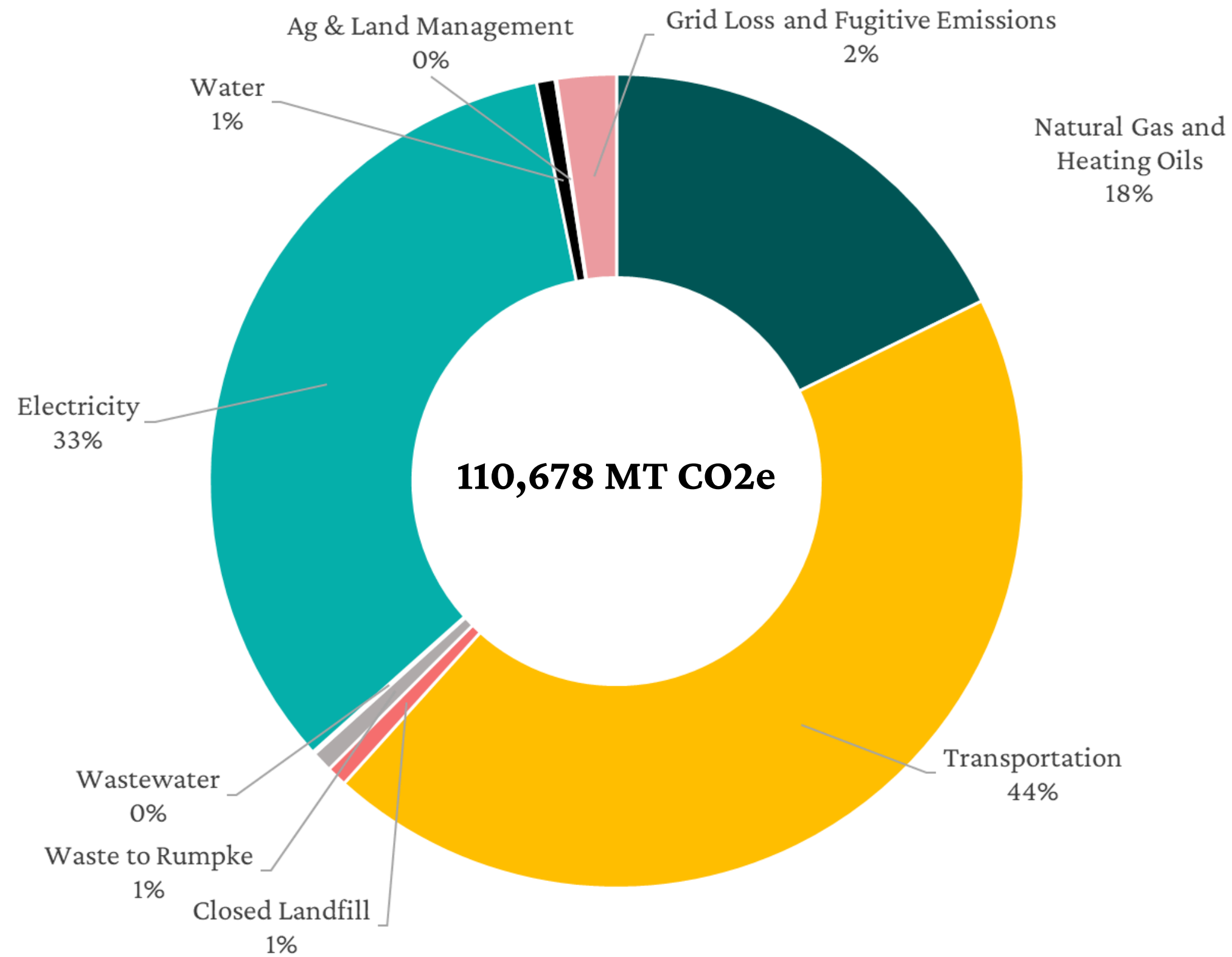


Without MU; 110,678 MT CO₂e

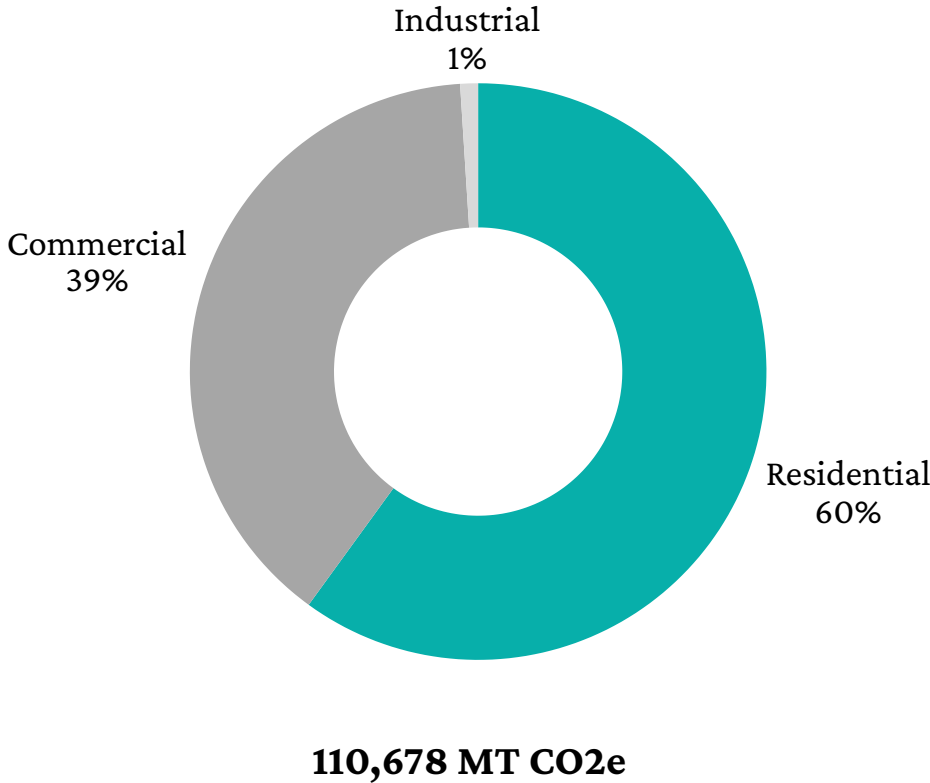
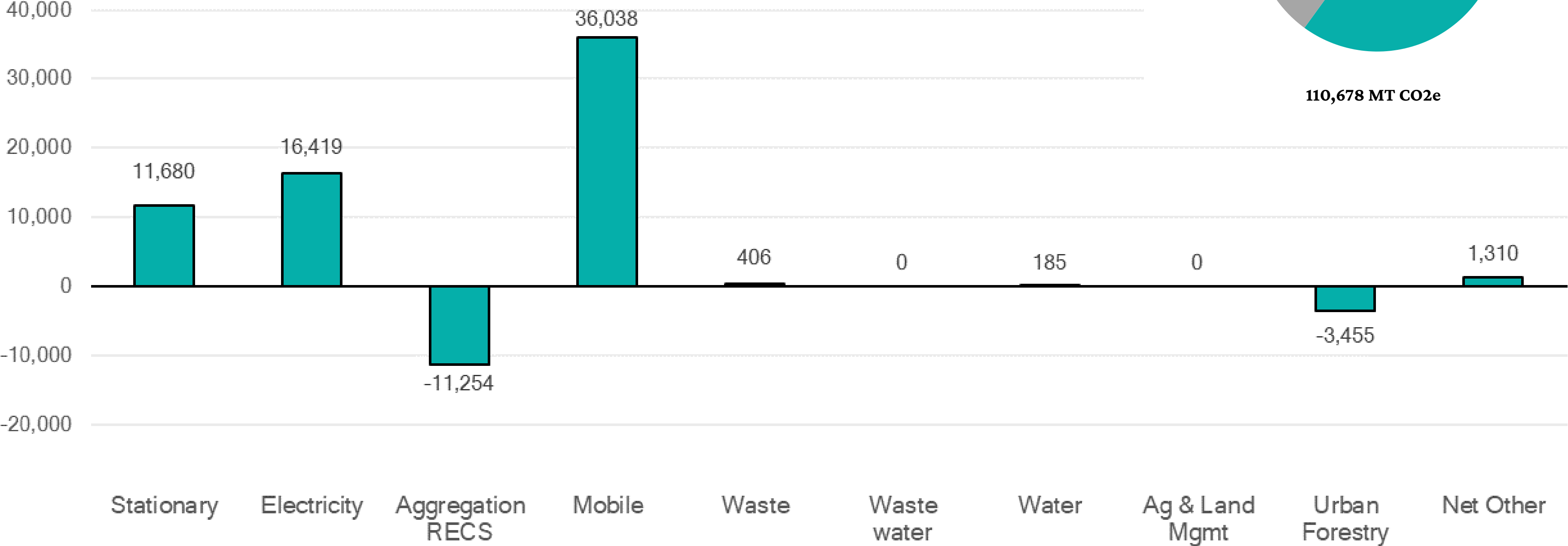
Community Wide Emissions by Source



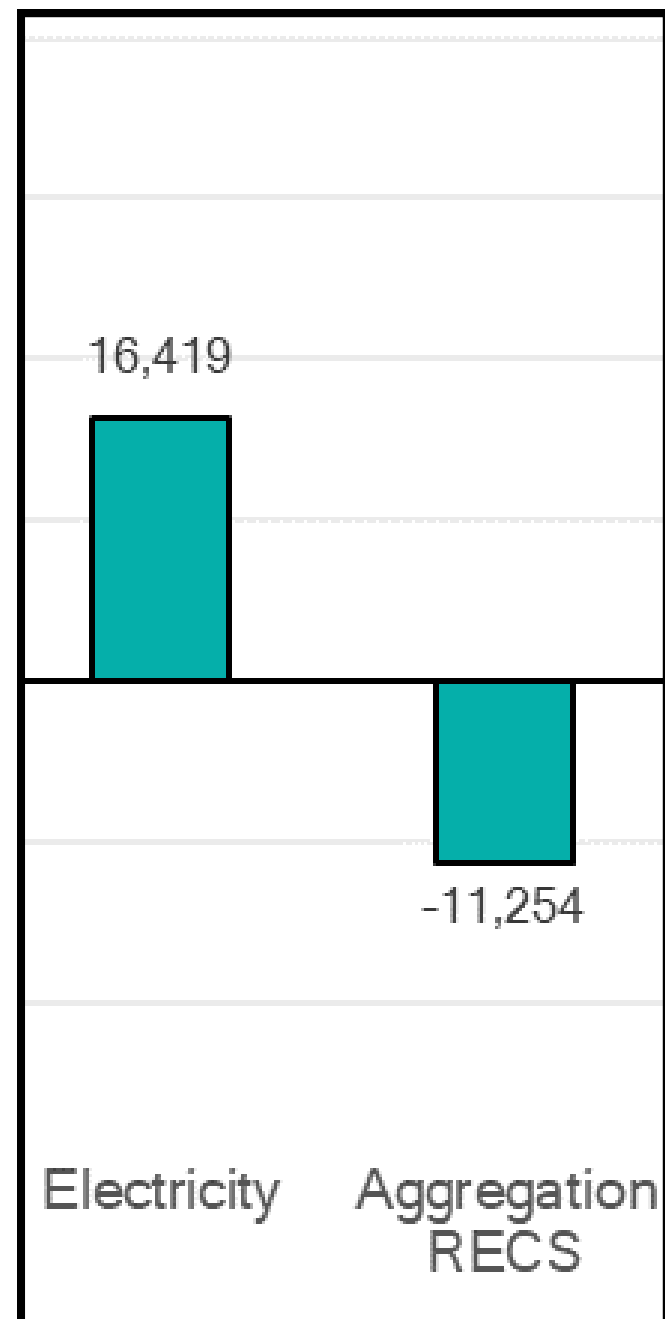
Community Wide Emissions (Non-Technical Terms)



Residential Emissions by Source

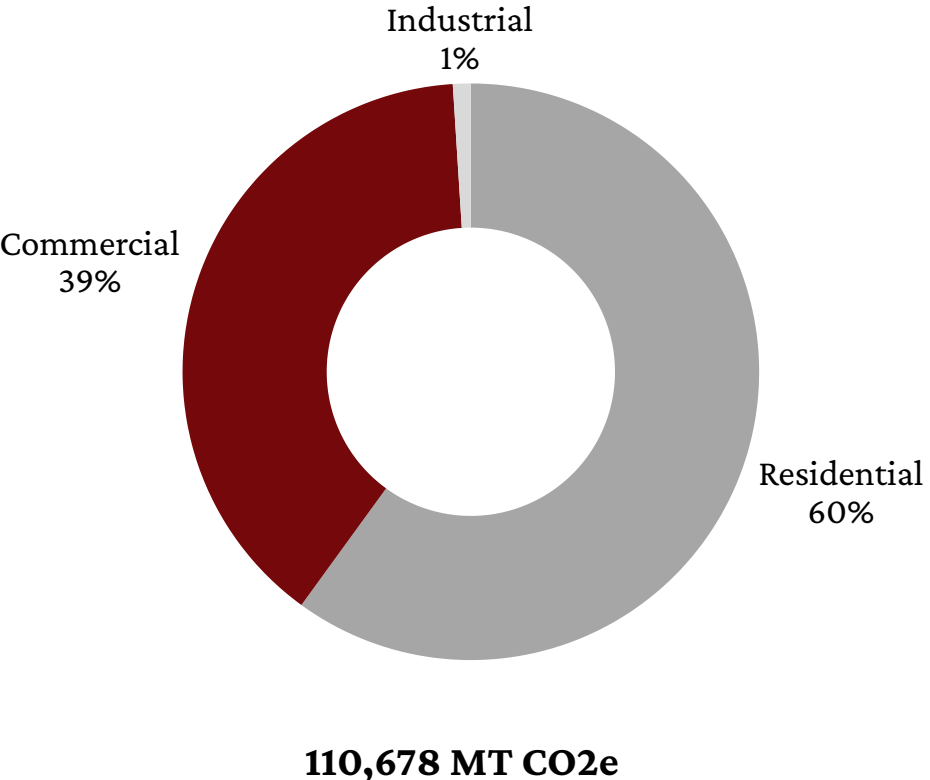
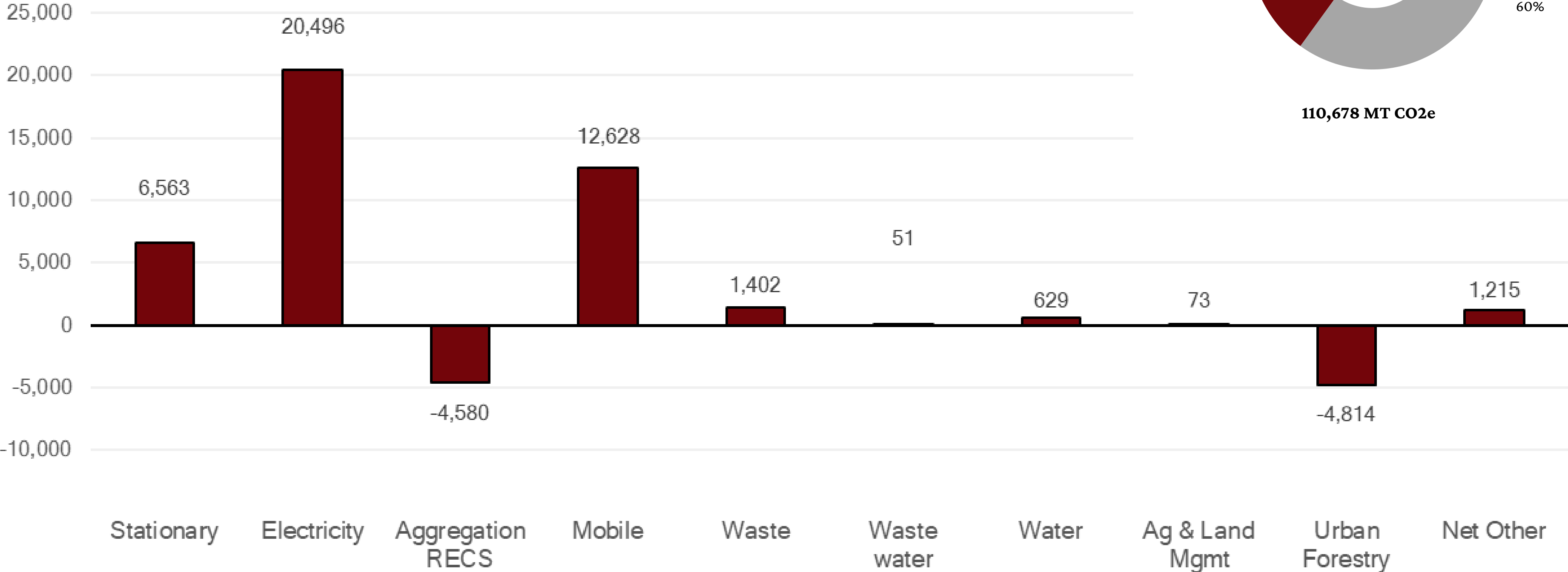


Residential Emissions by Source

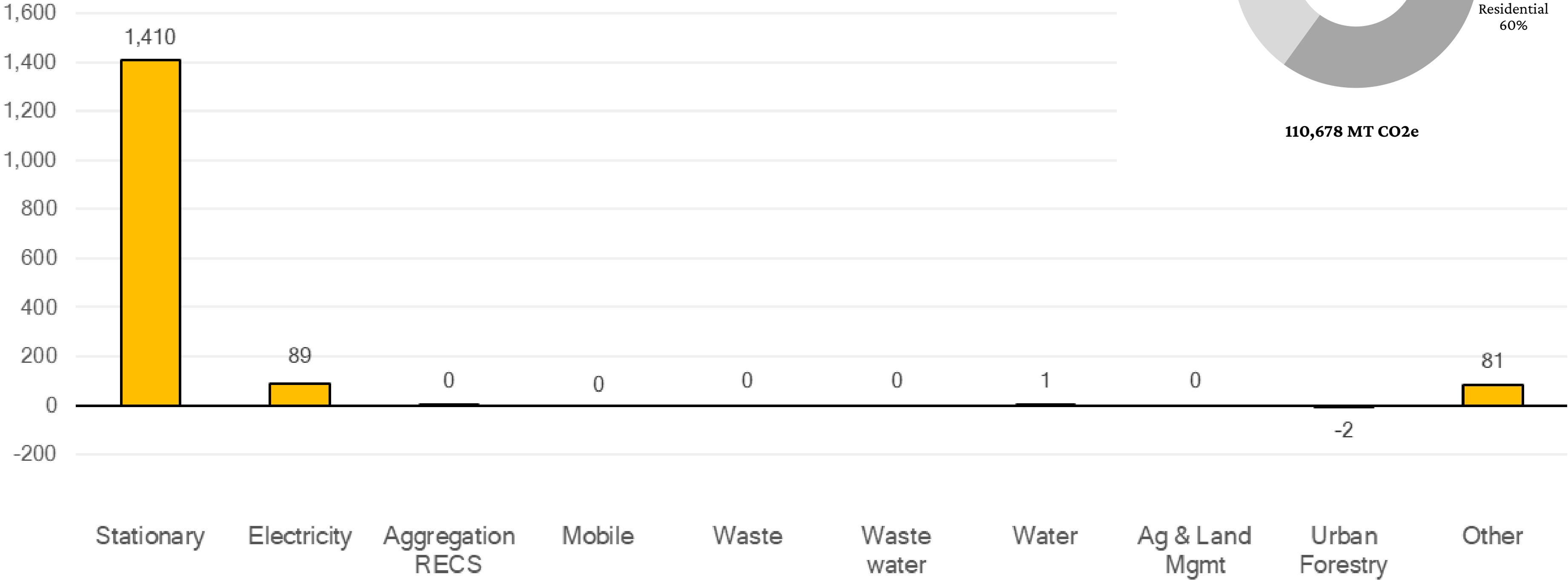


In 2023, Electric Aggregation Program reduced our residential electricity emissions by 68.5% and saved the average residential participant \$318!

Commercial Emissions by Source



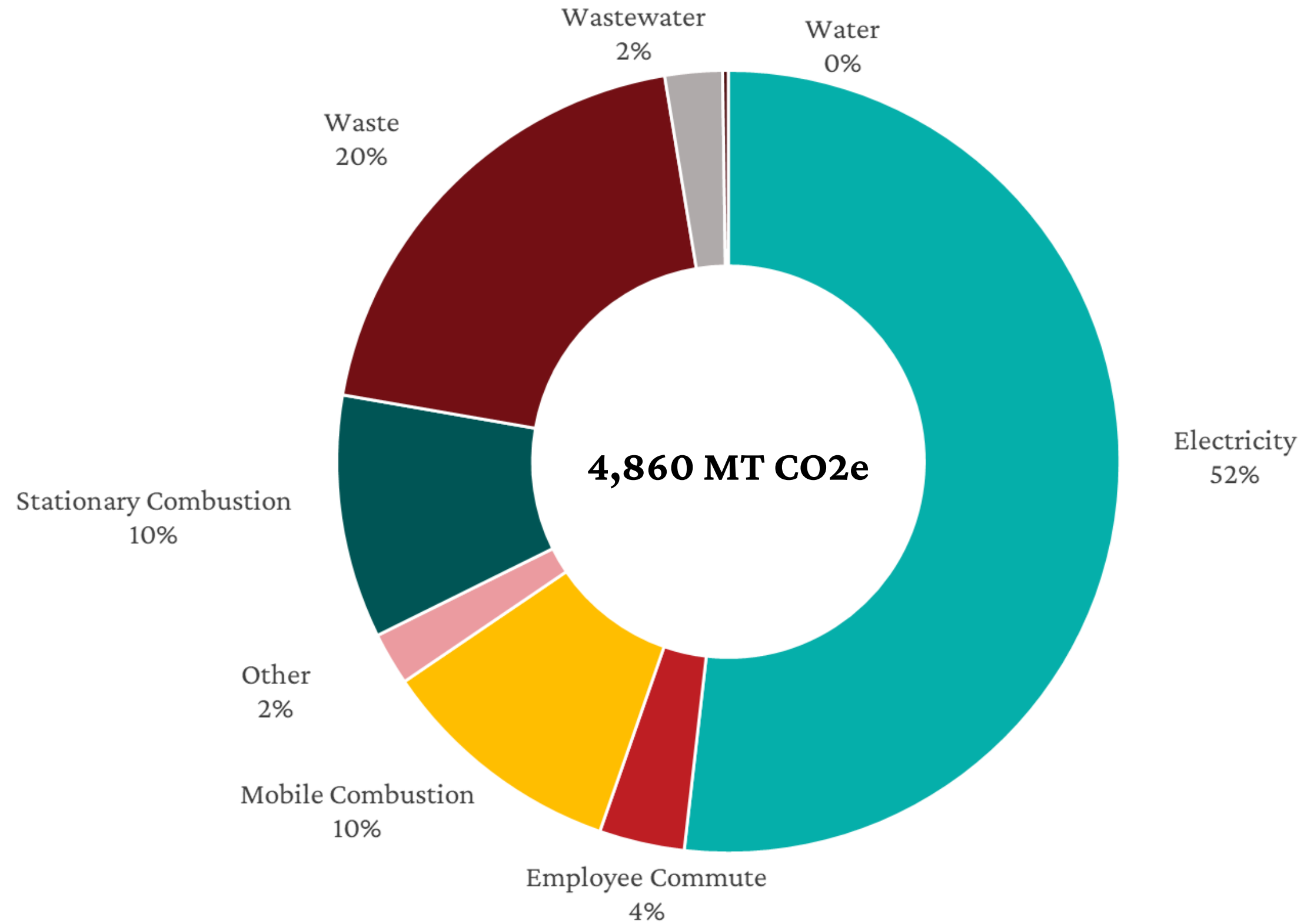
Industrial Emissions by Source



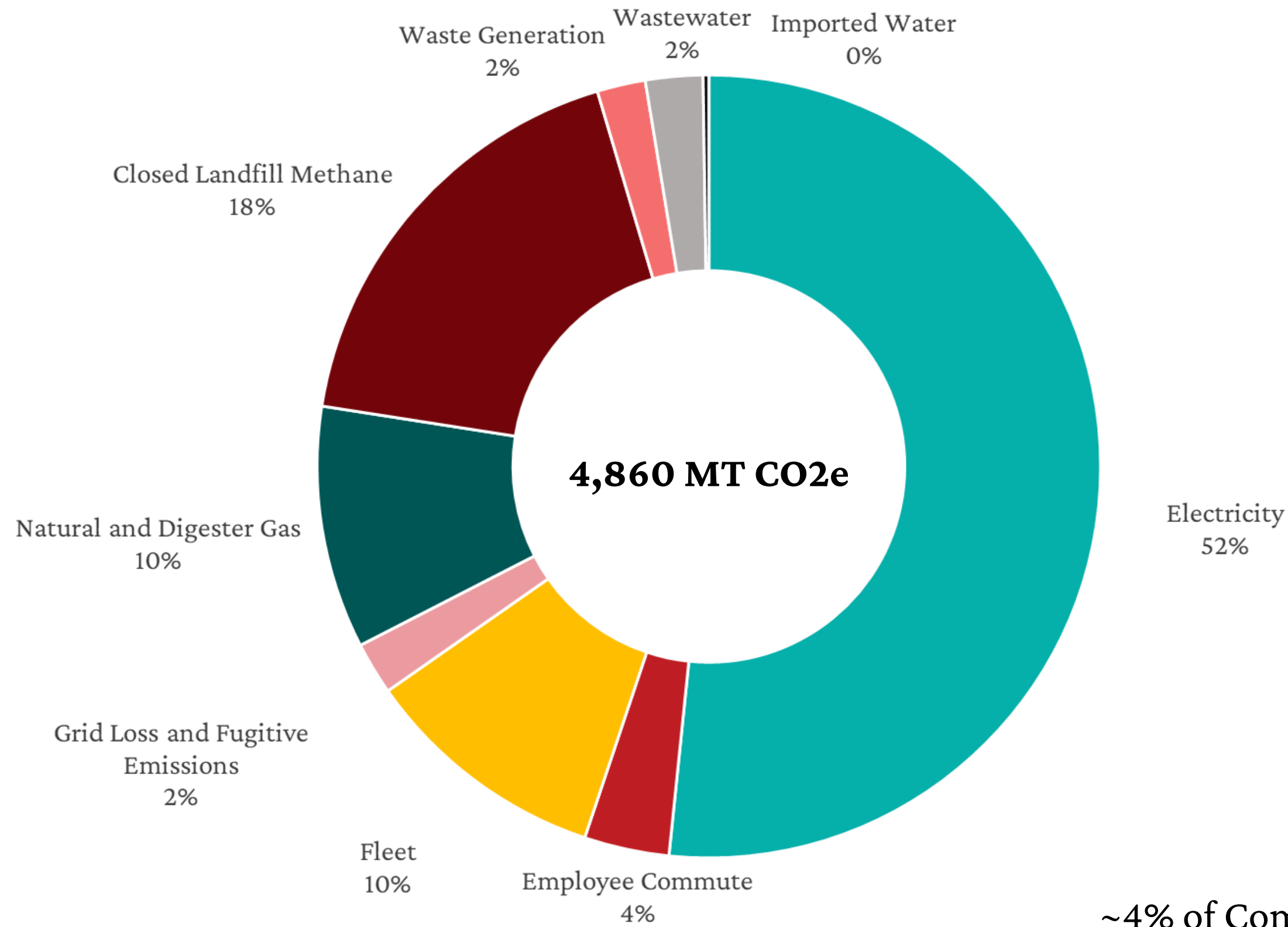
OXFORD
MUNICIPAL BUILDING

2023 GOVERNMENT OPERATIONS EMISSIONS

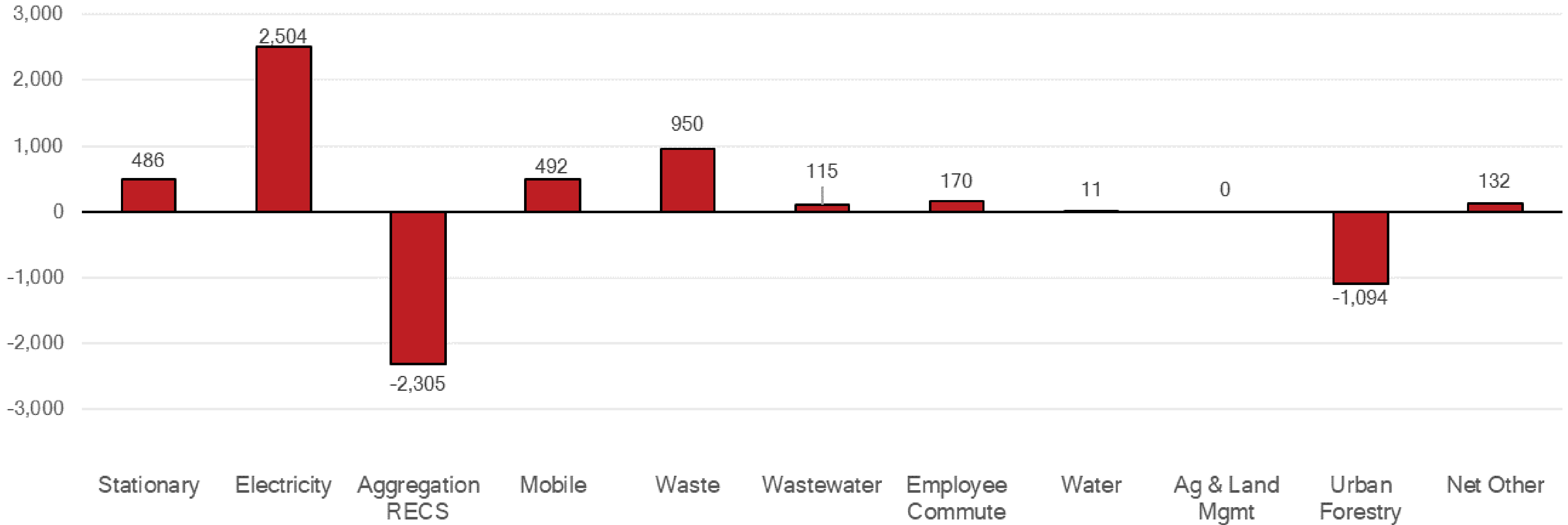
Gross Government Operations by Source



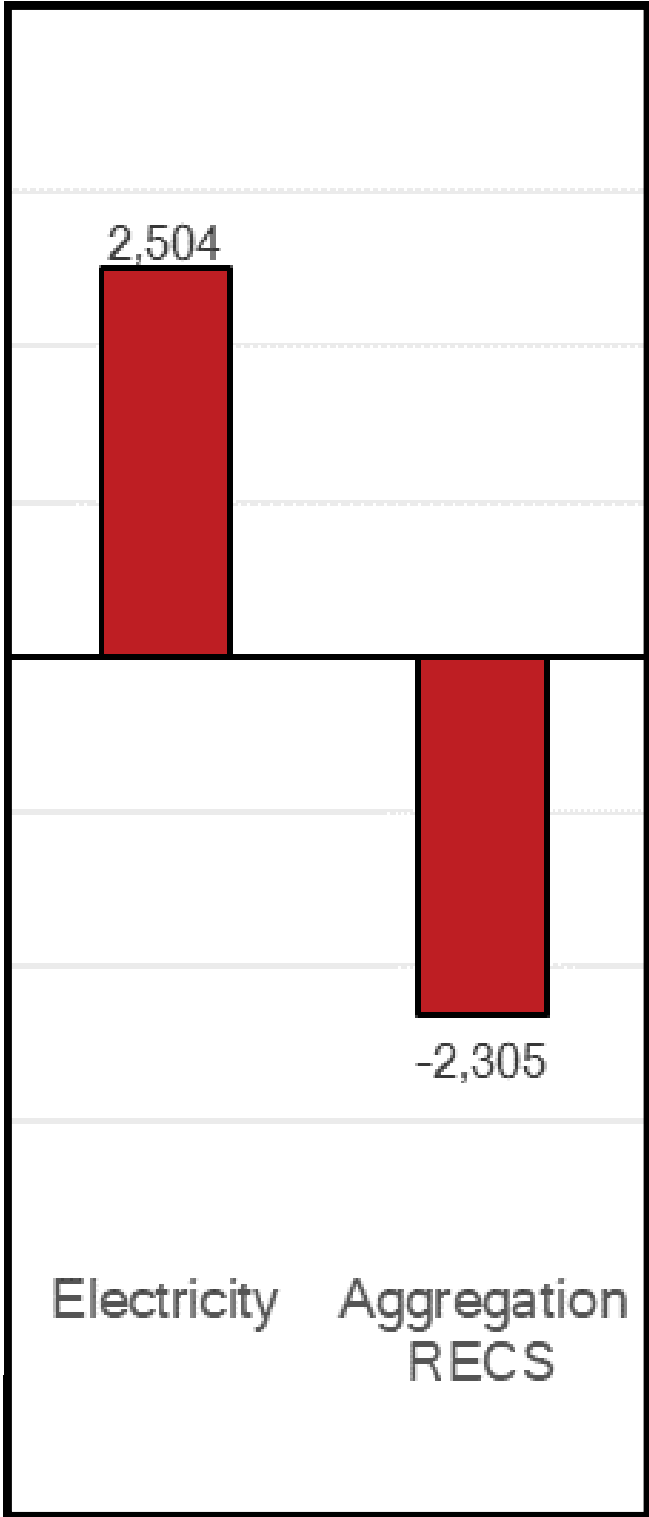
Gross Government Operations by Source (Non-Technical Terms)



Net Government Operations Emissions

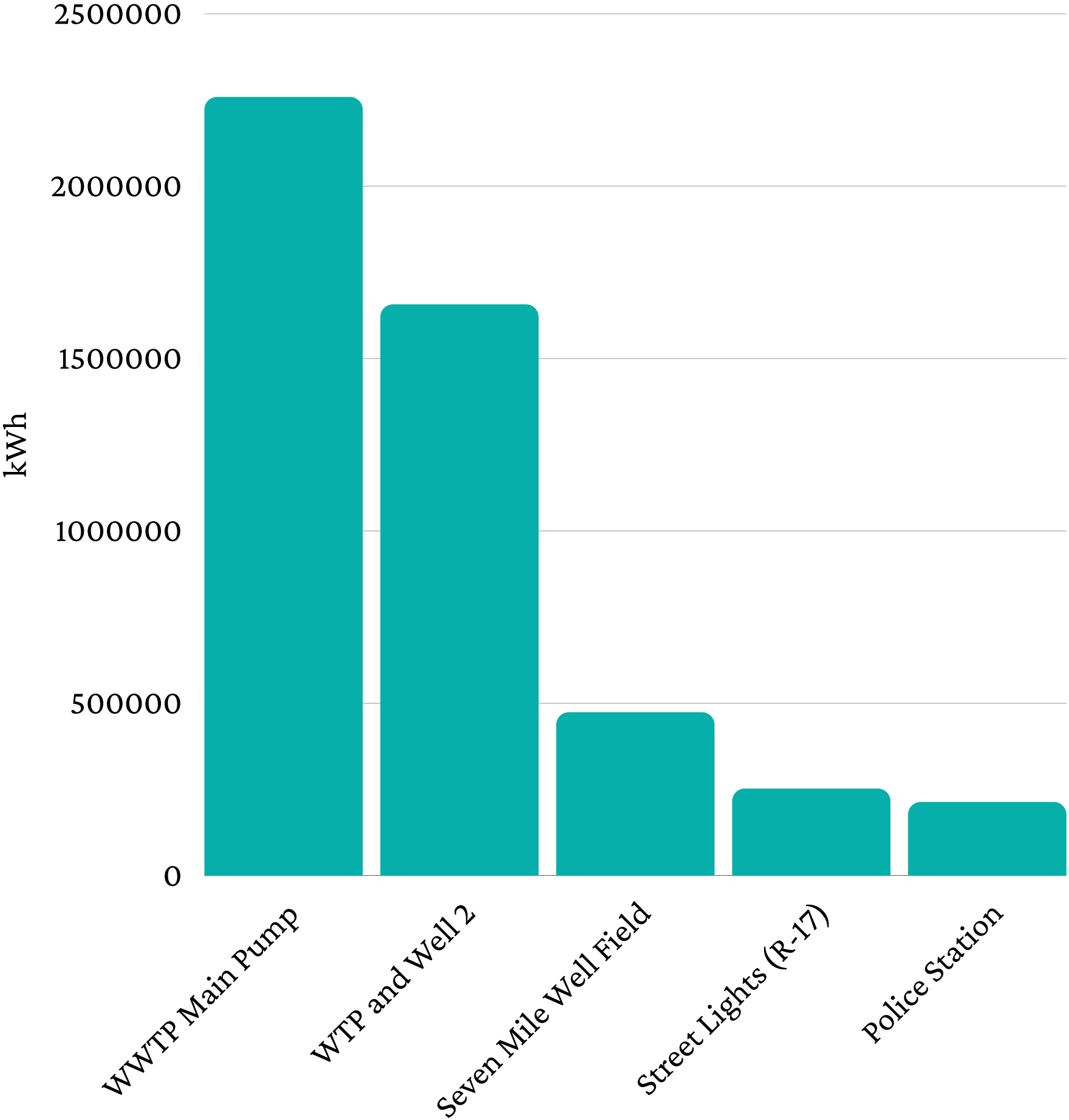
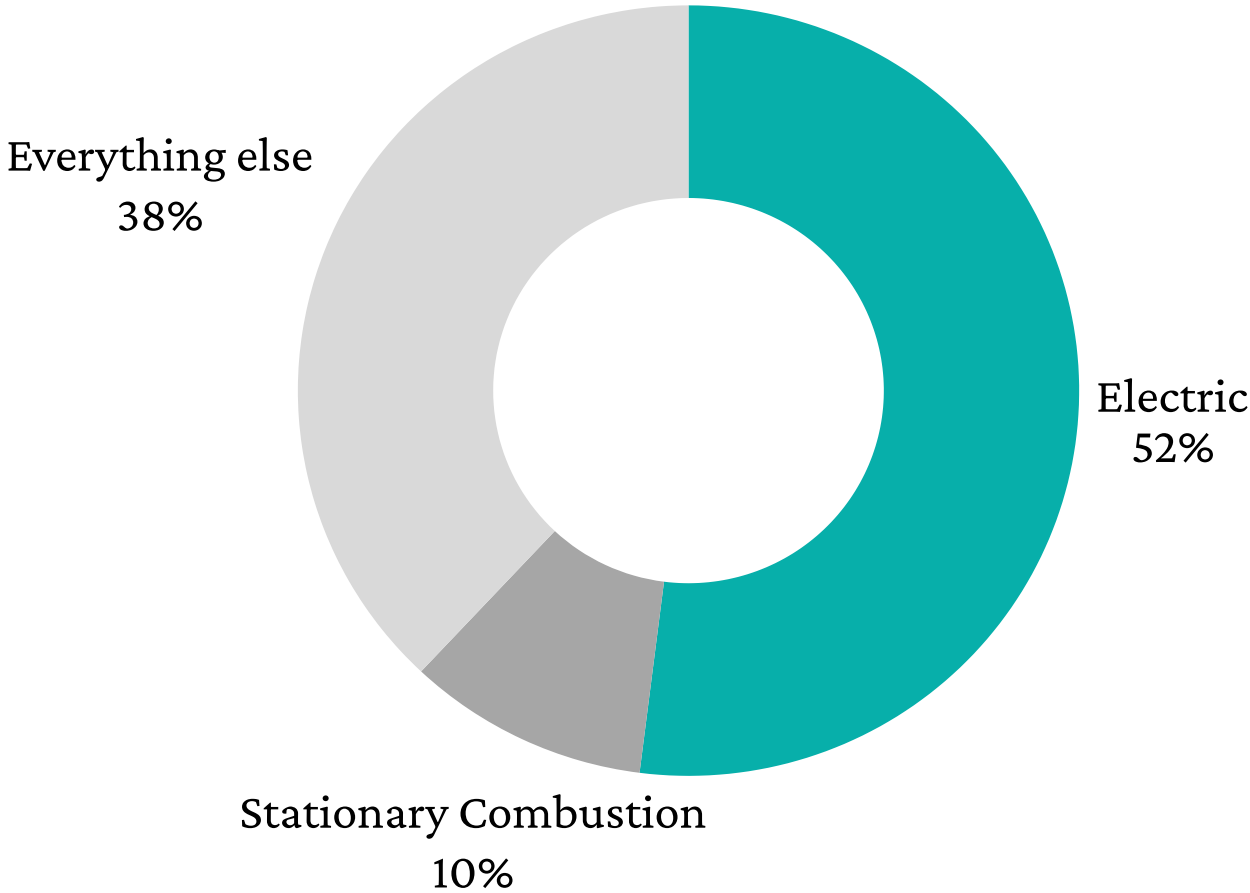


Net Government Operations Emissions

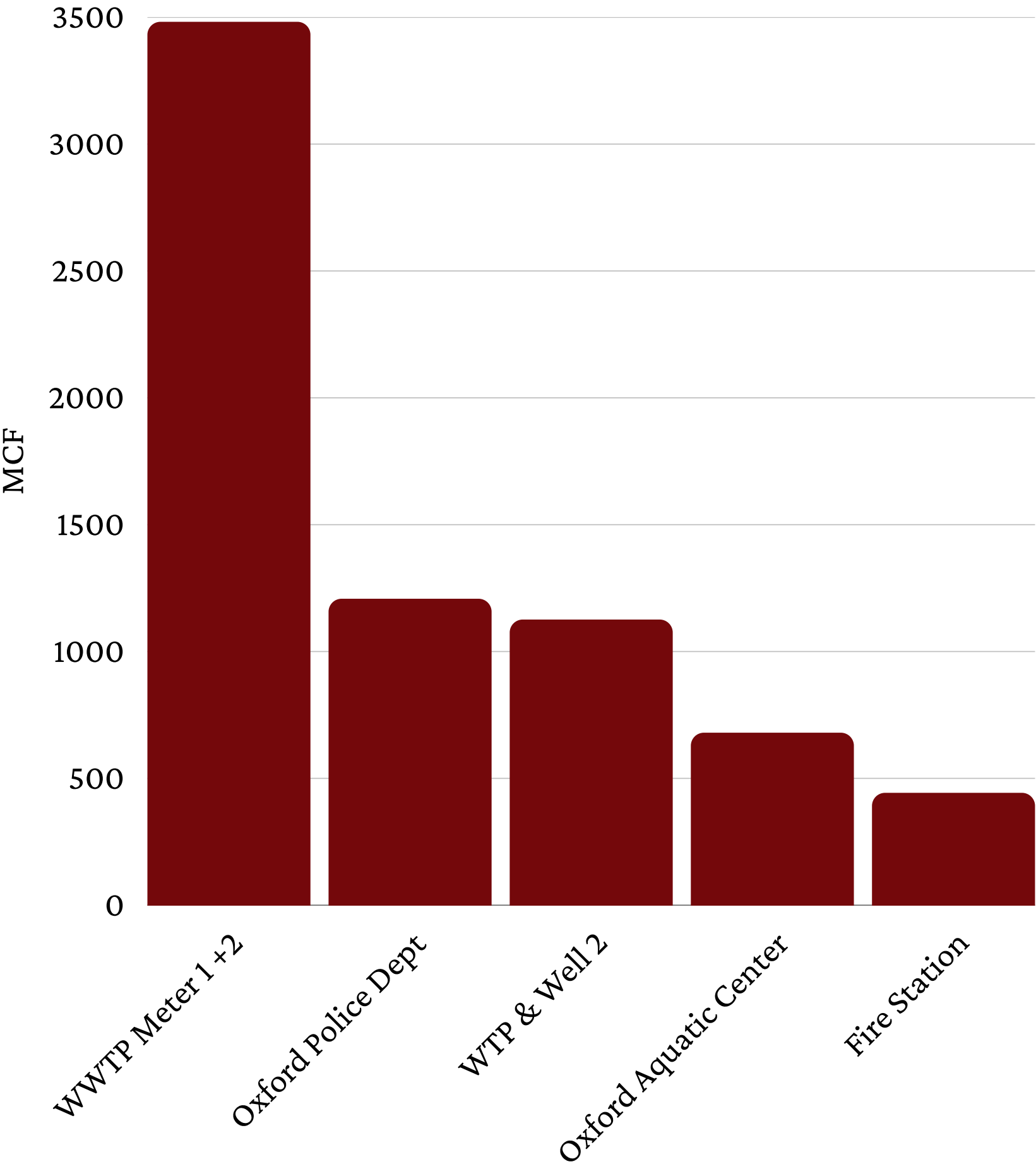
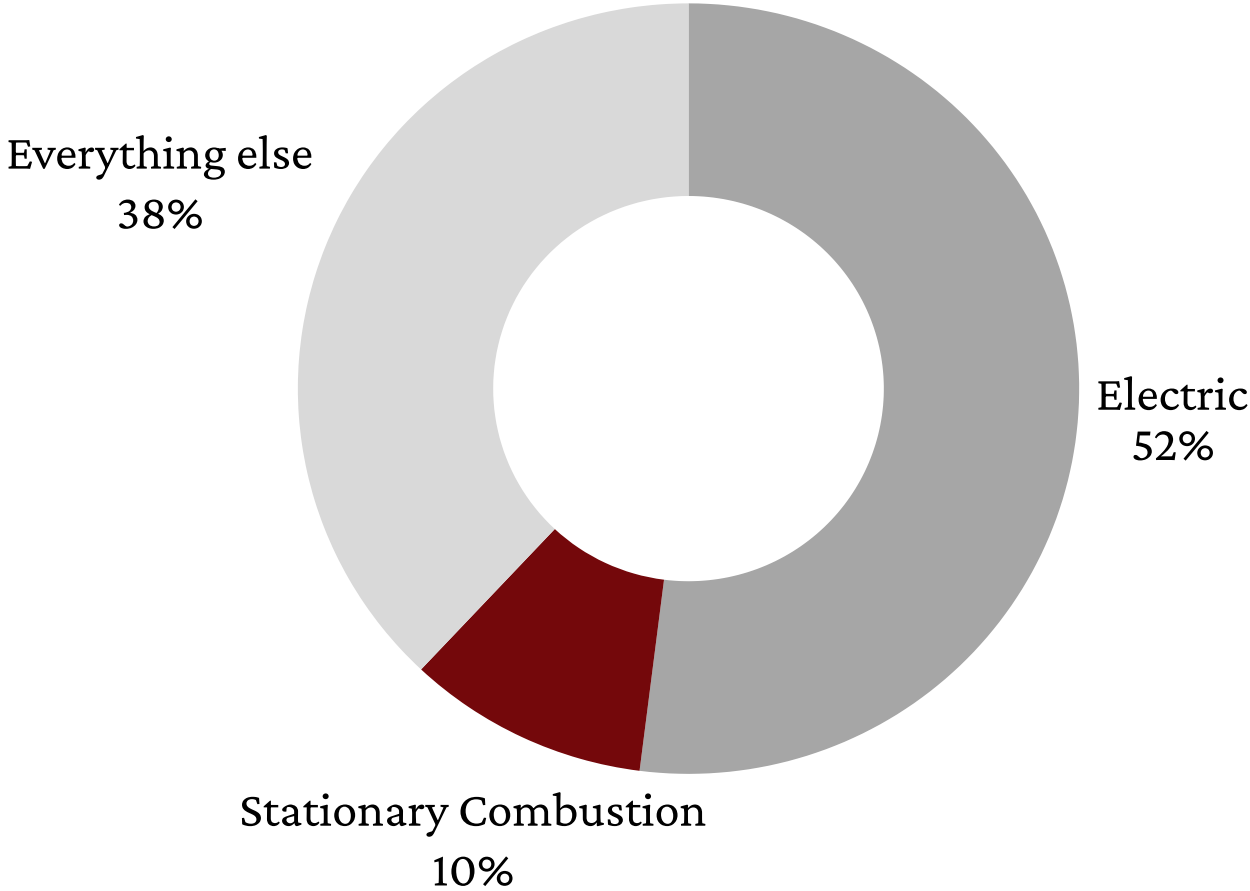


Oxford’s Purchase Power Agreement reduces our net electricity emissions by 92%

Government Electricity Usage; Top 5



Government Natrual Gas Usage; Top 5

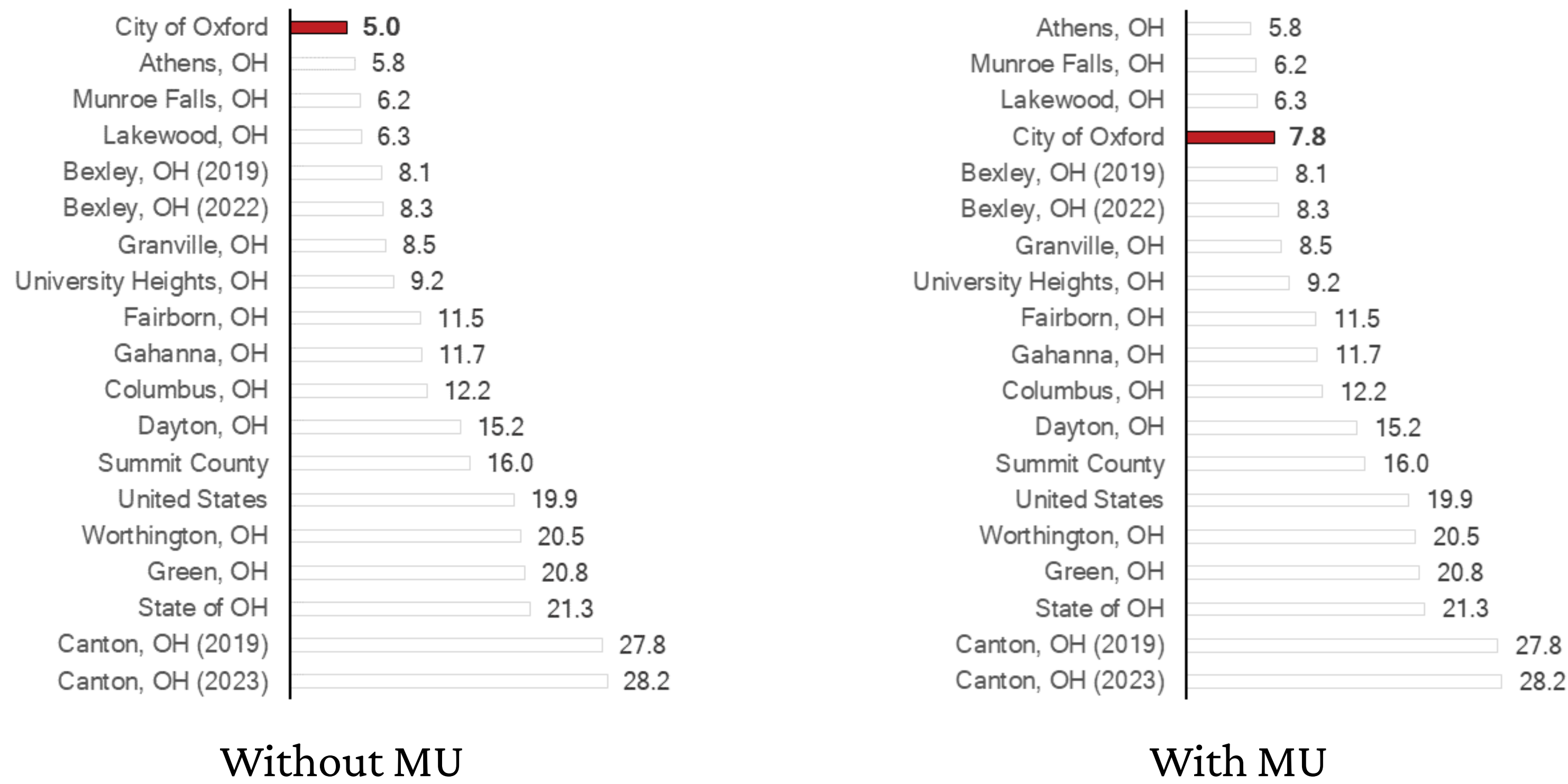


OTHER DATA FROM PCFO

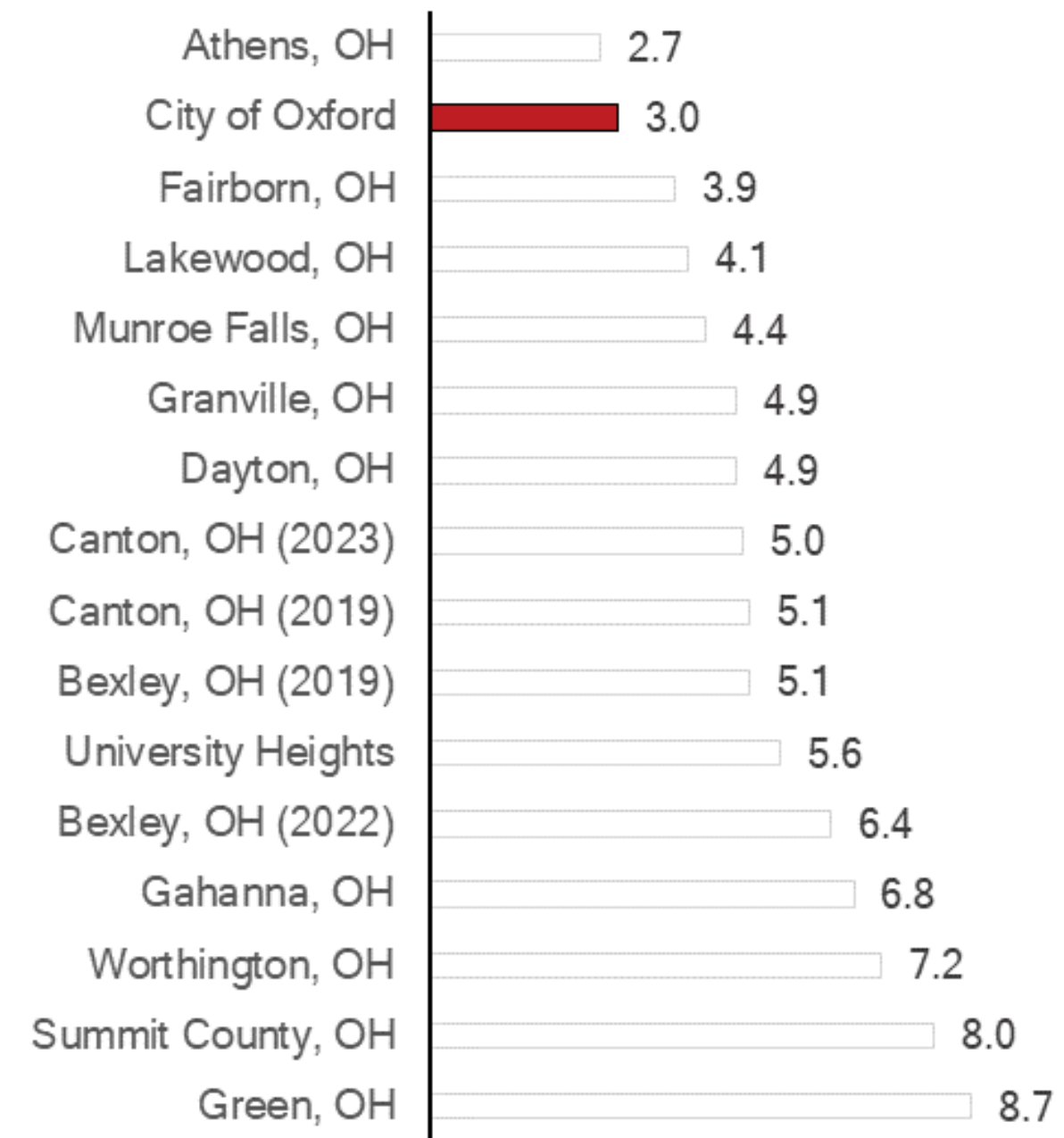


**Power A Clean
Future Ohio**
LOCAL COMMUNITIES LEADING THE WAY

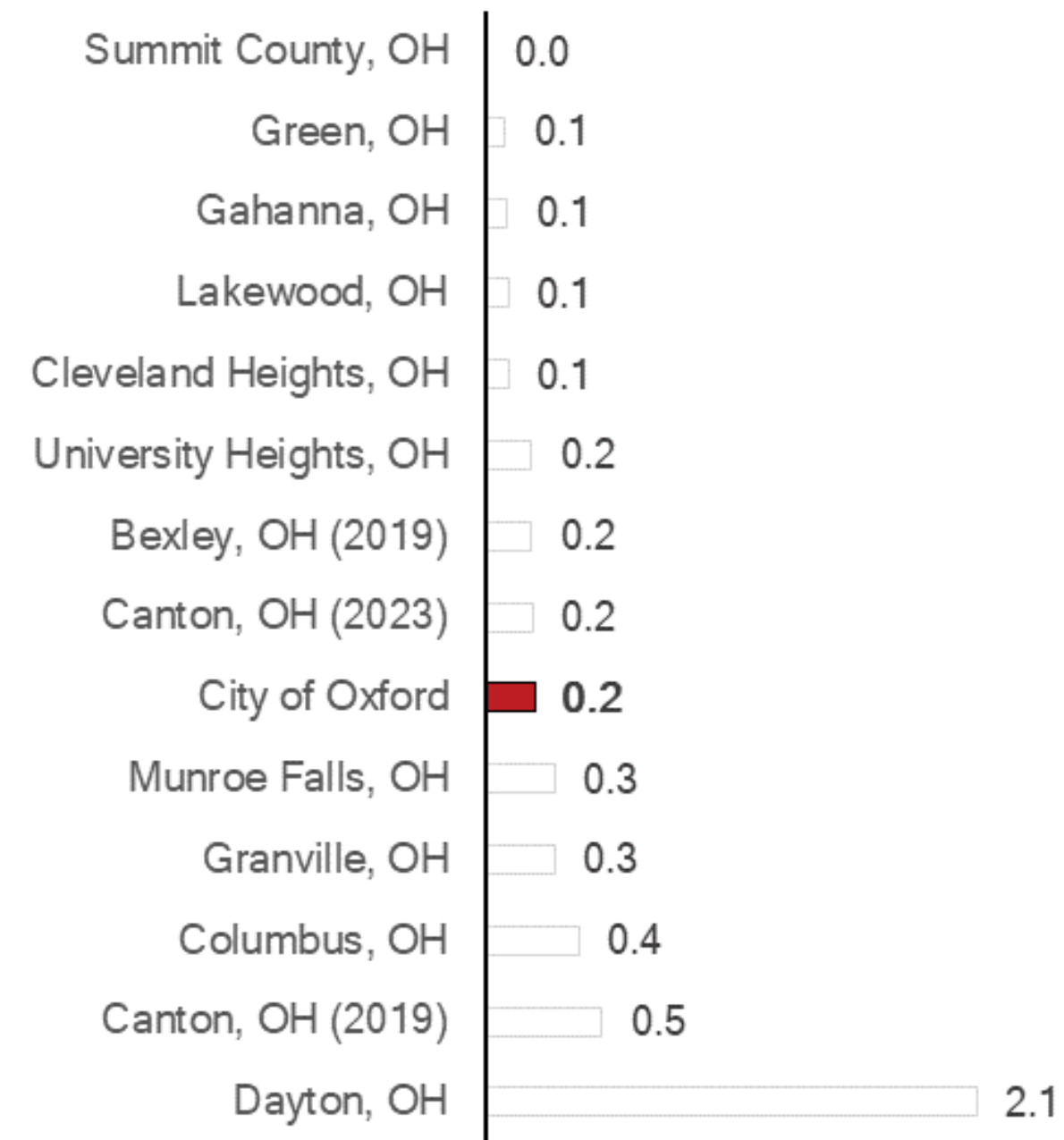
Gross Emissions (MT CO2e) Per Capita; Community Wide



Gross Emissions Per Capita

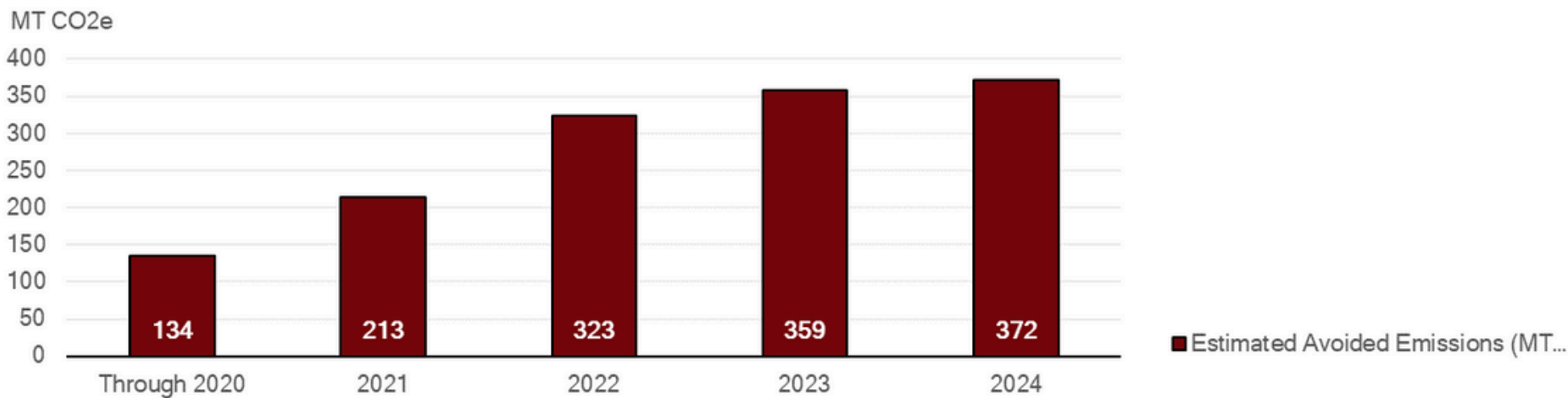
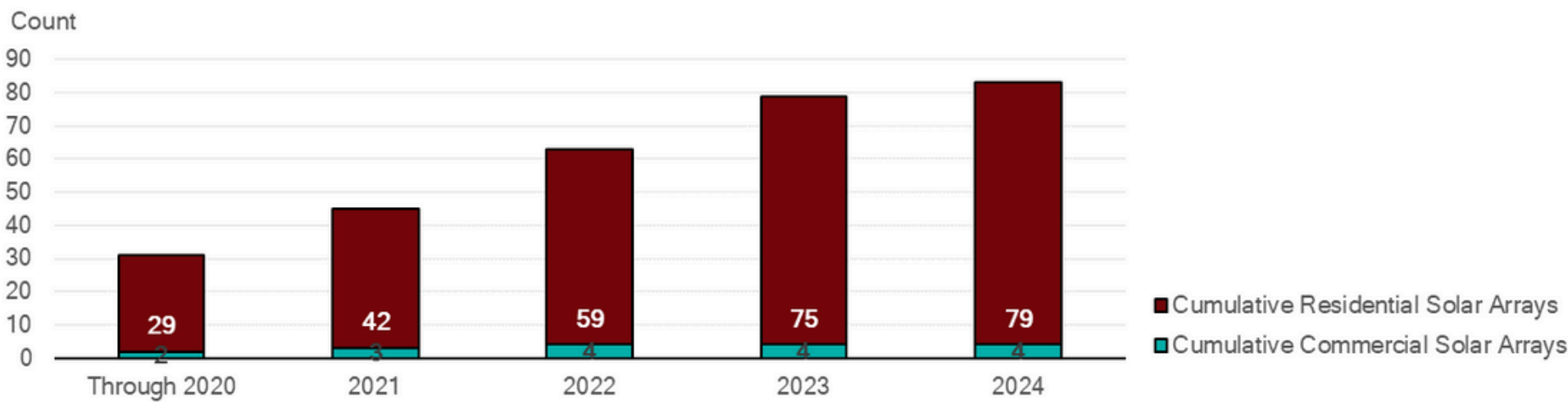
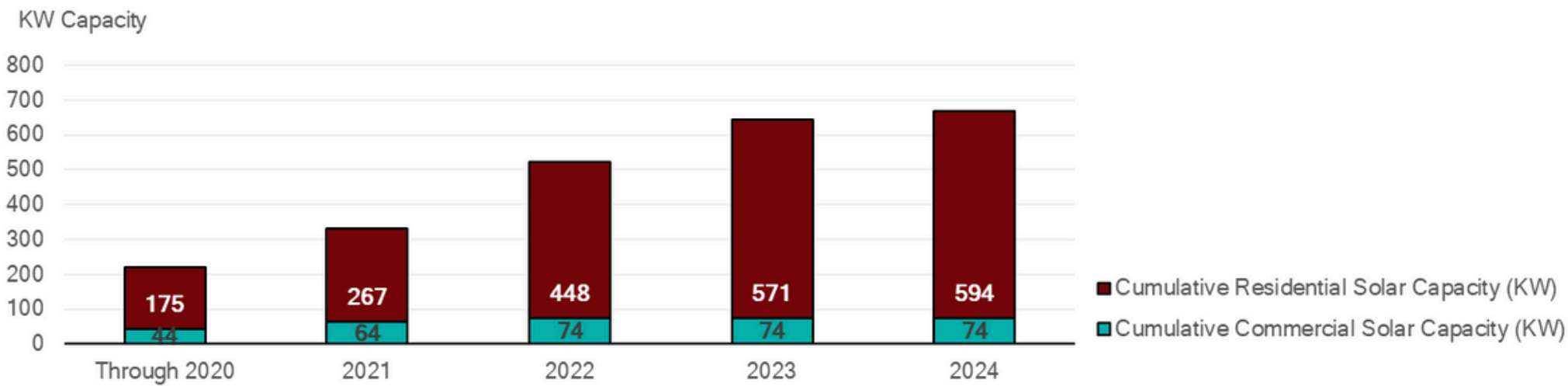


Residential Emissions Only

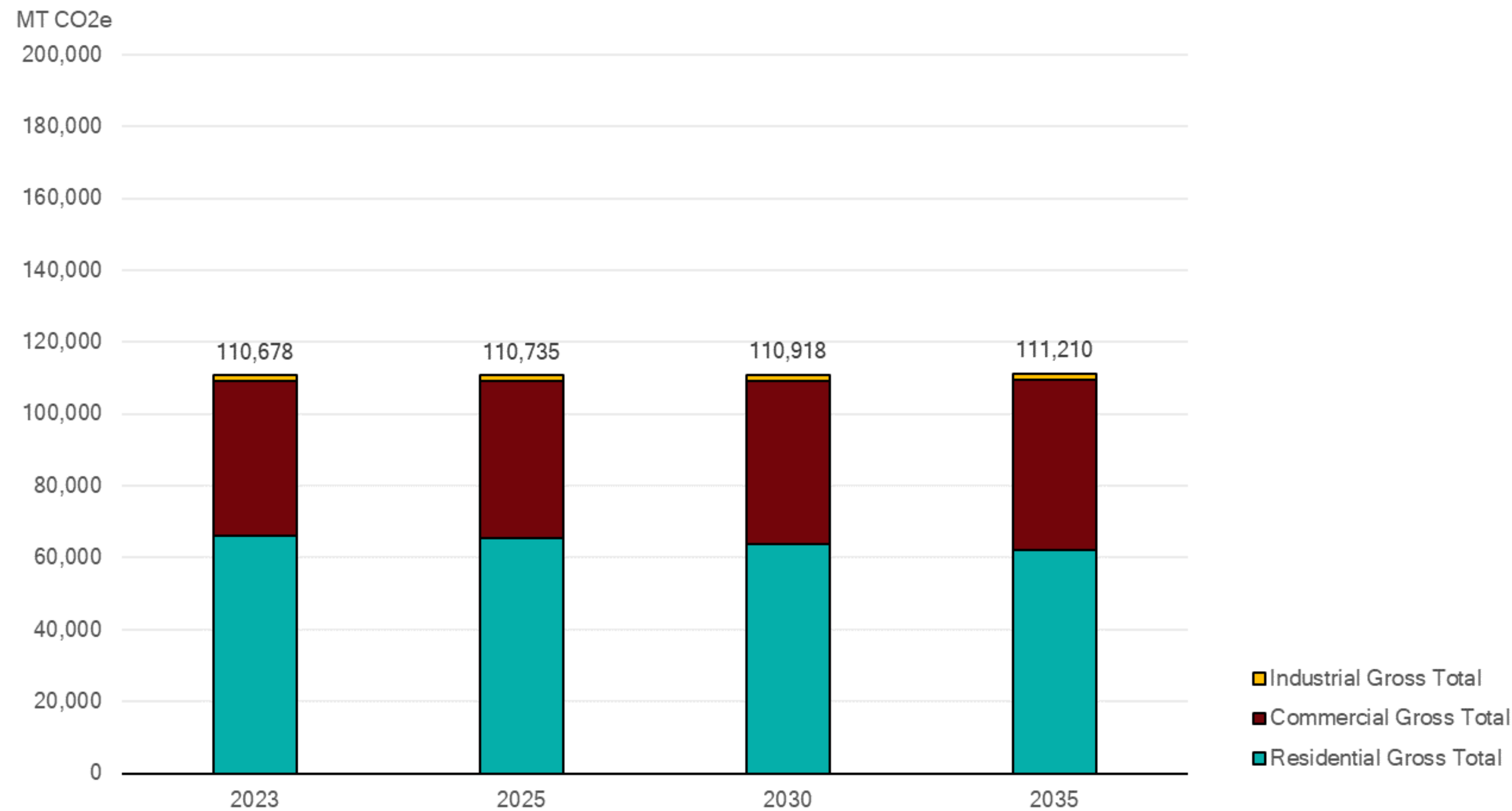


Government Operations

Solar Assessment



Baseline Emissions Forecast (business as usual, w/o MU)





2019 VS 2023 GROSS EMISSIONS

RED BRICK
ROAD TO **ZERO**

Disclaimers

- Oxford's emissions will fluctuate year to year due to weather and advancements in calculating emissions
- We may see our emissions go up or down based on factors outside of our control (i.e. weather and COVID)
- Some data sources have changed between 2019 and 2023, resulting in more accurate data for Oxford
- We utilized a different program for 2023 than 2021 and 2019

Community Wide Gross Emissions

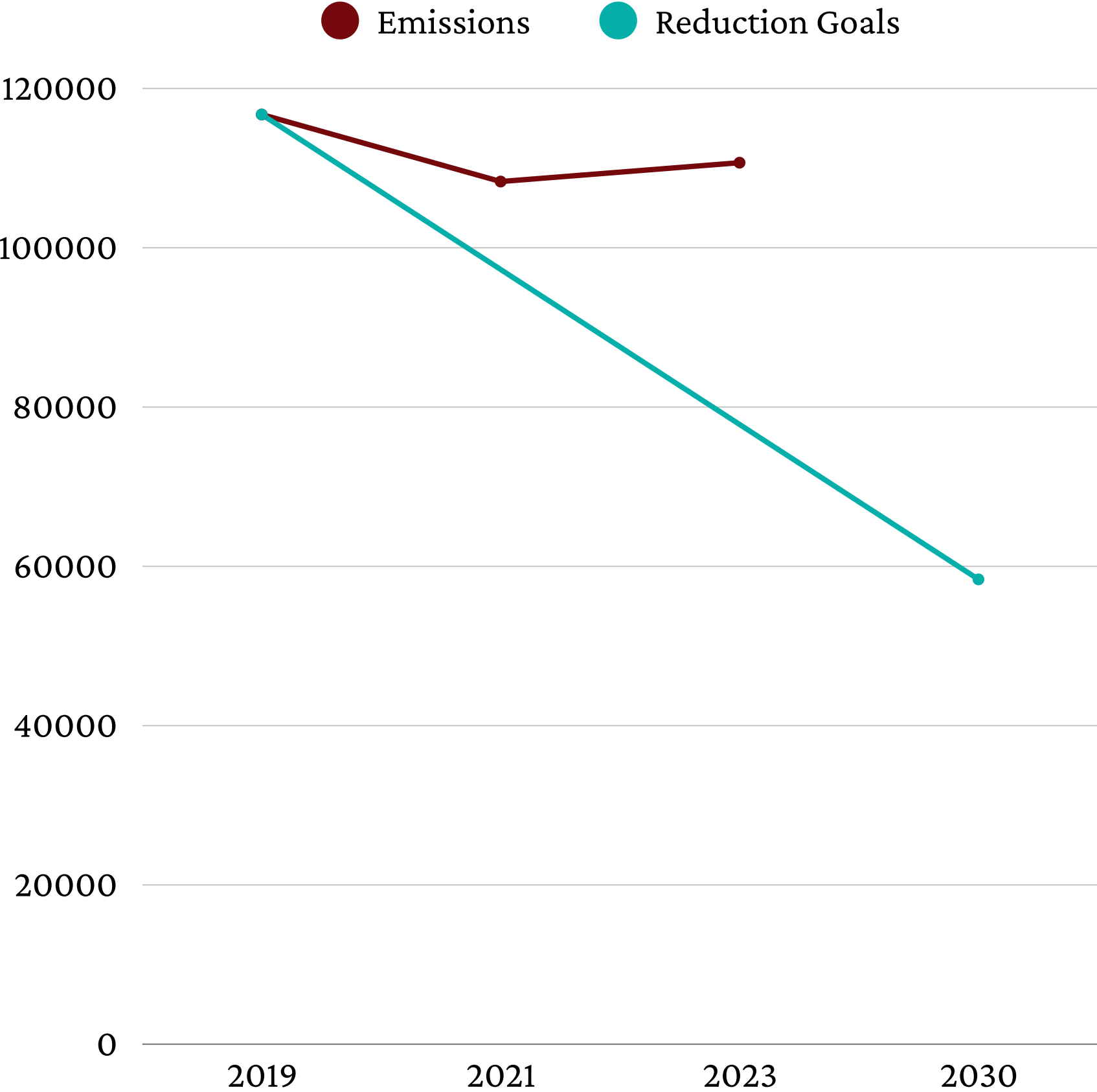
Our top emission sources remain energy and transportation, but at different proportions. This change is partially due to improved data for electricity and transportation.

Energy

55% → 51%

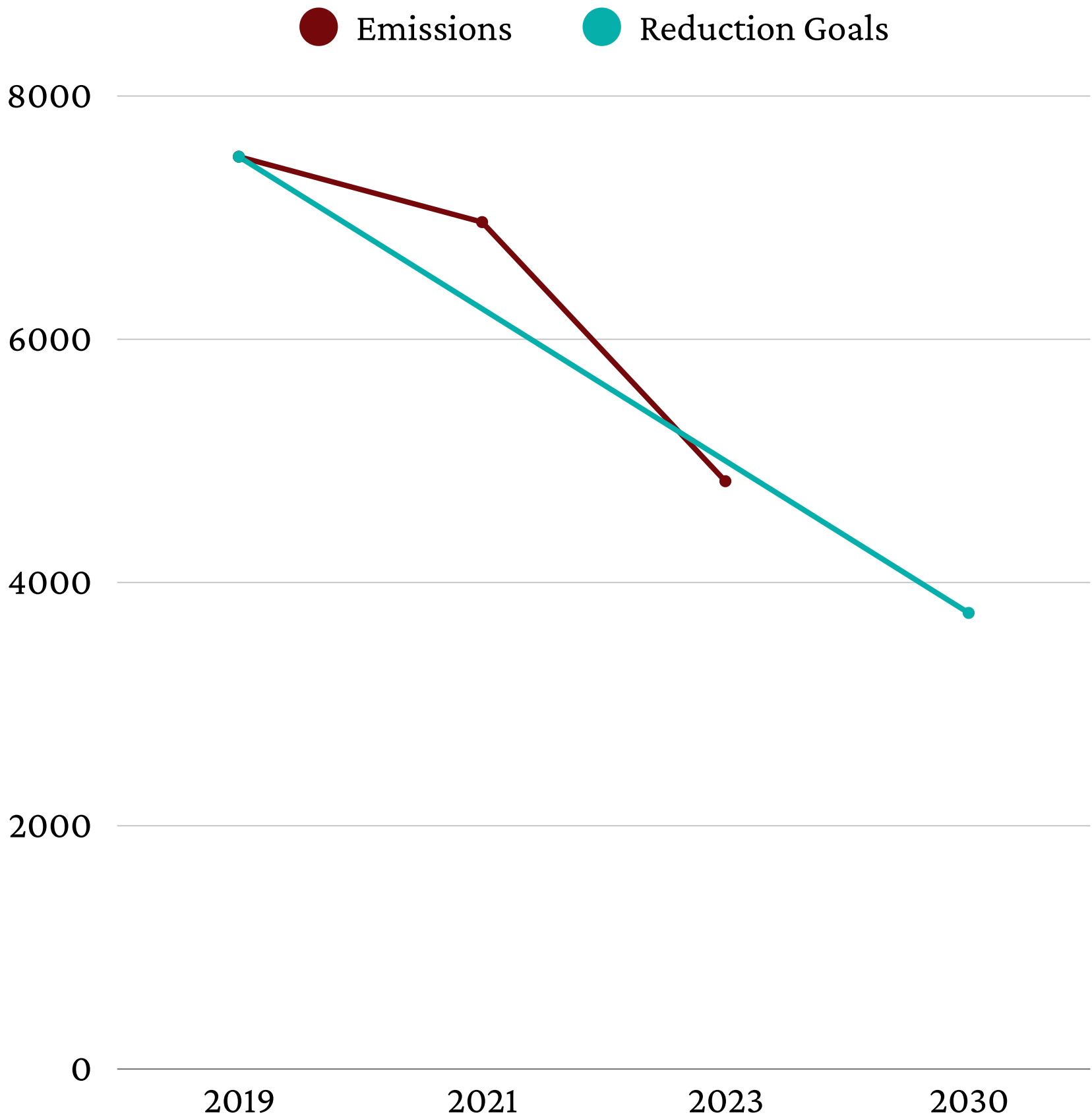
Transportation

26% → 44%



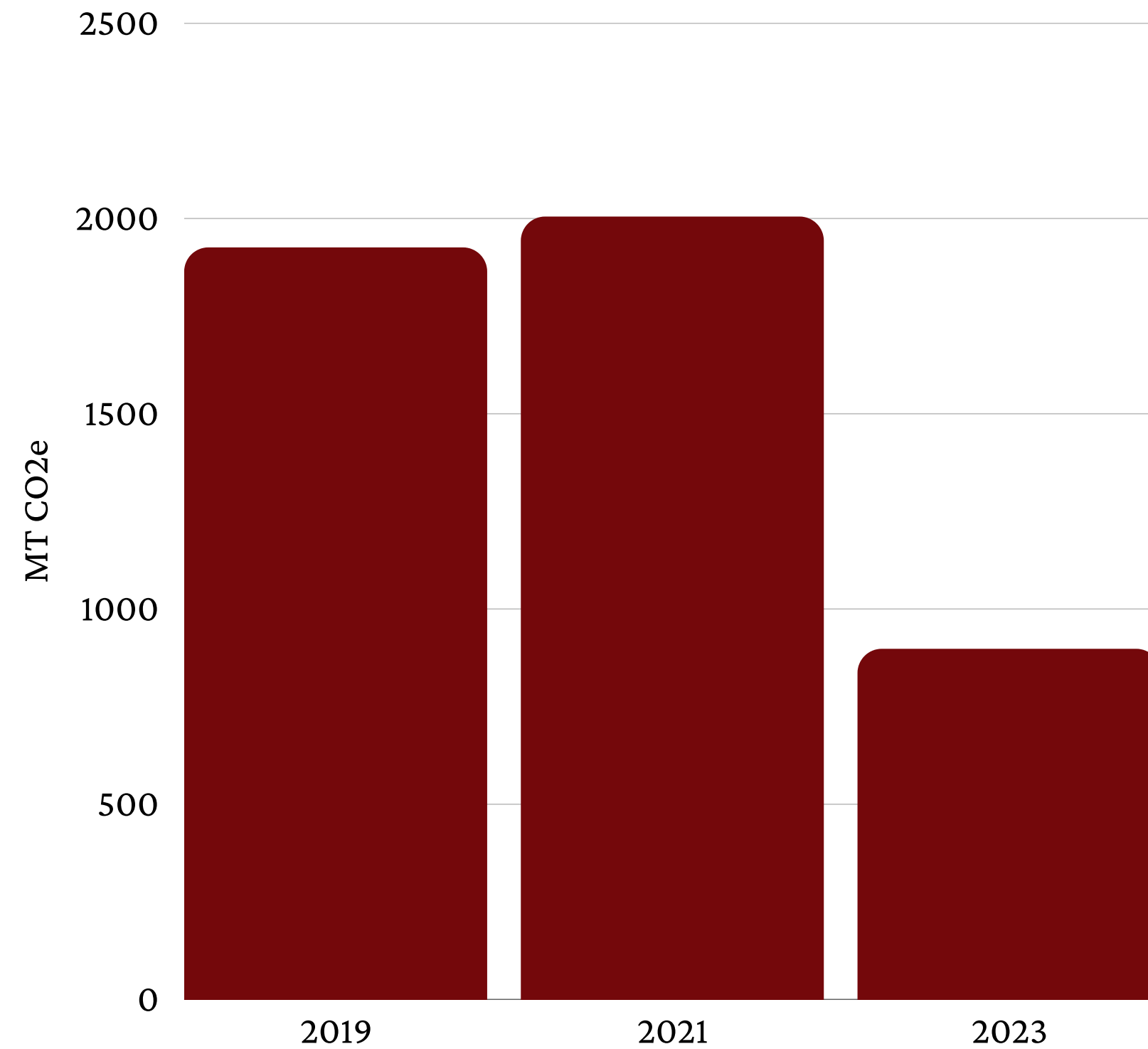
Government Operations Gross Emissions

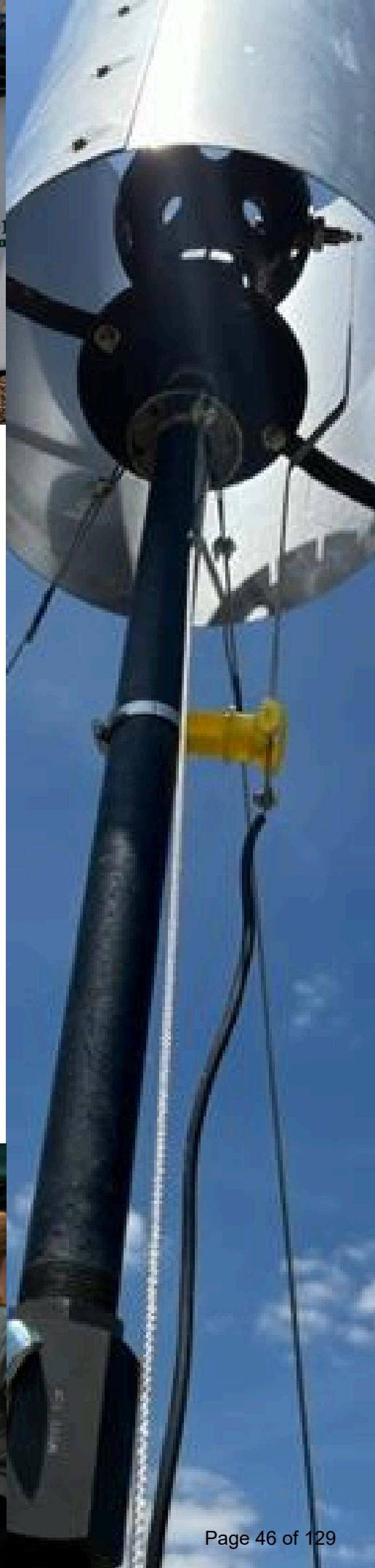
Emissions reduction is largely due to the methane flare at the closed landfill and LED street light conversions.



Closed Landfill Emissions

Methane Flare installed May 2023





RED BRICK ROAD TO ZERO





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:	7/8/2025
COUNCIL MEETING DATE:	July 15, 2025
AGENDA TITLE:	A Report Regarding the Environmental Commission Meeting on July 2, 2025. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Members of the Environmental Commission present were: Jon Ralinovsky, Jim Vinch, and Michael Vanni. There was not quorum. Staff present was Reena Murphy. Members of the public present were Kate Kozak, Oluwaseun Olubodun, and Council member David Prytherch.

Staff presented the research conducted on multi-family and commercial recycling mandates. Staff shared concerns with contamination and the ability to enforce a recycling mandate. Staff also relayed concerns from stakeholders regarding contamination and the space needed for recycling. Staff recommended pursuing a dumpster sharing ordinance to create the space needed for recycling, but to wait to implement a mandate until contamination and enforcement concerns could be addressed.

The commission supported a dumpster sharing ordinance in addition to a recycling mandate. The commission felt that a mandate would reduce contamination, as additional pick-up fees for contaminated recycling are an economic incentive to reduce contamination.

The commission expressed interest in a tiered approach to a multifamily recycling mandate, starting with large complexes and gradually requiring smaller complexes to provide recycling.

Staff provided a brief summary of the 2023 Greenhouse Gas Inventory results.



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:	7/7/2025
COUNCIL MEETING DATE:	July 15, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Reduce The Fees Adopted In The Fee Ordinance For The Parking Meter Fees And Street Closures For The 2025 Red Brick Reunion. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Celebration of the People and Places that Make Oxford Unique
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Ms. Daggy, the Executive Director of Enjoy Oxford, has requested that the Council adjust the cost of the parking meters (\$6.00 per meter) \$690.00 and the road closure to \$300.00 for a total cost of \$990.00. The Red Brick Reunion is scheduled for August 16th, which will be its 11th year. Ms. Daggy has submitted the report below for your consideration.

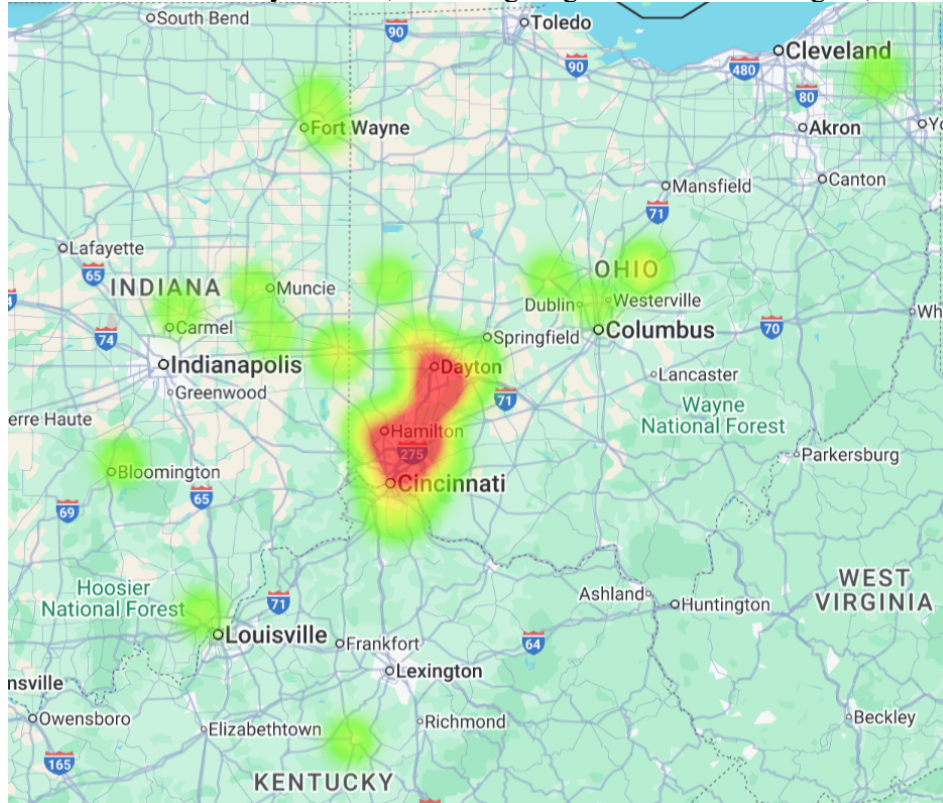
Several factors have impacted funding for the event:

- The Sponsorship Committee has been reduced from two members to one.
- Two main sponsors have withdrawn their support.
- In-kind product donations, which were previously provided, now need to be purchased.

Despite these challenges, we are pleased that a long-time sponsor has increased their contribution to the Premier Sponsor level.

Given these circumstances, I would like to request a reduction in the cost of the parking meters to half-day (\$6 per meter) \$690.00 and the road closure fee to \$300 for a total of \$990.

The Red Brick Reunion is a significant event for the community, contributes to the Oxford Farmers Market by purchasing Market Bucks, proceeds are given to the American Cancer Society, giving credit to Oxford Relay for Life, and brings registrants from the region, as shown here:



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO REDUCE THE FEES
ADOPTED IN THE FEE ORDINANCE FOR THE PARKING METER FEES AND STREET
CLOSURES FOR THE 2025 RED BRICK REUNION.

WHEREAS, this marks the 11th year for the Red Brick Reunion, proceeds will be given
to the American Cancer Society, credited to Oxford Relay for Life; and

WHEREAS, Enjoy Oxford has requested Council to consider reducing the fees for the
parking meters and street closures for the 2025 Red Brick Reunion; and

WHEREAS, Enjoy Oxford is asking for a reduced fee for half-day parking meters of
(\$6.00 per meter) \$690.00 and the road closure fee to \$300.00 for a total of \$990.00.

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

SECTION 1: Council, having considered the request and determined that the Red Brick
Reunion is a benefit to the entire community and that a reduction of the fees for the parking
meters and street closures is in the best interest of the community, hereby authorizes the City
Manager to reduce the fees for the parking meters and street closures for the 2025 Red Brick
Reunion.

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: LAW (STAFF)

Saturday, Aug 16, 2025

ROW 00921

Meter Rental
Police Officer
Road Closure

APPROVED

See stipulations below

Rev. 1/19



City of
Oxford OHIO
HOME OF MIAMI UNIVERSITY

REQUEST FOR PUBLIC PARK PERMIT

REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 08 16 2025 through ___ / ___ / ___ From: 6AM PM To: 4PM PM

Today's Date: 05 27 2025 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:
(18 years of age or older)*

Name: Kim Daggy
Address: 14 W. Park Place
Oxford, OH 45056
Telephone: 513-523-8687
Cellular: 574-360-3384
Fax: _____
Email: kimdaggy@enjoyoxford.org

Organization: Enjoy Oxford
Advisor: _____
Address: _____
Telephone: _____
Cellular: _____
Fax: _____
Email: info@enjoyoxford.org
Non-Profit: ☐ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
☐ Leonard Howell Park (Bonham Road)
☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
☐ Memorial Park (E. Park Place & N. Main Street – has pavilion)
☐ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
☐ Other: _____

TITLE OF EVENT (be specific and include projected attendance)

Red Brick Reunion Porsche Car Show 2025 00921

Projected Attendance: 300 Has this event been held previously? ☐ Yes ☐ No If "YES", when? yearly

Will food, goods, services or merchandise be sold at the event? ☐ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: Kim Daggy Date: 05 27 2025

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials.



See attachment for details.

Additional Requests:

(Include details in narrative)

- ☐ No Parking Signs*
- ☐ Detour(s)
- ☐ Police Assistance

*Generally the responsibility of the applicant.

Time Details

	Start	End
Setup		
Event		
Breakdown		



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

Area shall be cleaned at the end of each day

It is PROHIBITED to insert anything into the ground within any park due to the irrigation system

The City of Oxford reserves the right to modify, suspend, or revoke this permit at the sole discretion of the City of Oxford.

USE

compensate the City of Oxford the cost of repairs and/or replacement.

5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

FEE INFORMATION

No Parking Signs	\$1.00/ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.

Personnel

Police Officer(s)	Contact OPD
Street Dept. Personnel	\$25.00/hr
Electrician	\$100.00
Park & Rec Personnel	Contact OPRD

Road Closures

Main Street	\$135.00**
US 27 Detour	\$135.00**

****Includes labor**

Sports Fields/Gazebo

Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

Applicant's Signature

Date: ____ / ____ / ____

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
Total			\$	\$	\$

Police**2 Police Officers 9:00 AM - 2:00 PM****Meter Rental - posted by Enjoy Oxford****Service****Road Closures (6:00 AM - 4:00 PM)****1. Main from Church to Walnut****2. High Street from Poplar to Beech****Trash Cans - 10****Personnel - 10 hours****APPROVAL SECTION** (with conditions)**Police Chief:**☒ **Approved**☐ Not Approved

____/____

Fire Chief:

☐ Approved☐ Not Approved

____/____

Service Director:☒ **Approved**☐ Not Approved

____/____

Recreation Director:

☐ Approved☐ Not Approved

____/____

City Manager:☒ **Approved**☐ Not Approved**Jessica Greene, Asst. City Manager**

City Manager's Signature

Date: **June 3, 2025 jfb148**

Reason(s) event not approved:



2025 Red Brick Reunion Porsche Car Show

Friday, August 15th

- 10 Covered Parking Garage spots

Saturday, August 16th

- 10 Covered Parking Garage spots
- 23 Meters East Park Place
- 25 Meters West Park Place
- 29 Meters O block, West High
- 28 Meters O block, East High
- 6 Meters, North Main St
- 4 Meters, South Main St
- Enjoy Oxford will post & remove No Parking Signs Friday evening and check them Saturday morning

Road Closure

- Close Main St from Church St to Walnut (We will leave access to Lot 52 and the Elms Hotel)
- Close High St from Poplar St to Beech St
- 6:00 am-4:00 pm for both Main St and High St

Police Assistance

- Requesting 6-8 COP volunteers for road closure intersections and for providing general directions to Porsche participants arriving in town
- 2 Oxford Police Officers, NO PARADE

Pavilion/PA System

- We are requesting use of Pavilion all day
- We will be hiring a band & sound contractor for the day

Extra Trash Cans

- 10 extra trash cans needed

Special Power

- We are requesting power at trees. We will need GFI's

Other

- Requesting vendors be allowed to sell items to help offset costs for this community event. We are classified as a local non-profit.
- We will work and coordinate with the Oxford Farmers Market and Yoga in the Park

Uptown Parks Stipulation & Fees

Memorial Park & Martin Luther King Jr. Park

Applicants should allow a minimum of five business days for the request to be processed from the time it is submitted to City Officials. *Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than ninety (90) days in advance of the event.*

1. Large events (estimated at over 500 people), including all concerts and performances, will require additional approval by City Departments.
2. Events exceeding 2 consecutive days or repeat events of 2 or more sessions will require City Council approval.
3. At least one legally responsible adult must sign the request.
4. The usage may not discriminate against a given class of people.
5. All ordinances that regulate noise shall be observed, unless a variance is requested and approved.
6. The applicant is responsible for cleanup and removal of litter & trash immediately after the event. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
7. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
8. All special conditions specified by department heads must be complied with. Fees will be assessed for special services.
9. No markings may be made on streets or sidewalks within the public right-of-way.
10. No motor vehicles may be parked within the area of the park or on any sidewalk.
11. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
12. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
13. No structure shall be defaced and no structure shall be erected within four feet of the base of a tree or shrub.
14. No nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park. This includes sign or flag frames, posts, spikes, etc... Applicant is financially responsible for damages to parks and infrastructure.
15. If alcohol will be sold at the event, you must obtain F2 permit from the Ohio Department of Commerce, Division of Liquor Control and obtain approval from either City Council or the City Manager.
 - a. Note: Event participants may use Oxford's year-round Designated Outdoor Refreshment Area (DORA). No permit is required for DORA usage, but please follow DORA rules.

16. Food for sale is allowed at events hosted by a nonprofit or charitable community organization. Food trucks or tents must have a mobile food unit license or a temporary food license through the Butler County Board of Health.
17. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with banner installation, live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.
18. The Permittee hereby agrees to indemnify, defend, save and hold harmless the City of Oxford its officers and employees from and against all suits or claims that may be based on damage or injury or death to any person or property that may occur while the City of Oxford property is being used by Permittee. Permittee further agrees to the payment of the City's attorneys' fees for all claims and damages arising directly or indirectly from or related to the use, occupancy or possession of the City of property. Damages includes all liabilities, costs, losses, fines, penalties, claims suits, actions, costs and expenses.

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED. No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council. (Ord. 3211. Passed 3-19-13.)

<u>Parking</u> No Parking Sign Metered Parking (less than 4 hours) Metered Parking (4 or more hours)	\$1/each \$6/each \$12/each
<u>Personnel</u> First Police Officer Additional Officer (s) Police Supervisor (required for each 4 Police Officers) Police Command Officer (required for two squads of five Officers)	\$60 per hour \$60 per hour \$70 per hour \$80 per hour
Street Department Personnel Electrician Event Trash cans	\$30/hour \$120 plus materials \$6

<u>Road Closure</u> Main Street US 27 Detour **includes labor	\$150** \$150**
<u>Sports Fields/Gazebo</u> Contact Oxford Parks & Recreation Department at 513-523-6314	

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____.

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief:	☐ Approved	☐ Not Approved	____/____
Fire Chief:	☐ Approved	☐ Not Approved	____/____
Service Director:	☐ Approved	☐ Not Approved	____/____
Recreation Director:	☐ Approved	☐ Not Approved	____/____
City Manager:	☐ Approved	☐ Not Approved	

Jessica Greene, Asst. City Manager

City Manager's Signature

Date: **June 3, 2025 jfb148**

Reason(s) event not approved:



INVOICE

Customer ID: 00028
Invoice Number: 0000003736
Service Date: 08/16/2025
Invoice Date: 05/28/2025
Due Date: 05/28/2025

Property Address:

Bill To:

Enjoy Oxford
Kim Daggy
14 W PARK PL
Oxford, OH 45056

Pay To:

CITY OF OXFORD
15 South College Avenue
OXFORD, OH 45056
United States

513-524-5221

Code	Description	Quantity	Unit Price	Amount
P spot	Meterd Parking Spots	115.00	12.00	1,380.00
Rd Clo	Detour/Road Closure	2.00	150.00	300.00
Trash	Trash/Recycle bin	10.00	6.00	60.00
St Per	Streets Personnel for ROW	10.00	30.00	300.00
PD Per	Police Personnel for ROW	10.00	60.00	600.00

ROW 00921
RED BRICK REUNION PORSCHE CAR SHOW 2025
AUG 16, 2025

Total Invoice: 2,640.00

Payments Applied: 0.00

Adjustment:

Total Due: 2,640.00

Please detach bottom portion and return with your payment.



CITY OF OXFORD
15 South College Avenue
OXFORD, OH 45056
United States

Enjoy Oxford
Kim Daggy
14 W PARK PL
Oxford, OH 45056

INVOICE

Customer ID: 00028
Invoice Number: 0000003736
Service Date: 08/16/2025
Invoice Date: 05/28/2025
Due Date: 05/28/2025
Property Address:





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 15, 2025
AGENDA TITLE:	An Ordinance Authorizing The Purchase Of 4.9 Acres From EVR Investments, LLC 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:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

On May 20, 2025, the Council approved a settlement agreement with EVR Investments, LLC to purchase land for phase 5 of the Oxford Area Trail System.

This ordinance allows for the city to purchase these parcels for \$295,000.00

For historical context:

On April 15, 2025, Council passed an "An Ordinance To Appropriate Certain Real Property Interests Owned By EVR Investments, LLC, 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 April 23, 2025, the City and EVR Investments, LLC held mediation to discuss the appropriation of property for this project.

During that mediation, the City and EVR came to an agreement for the city to purchase the 2.6-acre multi-modal path alignment and a 2.3-acre parcel aligning SR 732 for a price of \$295,000.00. The City

also agreed to place a natural barrier along the south side of the ROW, install trail cameras in this area, and place signage denoting private property outside the Oxford Area Trail area.

The property descriptions are attached.

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE PURCHASE OF 4.9 ACRES FROM EVR INVESTMENTS, LLC FOR THE OXFORD AREA TRAILS MULTIMODAL TRANSPORTATION PROJECT PHASE V.

WHEREAS, by Resolution No. 7702, adopted on April 15, 2025, City Council declared its intention to appropriate property owned by EVR Investments, LLC (“EVR”) determined to be essential for the completion of the Oxford Area Trails Intermodal Transportation Project (“OATS”) Phase V; and

WHEREAS, by Ordinance No. 3821, 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. EVR Investments, LLC, et al.* Case No. CV 2025 04 0962 (the “Appropriation”); and

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

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

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

WHEREAS, the City is acquiring 4.9 acres that is the subject of a City approved lot split as reflected in attached Exhibit B-1 creating Parcel A (2.6059 acres) that will complete the connection to the Oxford Area Trails Multimodal Transportation Project Phase V and Parcel B (2.3048 acres) that will be owned by the City (collectively the “Property”). Legal descriptions for Parcel A and Parcel B are attached to Exhibit B-2 and B-3 respectively. The Butler County Auditor has not yet assigned Parcel ID numbers; and

WHEREAS, Council hereby authorizes the City Manager to take all steps necessary to complete the transaction and record the deeds for the Property 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 take all steps necessary to acquire and record the Property consistent with the terms of the Appropriation and the Settlement Agreement including entering into a purchase agreement for the acquisition of the Property as described in attached Exhibit B.

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. 7717

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A SETTLEMENT AGREEMENT PERTAINING TO THE OXFORD AREA TRAILS MULTIMODAL TRANSPORTATION PROJECT PHASE V WITH EVR INVESTMENTS, LLC

WHEREAS, by Resolution No. 7702, adopted on April 15, 2025, City Council declared its intention to appropriate property owned the EVR Investments, LLC (“EVR”) determined to be essential for the completion of the Oxford Area Trails Multimodal Transportation Project (“OATS”) Phase V; and

WHEREAS, by Ordinance No. 3821, 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. EVR Investments, LLC, et al.* Case No. CV 2025 04 0962 (the “Appropriation”); and

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

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

WHEREAS, the Law Director and the City Manager recommend that Council vote to approve the Settlement Agreement with EVR as reflected in the attached Exhibit A to this Resolution and authorize the City Manager to take all necessary steps to finalize the Settlement Agreement.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Law Director and authorizes approval of the Settlement Agreement attached hereto as Exhibit A in the same or substantially similar form.

SECTION 2: Council hereby directs the City Manager to take all necessary steps to resolve and finalize the Settlement of the Appropriation case including signing the Settlement Agreement, all necessary filings with the Butler County Court of Common Pleas and recording legal documents with Butler County.

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


MAYOR

ADOPTED: MAY 20, 2025

ATTEST: 

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY, MAYOR

PREPARED BY: LAW (STAFF)

Date: June 16, 2025
Description: Parcel A
2.6059 Acres
Location: City of Oxford
Butler County, Ohio



Situated in Section 27, Town 5, Range 1, Congress Lands West of the Miami River, City of Oxford, Butler County, Ohio, being part of Lot 2664 of said City of Oxford and being part of EVR Investments, LLC as recorded in Official Record 7033, Page 1435 and Official Record 7033, Pg. 1447 of the Butler County Recorder's Office containing 2.6059 acres and being further described as follows:

Beginning at a set iron pin on the southeast corner of Lot 2082 of Southern Knolls #9 as recorded in Plat Envelop 620, Page C, and the west line of Cobblestone Community Church, Inc. as recorded in Official Record 7951, Page 589, said pin being the True Point of Beginning;

thence, from the True Point of Beginning, departing said Lot 2082 and with said Cobblestone Community Church, Inc., South 01° 57' 46" West, 47.65 feet to a set iron pin;

thence, with a new division line for the following five courses: North 87° 38' 28" West, 656.70 feet to a set iron pin;

thence, South 02° 21' 32" West, 62.00 feet to a set iron pin;

thence, North 87° 38' 28" West, 548.66 feet to a set iron pin;

thence, North 02° 21' 32" East, 62.00 feet to a set iron pin;

thence, North 87° 38' 28" West, 571.61 feet to a set iron pin on the east right of way of Oxford Reily Road (S.R. 732);

thence, departing said new division line and with said Oxford Reily Road (S.R. 732), North 02° 38' 18" East, 41.84 feet to a set iron pin on the south line of Southern Knolls #12 as recorded in Plat Envelop 800, Page A;

thence, departing the east right of way of said Oxford Reily Road (S.R. 732) and with said Southern Knolls #12, South 87° 49' 42" East, 1776.44 feet the True Point of Beginning, containing 2.6059 acres of land, more or less, and being subject to all legal highways, easements, restrictions and agreements of record.

Basis of Bearings: State Plane NAD83 (2011)

The above description was prepared from a plat of survey made on June 16, 2025 under the direction of Jeffrey O. Lambert, Professional Surveyor #7568 in the State of Ohio. The plat of which is recorded in Volume ____, Page ____ of the Butler County, Ohio Engineer's Record of Land Surveys.

All set iron pins are 5/8" diameter x 30" long in size with plastic cap stamped "Bayer Becker"

Date: June 16, 2025
Description: Parcel B
2.3048 Acres
Location: City of Oxford
Butler County, Ohio



Situated in Section 27 and 34, Town 5, Range 1, Congress Lands West of the Miami River, City of Oxford, Butler County, Ohio, being part of Lot 2664 of said City of Oxford and being part of EVR Investments, LLC as recorded in Official Record 7033, Page 1435 and Official Record 7033, Pg. 1447 of the Butler County Recorder's Office containing 2.3048 acres and being further described as follows:

Beginning at a set iron pin on the southeast corner of Lot 2082 of Southern Knolls #9 as recorded in Plat Envelop 620, Page C, and the west line of Cobblestone Community Church, Inc. as recorded in Official Record 7951, Page 589, thence, departing said Cobblestone Community Church, Inc. and with the south line of said Southern Knolls #9, North 87° 49' 42" West, 1776.44 feet to a set iron pin on the east right of way of Oxford Reily Road (S.R. 732) and being the southeast corner of lot 2196 of Southern Knolls #12 as recorded in Plat Envelope 800, Page A.; thence, departing said Lot 2196 and with the east right of way of said Oxford Reily Road (S.R. 732), South 02° 38' 18" West, 41.84 feet to a set iron pin, said pin being the True Point of Beginning;

thence, from the True Point of Beginning thus found, departing the east right of way of said Oxford Reily Road (S.R. 732) and with a new division line for the following four courses: South 87° 38' 28" East, 571.61 feet to a set iron pin;

thence, thence, South 02° 21' 32" West, 62.00 feet to a set iron pin;

thence, South 76° 37' 57" West, 232.06 feet to a set iron pin;

thence, South 61° 18' 18" West, 378.95 feet to a set iron pin the east right of way of said Oxford Reily Road (S.R. 732);

thence, departing said new division line and with the east right of way of said Oxford Reily Road (S.R. 732) for the following two courses: North 26° 36' 42" West, 51.50 feet to a set iron pin;

thence, North 02° 38' 18" East, 275.32 feet to the True Point of Beginning, containing 2.3048 acres of land, more or less, and being subject to all legal highways, easements, restrictions and agreements of record.

Basis of Bearings: State Plane NAD83 (2011)

The above description was prepared from a plat of survey made on June 16, 2025 under the direction of Jeffrey O. Lambert, Professional Surveyor #7568 in the State of Ohio. The plat of which is recorded in Volume ____, Page ____ of the Butler County, Ohio Engineer's Record of Land Surveys.

All set iron pins are 5/8" diameter x 30" long in size with plastic cap stamped "Bayer Becker"

Plot time: Jun 16, 2025 - 9:58am
Drawing name: J:\2022\22-0273\SV\DWG\22-0273 SP.dwg - Layout Tab: SP

CERTIFICATION

I hereby state to the best of my knowledge, information and belief that the accompanying plat is the return of a survey made under my direction and that it and the information, courses, and distances as shown are in accordance with the "Minimum Standards for Boundary Surveys in the State of Ohio".

Jeffrey O. Lambert, P.S. Date
Registered Surveyor #7568 State of Ohio

NOTES

1. Basis of Bearing: State Plane NAD83 (2011)
2. Prior Deed Reference: Official Record 7033, Pages 1435 & 1447.
3. All monumentation is in good condition unless otherwise shown.
4. Lines of occupation, wherever they exist, generally agree with the boundary lines except as noted.
5. All documents used as shown.
6. Date of fieldwork: June 11, 2025

LINE TABLE		
Line	Direction	Distance
L-1	N02°21'32"E	62.00'
L-2	S02°21'32"W	62.00'
L-3	N76°37'57"E	232.06'
L-4	N19°07'18"E	52.23'
L-5	N02°25'18"E	234.80'
L-6	N26°36'42"W	51.50'

LEGEND

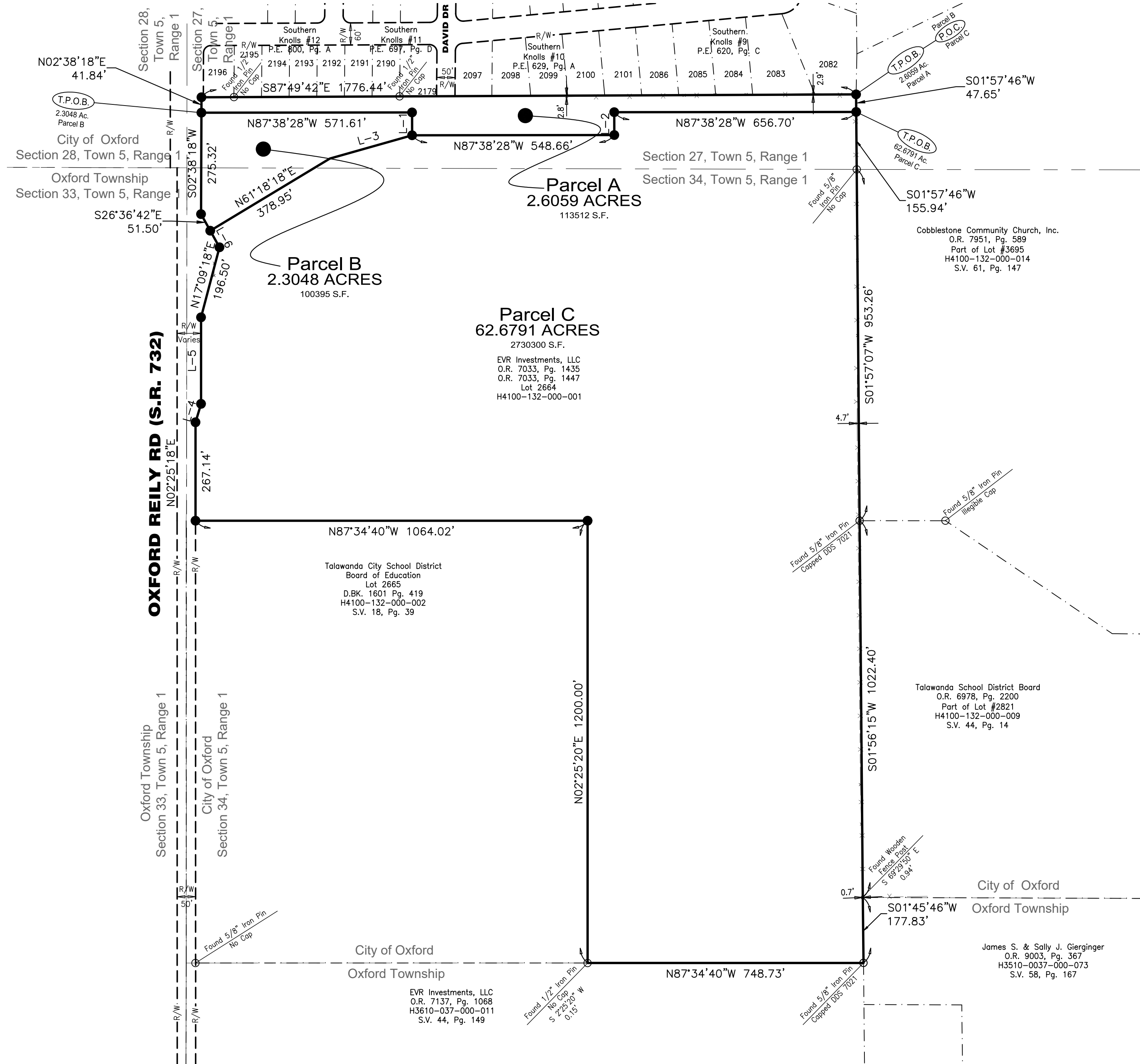
○ Found Iron Pin
(size and cap as noted)
● Set Iron Pin
(5/8"x30" Capped Bayer Becker)
--- X --- X --- X ---
Ex Farm Woven Fence
R/W - Right-of-way

ACREAGE TABLE

ORIGINAL	67.5898 ACRES
PARCEL A	2.6059 ACRES
PARCEL B	2.3048 ACRES
PARCEL C	62.6791 ACRES
REMAINING:	00.0000 ACRES



Basis of Bearing:
State Plane NAD83 (2011)
0 200 300
SCALE: 1" = 200'

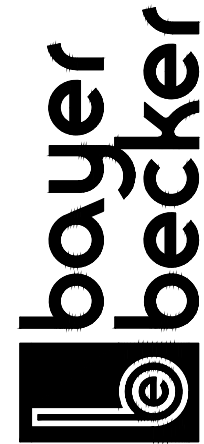


VOLUME _____
PLAT NO. _____
BUTLER COUNTY
ENGINEERS
RECORD OF LAND
SURVEYS

Item	Revision Description	Date	Drawn:	Chk:

EVR INVESTMENTS, LLC

SECTION 27 & 34, TOWN 5, RANGE 1
CONGRESS LANDS WEST OF THE MIAMI
CITY OF OXFORD
BUTLER COUNTY, OHIO
SPLIT PLAT



110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

Drawing: 22-0273 SP
Drawn by: TME
Checked By: j.o.l.
Issue Date: 6-16-25
Sheet:

1/1

THIS DOCUMENT AND ALL RELATED DETAIL DRAWINGS, SPECIFICATIONS, AND ELECTRONIC MEDIA PREPARED OR FURNISHED BY BAYER BECKER (BB), ARE PROUDLY MADE IN THE USA AND ARE INSTRUMENTS OF BB'S PROFESSIONAL SERVICE, AND IS THE EXCLUSIVE PROPERTY OF BB. NO DISCLOSURE, REPRODUCTION, OR DUPLICATION IN WHOLE OR IN PART, MAY BE MADE WITHOUT WRITTEN PERMISSION OF BB. AND IS DONE SO AT USER'S SOLE RISK. COPYRIGHT - ALL RIGHTS RESERVED.



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 15, 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 15, 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:

****Update from 1st Reading**

The owner has requested that Council table the 2nd reading to the August 5, 2025 meeting.

At the 1st reading, Council requested information on the extent of Mr. and Mrs. Dudley's outstanding violations and fines. These are the following:

- Inoperable fire sprinkler and fire alarm system - violation found by OFD - (7/9/25)
- Unpaid rental permit fees for 47 rental units on 24 properties - \$8,806.50 (2021-2024)
- Fines for lack of rental permits for 47 rental units on 24 properties - \$4,042.00 (2025)
- Fines for property maintenance code violations at 101 W. Church St - \$516.00 (2025)
- Fines for property maintenance code violations at 212 N. Elm St - \$1,000.00 (2020)
- Fines for zoning violations at 311 W. Church St - \$2,000.00 (2019)
- Outstanding zoning and subdivision violations at 18 W. Collins St and 115 S. Beech Street - no fines were given (2018)

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.

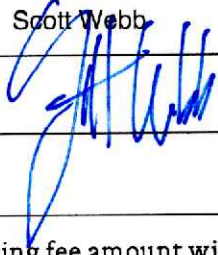
- ☐ **Narrative/Cover Letter** addressing all components required by [Section 1135.02\(b\)\(1\)](#) – more information on Page 2
- ☐ **Legal Description** of the area/property being rezoned (use the [Butler County Recorder website](#) to search existing property records)
- ☐ **Vicinity Map** showing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

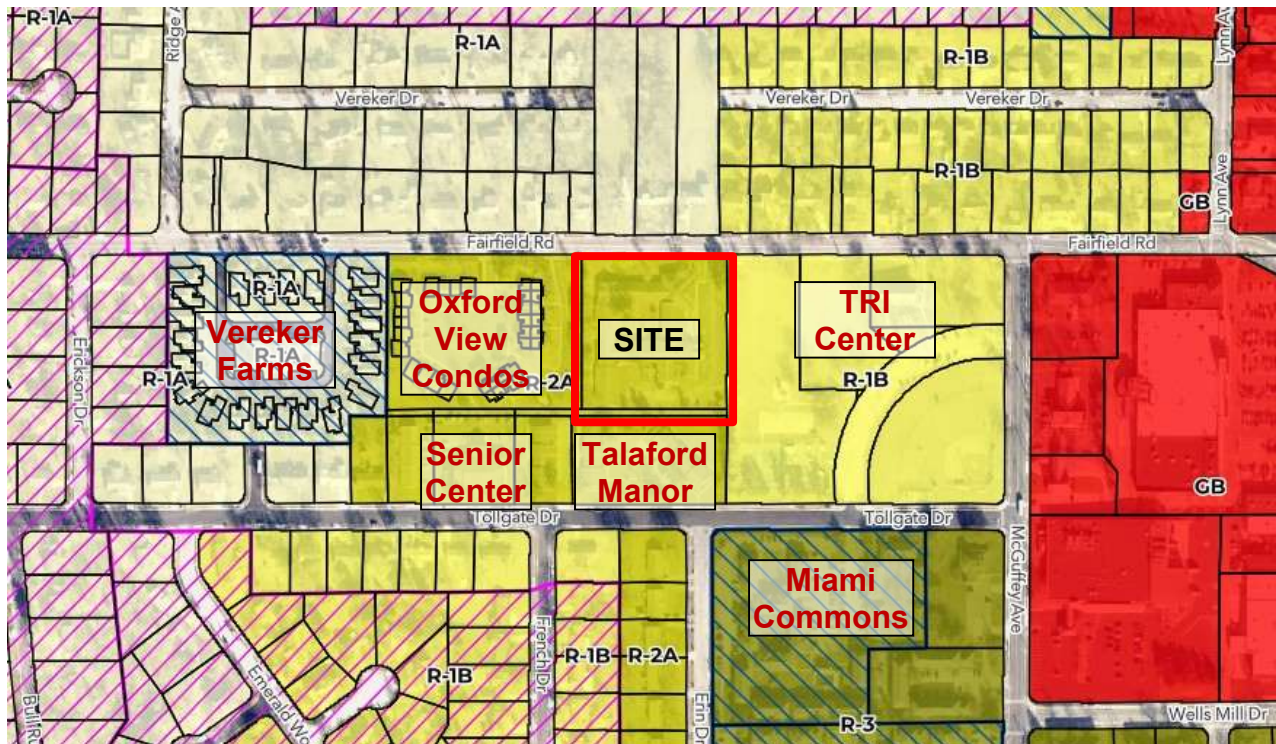
Respectfully,

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

Scott Webb, Architect

Zoning Area Map

Showing Adjacent Zoning & Existing Uses

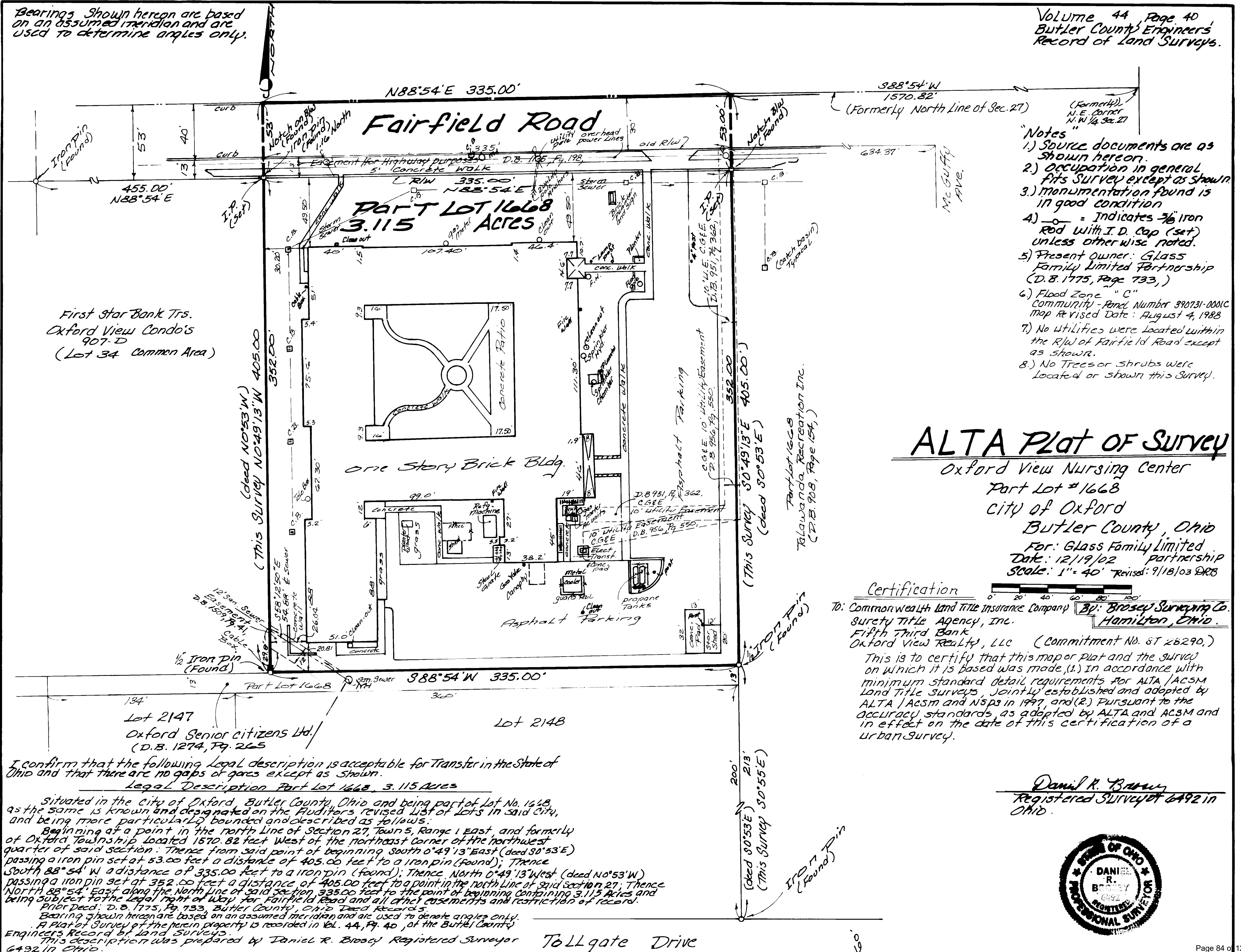


Aerial Photograph



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.



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 15, 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:

****Update from 1st Reading**

The owner has requested that Council table the 2nd reading to the August 5, 2025 meeting.

At the 1st reading, Council requested information on the extent of Mr. and Mrs. Dudley's outstanding violations and fines. These are the following:

- Inoperable fire sprinkler and fire alarm system - violation found by OFD - (7/9/25)
- Unpaid rental permit fees for 47 rental units on 24 properties - \$8,806.50 (2021-2024)
- Fines for lack of rental permits for 47 rental units on 24 properties - \$4,042.00 (2025)
- Fines for property maintenance code violations at 101 W. Church St - \$516.00 (2025)
- Fines for property maintenance code violations at 212 N. Elm St - \$1,000.00 (2020)
- Fines for zoning violations at 311 W. Church St - \$2,000.00 (2019)
- Outstanding zoning and subdivision violations at 18 W. Collins St and 115 S. Beech Street - no fines were given (2018)

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 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.
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 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.

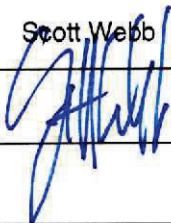
- ☐ **Narrative/Cover Letter** addressing all components required by [Section 1145.05\(a\)\(5\)](#) – more information on Page 3
- ☐ **Site Plan(s)** including all details and information required by [Section 1145.05\(a\)\(6\)](#) – more information on Page 3
- ☐ **Landscaping Plan** showing proposed 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.*

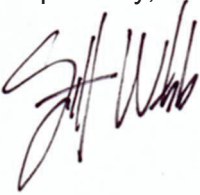
No construction is proposed and there are no scenic or natural resources in this area

- (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

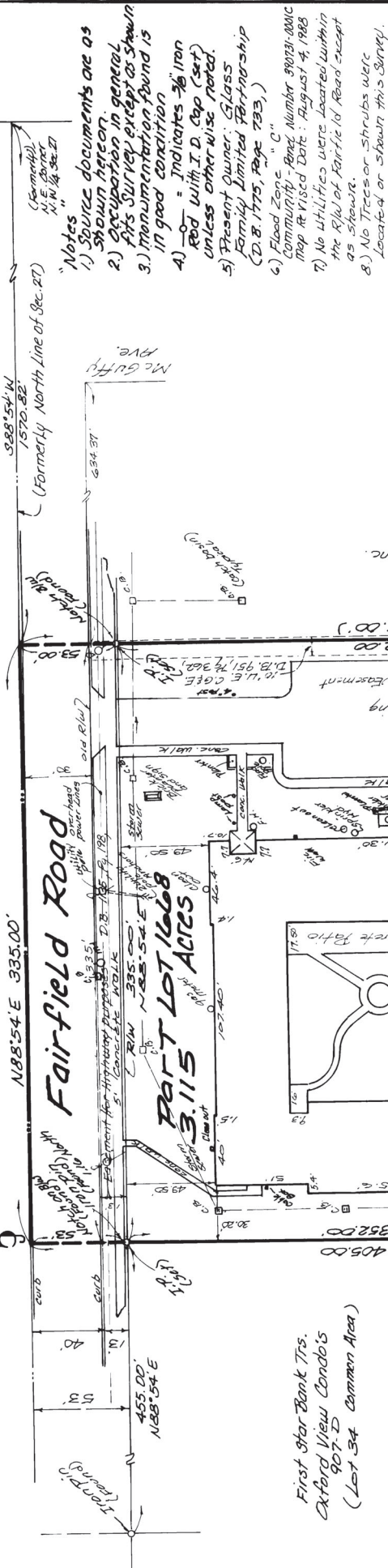
Adjacent Property Owners

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 NSPS 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. Brandy
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 on the north line of Section 27, Township 5 North, Range 1 East, and formerly being more particularly described as follows: 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 northeast quarter of said section. Thence from said point of beginning south 0°49'13" East (and 50°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 (and 50°53'W) passing a iron pin set at 39.00 feet to a point on the north line of said section 27, thence north 88°54' East along the north line of said section 27 a distance of 1570.82 feet to the northeast corner of said section 27, being subject to the legal right of way for Fairfield Road and all other easements and restrictions of record.

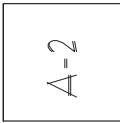
Prior Deed: D.B. 1775, Pg. 733, Butler County, Ohio. Third Record.

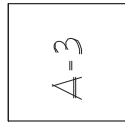
Bearing shown hereon are based on an assumed meridian and are used to determine angles only.

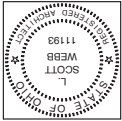
A plat of survey of the herein property is recorded in Vol. 44, Pg. 40, of the Butler County Engineering Records.

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

Tollgate Drive

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REVISIONS	

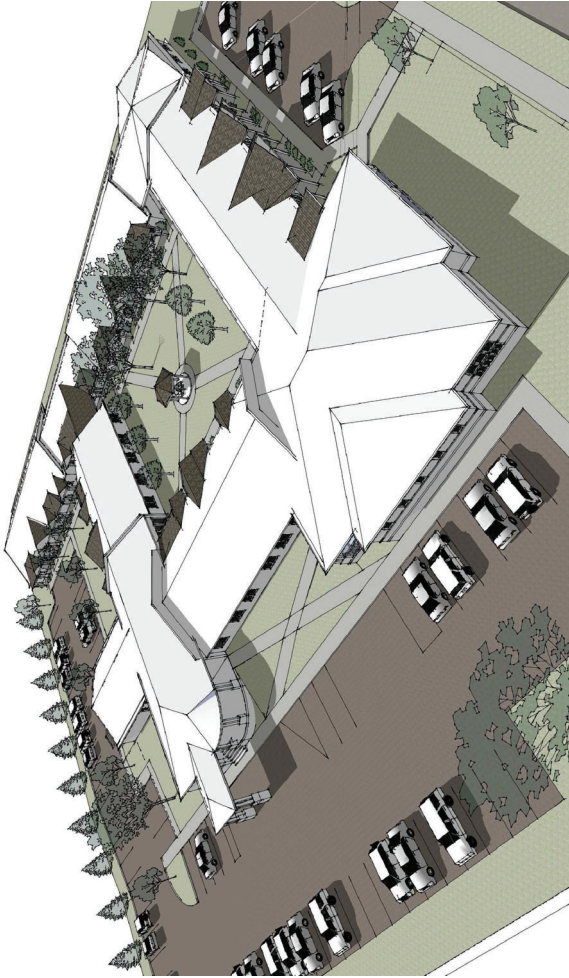
PROPOSED ADAPTIVE REUSE

Independent Senior Housing

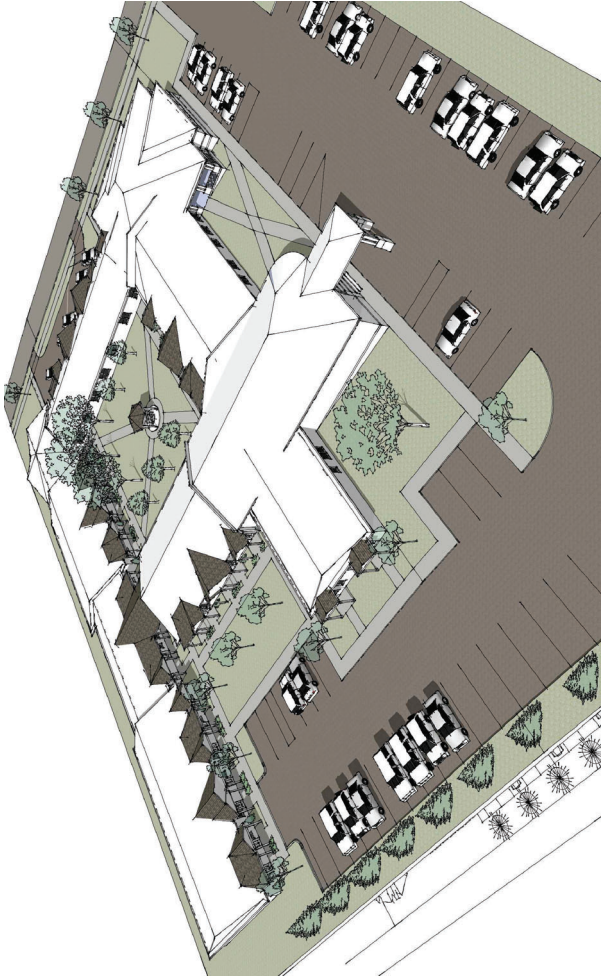
6039 FAIRFIELD ROAD
OXFORD, OHIO 45056

April 24, 2019

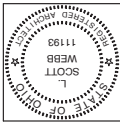
A-4



VIEW FROM ABOVE
FROM NORTHEAST LOOKING INTO SITE



VIEW FROM ABOVE
FROM SOUTHEAST LOOKING TOWARD FAIRFIELD ROAD

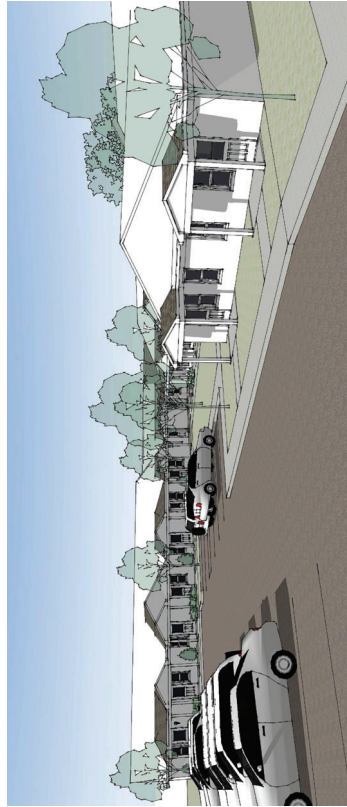


REVISIONS	

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

April 24, 2025

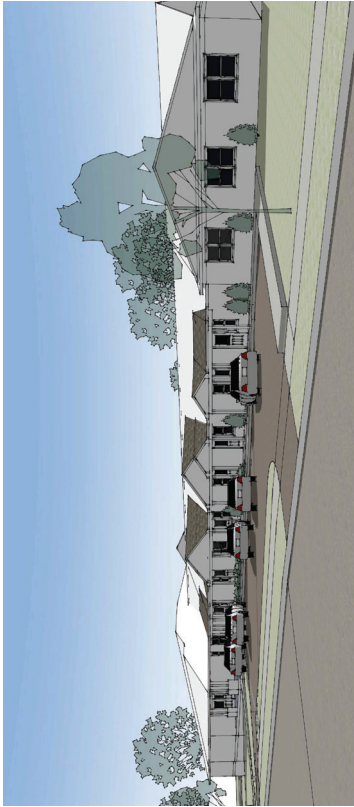
A-5



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.	2,317	Total Porch Additions
		37,275	New Total Covered Building Area
		31.61%	Total Coverd Building Coverage
Parking & Drives			
Existing	29,491 s.f.		25.01% Existing Parking & Drives
(@ 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.	3,384	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 15, 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
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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.

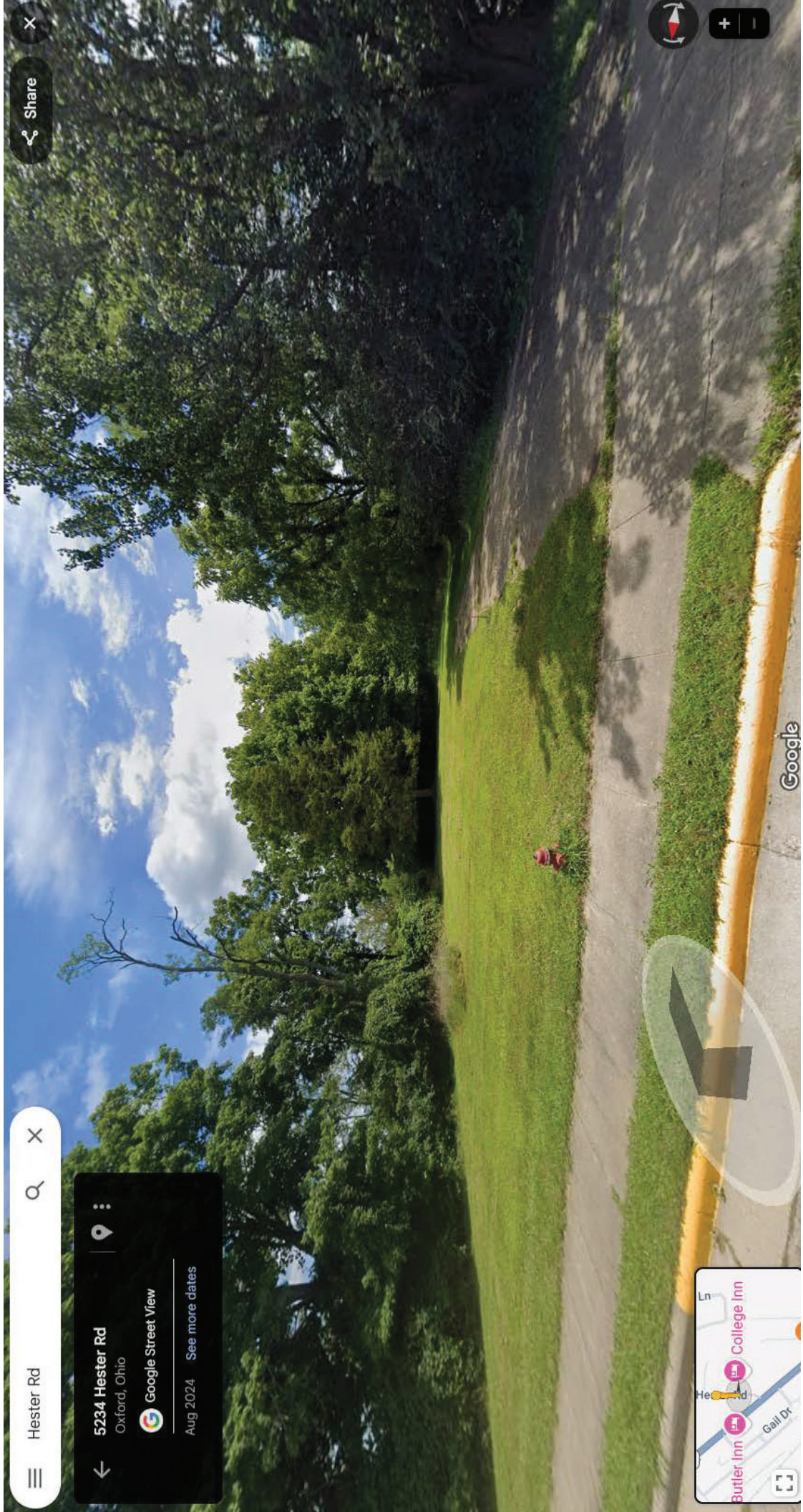
Jessica Greene
Assistant City Manager
Housing Advisory Commission staff representative

**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.

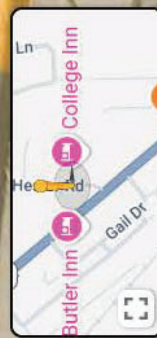


Hester Rd

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: _____

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 15, 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)