AGENDA
OXFORD CITY COUNCIL REGULAR MEETING

COURTHOUSE

TUESDAY, SEPTEMBER 16, 2025 AT 7:30 PM

William Snavely, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Michael Smith
Amber Franklin
Alex French
David Prytherch

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

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1. Roll Call.

2. Pledge of Allegiance.

3. Approval of Agenda.

4. Public Participation.

   A. Proclamation - Constitution Week

   B. 2025 ESP Levy Presentation by the Elderly Services Program Advisory Council

   C. Public Comments

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

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 September 2, 2025, City Council Work Session. (Heather Barbour, Clerk of Council)

B. Minutes from the September 2, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)

C. Minutes from the September 8, 2025, City Council CIP Work Session. (Heather Barbour, Clerk of Council)

D. A Report Regarding the September 3, 2025, Environmental Commission Meeting (Reena Murphy, Sustainability Coordinator)

E. Uptown Park Permit - Cub Scout Pack 961 ROW 01000 (Jessica Greene, Assistant City Manager)

F. Noise Abatement ROW 00975 Uptown Madness Miami Basketball (Jessica Greene, Assistant City Manager)

6. Resolutions.

A. A Resolution Authorizing The City Manager To Amend An Existing Agreement With AECOM Technical Service, Inc. For The Development Of Construction Plans And Specifications For An Amtrak Rail Station Platform. (Michael Dreisbach, Service Director)

B. A Resolution Of The City Council Subcommittee Recommending The Disbursement Of The Community Assistance Funding In The 2026 Proposed Budget. (Douglas R. Elliott, Jr., City Manager)

C. A Resolution Authorizing A Grant To The Oxford Vineyard Church In The Amount Of $70,000 For The Operation Of An Emergency Cold Shelter. (Douglas R. Elliott, Jr., 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 Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

B. Second Reading

1. An Ordinance Repealing Ordinance No. 1897 And Dissolving The Student Community Relations Commission (SCRC)**.** (Jessica Greene, Assistant City Manager)

2. An Ordinance Amending The Official Zoning Map Of The City Of Oxford Ohio For Approximately 18 Acres Of Land Generally Located At 1701 Lake Forest Drive From Multi-Family Residential (R-4) District To Single And Two-Family Residential (R-2A) District. (Sam Perry, Community Development Director)

3. An Ordinance Approving A Preliminary Subdivision Named "Lake Forest Cove," Submitted By 4 Leaf Development LLC For 34 Single-Family Residential Lots To Be Situated On 17.947 Acres Currently Addressed As 1701 Lake Forest Drive, Oxford Ohio 45056, With Conditions. (Sam Perry, Community Development Director)

4. An Ordinance Approving A Conditional Use For A Golf Simulator Indoor Entertainment Facility Located At 10 N Beech Street, Oxford Ohio 45056, With Conditions. (Sam Perry, Community Development 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.	Sep 17	Board of Building Appeals - CANCELED	Courthouse	5:30 p.m.
	Sep 17	Oxford Parking & Transportation Advisory Board	Oxford Lane Library	6:30 p.m.
	Sep 18	Police Community Relations & Review Commission - CANCELED	Courthouse	6:00 p.m.
	Sep 23	Board of Zoning Appeals	Courthouse	5:00 p.m.
	Oct 2	Housing Advisory Commission	College@Elm	5:00 p.m.
	Oct 6	City Council Operating Budget Work Session	Courthouse	6:30 p.m.
	Oct 7	City Council Work Session	Courthouse	7:00 p.m.
	Oct 7	City Council	Courthouse	7:30 p.m.
	Oct. 8	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
	Oct 13	Oxford Parking & Transportation Advisory Board	Municipal Building	9:00 a.m.
	Oct 13	Oxford Recreation Board	Municipal Building	12:00 p.m.
	Oct 13	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
	Oct 14	Planning Commission	Courthouse	7:00 p.m.

9. Adjourn.

Office of the Mayor

Proclamation

Whereas: September 17, 2025, marks the two hundred and thirty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this enduring document and its anniversary, and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, the Constitution of the United States, as the guardian of our liberties, embodies the principles of limited government and the rule of law in a Republic dedicated to justice and freedom; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States designating the week of September 17 through 23 as Constitution Week; and

WHEREAS, it is both the privilege and duty of the American people to commemorate this anniversary with appropriate ceremonies and educational activities, fostering appreciation for the rights and responsibilities of citizenship.

NOW, THEREFORE, I, William B. Snavely, Mayor of the City of Oxford, Ohio, do hereby proclaim the week of September 17th through 23rd, 2025, as

"CONSTITUTION WEEK"

In the City of Oxford, and urge all citizens to study the Constitution, reflect on the privilege of being American, and reaffirm the ideals established by the Framers in 1787 by vigilantly protecting the freedoms guaranteed to us under this founding document.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford to be affixed this 16th day of September 2025.

WILLIAM B. SNAVELY, MAYOR

MINUTES
OXFORD CITY COUNCIL WORK SESSION
COURTHOUSE
TUESDAY, SEPTEMBER 2, 2025 AT 6:45 PM

1. Roll Call.

Motion – To Enter Executive Session at 6:30 p.m. O.R.C. Section 121.22 (G)(1) To Consider Appointments to Boards and Commissions

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

AYE # 6
Mr. Bracken, Mr. Smith, Ms. Franklin, Ms. French, Mr. Prytherch, and Mayor Snavely
NAY # 0
ABS # 0

Motion – To Return from Executive Session at 6:37 p.m. O.R.C. Section 121.22 (G)(1) To Consider Appointments to Boards and Commissions
(Voice Vote) 1st Ms. Franklin 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

A work session meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday, September 2, 2025, at 6:37 p.m. Members in attendance were Amber Franklin, Michael Smith, Jason Bracken, David Prytherch, and Alex French.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. Chad Smith, Parks and Recreation Director; Ms. Reena Murphy, Sustainability Coordinator; and Ms. Heather Barbour, Clerk of Council.

2. Topic

A. Discussion of the City of Oxford Solar Projects

Ms. Murphy began the discussion by going over some vocabulary and terms. Ms. Murphy reviewed our current power purchase agreement and brought up several pros and cons to PPAs, both off-site and on-site. Ms. Murphy presented updates on pending projects, community-wide emissions, and staff recommendations (slides included in minutes). Ms. Murphy, Ms. Greene, and Mr. Elliott addressed questions and comments from the Council and received guidance on the next steps. Mayor Snavely thanked Ms. Murphy for her presentation.

3. Adjourn.

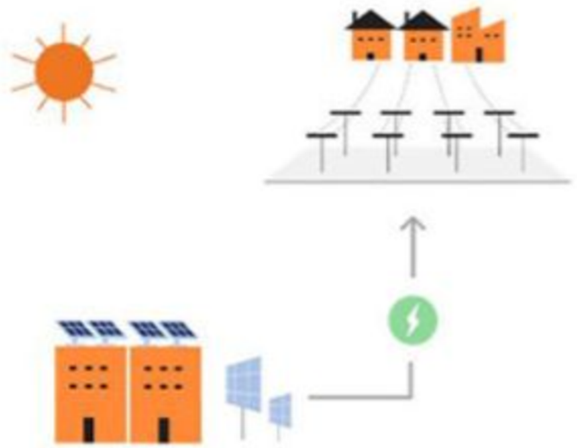
Motion – To Adjourn at 7:25 p.m.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin
AYE # 6
NAY # 0
ABS # 0

RED BRICK
ROAD TO ZERO

Solar Work Session

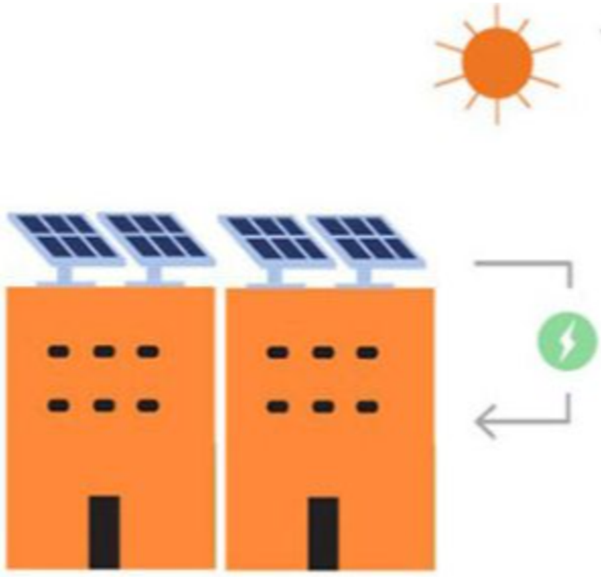
September 2nd, 2025

Vocabulary



Front-of-the-Meter (FTM)

Plugging into the grid



Behind-the-Meter (BTM)

Plugging into a building

Power Purchase Agreements (PPA)

We currently have a PPA, off-site, and outside of our grid.

- Pros: cheap way to support renewable energy *somewhere*
- Cons: doesn't support renewable energy in our grid, is not recognized by Global Covenant of Mayors (GCoM).

PPAs on city properties are also possible.

- Pros: no capital costs to the city, city not responsible for system maintenance, etc.
- Cons for on-site PPAs: City does not own infrastructure on its property, access rights, you're still paying for electricity over time (but no capital costs)

Pending Projects



Senior Center Solar + Energy Efficiency

- Solar would cover 60% of the consumption
- Applying October 1st

Project Package: $273,257

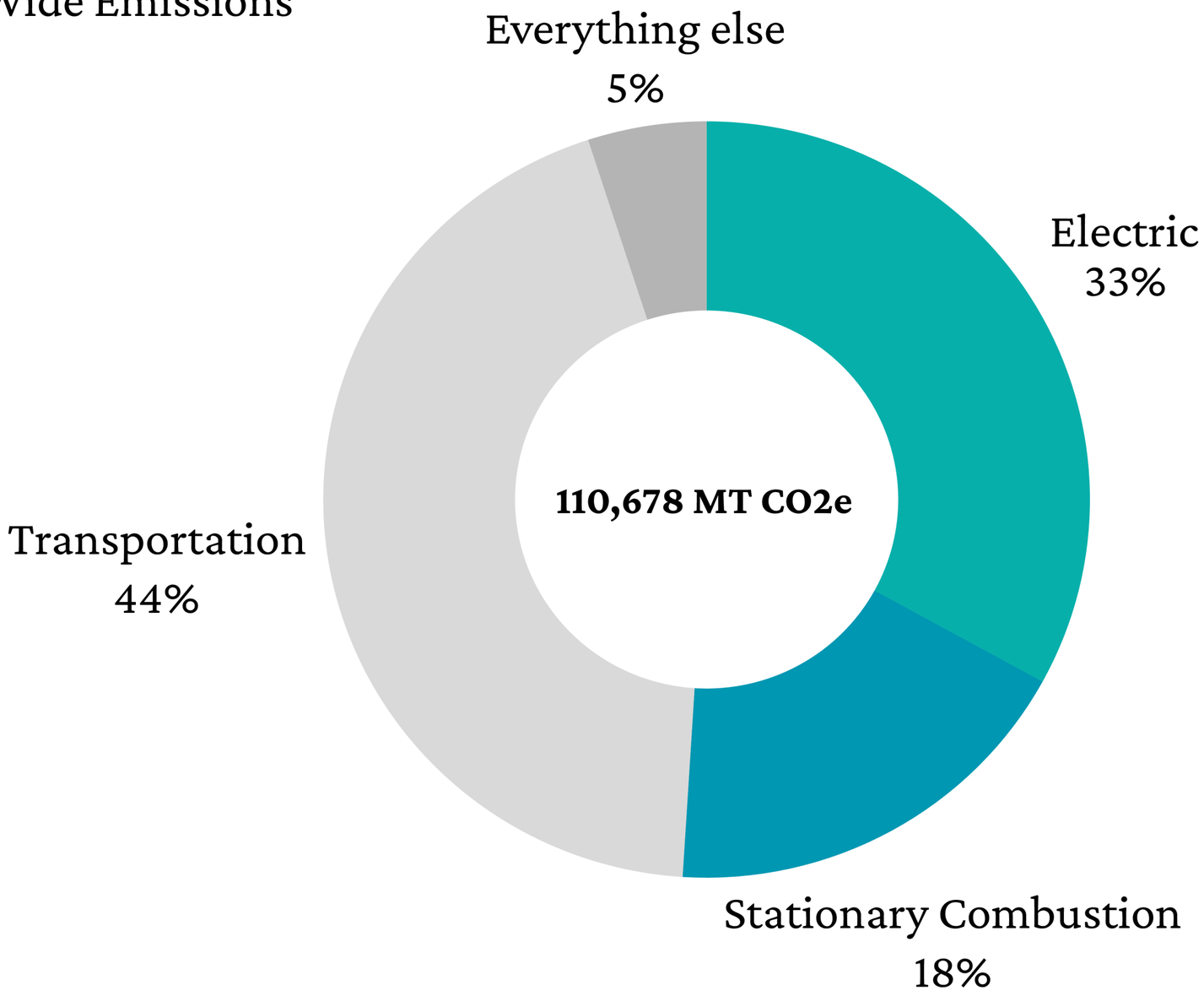
- Grant (if secured): $200,000
- Tax credits (if secured): $50,829
- Net Costs with credits: $22,427
- Net Costs without credits: $73,256



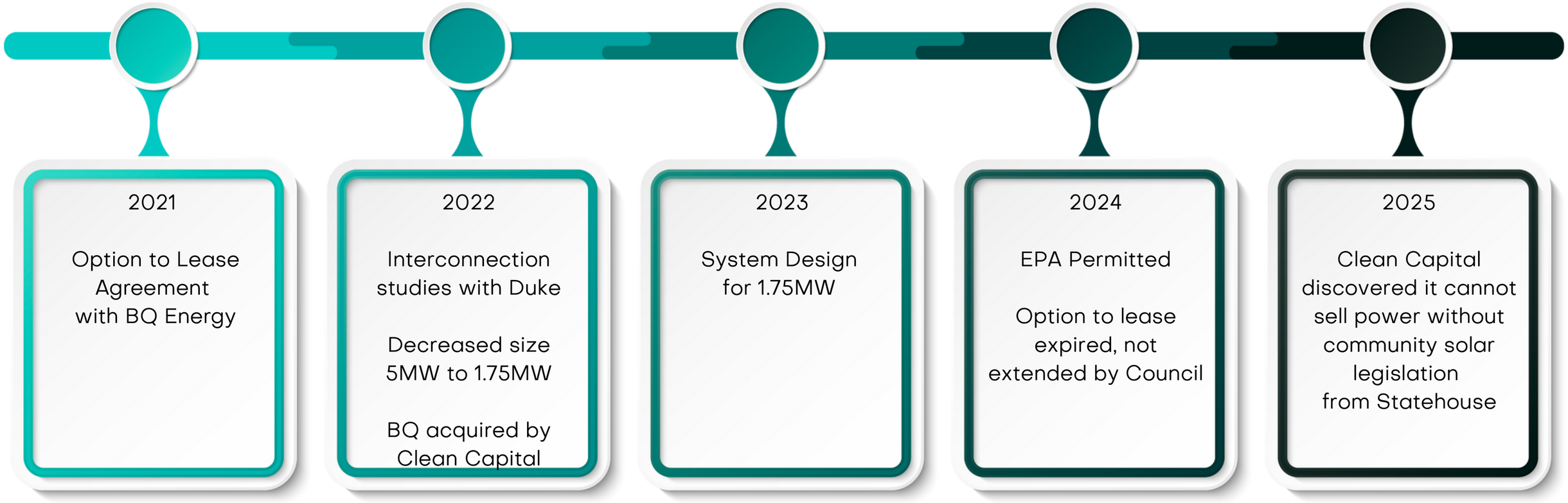
COMMUNITY WIDE

Community Wide Emissions

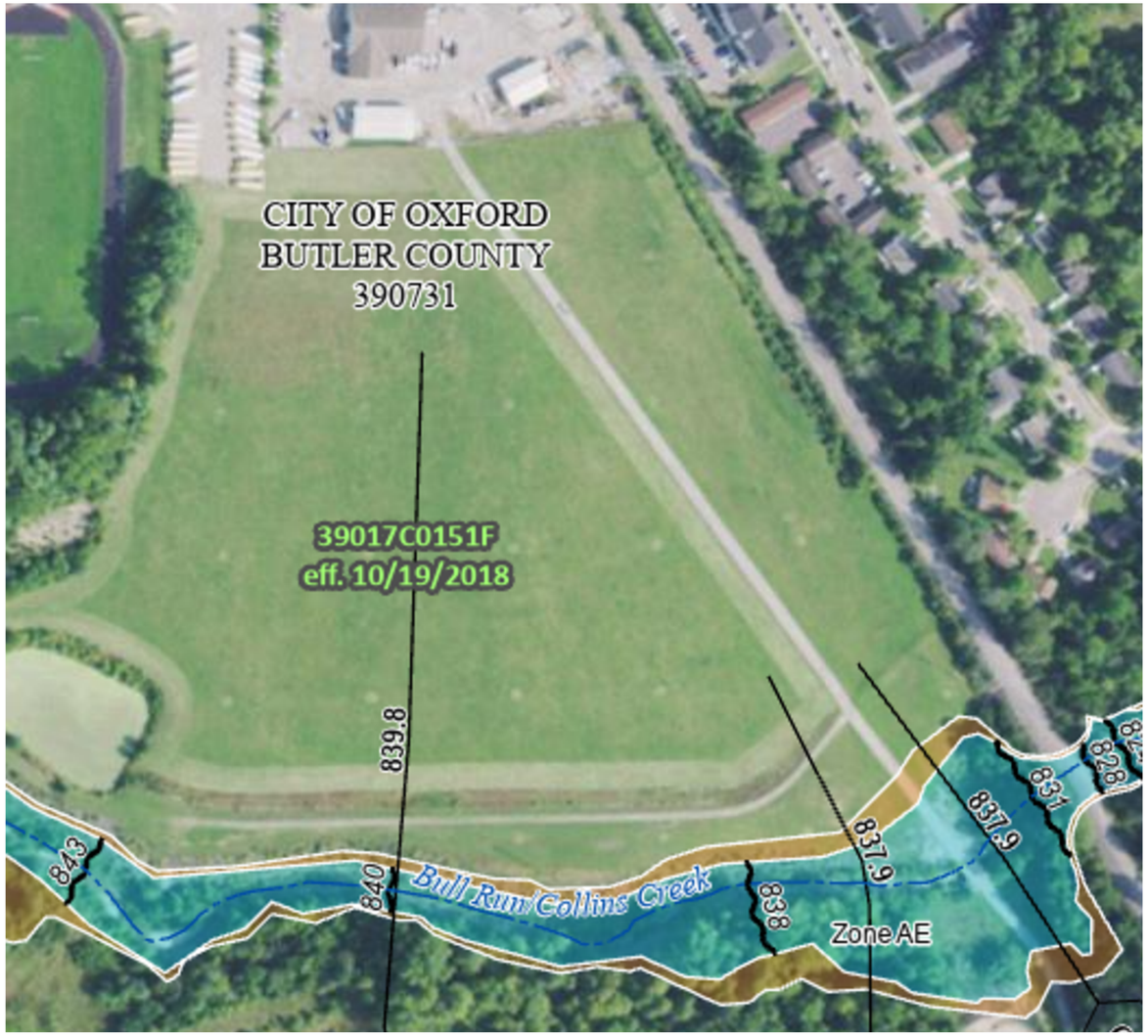
Without MU



Closed Landfill



Closed Landfill



This project is difficult for two reasons:

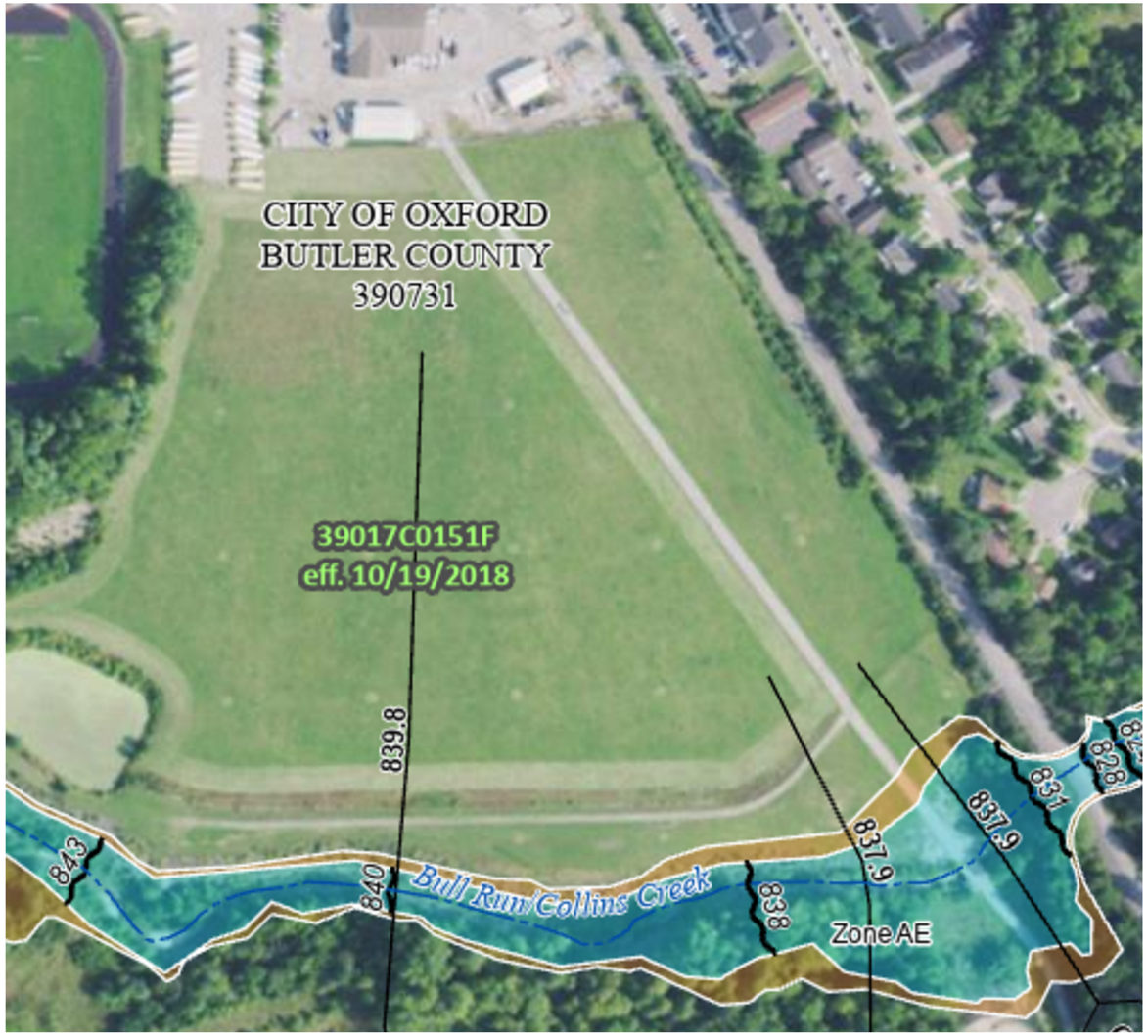
1) Interconnection to the Duke Grid

2) Clean Capital is not an energy supplier, therefore Duke is not required to accept their power.

Interconnection challenges are likely going to be the same, even with a different developer. However, now we know to work with suppliers.

Generation at the landfill will primarily be in front of the meter. We can do small “plug ins” to near by facilities.

Closed Landfill



Staff Recommendations

Try again. Rerelease the RFP with requirements for authorized supplier.

Have the developer/supplier own the system.

Roll generation into either the electric aggregation program or enter into a PPA for City operations.

Explore “plug ins” to nearby facilities.

Bring on energy consultants for RFP and project assistance. SOPEC is already engaged, may need additional assistance.



CITY FACILITIES

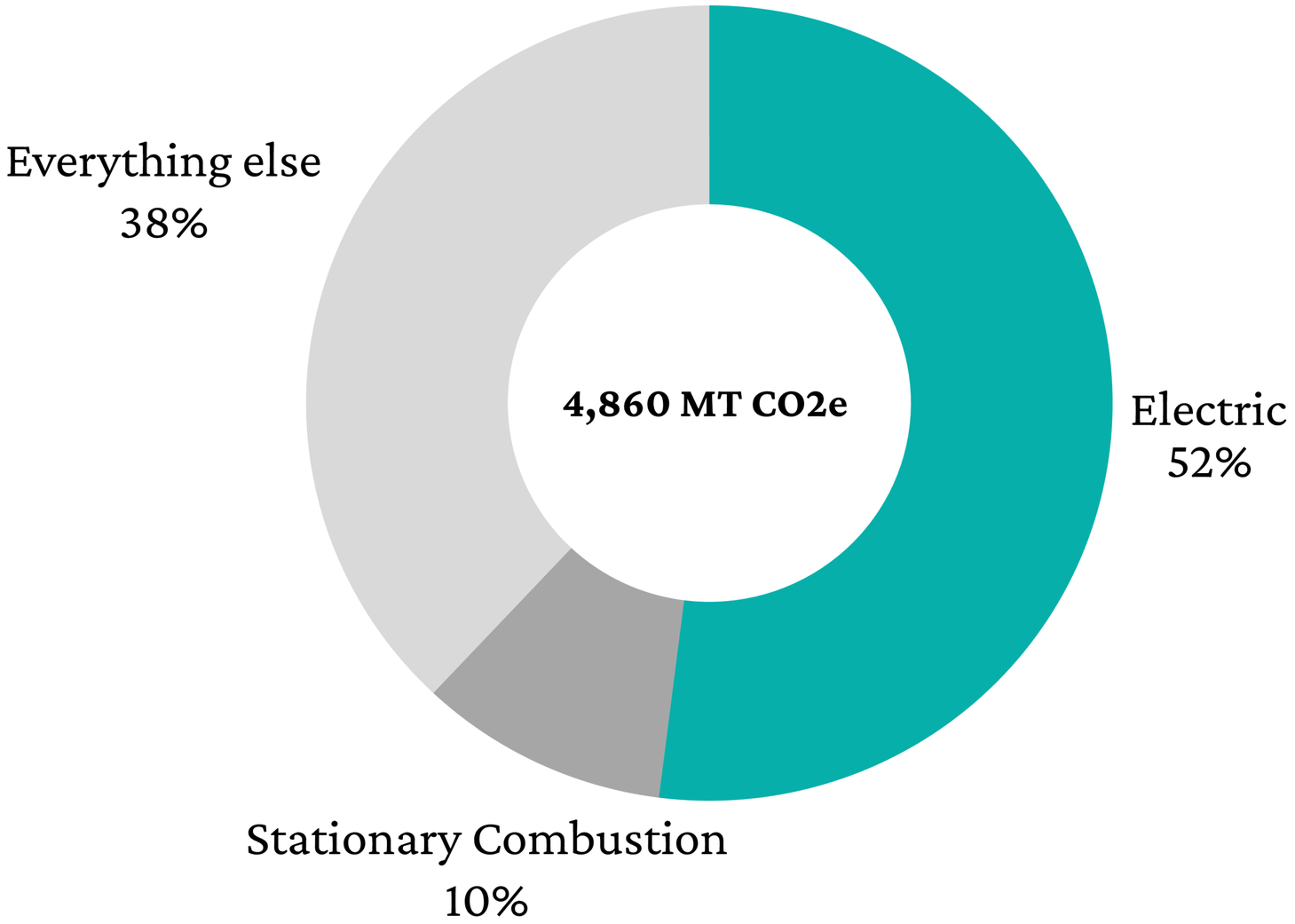
Disclaimer

While we have had preliminary studies conducted by Power A Clean Future Ohio (PCFO) and Ameresco, a lot has changed since then:

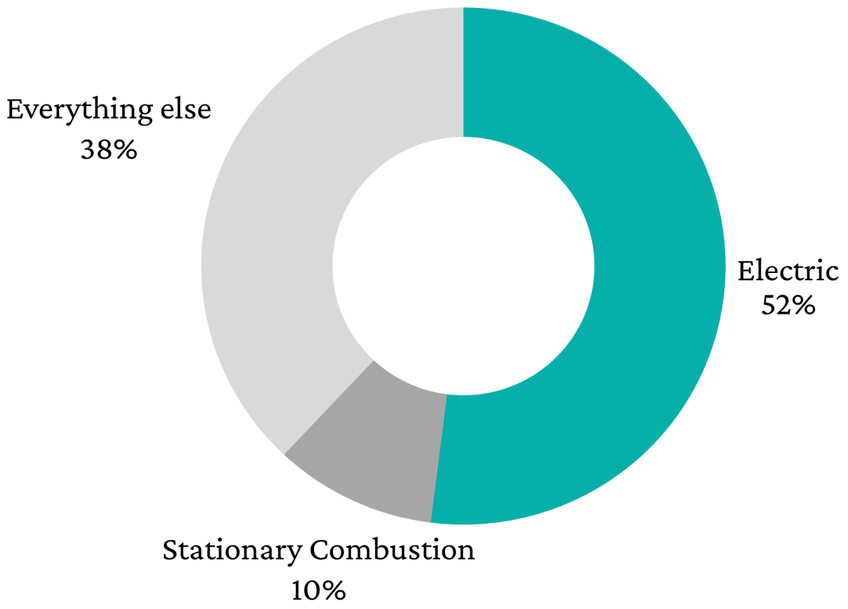
- Tax credits being sunset
- Tarrifs
- Our supply costs have increased

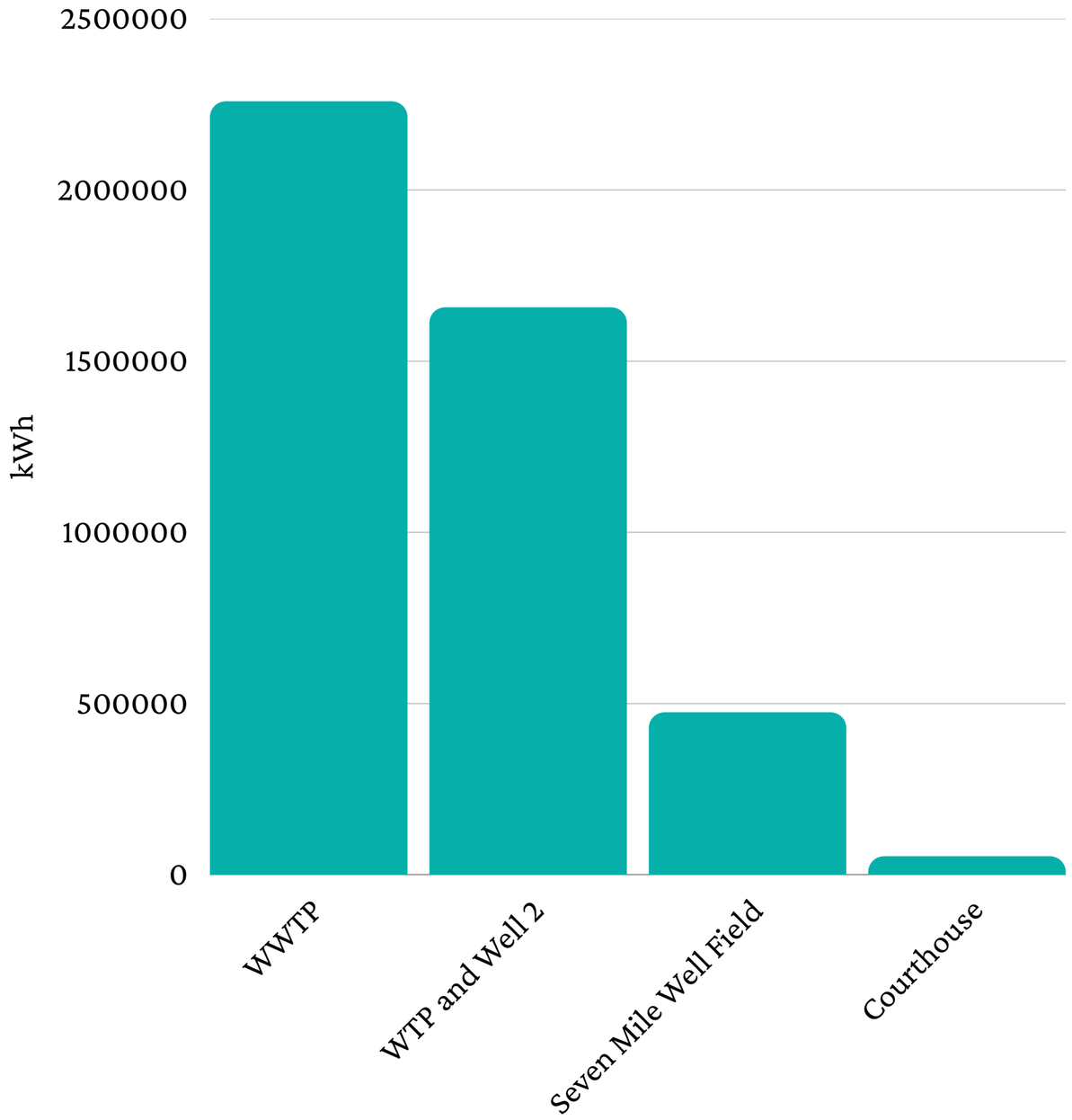
So, our cost and break-even years are rough estimates.

Government Emissions (Gross)



Government Electricity Usage





Ownership Models

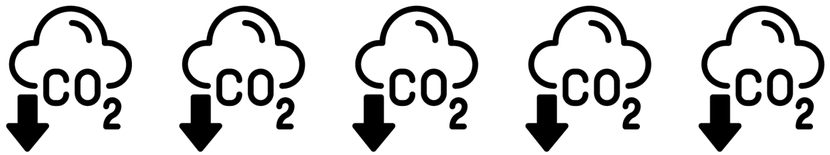
	Developer Owned (On-site PPA)	City Owned
Pro	• No capital costs • No maintanence responsibilities	
Con	• Does not maximize our operational savings • Requires 3rd party ownership and access to our facilities	

Ownership Models

	Developer Owned (On-site PPA)	City Owned
Pro	• No capital costs • No maintanence responsibilities	• Total control over project / infrastructure • Maximizing operational savings, insulates us from rising energy costs
Con	• Does not maximize our operational savings • Requires 3rd party ownership and access to our facilities	• City responsible for maintanence • Requires expensive capital outlay

Wastewater Treatment Plant





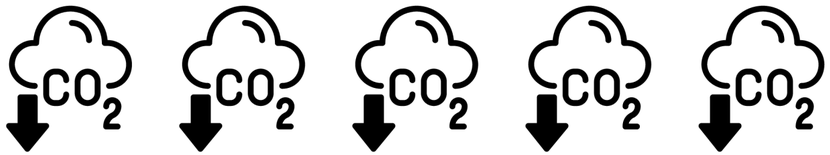
Ameresco estimated 0.5 MW would cover 25% of our current electric use. They only considered land outside of the flood zone. ~$2M cost*

City estimated payback timeline ~44 years with 2024 prices*

Can go above 0.5 MW if built in the flood zone.

Wastewater Treatment Plant





Staff Recommendation

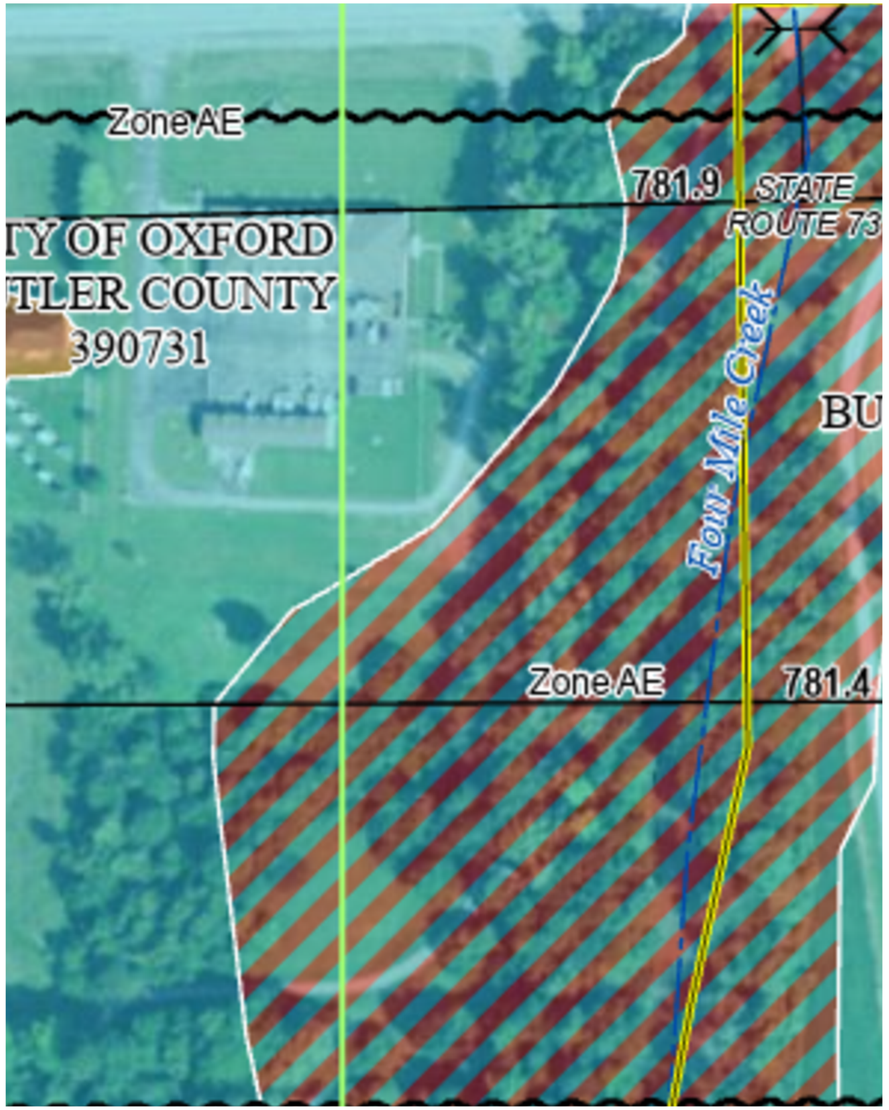
Bring on energy consultants for study and technical assistance.

Release a design-build RFP and own the system.

Anticipated expenses:

- System: 2-4M*, depending on system size
- Technical Assistance: Itemized costs unknown

Water Treatment Plant

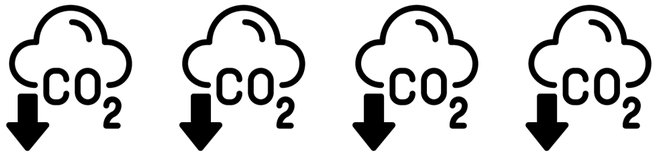


Would require a raised ground-mounted system.

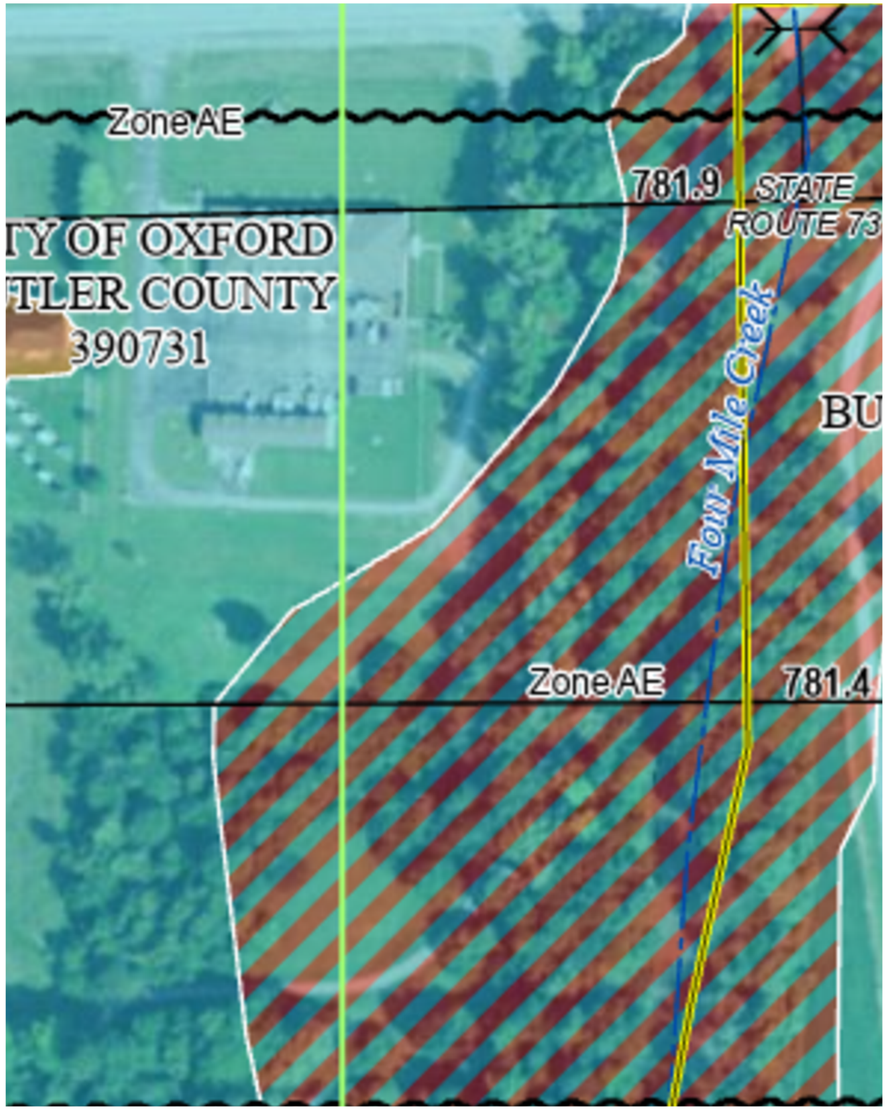
PCFO estimated 0.2 MW would cover ~17% of our current demand. ~$460k* cost.

City estimated payback timeline ~23 years with 2024 prices*

Electric consumption will increase due to the softening plant.



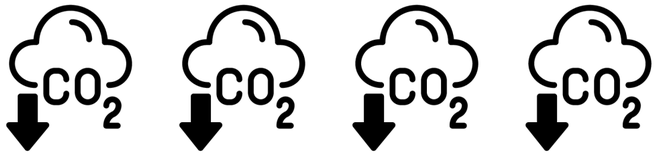
Water Treatment Plant



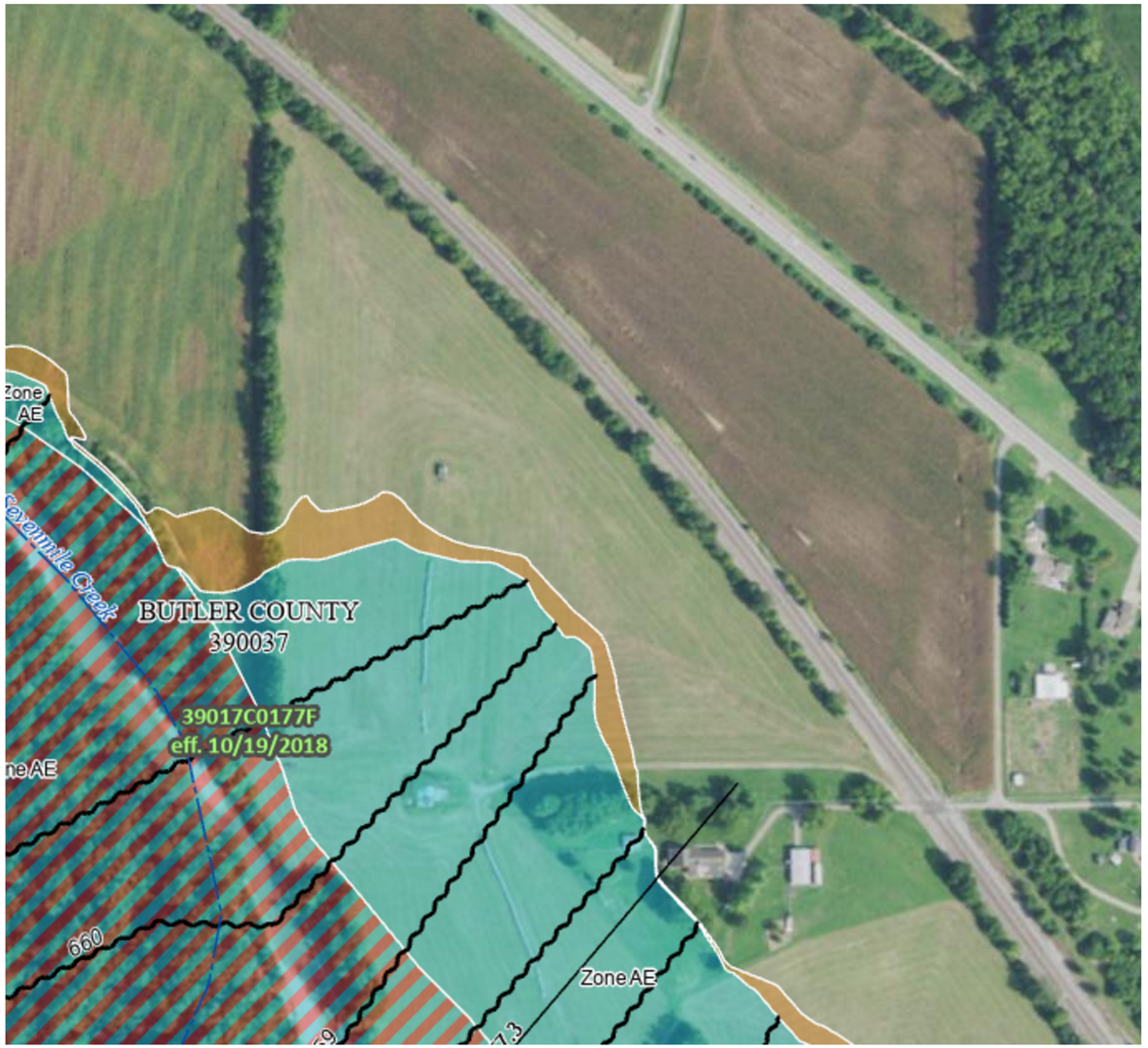
Staff Recommendation

Wait to consider solar until after the softening plant is operational.

This will allow us to better “right size” the solar installation.



Seven Mile Well Field



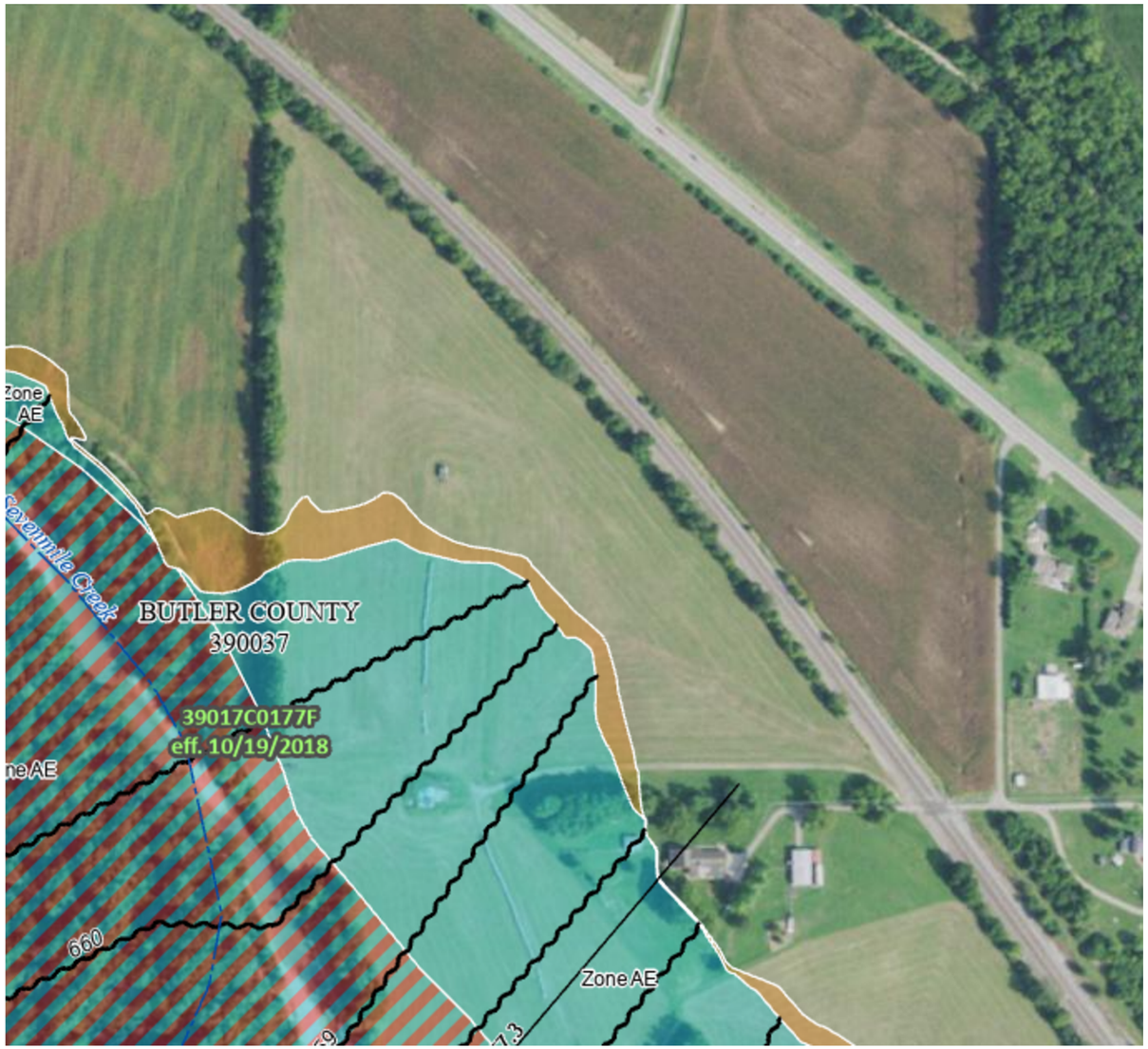
PCFO estimated ~150 KW system to cover 60% of our use. ~$365k* cost.

City estimated payback timeline ~10 years with last 12 mo of bills*

On the Butler Rural Electric Co-op grid; their metering policies would apply.

25% of WWTP > 60% at Seven Mile
25% of WWTP > 100% at Seven Mile

Seven Mile Well Field



Staff Recommendation

Release a design-build RFP and own the system.

Bring on energy consultants for RFP and project assistance.

Anticipated expenses:
System: $ > $365k*
Technical Assistance: Itemized costs unknown

Summary of Staff Recommended Next Steps

Submit application for Senior Center and energy efficiency projects on October 1st

Release 3 RFPs:

1. Landfill lease to a developer/supplier (3rd party ownership)
2. Design-build RFP for Wastewater Treatment Plant (City ownership)
3. Design-build RFP for Seven Mile Well Field (City ownership)

Bring on energy consultants for site studies, and RFP/project assistance. Estimated costs for all assistance: 45k



DISCUSSION

MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, SEPTEMBER 2, 2025 AT 7:30 PM

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

1. Roll Call.

   A regular meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday, September 2, 2025, at 7:30 p.m. Members in attendance were Amber Franklin, Michael Smith, Jason Bracken, David Prytherch, Alex French, and Chantel Raghu.

   Staff Members in Attendance

   Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; 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; Mr. Ben Mazer, Assistant Law Director and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

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

4. Public Participation.

A. Appointments to Boards and Commissions

Motion – To Appoint Mr. Wyatt Holmes to the Civil Rights Commission with a term ending in June 2028.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

B. CARES Program Presentation

Mr. Tyler Wash, President & CEO, McCullough-Hyde Foundation - Mr. Wash thanked everyone for their collective and individual partnerships that support the foundation, McCullough-Hyde Memorial Hospital, Tri Health, and the overall health and well-being of our community. Mr. Wash mentioned that the City of Oxford provided support to the CARES Program last year through the community assistance program and thanked the Council for that support. (Slides included in minutes)

Ms. Kathryn Gleason, Senior Director for Women's Services, TriHealth - Ms. Gleason shared a slide showcasing TriHealth Women's Services to illustrate how vast the services are in the city and across the region. Ms. Gleason noted the commitment to providing care across the entire continuum of a woman's life. Ms. Gleason mentioned that TriHealth now has over 55 locations with vast services. Ms. Gleason stated that over the past 15 years, the quality, safety, and scope of services have grown tremendously. Ms. Gleason proudly shared that they have earned distinctions and awards, especially at McCullough-Hyde. Ms. Gleason thanked the Council for their continued support for programs like CARES that help us serve our community with dignity and excellence.

Ms. Christine Hassert, Forensic Nurse Examiner Program Coordinator, Center for Abuse Rape and Emergency Services (CARES) - Ms. Hassert shared highlights about who CARES serves, the survivors age fourteen and up, but what sets us apart is that we are the only healthcare system in this area with a forensic program. Ms. Hassert noted being the only adult and adolescent program in this area that does the exams beyond the sexual assault piece. Ms. Hassert mentioned being the only adult and adolescent program that utilizes specialized photography equipment for all of their exams. Ms. Hassert noted receiving many national and local awards, and they are very proud of the work they do. Ms. Hassert shared that in the fiscal year 2025, they saw 24 forensic exams at McCullough-Hyde, most of which were sexual assaults, but we also know that sexual assault is one of the most under reported crimes. Ms. Hassert anticipates that those numbers probably are not very accurate, unfortunately. Ms. Hassert mentioned the forensic exam takes two to four hours and is free for the survivor, including HIV medications and preventative antibiotic medications.

Mr. Andy Swallow, President & CEO, Bethesda Foundation and Good Samaritan Foundation - Mr. Swallow shared a slide focusing on next steps and what is needed. Mr. Swallow mentioned that philanthropy is a really big part of what has driven this program and continues to drive this program, because it is really not a sustainable program on its own. Mr. Swallow explained the reimbursement systems for SAFE Kits. Mr. Swallow concluded the presentation and offered to answer any questions. The CARES team addressed questions from the Council. Mayor Snavely and the Council thanked the CARES team for their important work.

C. Public Comments

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

Public Comment - Ms. Ann Fuehrer, Dana Drive - Ms. Fuehrer expressed her enthusiasm about attending the city's solar projects work session. Ms. Fuehrer remarked that she has 17 solar panels on her roof, and she understands a lot of the benefits that were brought up at the work session. Ms. Fuehrer remarked that she heard the frustration you were talking about with the landfill, especially when she heard the word tax. Ms. Fuehrer emphasized the importance of community shared ownership, highlighting the community's collective responsibility for covering the costs of significant changes. Ms. Fuehrer stated, on the other hand, coming off of paying for a beautiful new sidewalk in front of her house, or maybe it's because coming off of buying a ring camera that faces the phase V of the trail that's behind our house. Ms. Fuehrer shared that she heard echoes of the conversation that ultimately resulted in the increased property taxes for the Fire/EMS services. Ms. Fuehrer has been observing the Council for the past three years, and City Manager Elliott would talk about conversations with Miami, and Miami declining to share costs, ultimately an agreement was reached, and there is cost sharing, but it did result in a property tax increase. Ms. Fuehrer doesn't want to have that same kind of conversation about community resources. Ms. Fuehrer appreciates bringing up the possibility of working creatively with Miami and thinking about who has the resources. Ms. Fuehrer recognizes that Miami's solar field was donated by alumni; however, this is an entire community, and we must consider the distribution of resources within it.

5. Consent Agenda.

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

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

A. Minutes from the August 19, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)

B. Summary from the August 6th, 2025, Environmental Commission Meeting (Reena Murphy, Sustainability Coordinator)

C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above $3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (d). (Heidi Ridenour, Finance Director)

6. Resolutions.

A. A Resolution Accepting The Amounts And Rates As Determined By The Budget Commission Of Butler County, Ohio, And Authorizing The Necessary Tax Levies And Certifying Them To The County Auditor. (Heidi Ridenour, Finance Director)

Motion – To Adopt Resolution No. 7740.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

7. Ordinances.

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

A. First Reading

1. An Ordinance Repealing Ordinance No. 1897 And Dissolving The Student Community Relations Commission (SCRC)**.** (Jessica Greene, Assistant City Manager)

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

Public Comment - None.

2. An Ordinance Amending The Official Zoning Map Of The City Of Oxford Ohio For Approximately 18 Acres Of Land Generally Located At 1701 Lake Forest Drive From Multi-Family Residential (R-4) 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 - Mr. Wyatt Holmes, 616 South College Ave. - Mr. Holmes noted that he believes that the Council should vote against the rezoning of Lake Forest Drive to R2A. Mr. Holmes stated that, instead, we should keep the higher-density R4 zoning or rezone to mixed-use so that the people who live in the nearby apartments and houses can have somewhere within walking distance to shop and eat. Mr. Holmes mentioned that 4 Leaf Development could be trying to install manufactured homes that will sell for far more than they are actually worth. Mr. Holmes expressed his nervousness when a developer wants to lower the amount of available housing in an area, which means they would like to collect as much profit as possible while building the fewest homes. Mr. Holmes stated that 4 Leaf Development wants to farm the wealth from this prime real estate in the southern corridor without giving anything back to the community. Mr. Holmes mentioned that 4 Leaf Properties is a subsidiary of 4 Leaf Companies, and they sell inexpensive manufactured homes while also renting out the land that the home sits

on. Mr. Holmes shared that these developments are touted as a cheap way to own a home, but that is not exactly the case. Mr. Holmes cited two developments that 4 Leaf Properties has constructed in Ohio, please see West Unity Estates in West Unity, Ohio, and Dover Glenn in Wauseon, Ohio. Mr. Holmes noted that what 4 Leaf Development is proposing today would be most similar to what you would see in West Unity trailer park: 30 to 40 homes all on separate lots, a gray and brown road with no parking lot, and no amenities for people to walk to. Mr. Holmes shared that the proposed Lake Forest development is also a half-mile walk to the three nearest stores, a gas station, a sandwich shop, and a dispensary. Mr. Holmes suggested that to increase revenue for the City and attract more people, we should promote the development of dense housing areas combined with businesses. Mr. Holmes believes it would be better to rezone Lake Forest Drive as a mixed-use development, similar to the development on South College Avenue, which features CVS and Patterson's Café. Mr. Homes stated that this would allow for more homes to be built, restaurants and shops to open closer to where the people are, and give residents another public space to go out and enjoy. Mr. Holmes mentioned that building shops closer to the Annex will make it easier to go out and get food without relying on a car, and the R3 is the only bus route that goes through the Annex, and none of the O routes. Mr. Holmes noted the importance of groundskeeping, but having an HOA to control the public areas of the park will lead to high costs for the residents, while incentivizing the HOA to spend as little as possible on maintenance. Mr. Holmes stated that letting this developer build just 34 single-family homes instead of dozens of affordable apartment complexes will cost the City of Oxford more to maintain the roads and sewer lines than they will collect in property taxes. Mr. Holmes shared that it will also distance businesses from our neighborhoods and drive up the costs of other single-family homes in the area.

Public Comment - Ms. Etta Reed, Bayer Becker 110 South College Ave. - Ms. Reed spoke on behalf of 4 Leaf Development, and they had no questions about what Mr. Perry had presented. Ms. Reed stated they are on oared, and she doesn't have a formal presentation for you this evening for either of our cases. Ms. Reed wished to clarify a number of items that the previous gentleman had mentioned. Ms. Reed shared that 4 Leaf Development has owned this property for over 20 years. Ms. Reed has been working with 4 Leaf Development for 22 years on this piece of property; they are local to the City of Oxford, like all the owners. Ms. Reed clarified that 4 Leaf Development is not looking to do pre-manufactured homes. Ms. Reed shared that the homes would be rather customized for the buyer. Ms. Reed stated that the HOA would be a requirement to maintain the beautiful amenities of the trail, the clubhouse, and the pond. Ms. Reed mentioned managing the HOA fees so that they are affordable to the residents. Ms. Reed offered to answer any questions regarding both cases.

3. An Ordinance Approving A Preliminary Subdivision Named "Lake Forest Cove," Submitted By 4 Leaf Development LLC For 34 Single-Family Residential Lots To Be Situated On 17.947 Acres Currently Addressed As 1701 Lake Forest Drive, Oxford Ohio 45056, With Conditions. (Sam Perry, Community Development Director)

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

Public Comment - Mr. Jim Vinch, 85 Lantern Ridge Road - Mr. Vinch requested that the slide

with the green space be pulled up. Mr. Vinch asked if there were critical environmental values or resources that we want to protect in that green space? Mayor Snavely remarked that Mr. Vinch was welcome to make comments, but this wasn't a time for Q&A. Mr. Vinch noted that if those are important resources that we want to protect, then my comment is that the developer should be required to put a conservation easement or some other type of permanent protection on those resources so that they can't be developed in the future. Mr. Vinch mentioned that if they're not protected by a conservation easement or some other kind of deed restriction, then they could be developed in the future.

Public Comment - Ms. Etta Reed, Bayer Becker 110 South College Avenue - Ms. Reed spoke on behalf of 4 Leaf Development. Ms. Reed stated they are on board with the list of conditions listed before you this evening. Ms. Reed addressed Mr. Vinch's comment regarding the conservation easement, noting that it is required that the open space be in a conservation easement, so that's not a problem. Ms. Reed offered to answer any questions.

4. An Ordinance Approving A Conditional Use For A Golf Simulator Indoor Entertainment Facility Located At 10 N Beech Street, Oxford Ohio 45056, With Conditions. (Sam Perry, Community Development Director)

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

Public Comment - Mr. Scott Webb, Architect, 103 West Walnut Street - Mr. Webb spoke as the applicant on behalf of Jackson and Tyler. Mr. Webb shared that they were happy to start a new venture and see someone invest in the vacant building, and offered to answer any questions.

Public Comment - Ms. Jessica Greene, Assistant City Manager - Ms. Greene shared that one of her roles is economic development, and one of the things we hear a lot in the city is what are you doing about vacancy and I'm disappointed in the amount of vacancy. Ms. Greene expressed excitement to see some local investors taking a building that's been vacant for almost 10 years and investing probably a lot of funds to put into a business of something fun to do in our community. Ms. Greene wanted to express her gratitude for them decreasing vacancy in our uptown district.

B. Second Reading

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

Motion – To Adopt Ordinance No. 3834
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7
Mr. Smith, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, and Mayor Snavely
NAY # 0
ABS # 0

Ms. Ridenour reviewed the two changes to the Ordinance since the first reading and offered to answer any questions.

Public Comment - None.

8. Discussion

A. Amtrak Project

Ms. Greene began the discussion by reviewing a brief history of this project to date, reviewing estimated cost overruns, and requesting guidance from the Council on how best to proceed. Ms. Greene presented slides and addressed questions and comments from the Council (slides included in minutes). Mayor Snavely thanked Ms. Greene for her presentation.

9. 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.

Sep 3	Environmental Commission	Municipal Building	7:00 p.m.
Sep 4	Housing Advisory Commission	College@Elm	5:00 p.m.
Sep 8	Recreation Board	Municipal Building	12:00 p.m.
Sep 8	City Council Community Assistance Grant Sub-Committee	Municipal Building	3:00 p.m.
Sep 8	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Sep 8	City Council CIP Budget Work Session	Courthouse	6:30 p.m.
Sep 9	Planning Commission-CANCELED	Courthouse	7:00 p.m.
Sep 10	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Sep 11	Civil Rights Commission	Municipal Building	4:00 p.m.
Sep 16	City Council Work Session	Courthouse	6:30 p.m.
Sep 16	City Council	Courthouse	7:30 p.m.
Sep 17	Board of Building Appeals	Courthouse	5:30 p.m.
Sep 17	Oxford Parking & Transportation Advisory Board	Oxford Lane Library	6:30 p.m.
Sep 23	Board of Zoning Appeals	Courthouse	5:00 p.m.
Oct 2	Housing Advisory Commission	Municipal Building	5:00 p.m.

10. Adjourn.

Motion – To Adjourn at 9:23 p.m.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

CARES

CENTER FOR ABUSE AND RAPE EMERGENCY SERVICES

Every survivor of intimate partner violence should have the right to access comprehensive forensic exams, delivered with the highest standards of care.

Oxford City Council Meeting
September 2, 2025



Be seen. Be heard. Be healed.℠

McCullough-Hyde Foundation

Thank you, City of Oxford!

Christine Hassert, RN, MSN (forensics), CEN, SANE-A
Forensic Nurse Examiner Program Coordinator
Center for Abuse and Rape Emergency Services (CARES)

Andy Swallow, MSOL, CAP®, CFRE
President & CEO
Bethesda Foundation and Good Samaritan Foundation

Kathryn Gleason, MSN, RN
Senior Director for Women's Services
TriHealth Women's Services

Tyler Wash
President & CEO
McCullough-Hyde Foundation

The McCullough-Hyde Foundation, McCullough-Hyde Memorial Hospital, TriHealth and CARES are grateful for the $10,000 in funding received through the City of Oxford's Community Assistance Program in 2024.

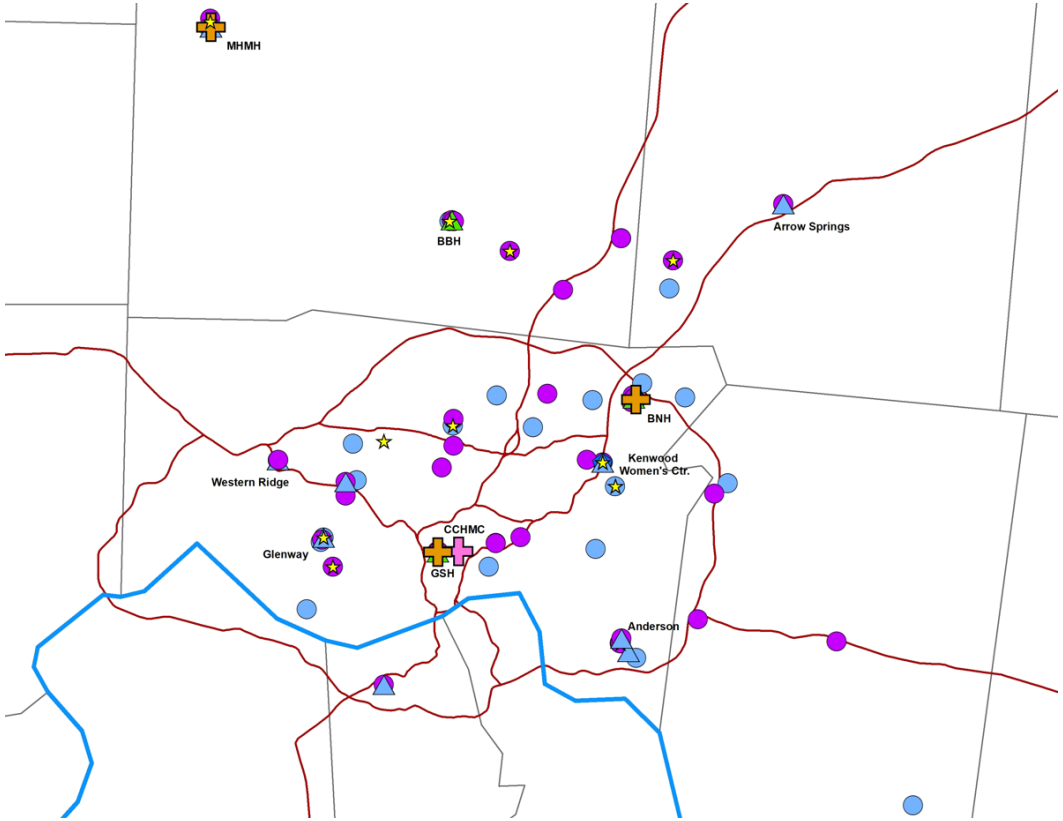
TriHealth Women's Services

Legend

- Women's Health Sites* (57)
- Breast Center (3)
- Mammography (9)
- TriHealth Delivery Sites (3)
- Fetal Care Center (1) (CCHMC)
- PCPs (40)
- Pediatrics (12)

*Includes OB/Gyn, MFM, Midwives, Gyn, Gyn Onc, Adv Gyn Surg, Uro Gyn, Fertility, CincyObGyn | Source: C. Karnes

NOTE: A "breast center" includes full work up following a finding from a screening mammogram - radiologists, surgeons, oncologists in multidisciplinary review, screening and diagnostic mammography, interventional breast procedures.



	OB*	Peds	PCP
#Offices	43	12	40
#Providers	155	87	258

*Includes Physicians & APPs

McCullough-Hyde Memorial Hospital

Named among Best Hospitals for Maternity Care

HIGH PERFORMING HOSPITALS U.S.News & WORLD REPORT 2024 MATERNITY

Disclaimer

- Strong photographs and topics may be triggering to some individuals.
- We pay respect to any survivors or loved ones of survivors who may be present.

CARES

CARES provides free and comprehensive care to survivors of:

- Sexual Assault
- Domestic Violence
- Human Trafficking
- Elder Abuse
- Other forms of Intimate Partner Violence

CARES plays a vital role in the health and safety of Oxford.

What makes us special?

- Only adult/adolescent team in the region doing domestic violence
- Only team in the region associated with hospital network
- Very few organizations in U.S. with this kind of team
- Only team in the region responding to elder abuse

CortexFlo Forensic Camera

Why do we need Flo?

- Current photography less than stellar
- Darker skinned individuals makes it more challenging
- Voice activated commands
- Strong photographs hold more weight with visually impacted jurors
- Validation!

What is contrast software?

- Applies contrast to bruising/abrasions
- Contrast equal color
- In use since late 90's
- Fingerprint dust is a contrast



CARES FY25 Impact

	System-wide	McCullough-Hyde
Survivors of Sexual Assault	162	16
Survivors of Domestic Violence	192	8
Forensic Exams Conducted	354	24

What does the exam consist of?

- Average exam takes 2-4 hours
- Advocate/support person present
- Statement is taken by the Forensic Nurse Examiner
- Physical assessment
- Photos
- Sexual assault kit, drug facilitated sexual assault kit (DFSA)
- Evidence secured with local law enforcement



Center for Abuse Rape and Emergency Services (CARES): McCullough-Hyde Memorial Hospital Service Map

Survivor Entry Points to CARES

LAW ENFORCEMENT: Survivor calls local law enforcement who transport them to directly to CARES via the Emergency Department (ED).

DIRECT ENTRANCE: Survivor goes directly to the Emergency Department (ED)

CARES - CITY OF OXFORD LOCATION

McCullough-Hyde Memorial Hospital (110 N. Poplar Street)

CARES Direct Survivor Services

MEDICAL EXAM: CARES or ED staff will evaluate and treat any urgent or life-threatening injuries.

FORENSIC EXAM: Sexual assault survivor is examined by a CARES SANE (sexual assault nurse examiner) to assess, document, and collect forensic evidence. CARES is equipped with Cortexflo forensic cameras at McCullough-Hyde Memorial Hospital/TriHealth.

24/7 SUPPORT: At least one CARES SANE is available on call, off premises, 24 hours a day - 7 days a week.

ADVOCACY & ASSISTANCE: CARES SANEs are available to provide witness testimony and help navigate the legal process.

TRANSPORTATION: CARES will arrange for discreet transportation for survivor to reach a safe place.

SHORT-TERM SHELTER: CARES will arrange for the survivor to have a private room at the hospital if they do not have a safe place to go.

FOLLOW UP: CARES will provide follow up calls to survivors to ensure that they remain safe and are receiving the services that they need for their physical and emotional well-being.

PRIVACY & CONFIDENTIALITY: Survivor is provided a private room near the ED. Information is stored securely.

REFERRAL: CARES works with several non-profits and likeminded organizations throughout the City of Oxford, Butler County, and the Greater Cincinnati Tri-State area that can address the needs of the survivors and their loved ones. CARES will coordinate with these organizations and serve as a facilitator for the survivor to access their services.

EMOTIONAL SUPPORT + TRAUMA INFORMED CARE: CARES is available to stay with the survivor for as long as needed. All CARES programming is delivered utilizing a trauma-informed approach.

CARES Outreach & Community Partnerships

OUTREACH: CARES provides community outreach to educate the community and caregivers on sexual assault and recognizing trauma. CARES works extensively with all the following for outreach and training:

- Law Enforcement & First Responders
- Local universities and colleges (Miami University)

CARES BUTLER COUNTY COMMUNITY PARTNERS:

24 Hour Hotline & Advocacy:
- Women Helping Women

Housing/Shelter:
- Women Helping Women
- YWCA

Legal Support:
- TriHealth Legal Department
- Women Helping Women
- Butler County Prosecutor's Office

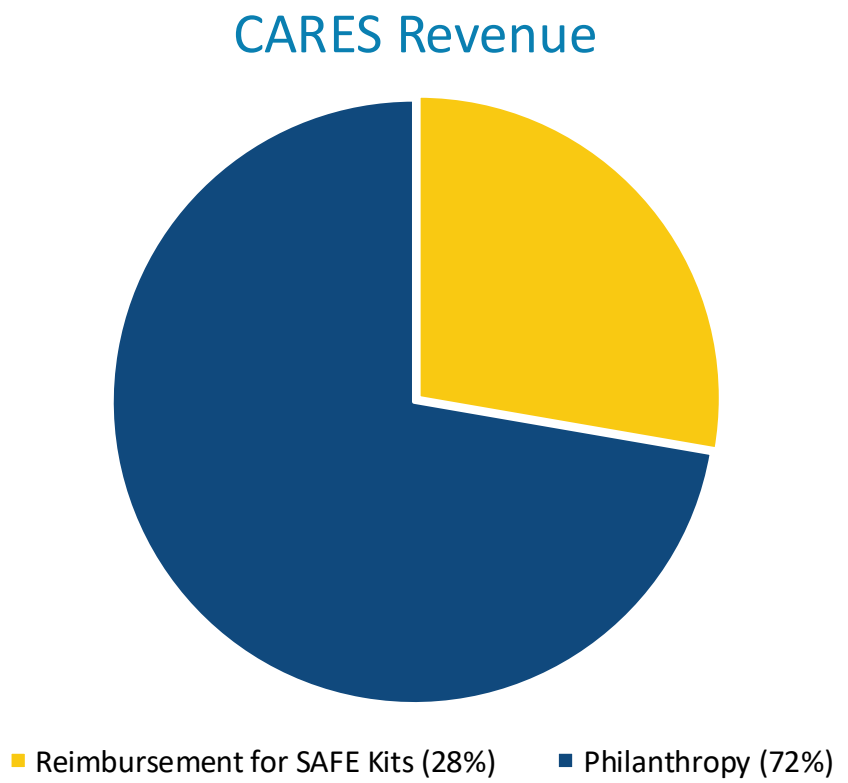
Financial Assistance:
- Ohio Victims of Crime Compensation

Counseling:
- Women Helping Women
- YWCA

Law Enforcement:
- Oxford Police Department
- Oxford Township Police Department
- Miami University Police Department
- Hamilton Police Department
- Butler County Sheriff's Office

Moving Forward: The Need

- All CARES services are unbillable.
- CARES' only source of generated revenue is from reimbursements of Sexual Assault Forensic Exam (SAFE) Kits from the Ohio Attorney General's Office.
- CARES receives no reimbursement from the State of Ohio for administering forensic exams to survivors of domestic violence.
- It is anticipated that expenses to administer CARES will increase by 43 percent by 2027.



CARES
CENTER FOR ABUSE AND RAPE EMERGENCY SERVICES

Every survivor of intimate partner violence should have the right to access comprehensive forensic exams, delivered with the highest standards of care.

City of Oxford OHIO

HOME OF MIAMI UNIVERSITY

&

AMTRAK®

Goals:

- Explain project history to date
- Review estimated cost overruns
- Get input from Council on our direction.
  - At a minimum, direction on continuing with design costs.

Train service was offered in Oxford from 1859...



To 1950...



1973

Vol. 42, No.

County Seeks Rail Service

A concerted effort is being made by the Butler County Commissioners and many other organizations, companies and individuals to secure passenger rail service for Butler County through the Amtrak System.

In view of the energy situation and the desire to conserve gasoline used by automobiles, passenger rail service for Butler County would be helpful.

Cooperation in this effort is being received by U.S. Senator Robert A. Taft, Congressman Walter E. Powell and State Senator Anthony Calabrese.

Butler County is served by the Penn Central Transportation Company and The Chessie System (C&O-B&O) and it is believed that north and south passenger service would serve a well-developed area which has a good potential for passenger service.

Communications should be addressed to: Roger Lewis, President, National Railroad Passenger Corporation, 955 Le Enfant Plaza N.S.W., Washington, D.C. 20024.

1978

Amtrak Comes To Oxford; Local Stops A Possibility

By Reba Deal

Oxford, Ohio, is under consideration by the Department of Transportation (DOT) for a future Amtrak stop.

Information obtained from Congressman Tom Kindness' office revealed that the railroad marketing people are gathering data to determine available ridership and that operations personnel are checking into the cost of using the Chessie rails.

Roger Gillespie (ith District Representative for Kindness) stated that "We may end up pushing for seasonal stops at Miami. The marketing people told me. . .that they like a university town. It gives them numbers of people that are mobile. There is no question that Miami University is a very strong drawing point for train stops."

Miami University President Phillip Shriver's office noted that a letter of endorsement has been sent by the President concerning the proposed rail service. And, at a July 6 hearing in Cincinnati, Oxford's Acting City Manager, Steve Husemann, testified in favor of this service. Husemann believes that "It would be a great service to the local population, students and the elderly. . . I think that it would help during football season and academic conventions."

By late Fall a report will be released as to the specific restructuring of the entire national Amtrak system. Routes that are losing the most money will be cut.

Eric Hanson, Consumer Affairs Officer in Washington, said that some of the runs proposed to be cut are the Senandoah (Washington to Cincinnati), the Floridian (Chicago to Florida) and perhaps the Hilltoper (Washington to West Virginia).

The Baltimore & Ohio rails are now owned by Chessie. What was once the James Whitcomb Riley line (Cincinnati to Chicago) is now the "new" Cardinal line. This is the route proposed for servicing the Oxford and-or Hamilton areas.

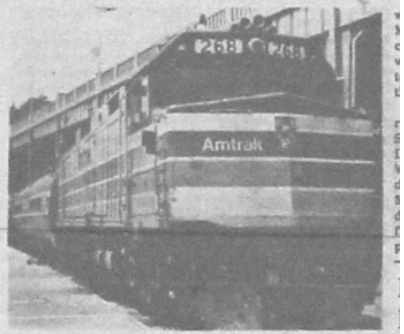
Reactions to this subject vary among local merchants and residents. Some see the service of a local Amtrak stop as a plus for business while others view it as a detraction.

Painful to opponents is the thought of using public tax dollars; but, supporters feel that the extensive use during the opening and closing of school, football season and special Miami weekends would justify any money expended.

There are numerous complaints about the rails being in poor condition, the scheduling being inconvenient and as stated by Bob Brewer, Transit Company Agent, "They (Amtrak) have a reputation about being two or three hours late."

"Passenger rail service would be beneficial in a time of energy shortages", suggests local resident Joanne McQueen. And, those who travel to Chicago on Amtrak would be relieved of the drive to Richmond, Ind.

Anyone desiring to express formal comments, can submit written statements until Aug. 1 to: RSPO, Attention: Ex Parte No. 351, 1900 L Street, N.W., Washington, D.C. 20036.



Amtrak Heading To Oxford?

Subler Exhibits At Middletown

Prints and Colleges by Dayton artist Craig Subler will be exhibited at the Middletown

O. FAIR
OHIO
7:00 & 9:00 p.m.
Wynette

1994



the same overloading problems that left the Mill Creek plant ability to adequately treat sewage severely polluted the Mill sourdsville plant is operating near its capacity. (short-term) corrections. ... We're doing everything we can

Train depot faces end of the line

By Jayme L. Hughes
Journal-News

OXFORD

Oxford's abandoned passenger train depot on South Elm Street across from the fire station is slated for demolition in mid-April, unless someone wants to move it to another location.

A demolition permit was filed recently by Ralph Schwegman and Jack Hansel, owners of the depot, Oxford Farm Service and The Whistle Stop Drive Thru.

The permit sparked a March 4 meeting among city officials, historic groups and the owners after notice of the impending demolition was made public the previous day. Citizens concerned about losing the landmark called City Manager Jim Collard.

"They way we left it was we're willing to give the thing away — to the city, to anyone — free of charge if they'd move it," Schwegman said.

He said they would probably give an interested party until the end of the year to relocate it, but no longer. No immediate plans have been made for the land.

"We tried to figure out what to do at that meeting," Collard said. "The owners never advised me exactly what their plans were, only that they wanted the (Spring Street) frontage."

He said the owners were offered the right-of-way on Collins Street, but didn't seem to want that option.

Schwegman said they applied for a permit two years ago, then withdrew it because citizens wanted to save the crumbling mortar and brick shell. They considered the Collins Street option then, but nothing happened. Now they just want it gone.

"It's the biggest eyesore in Oxford, as far as I'm concerned," Schwegman said. "The railroad let it go to hell and we're being penalized."

Built in 1895 by Harry S. Thobe, a nationally known baseball figure nicknamed "The Wild Bricklayer," the depot's regular passenger service stopped in the 1950s and the last dispatcher left in 1977. It earned a spot on the National Register of Historic Places in 1980, cited as "unique in the Oxford area."

"There's no local mechanism for stopping the demolition. It's council's call. I've done what I can do on this one," Collard said.

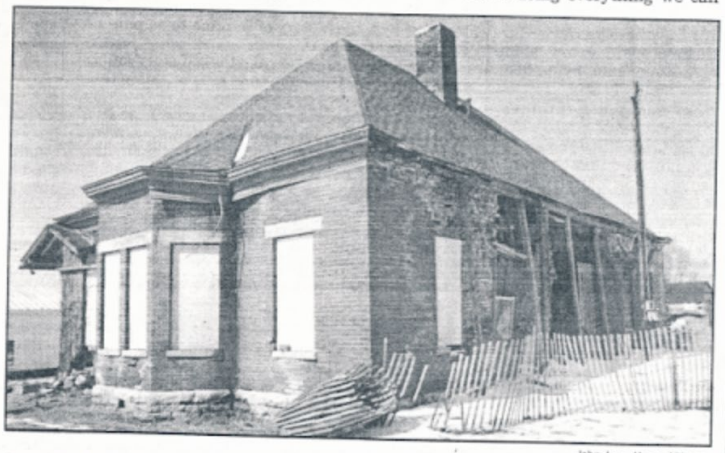
The depot will be discussed at Tuesday's council meeting along with a report on the building's structural integrity by Housing Inspector Jim Kembro.

Collard said the city has no use for the building and he didn't know what could be done.

"If something happens to the depot," said Jon Scharf, director of historic properties and programs of Oxford Museum Association, "the Alexander House and Junction House would be the only privately held sites in Oxford on the National Register."

The association has in the past leased properties from governmental bodies to maintain them, but it has never leased from private owners, according to Scharf.

"As long as it remains in private hands, I don't see that happening," he said.



John Jancso/Journal-News

Owners of the abandoned passenger train depot on South Elm Street in Oxford recently filed for a demolition permit to raze the structure, listed on the National Register of Historic Places. Owners Ralph Schwegman and Jack Hansel have offered to give the depot to anyone willing to relocate it.

2006 emails emerge

Asking for review of Amtrak stop in Oxford in partnership with Miami University.

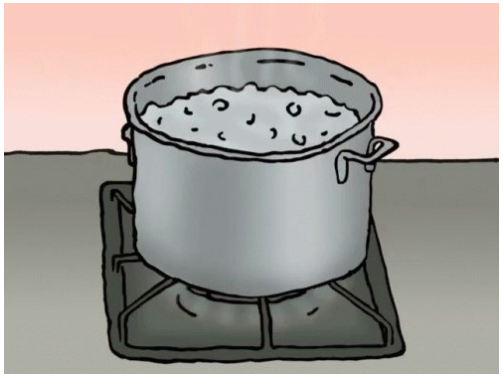
2009 ASG and Student Presentation

Formal presentation from students asking for Amtrak study and potential stop.

Letter from City Manager to Amtrak.

Amtrak's response…





Project simmers…

2011 Graduate Student Analysis and Feasibility Study

2012 Another inquiry from City Manager to Amtrak

2014-2015

- November 2014 – Amtrak meeting hosted by All Aboard.

- January 2015 - Joint Miami-Oxford letter is sent to Amtrak.

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

January 14, 2015

Derrick James
Senior Government Affairs Officer
Amtrak Midwest Government Affairs Office
525 W. Van Buren St.
Chicago, IL 60607

Dear Mr. James:

Miami University recently hosted a community meeting with All Aboard Ohio and Amtrak officials. It was very well attended. One of the items discussed was the need for an Amtrak stop in the City of Oxford. Amtrak's Cardinal Line passes through the City three times a week, but does not stop. With a student population of 18,000 and numerous events offered by the City of Oxford and Miami University throughout the year, the City and Miami University believe a market exists to support such a stop. We understand that nationwide Amtrak service and ridership has been increasing significantly over the last decade. We believe that an Amtrak stop in Oxford would further enhance the Cardinal Line.

The City of Oxford and Miami University request that Amtrak consider a feasibility study of establishing a new Cardinal Line stop in Oxford. We look forward to partnering with Amtrak on this project. Once the study is complete and Amtrak decides to move forward, then the City and Miami University will determine proposed locations for an ADA compliant boarding platform and waiting facility, as well as, funding options.

Please contact us if you have any questions regarding this request or need further information.

Sincerely,

Douglas R. Elliott, Jr.
City Manager

David Hodge
President
Miami University

101 East High Street • Oxford, Ohio 45056-1887
Phone: (513) 524-5200 • Fax: (513) 523-7298 • www.cityofoxford.org

- March 2015 - Amtrak agrees to consider Oxford – Miami.

NATIONAL RAILROAD PASSENGER CORPORATION
500 W. Jackson Blvd., 2nd Floor, Chicago, IL 60661

AMTRAK

5 March 2015

Mr. Douglas R. Elliott, Jr.
City Manager
101 East High Street
Oxford, OH 45056-1887

Mr. Elliott:

I am writing this response today to your letter of January 23, 2015 requesting that Amtrak consider a station stop on our *Cardinal* route for Oxford, OH. This request letter was sent to us jointly with Miami University, and they will receive a response letter from us as well.

At your request, Amtrak has initiated a financial analysis to determine the feasibility of adding a station stop in your community. While this is ongoing, we urge you to visit www.greatamericanstations.com, an informational website maintained by Amtrak for use by communities that have expressed an interest in becoming an Amtrak-served community.

Please don't hesitate to contact me with any questions. We will make sure to keep you fully abreast of developments as we analyze a potential station stop in your community.

Sincerely,

Charlie Monte Verde
Amtrak Government Affairs

CC: Morrell Savoy, Amtrak
Derrick James, Amtrak



- April 2015 – 1st Amtrak Committee meeting.
- May 2015 – Amtrak "Green Lights" the concept.

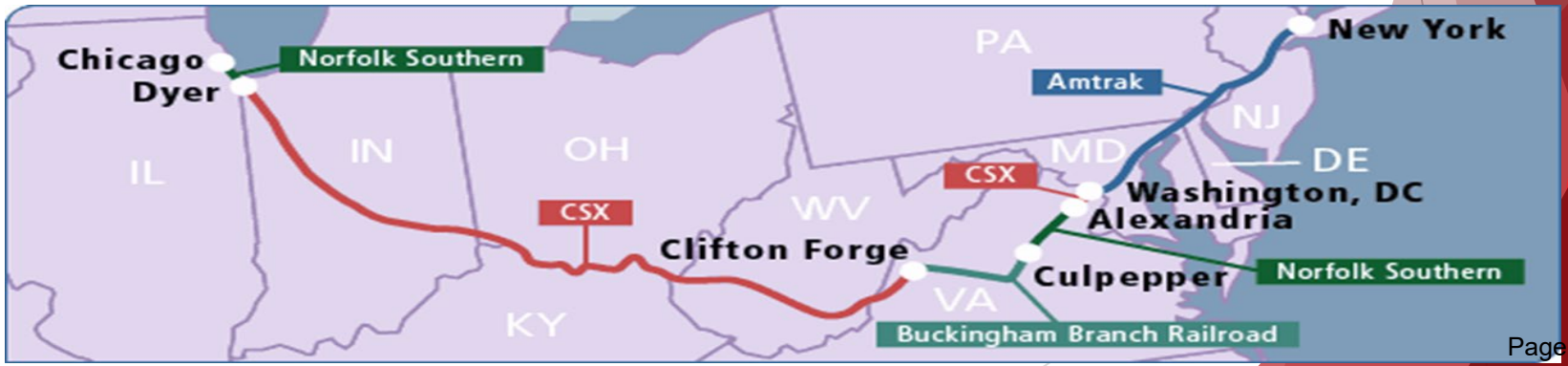
Amtrak's Request

- Site & Station location and identification.
- Site ownership.
- Amtrak Station management.
- Funding source for the platform construction.


AMTRAK Connects US
AmtrakConnectsUS.com
Legend
Amtrak Existing Station
Proposed New Amtrak Station
Additional Proposed Amtrak Services
Enhancing Existing Amtrak Service
Amtrak Existing Route
MN
WI
MI
IA
IL
IN
OH
PA
MO
KS
KY
WV
Fargo
Detroit Lakes
Staples
Duluth
Superior
Hinckley
St. Cloud
Cambridge
Coon Rapids
Minneapolis
St. Paul
Hudson
Menomonie
Eau Claire
Red Wing
Winona
LaCrosse
Tomah
Camp Douglas
Wisconsin Dells
Portage
Columbus
Madison
Watertown
Oconomowoc
Green Bay
Appleton
Oshkosh
Fond Du Lac
Milwaukee
Milwaukee Airport
Sturtevant
Grand Rapids
Holland
Port Huron
Flint
Lapeer
Durand
East Lansing
Pontiac
Detroit
Detroit Metro Airport
Windsor
Chatham
Glencoe
London
Ingersoll
Woodstock
Brantford
Toronto
Oakville
Niagara Falls
Buffalo
Westfield
Erie
Ashtabula
Cleveland
Cleveland Hopkins Airport
Elyria
Sandusky
Toledo
Bryan
Waterloo
Elkhart
South Bend
Dyer
Chicago
Rockford
Belvidere
Huntley
Lasalle
Naperville
Plano
Mendota
Princeton
Iowa City
Davenport
Moline
Geneseo
Omaha
Creston
Osceola
Ottumwa
Mt. Pleasant
Burlington
Galesburg
Lincoln
Fort Madison
Macomb
La Plata
Quincy
Kansas City
Carrollton
Topeka
Lawrence
Springfield
Pontiac
Dwight
Kankakee
Rensselaer
Lafayette
Crawfordsville
Indianapolis
Indianapolis Airport
Connersville
Oxford
Hamilton
Columbus
Springfield
Dayton
Sharonville
Cincinnati
Delaware
Creatine
Alliance
Pittsburgh
Greensburg
Latrobe
Johnstown
Altoona
Connellsville
Cumberland
Maysville
South Portsmouth
Ashland
Huntington
Charleston
Montgomery
Thurmond
Prince
White Sulphur Springs
Clifton Forge
Staunton
Charlottesville
Hinton
Alderson
Jeffersonville
Louisville
St. Louis
Alton
Centralia
Du Quoin
Carbondale
Arcadia
Effingham
Mattoon
Champaign
Randolph
Lincoln
Normal
Pontiac
Mason
Jefferson City
Hermann
Washington
Kirkwood
Shelbina
Warrensburg
Independence
Lees Summit
Lawrence

Cardinal Line





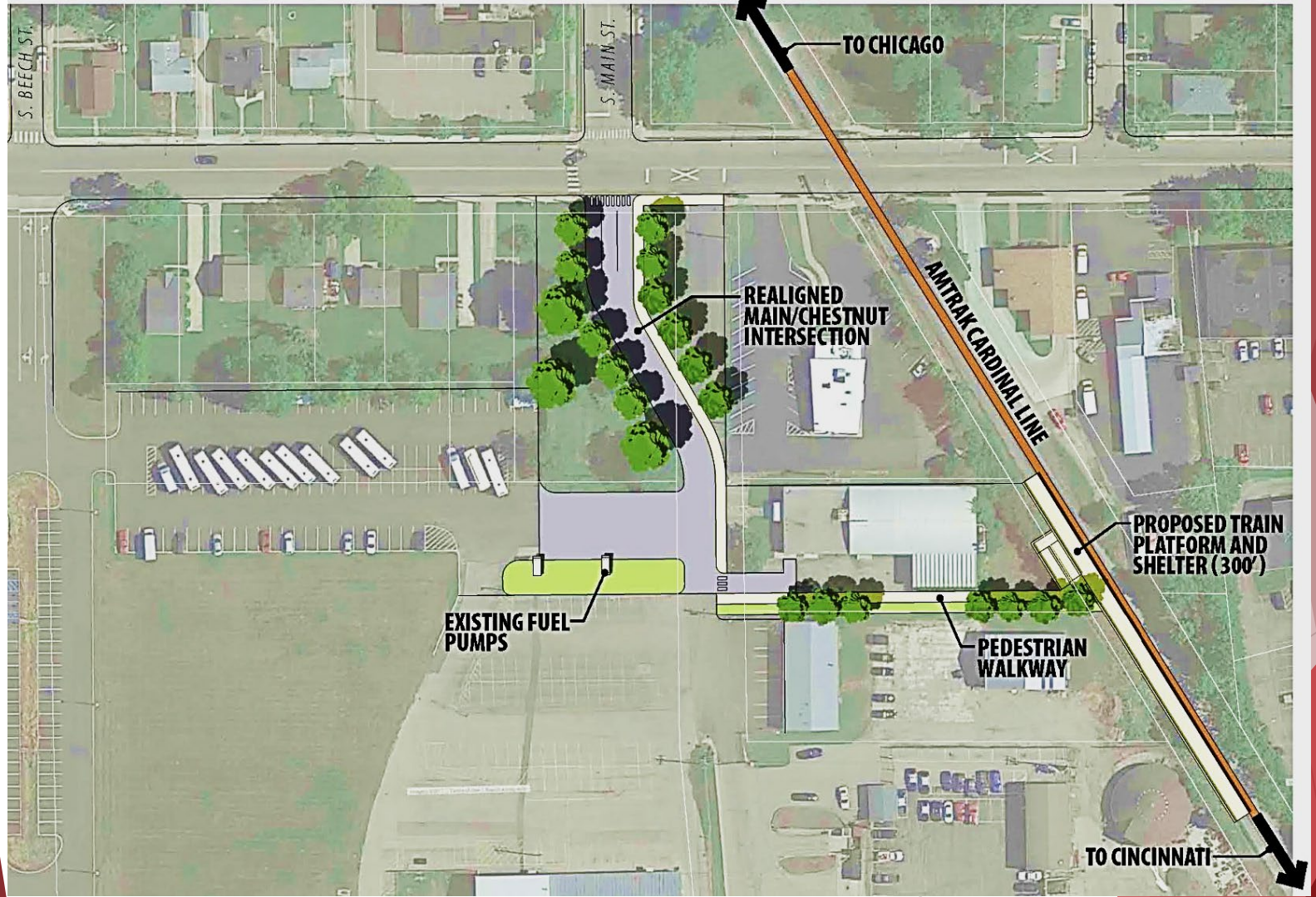
- Summer – Fall 2015 – Site Review & Selection.

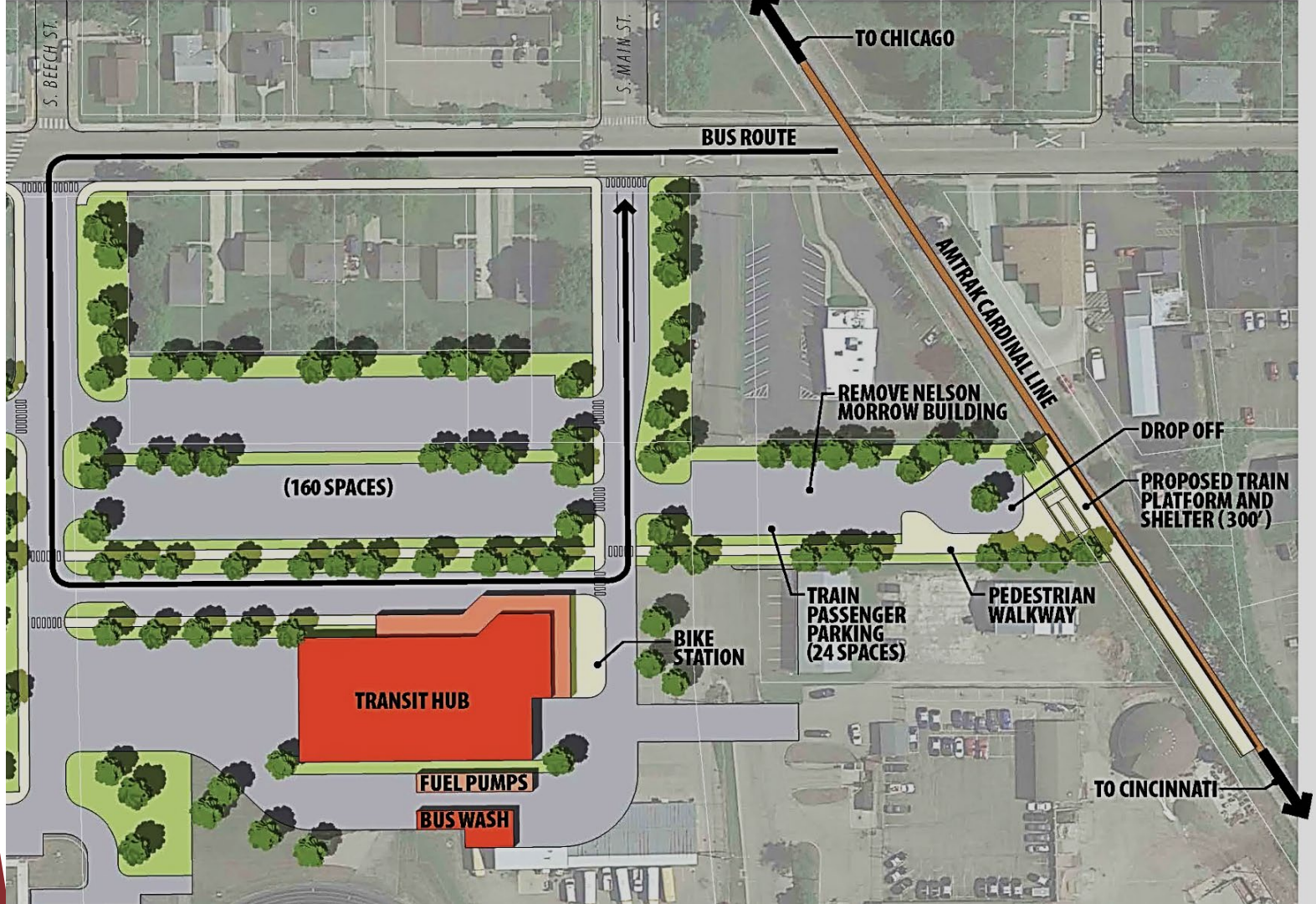




CONCEPTUAL PLATFORM & SHELTER DESIGN

01/13/17


S. BEECH ST.
S. MAIN ST.
TO CHICAGO
AMTRAK CARDINAL LINE
REALIGNED MAIN/CHESTNUT INTERSECTION
PROPOSED TRAIN PLATFORM AND SHELTER (300')
EXISTING FUEL PUMPS
PEDESTRIAN WALKWAY
TO CINCINNATI

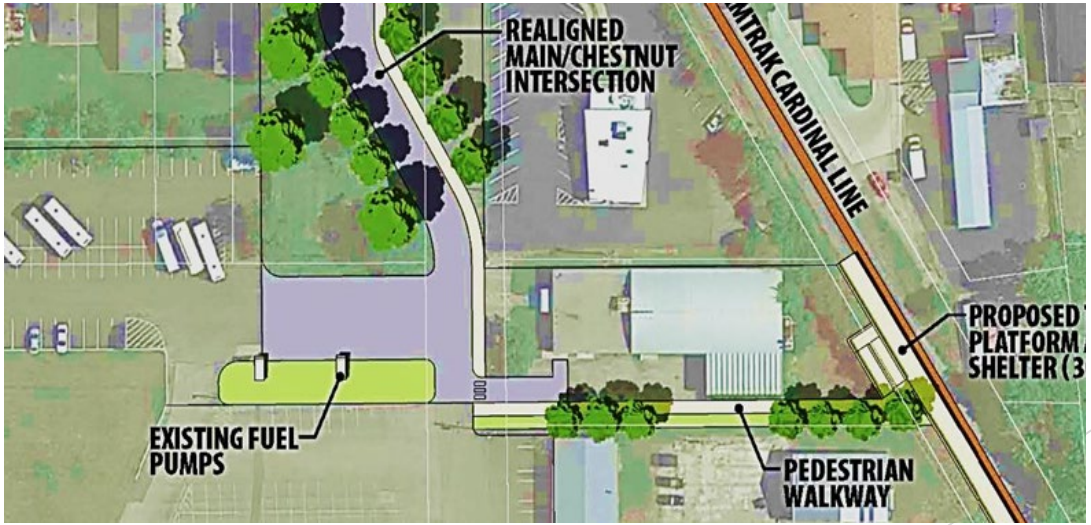

S. BEECH ST.
S. MAIN ST.
TO CHICAGO
BUS ROUTE
AMTRAK CARDINAL LINE
REMOVE NELSON MORROW BUILDING
DROP OFF
PROPOSED TRAIN PLATFORM AND SHELTER (300')
(160 SPACES)
TRAIN PASSENGER PARKING (24 SPACES)
PEDESTRIAN WALKWAY
BIKE STATION
TRANSIT HUB
FUEL PUMPS
BUS WASH
TO CINCINNATI

- Dec. 2015 – Amtrak Officials visited the two potential Amtrak platform locations.

- Winter 2016 – Site Selection & Cost Estimates

The Short Term Goal

- Secure seed funding for this project and secure an easement at a site to construct an Amtrak platform and shelter.
- Arcadia: $ 620,000 range.
- JJR/Smith Group: $ 1M to $1.3M range



2016

- Feb. 2016 – We met with Amtrak officials in DC.
- Mar. 2016 – We met with Amtrak officials in Chicago.
- Spring – Summer 2016 – TIGER Grant II – Aug. 2016
- Sept. 2016 – Cardinal Conference in Cincinnati

- Dec 2016–Jan 2017 – Oxford & Miami commit funding.

RESOLUTION NO. 5037

A RESOLUTION SUPPORTING AN AMTRAK STATION IN THE CITY OF OXFORD AND PLEDGING FINANCIAL SUPPORT IN THE AMOUNT OF THREE HUNDRED FIFTY THOUSAND DOLLARS ($350,000.00) TOWARDS THE CONSTRUCTION OF AN AMTRAK PLATFORM AND SHELTER IN THE CITY OXFORD, OHIO.

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

SECTION 1: Council hereby finds that the City of Oxford is committed to being an active participant in the development of an Amtrak station and further finds that an Amtrak Station will enhance the local economy and promote the health, safety and welfare of its citizens.

SECTION 2: Council having determined that the development of an Amtrak Station in Oxford is in the best interest of the City and citizens of Oxford, hereby pledges financial support in the amount of three hundred fifty thousand dollars ($350,000.00) towards the construction of an Amtrak platform and shelter in the City of Oxford, Ohio.

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

Kate R

MAYOR

ADOPTED: January 3, 2017

ATTEST: MaryLouise Eaton

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

Senior Vice President for Finance and Business Services

MIAMI UNIVERSITY

ROUDEBUSH HALL ROOM 218
OXFORD, OH 45056-1655
(513) 529-4226

January 4, 2017

The Honorable Kate Rousmaniere
Mayor, City of Oxford
City of Oxford Municipal Building
101 E. High Street
Oxford, Ohio 45056

Dear Mayor Rousmaniere:

This letter is written to inform the City of Oxford of Miami University's financial commitment in the amount of $350,000 towards the development of an Amtrak stop at Chestnut Fields. The funds will be made available to the project upon execution of a final memorandum of understanding between the City of Oxford and the National Railroad Passenger Corporation (Amtrak). Miami University looks forward to working with the City and the community in developing an Oxford/Butler County Amtrak stop.

Should you have any questions, please do not hesitate to contact me at (513) 529-4266.

Sincerely,

David R Creamer

David K. Creamer

Talawanda City School District Board of Education
131 W. Chestnut Street, Oxford, Ohio 45056
Phone: (513) 273-3100 Fax: (513) 273-3113
www.talawanda.org

MARK L. BUTTERFIELD
President

MIKE DAVIS, CPA
CFO/Board Secretary

Dr. MICHAEL W. CROWDER
Vice President

March 30, 2017

Mr. G. Allen Kyger
Economic Development Director
City of Oxford
101 E. High Street
Oxford, OH 45056

Re: ***Board of Education Support for Amtrak Stop***

Dear Mr. Kyger:

Please accept this letter of support from the Board of Education of the Talawanda City School District. The Board of Education is supportive of the efforts to bring an Amtrak stop to Oxford and is willing to work with the City and Miami University to consider ways that access to the stop might be provided over the Board of Education's Collins Run property.

If you have any questions, please do not hesitate to contact myself or the Board of Education's Treasurer, Michael Davis.

Respectfully,

TALAWANDA CITY SCHOOL DISTRICT

By: _____
Mark Butterfield, Board President

cc: Michael Davis, Treasurer
Kelly Spivey, Superintendent
Mike Crowder, Board Vice President
Chris Otto, Board Member
Mary J. Roberts, Board Member
Lois Vollmer, Board Member

2014 to 2020 Timeline

- Feb. 2017 - Steering Committee recommends the City of Oxford become the lead Amtrak agency. The Steering Committee will continue as an advisory group.
- Mar. 2017 – City of Oxford staff meet to decide how, within the City, this project moves forward.
  - City Manager's Office.
  - Community Development Office.
  - Service & Engineering Office.
  - Economic Development Office.

2017-2019 Timeline

- Needed to create Request for Design proposal.
- Needed to secure funding for design and construction.
- Change in Amtrak personnel.
- Amtrak's commitment to project in limbo.

2019

AECOM consulting & design firm assists in creating a “Request for Qualifications” for the station design.
Amtrak reaffirms interest in Oxford/Miami stop and agrees to a site visit.

2019 RFQ for site design and cost estimate



2020 renderings and cost estimates




CHESTNUT STREET
STATION



City of Oxford Amtrak Station



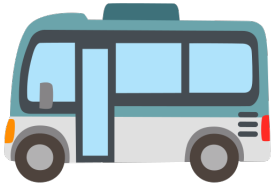
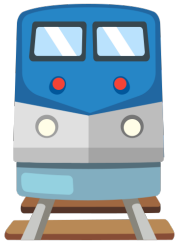
City of Oxford Amtrak Station


AECOM
City of Oxford Amtrak Station

2022 OKI Grant for Construction

$2,096,183 awarded for construction to occur in 2025-2026. (*Note, In December 1 π1 3.* Scott Otto was able to get a 10% increase to this grant for price increases)

- Nelson Morrow - Oxford Seniors- other ideas.
- Term Sheet
- CSX easement


2022-2024

2022:
Continued negotiations with Talawanda for Nelson Morrow.

2023-2024
Brown Rd. IT Facility in Exchange for Nelson Morrow
Worked with Miami to offer a sale of Brown Rd. IT facility for the same value as the Nelson Morrow facility. Plus, funds to renovate.
Denied by TSD.

Worked on Term Sheet with Amtrak:
I asked them to cover lease of stop with CSX. (No other platform pays this lease)
- $7,300 year + 2% increase each year

I asked them to cover costs of future Passenger Information Display(PID) systems.
- New PID $500K

Denied on both.

Worked with CSX to reevaluate lease terms
Asked to change from the commercial market value to another formula, such as property tax value
Denied.

2024 to today

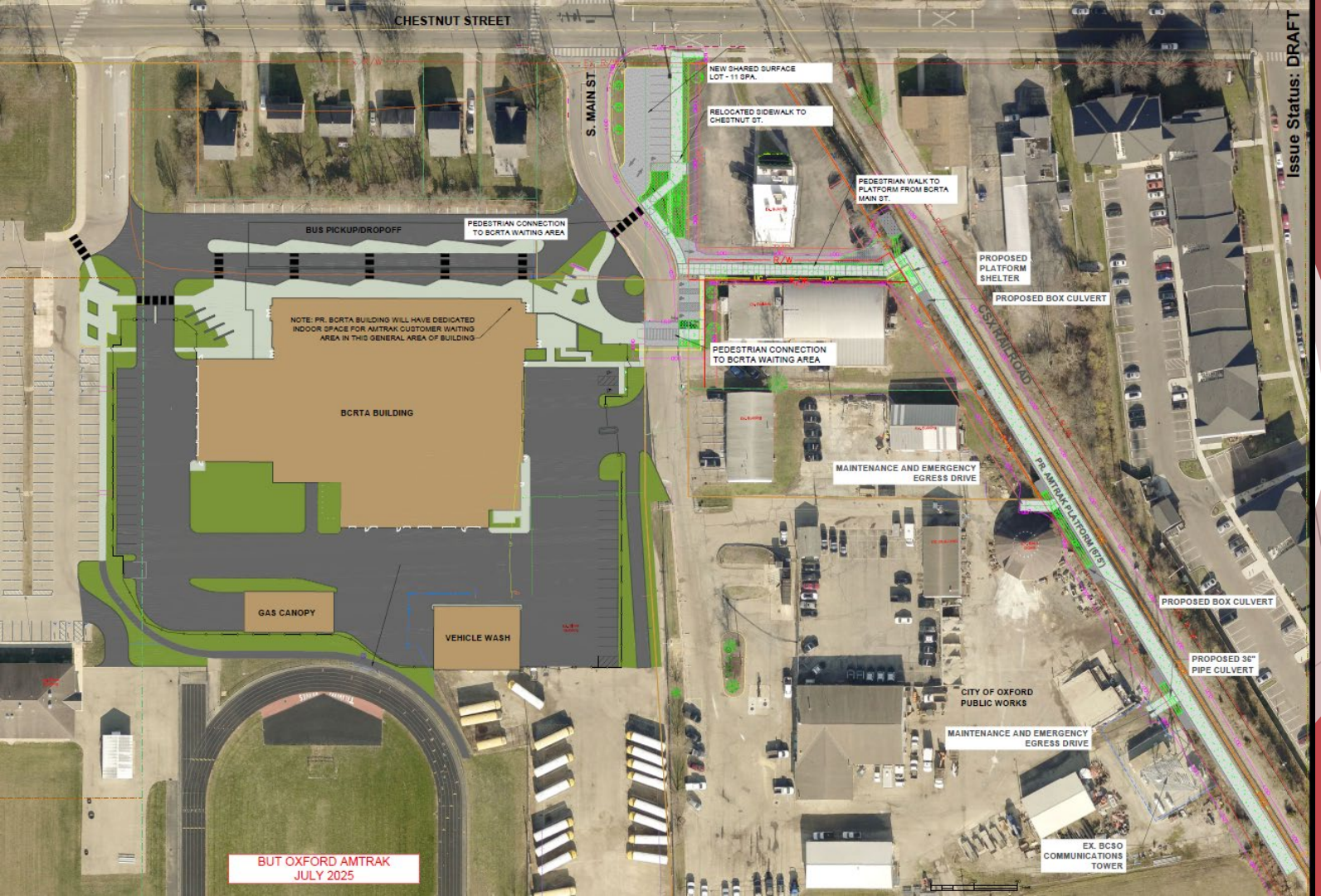
Worked to find a new access point to the platform.

- SDS ★
- Oxford Township Building
- City Garage facility

Finalized Term Sheet- construction must be completed by **December 31, 2027**

Began engineering design.

- Space behind Nelson Morrow was not big enough for passenger loading. Needed to be moved.
- Amtrak specifications mandated an increase in the length of the platform from an estimated 300’ in 2016 to 675’ in 2025.


CHESTNUT STREET
S. MAIN ST
NEW SHARED SURFACE LOT - 11 SPA.
RELOCATED SIDEWALK TO CHESTNUT ST.
PEDESTRIAN WALK TO PLATFORM FROM BCRTA MAIN ST.
BUS PICKUP/DROPOFF
PEDESTRIAN CONNECTION TO BCRTA WAITING AREA
NOTE: PR. BCRTA BUILDING WILL HAVE DEDICATED INDOOR SPACE FOR AMTRAK CUSTOMER WAITING AREA IN THIS GENERAL AREA OF BUILDING
BCRTA BUILDING
GAS CANOPY
VEHICLE WASH
PROPOSED PLATFORM SHELTER
PROPOSED BOX CULVERT
CSX RAILROAD
PEDESTRIAN CONNECTION TO BCRTA WAITING AREA
MAINTENANCE AND EMERGENCY EGRESS DRIVE
PR AMTRAK PLATFORM (615')
PROPOSED BOX CULVERT
PROPOSED 36" PIPE CULVERT
CITY OF OXFORD PUBLIC WORKS
MAINTENANCE AND EMERGENCY EGRESS DRIVE
EX. BCSO COMMUNICATIONS TOWER
BUT OXFORD AMTRAK
JULY 2025
Issue Status: DRAFT

Updated Project Costs:

Design Engineering

- Original estimate: $250K
- Additional needed: $126K

Construction Engineering:

- $580K (based upon 20% of construction costs)

Construction:

- Original estimate: $2.5M
- New estimate: $3.1M

ROW acquisition:

- Unknown.

Current cost overage estimates without ROW:

•$126K Design overage

•$580K Construction Engineering

•$600K Construction overage

=

•**$1,306,000.00 over, without ROW costs.**

•Spoke with Miami University briefly- still committed to Amtrak. I will ask for cost sharing.

Potential Schedule

Schedule

Stage 1 30% plans completed December 2024.

NEPA submitted for approval to ODOT. Expect approval in next month.

Right of Way Plans submitted to ODOT expect approval in the next month.

Begin right of way acquisition fall 2026.

Stage 2 60% plans anticipated to be completed 4-6 weeks following receipt of updated geotechnical information.

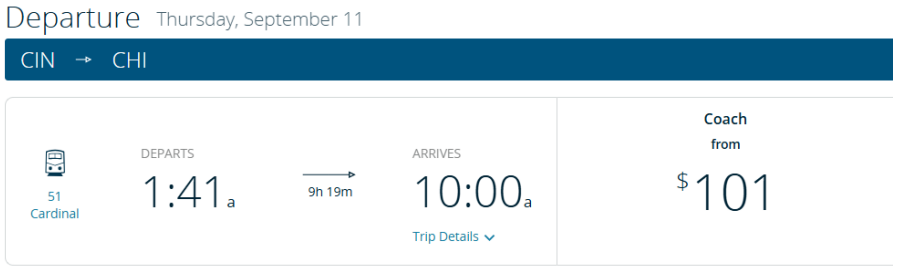
Final plans early spring 2026

Construction early summer 2026 (pending completion of Right of Way).

Start of Amtrak Cardinal Operations in Oxford in summer 2027.

Situational:

- Amtrak still has a vision of expanded daily service, but its study on the Cardinal line expansion has been paused.
  - Passenger pick up will be estimated to be 1:41AM



•Currently, no indication at the federal level of cuts in Amtrak

•Emerging smart car technologies.

Discussion & Direction?

MINUTES
OXFORD CITY COUNCIL WORK SESSION
COURTHOUSE
MONDAY, SEPTEMBER 8, 2025 AT 6:30 PM

1. Roll Call.

A work session meeting of the Oxford City Council was called to order by Mayor Snavely on Monday, September 8, 2025, at 6:30 p.m. Members in attendance were Michael Smith, Amber Franklin, David Prytherch, Chantel Raghu, and Jason Bracken, who arrived at 6:31 p.m. Alex French was excused.

Staff Members in Attendance

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

2. Topic

A. Review and Discuss the Proposed Five-Year Capital Improvement Plan 2026 – 2030

Mr. Elliott began the discussion by presenting a plan of action for purchasing capital equipment and capital projects. Mr. Elliott reviewed capital assets and capital expenditures and proposed capital spending in funds 140 and 141 (equipment and improvements). Mr. Elliott shared his balanced, essential, and sustainable Capital Improvement Plan and will incorporate it into the City Manager's Proposed Budget for 2026–2030 (slides included in minutes). Mr. Elliott and the City Staff addressed questions and comments from the Council.

3. Adjourn.

Motion – To Adjourn at 7:38 pm.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 6
NAY # 0
ABS # 0

CITY OF OXFORD
2026-2030
CAPITAL IMPROVEMENT PROGRAM
WORK SESSION
September 8, 2025



Douglas R. Elliott, Jr.

City Manager

CAPITAL IMPROVEMENT PROGRAM 2026-2030

- Plan of Action for Purchasing Capital Equipment and Constructing Capital Projects
- A Capital Asset is property that has a useful life longer than one year and is of significant value (for City of Oxford over $5,000). Capital assets include land, infrastructure, buildings, renovations to buildings that increase their value, equipment, vehicles, and other tangible and intangible assets that have useful lives longer than one year.
- A capital expenditure is an outlay that results in or contributes to the acquisition or construction of a capital asset.

CAPITAL IMPROVEMENT PROGRAM 2026-2030

- Proposed Capital Spending in Funds 140 & 141 (Equipment and Improvements) is dependent on General Fund transfers.
- This proposal is a balanced, essential, and sustainable Capital Improvement Plan for the next five years.
- After reviewing this plan with City Council, I will incorporate the 2026 CIP plan into the City Manager's Proposed Budget for 2026.

Capital Improvement Projects
2025-2026
$19.8 Million



CAPITAL IMPROVEMENT PROGRAM
FY 2026 SUMMARY

- Construction Projects total $16,526,229 of which $8,442,000 is Wastewater Improvement Projects (51.1%) and $7,084,229 (42.9%) is General Fund projects.
- Capital Equipment total is $1,806,949 with $805,300 from the General Fund, $608,500 from the Fire & EMS, and $170,600 from the Wastewater Fund.

Capital Improvement Projects FY 2026

- Leonard Howell Shelter/Barcum Park Shade $50,000*
- Pickelball Courts-TRI $60,000*
- P&R Comprehensive Strategic Plan $100,000*
- Aquatic Center (constructed in 2019) Maintenance $30,000
- Oxford Area Trail System Feasibility Study Contreras to Merry Day Park $915,000*
- Oxford Area Trail System Fairfield to Contreras thru Knolls of Oxford easement $1,600,000*
- Relining culvert under Shadowy Hills Drive at Bonham Rd. $85,000
- Installation of Temporary Curb Bulb Outs on Walnut at Main, Poplar, and Campus $24,000

Capital Improvement Projects FY 2026

- Bonham Road Stormwater Replacement $475,000*
- Engineering study traffic signal CC Pike/Westgate $25,000
- Bridge Maintenance & Improvements- Sandra Drive $10,000
- Roadway Pavers Maintenance $25,000
- Amtrak Rail Platform $2,720,229* ($4,066,000 w/ unknown easement costs).


AECOM
City of Oxford Amtrak Station

Capital Improvement Projects FY 2026

- Municipal Building/Courthouse Improvements $15,000
- Parking Garage Improvements $15,000
- Storm Sewer Infrastructure $50,000

Capital Improvement Projects FY 2026

- Improve Asphalt drives Oxford Cemeteries $70,000
- Street Resurfacing and Repairs $650,000
- Bicycle & Pedestrian Safety $50,000
- Maintenance Crack Sealing City Streets $50,000
- Sidewalk Curb and Gutter Improvements $25,000
- Uptown District Pear Trees Replacement $30,000
- Ohio EPA Request Cessation of Regulated Post Closure Activities $48,000
- Emerald Ash Borer Response $25,000

Capital Improvement Projects FY 2026

- Landfill Ground Water Monitoring Wells $50,000
- Closed Landfill Methane Emissions Reduction $10,000

Capital Improvement Projects FY 2026

- Water Distribution System Leak Survey $20,000
- Water System Improvements $100,000
- Lead Service Line Replacements $100,000
- Continue Hydrant Restorations $25,000

Capital Improvement Projects
FY 2026

- Water Plant SCADA Replacement/Upgrade $300,000
- Water Treatment Plant & Distribution Building Repair and Painting $20,000
- Clean and Redevelop Vertical Water Well $35,000
- Meter System Upgrade 50% (5 Yr. Total $365,000) $47,000

Capital Improvement Projects
FY 2026



Capital Improvement Projects FY 2026

- Biotower Media Replacement $5,700,000*
- Repair Concrete Primary Tanks & Replace New Drive, Rake Arms, Walkways & Hardware $2,500,000*
- Roof Replacement $65,000
- Meter System Upgrade 50% (5 Yr. Total $365,000) $47,000
- Sanitary Sewer System Improvements $100,000
- Sanitary Sewer Relining $30,000

Capital Improvement Projects
FY 2026

- Storm Sewer Improvements $20,000
- Storm Water Catch Basin Maintenance $10,000
- Sidewalk Improvements (Assessments) $200,000

- GRAND TOTAL ALL CAPITAL IMPROVEMENT PROJECTS $16,526,229
- From Capital Improvement Fund $1,685,296
- From Wastewater Improvement Fund $8,442,000

Capital Equipment Plan
FY 2026

- Headset Intercom System for 2 engines, ladder, 4 ambulances, & staff $85,000
- Staff Vehicle $98,500
- Replace 2010 EMS Transport Unit $425,000


BUCKS COUNTY
RESCUE SQUAD
AMBULANCE
ADVANCED
LIFE SUPPORT
1435
1435

Capital Equipment Plan
FY 2026

- Parking Garage Equipment-Gate, card access, reader $26,449
- Police K9 & Training $25,000*
- Rifle Replacement ($40,500-$7,500 trade in value) $33,000
- Police AED’s (2) $10,000*
- Police Tablet Replacement (10) $18,000
- Cruiser Replacement (2 marked vehicles) $150,000

Capital Equipment Plan
FY 2026

- Replace existing John Deere Gator $12,000
- Replacement of City Playgrounds $100,000*
- Athletic Fields, Playground and Facility Repairs $25,000
- MIS Network Infrastructure Upgrades (allocated) $23,000 Total
- MIS Technology Replacement (allocated) $30,000
- MIS Server Infrastructure Upgrades (allocated) $25,000 Total

Capital Equipment Plan
FY 2026

- Special Event Safety Barricades $110,000*
- Drone Mapping Software $7,500
- Electric Slide In Dump Bed $6,000
- Replacement of 2013 Toro Groundsmaster 5900 Mower $185,000
- Replacement of 2008 Ford F350 $80,000
- Replacement of 2017 Ford F250 (allocated) $70,000

Capital Equipment Plan
FY 2026

- Vulnerability Security Assessment Mitigation Items $20,000
- Replace Valve Exerciser $110,000

Capital Equipment Plan
FY 2026

- Flow Meters and Level Sensors for EQ Basins $15,000
- UV Lamp Replacement Project $20,500
- Influent Pump Station Improvements $122,000

- GRAND TOTAL FOR CAPITAL EQUIPMENT $1,806,949
- From Capital Equipment Fund $675,300
- From Fire & EMS Fund $608,500

Capital Improvement Plan
FY 2026

TOTAL FOR CAPITAL IMPROVEMENT PROJECTS $16,526,229

TOTAL FOR CAPITAL EQUIPMENT $1,806,949

GRAND TOTAL FOR FY 2026 CAPITAL IMPROVEMENT PLAN $18,333,178

Other Major (Over $1 Million) Capital Outlays FY'S 2027-2030

- Municipal Courthouse Improvements in 2027 $3,850,000
- OAT Phase VI in 2027 & 2028 Black Covered Bridge to OCP $8 million total*
- New Raw Water Well #9 in 2029 $1 million
- Replace 2005 Fire/EMS Div. Aerial Ladder in 2028 $2,485,000 million

Capital Improvement Plan
FY 2026

QUESTIONS?

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:	9/10/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	A Report Regarding the September 3, 2025, Environmental Commission Meeting (Reena Murphy, Sustainability Coordinator)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	0
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Members present were: Jon Ralinovsky, Chair; Jason Bracken, Planning Commission Representative and City Council Member; Peggy Branstrator; Jim Vinch; Michael Vanni; Ken Vincent. A quorum was present.

Members of the public present were: David Prytherch, City Council Member; Annie Swift with Republic Services, and Aidan Cornue with Oxford Free Press.

Staff members present: Reena Murphy, Sustainability Coordinator.

Motion to approve the agenda: Mr. Bracken
2nd: Mr. Vanni
Vote: unanimous approval

Motion to approve the minutes: Mrs. Branstrator
2nd: Mr. Vincent
Vote: Unanimous approval

Staff presented potential approaches to achieving City Council's goal of a commercial recycling mandate. Slides are attached.

The commission discussed the impact of recycling on the City's carbon neutrality goals. There was a split among the commission regarding matching resources to the mitigation potential. Some felt that because recycling does not significantly reduce our emissions, we should focus on high-impact sectors. Others acknowledged that despite the emissions impact, recycling is a sustainable action, is frequently requested by the residents, and is something people can regularly engage with.

There were concerns from the commission that if the city pursued a pilot program, mandates would not be implemented later. Some members felt the pilot should be a voluntary phase and that there would be a scheduled mandate to take effect in a few years. Others felt the pilot was necessary to see what works and if the anti-contamination tactics could be scaled.

Recommendations to Council:

Motion to recommend dumpster sharing to City Council: Mr. Vanni
2nd: Mr. Vinch
Vote: Unanimous approval

Commercial and Mixed Use
Motion to recommend Approach 1: City-Wide Recycling Mandate with New Staff Support to Ensure Waste Diversion (Waste Czar): Mr. Vinch
2nd: Mr. Vanni
Vote: 0-6

Motion to recommend Approach 2: Blanket Mandate with No New Staff: Mr. Vinch
2nd: Mr. Vanni
Vote: 2-4

Motion to recommend Approach 3: Pilot City Lead Shared Recycling (3 Locations) with No New Staff: Mr. Vincent
2nd: Mr. Bracken
Vote: 4-2

Multifamily Housing
Motion to recommend Approach 1: Tiered Approach with Current Staffing: Mr. Vinch
2nd: Mr. Vanni
Vote: 5-1

There was also a motion to recommend a pilot with a phased approach, ending with a requirement to implement a commercial recycling mandate in the future. Moved by: Mr. Vinch
2nd: Mr. Vanni
Vote: 5-1

Mr. Bracken shared that council had a work session on the city's solar projects. Mr. Ralinovski shared that OPTAB is hosting a Bike and Pedestrian Safety Engagement Session on September 17th. Ms. Branstrator shared that OCASC had a successful event with OKI and had 24 people in attendance. She also shared about a solar tour she is organizing on October 4-5th. No update from Planning Commission.

Staff shared that there are two relevant class projects happening this semester:
1) A GIS analysis for walkability to public green spaces and OATS.
2) Revising Oxford's street tree list for trees native to North America and resilient to the projected

climate.\

Motion to adjourn: Mr. Bracken
2nd: Ms. Branstator
Vote: Unanimous approval

The commission adjourned at 8:25pm.

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:	9/9/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	Uptown Park Permit - Cub Scout Pack 961 ROW 01000 (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Uptown Park Permit Request

ROW 01000

Print

Saturday mornings
Sept 13 - Oct 25, 2025
MLK Park

A D **APPROVED**

See stipulations below

Consent Agenda approved

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Uptown Parks Permit Request

Memorial Park & Martin Luther King Jr. Park

* **Organization Name**
Cub Scout Pack 961

Organization Phone
[redacted]

* **Organization Mailing Address**
2744 SCOTT RD

Are you a non-profit?

* **Contact's First Name**
John

* **Contact's Last Name**
Monroe

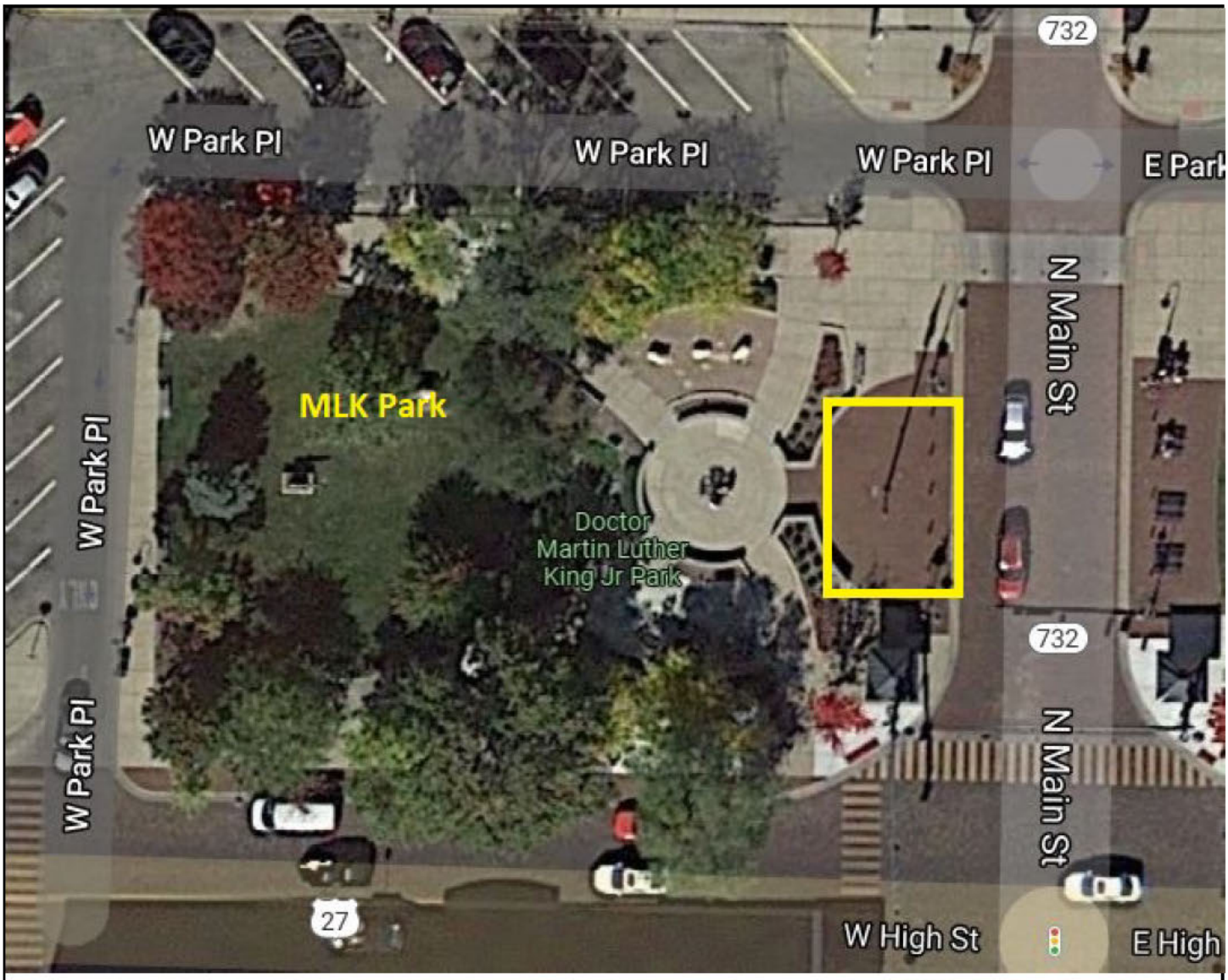
Contact's Phone
[redacted]

* **Email**
[redacted]

* **Contact's Mailing Address**
2744 Scott Rd Oxford OH 45056

Which park(s) are you requesting? Select all that apply.

- ☐ **Memorial Park (East Park Place & North Main Street - Pavilion)**
- ☑ **Martin Luther King Jr. Park (West Park Place & North Main Street - Fountain)**



Will be setting up table to sell popcorn for Cub Scout Pack 961.

* **Name of the Event**

Farmers Market Booth

Projected Attendance

Date Requested

MM/DD/YYYY

Format: MM/DD/YYYY

Has this event been held previously?

Event Start Time & End Time

Set Up Time Range

Tear Down Time Range

Event Description

This will be a weekly booth in front of the fountains for Cub Scout popcorn sales from Sept Sept 13 - Oct 25, 2025

Do you need reserved parking?

no

Are you requesting a road closure for this event?

no

Will there be portable heaters/fire pits?

no

Will tents, tables and/or chairs be used?

yes

Will you need police officers for this event? Depending on the event, this may be required.

no

Will you be renting portable restrooms for this event? (if yes, we recommend renting ADA compliant portable restrooms)

no

Will you need electricity?

no

Will you be bringing a sound system and/or technician?

no

Will alcohol, food, services and/or other items be sold?

popcorn

If yes to alcohol, food or service, please explain briefly.

no

Will you be exiting the park during the event? (i.e. for a race/run)

no

Please attach a site map sketch for this event, if possible.

Choose File No file chosen

Please attach the route map, if applicable (for parades, runs, etc...)

Choose File No file chosen

*** Event Details Accuracy Acknowledgement**

☑ **By checking this box, I acknowledge that all of the event details, as listed above, are accurate.**

Click here to read the Stipulations & Fees and then acknowledge below.

*** Event Stipulations & Fees Acknowledgement**

☑ **By checking this box, I acknowledge that I have reviewed the stipulations and estimated cost for the event and agree to compensate the City for services rendered as specified in the final invoice. If the event runs past the stated end time and/or the stipulations are not adhered to, I understand that additional charges will accrue and agree to compensate the City accordingly.**

Indemnification Clause: 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.

*** Indemnification Clause Acknowledgement**

☑ **By checking this box, I acknowledge that I have reviewed the indemnification clause above.**

*** Today's Date**

Sept 9, 2025

Format: MM/DD/YYYY

*** Electronic Signature**

John Monroe

If approved, you will receive an approved permit. If an invoice is required, it will also be sent with the approved permit. Invoice payment is due prior to the event.

If you have any questions, reach out to John Buchholz at (513) 839-4781 or jbuchholz@cityofoxford.org.

ROW 01000

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Uptown Public Parks Permit - Internal

Event Name Cub Scout Popcorn sales 2025 01000 **Event Date** Sep 13-Oct 25, 2025

Event Time _____ **Set Up Time** _____ **Tear Down Time** _____

Contact Name John Monroe **Contact Phone** [redacted]

Contact E-mail [redacted]

Event Description Will set up a table at Memorial Park and sell popcorn packs to benefit Cub Scout Pack 961.

Areas Utilized Memorial Park **Maps Attached?** Y ☑ N ☐

Police Officers	Y ☐ N ☐	**How Many** _____ **Time Range**	_____
Meter Rental?	Y ☐ N ☐	**List Meter Numbers**	_____
Street Closure	Y ☐ N ☐	**Attached Map or Route?** Y ☐ N ☐	
Service Personnel	Y ☐ N ☐	**How Many** _____ **Time Range**	_____
Trash Boxes	Y ☐ N ☐	**How Many**	_____
Food For Sale	Y ☐ N ☐	**Permit Number**	_____
Alcohol For Sale	Y ☐ N ☐	**Permit Number**	_____
Electric Service	Y ☐ N ☐	**Details**	_____
Insurance Required	Y ☐ N ☐	**Details**	_____
Portable Restrooms	Y ☐ N ☐	**Details**	_____
Bringing Sound System	Y ☐ N ☐	**Details**	_____
Live Animals Present	Y ☐ N ☐	**Details**	_____
Other			

Department Approval

Police Department	Y ☐ N ☐	**Date** _____
Fire Department	Y ☐ N ☐	**Date** _____
Service Department	Y ☑ N ☐	**Date** _____
Recreation Department	Y ☐ N ☐	**Date** _____
City Manager Department	Y ☑ N ☐	**Date** _____

Event Approved Y ☑ N ☐ **Signature** Jessica Greene, Asst. City Manager jfb148

Documents [redacted]

Invoice ☐ **Original Application** ☑ **Stipulations & Fees** ☑

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 (over 500 people) shall be submitted no less than sixty (60) 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	$1/each
Metered Parking (less than 4 hours)	$6/each
Metered Parking (4 or more hours)	$12/each
<u>Personnel</u>	
First Police Officer	$55 per hour
Additional Officer (s)	$55 per hour
Police Supervisor (required for each 4 Police Officers)	$65 per hour
Police Command Officer (required for two squads of five Officers)	$75 per hour

Street Department Personnel Electrician <u>Road Closure</u> Main Street US 27 Detour **includes labor <u>Sports Fields/Gazebo</u> Contact Oxford Parks & Recreation Department at 513-523-6314	$30/hour $120 plus materials $150** $150**

Area shall be cleaned at the end of each day

It is <u>PROHIBITED</u> 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.

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:	9/11/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	Noise Abatement ROW 00975 Uptown Madness Miami Basketball (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:
This event has been held in previous years. They bring a basketball event Uptown and have a DJ. The event ends at 11:30 pm and is hosted by the Miami Athletics Department.

CITY OF OXFORD
NOISE ABATEMENT APPLICATION

EVENT INFORMATION:

DATE REQUESTED FOR NOISE ABATEMENT: Friday, Sept. 26

FROM: 9 a.m. (p.m.) TO: 11:59 a.m. (p.m.)

ACTIVITY/EVENT TO BE UNDERTAKEN:

Uptown Madness with Miami Basketball

LOCATION (attach copies of paperwork showing approval to use site): _____

Main St. Between Uptown Parks

NUMBER OF PEOPLE EXPECTED TO ATTEND: _____

OPEN TO PUBLIC	(YES)	NO
ALCOHOL AVAILABLE	YES	(NO)

TYPE OF SOUND EQUIPMENT TO BE USED:

DJ Speakers / Mic

SOUND MONITORING PLANS (including person in charge of this process):

Work with City on restrictions / Angie Renninger [redacted]

APPLICANT ORGANIZATION INFORMATION:

NAME OF ORGANIZATION: Miami Athletics

ADDRESS: 500 E. Sycamore Ste. Oxford, OH 45056 TEL. #: 513-330-0810

What is the contact person's relation to the organization (title, etc.)?

Angie Renninger (Asst. AD Creative Services & Fan Engagement)

ATTACH EXTRA PAGES IF THE SPACE PROVIDED ABOVE IS INSUFFICIENT AND ATTACH ANY SUPPLEMENTAL DOCUMENTATION THAT MAY BE OF RELEVANCE.

I have read and understand the rules, conditions and laws applicable to the waiver of the noise ordinances, and understand that acceptance of them is a condition of approval. I hereby certify that the event/activity, which is the subject of this application will be open to the public and alcohol free.

Applicant's signature _____ Date: 9/11/25

Friday, Sept 26, 2025
Uptown Madness Miami Basktball

ROW 00975

Rev. 1/19

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

☐ REC APPROVED RMIT

■ REC See stipulations below -WAY PERMIT

Date(s) of Event: 9 / 26 / 25 through 9 / 27 /25 **From:** 06:00 PM **To:** 01:00 AM

Today's Date: 7 / 23 / 25 ☐ Emergency Utility Repair *(check box, if applicable)*

-

Responsible Adult:
(18 years of age or older)* Angela Renninger
Address: 230 Millett Hall; 500 E. Sycamore St.
Oxford, OH 45056
Telephone: [redacted]
Cellular: [redacted]
Fax:
Email: [redacted]

Organization: Miami Athletics
Advisor:
Address: 230 Millett Hall; 500 E. Sycamore St.
Oxford, OH 45056
Telephone: [redacted]
Cellular: [redacted]
Fax:
Email: [redacted]
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: Poplar Street between High Street & Church Street

TITLE OF EVENT (be specific and include projected attendance)

Uptown Madness with Miami Basketball

Projected Attendance: 200 Has this event been held previously? ■ Yes ☐ No If "YES", when? 2015

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: Angela L Renninger Date: 7 / 23 / 25

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.



g

Uptown Madness with Miami Basketball is a take on midnight madness, brining the basketball court to the street for fans to meet the teams and provide an interactive, up-close look at Miami Basketball. A portable sport court and hoop would be placed on the street with a DJ (observing noise ordinances) for music and host introducing the team. Would include player and (select) fan shooting contests and well as a possible dunk contest (conditions permitting). This was an event that was done in the uptown park in maybe 2014 and 2015 with great success. ying to meet students/alumni where they are during Homecoming weekend and provide an introduction to Miami Basketball in a fun and unique environment. The event would be free and open to the public.

Additional Requests:
(Include details in narrative)

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

**Generally the responsibility of the applicant.*

Time Details

	Start	End
Setup	6:00 pm	7:00 pm
Event	10:30 pm	11:30 pm
Breakdown	11:45 pm	1:00 am

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

ROW 00975 - Summary
Uptown Madness

Uptown Madness with Miami Basketball is a take on midnight madness, bringing the basketball court to the street for fans to meet the teams and provide an interactive, up-close look at Miami Basketball. A portable sport court and hoop would be placed on thestreet with a DJ (observing noise ordinances) for music and host introducing the team. Would include player and (select) fan shootingcontests and well as a possible dunk contest (conditions permitting)

Meter Rental - 6 pm - Midnight - East Park Pl

Road Closure - 6 pm - Midnight
Main Street and East Park Place

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Uptown Public Parks Permit - Internal

Event Name Uptown Madness Miami Basketball 2025 **Event Date** Friday, Sep 26, 2025

Event Time 10:30 - 11:30 PM **Set Up Time** 6-10:30 PM **Tear Down Time** 11:30 - 1 AM

Contact Name Angela Renninger **Contact Phone** [redacted]

Contact E-mail [redacted]

Event Description See summary

Areas Utilized Memorial Park/Main St **Maps Attached?** Y ☑ N ☐

Police Officers	Y ☐ N ☑	**How Many** ____ **Time Range** ____	
Meter Rental?	Y ☐ N ☐	**List Meter Numbers** ____	
Street Closure	Y ☑ N ☐	**Attached Map or Route?** Y ☑ N ☐	
Service Personnel	Y ☐ N ☐	**How Many** ____ **Time Range** ____	
Trash Boxes	Y ☐ N ☐	**How Many** ____	
Food For Sale	Y ☐ N ☐	**Permit Number** ____	
Alcohol For Sale	Y ☐ N ☐	**Permit Number** ____	
Electric Service	Y ☑ N ☐	**Details** ____	
Insurance Required	Y ☑ N ☐	**Details** Certificate of Liability	
Portable Restrooms	Y ☐ N ☐	**Details** ____	
Bringing Sound System	Y ☐ N ☐	**Details** ____	
Live Animals Present	Y ☐ N ☐	**Details** ____	

Other

Department Approval

Police Department	Y ☑ N ☐	**Date** ____
Fire Department	Y ☐ N ☐	**Date** ____
Service Department	Y ☑ N ☐	**Date** ____
Recreation Department	Y ☐ N ☐	**Date** ____
City Manager Department	Y ☑ N ☐	**Date** ____

Event Approved Y ☑ N ☐ **Signature** Jessica Greene, Asst City Manager jfb148

Documents Attached

Invoice ☑ **Original Application** ☑ **Stipulations & Fees** ☑

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



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	$1/each
Metered Parking (less than 4 hours)	$6/each
Metered Parking (4 or more hours)	$12/each
<u>Personnel</u>	
First Police Officer	$60 per hour
Additional Officer (s)	$60 per hour
Police Supervisor (required for each 4 Police Officers)	$70 per hour
Police Command Officer (required for two squads of five Officers)	$80 per hour
Street Department Personnel	$30/hour
Electrician	$120 plus materials
Event Trash cans	$6

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

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.

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

INVOICE

Customer ID: 00085
Invoice Number: 0000003798
Service Date: 09/26/2025
Invoice Date: 08/28/2025
Due Date: 09/19/2025

Property Address:

Bill To:

Miami Athletics
ANGELA RENNINGER
500 E. Sycamore Street
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
Rd Clo	DETOUR/ROAD CLOSURE	1.00	150.00	150.00
P spot	Meterd Parking Spots	22.00	12.00	264.00

ROW 00975
UPTOWN MADNESS WITH MIAMI BASKETBALL
ROAD CLOSURE
METER RENTAL EAST PARK PLACE

Total Invoice: 414.00
Payments Applied: 0.00
Adjustment:
Total Due: 414.00

Please detach bottom portion and return with your payment.

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

INVOICE

Customer ID: 00085
Invoice Number: 0000003798
Service Date: 09/26/2025
Invoice Date: 08/28/2025
Due Date: 09/19/2025
Property Address:

Miami Athletics
ANGELA RENNINGER
500 E. Sycamore Street
Oxford, OH 45056

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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	9/9/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Amend An Existing Agreement With AECOM Technical Service, Inc. For The Development Of Construction Plans And Specifications For An Amtrak Rail Station Platform. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Safe and Efficient Travel for All Modes of Transportation
BUDGETED AMOUNT:	$250,000
ACCOUNT CODE:	141.720.63173
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 9/9/25 DRE

DISCUSSION:
On April 20, 2021, the Oxford City Council approved Resolution No. 7290, authorizing an agreement with AECOM Technical Service, Inc. for engineering services to develop a railroad passenger platform on the CSX Transportation, Inc. rail line in proximity to the intersection of S. Main St. and E. Chestnut St. for an amount not to exceed $250,000.

Stage One plans have been completed using a revised easement through the southern part of the SDS property. This easement will allow access from the Butler County RTA Multi-Modal Facility to the proposed AMTRAK passenger platform to the east. This easement, along with additional site development demands from AMTRAK, will require additional detailed design services outside the original scope of the project, including environmental and geotechnical investigations, and the design of retaining wall structures.

To date, $183,705.51 has been authorized on the project, leaving an available contract balance of $66,294.49. Additional engineering costs identified in the contract modification will total an additional $199,477; therefore, an additional authorization of $133,182 is required. Staff is requesting a 10%

contingency of $13,318 for the amendment. Therefore, the new total not to exceed shall be $396,500.51. The latest total will enable the preparation of complete engineered drawings and specifications, facilitating the bidding process for a construction contract. Future costs will include, at a minimum, easement acquisition costs, construction contract costs, construction inspection and engineering costs, CSX Transportation flagging and inspection costs, and AMTRAK contract costs, including public information displays, leases, etc...

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND AN EXISTING AGREEMENT WITH AECOM TECHNICAL SERVICE, INC. FOR THE DEVELOPMENT OF CONSTRUCTION PLANS AND SPECIFICATIONS FOR AN AMTRAK RAIL STATION PLATFORM.

WHEREAS, on April 20, 2021, the Oxford City Council adopted Resolution No. 7290, authorizing an agreement with AECOM Technical Service, Inc. for engineering services to develop a railroad passenger platform on the CSX Transportation, Inc. rail line in proximity to the intersection of S. Main St. and E. Chestnut St. for an amount not to exceed $250,000; and

WHEREAS, Stage One plans have been completed utilizing a revised easement through the southern portion of the SDS property, which will allow access from the Butler County RTA Multi-Modal Facility to the proposed AMTRAK passenger platform to the east; and

WHEREAS, this revised easement, in combination with additional site development requirements from AMTRAK, necessitates further detailed design services beyond the original project scope, including environmental and geotechnical investigations as well as the design of retaining wall structures; and

WHEREAS, to date, $183,705.51 has been authorized on the project, leaving an available contract balance of $66,294.49; and

WHEREAS, additional engineering costs identified in the contract modification total $199,477.00, requiring an additional authorization of $133,182.00.

WHEREAS, future project costs are anticipated to include, at a minimum, expenses for easement acquisition, construction contracts, construction inspection and engineering, CSX Transportation flagging and inspection, and AMTRAK contract costs, including public information displays and leases.

WHEREAS, the City Manager and the Service Director recommend that the City Manager be authorized to amend the existing agreement with AECOM Technical Service, Inc. for the development of construction plans and specifications for an AMTRAK Rail Station Platform at an additional cost of $199,477.00 plus a contingency in the amount of $13,318.00 for a total cost not to exceed $396,500.51.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Service Director and accepts the amendment of the existing AECOM Technical Service, Inc. contract for the development of construction plans and specifications for an AMTRAK Rail Station Platform at an additional cost of $199,477.00 plus a contingency in the amount of $13,318.00 for a total cost not to exceed $396,500.51.

SECTION 2: Council further authorizes the City Manager to amend the existing agreement with AECOM Technical Service, Inc. for the development of construction plans and

specifications for an AMTRAK Rail Station Platform at an additional cost of $199,477.00 plus a contingency in the amount of $13,318.00 for a total cost not to exceed $396,500.51.

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

_____
MAYOR

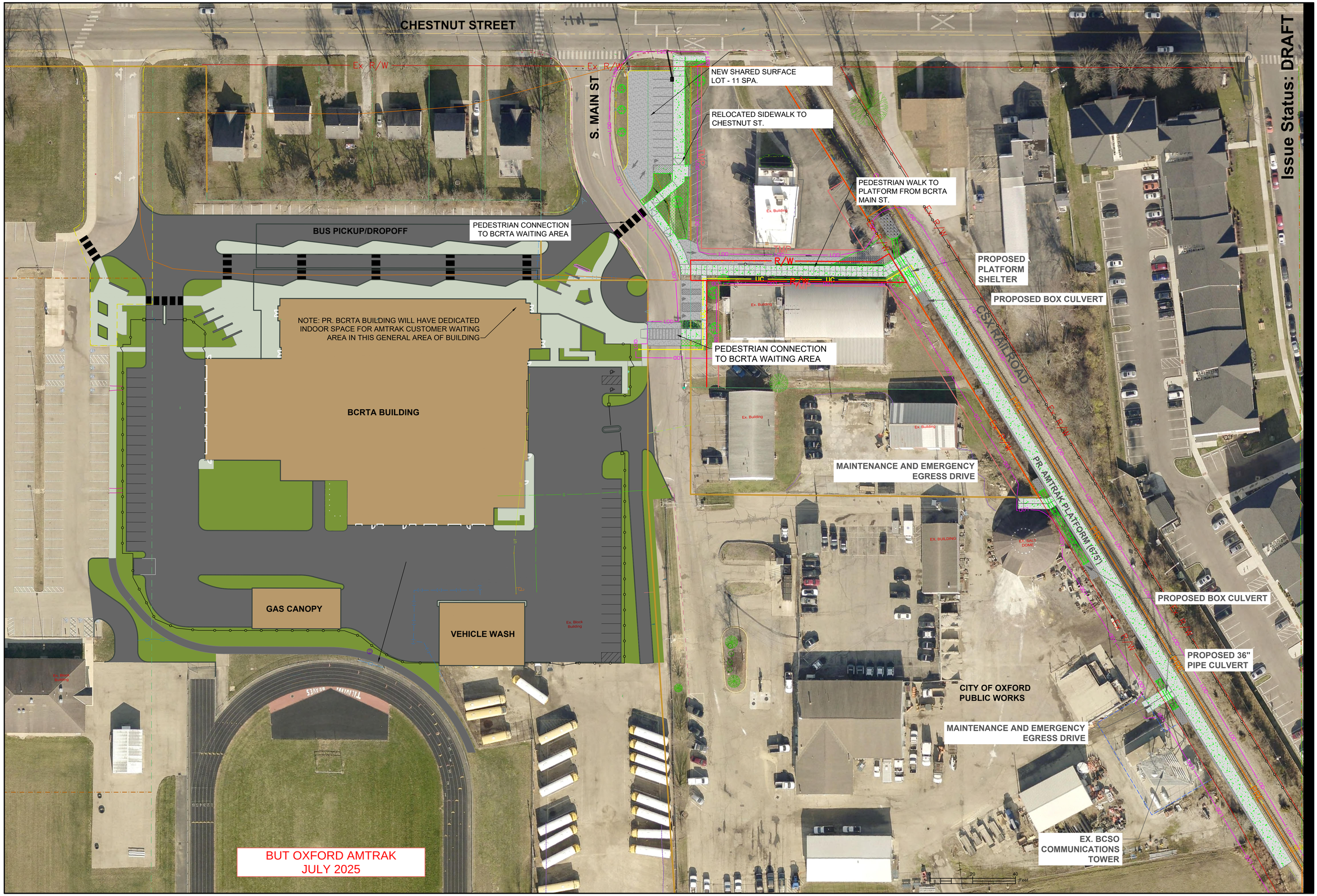
ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



AECOM

Issue Status: DRAFT

SCHEMATIC PLAN

BUT - OXFORD AMTRAK PID 118586
CITY OF OXFORD
Project No.: 60660562

AECOM
525 Vine Street, Suite 1800
Cincinnati, Ohio 45202

513 651 3440 tel
877 660 7727 fax

www.aecom.com

June 23, 2025

Michael B. Dreisbach
Director of Public Services
15 South College Ave.
Oxford, OH 45056
513.524.5206
Cincinnati, Ohio 45202

Re: BUT Oxford Amtrak PID 118586
Passenger Rail Platform
Contract Modification No. 2 –Detailed Design Services & Supplemental Geotechnical Investigation

Dear Mr. Dreisbach,

Please find the attached scope and fee proposal for revising the preliminary engineering plans and engineering services to complete the construction documents, including a supplemental geotechnical investigation for the City of Oxford Passenger Rail Platform and associated site improvements at the Chestnut Fields site.

The attached scope and fee proposal is for services under Task 5 not included in the current consulting agreement between AECOM and the City of Oxford dated May 18, 2021, including prior modifications. The supplemental geotechnical work will be led by AECOM sub-consultant Terracon Inc. AECOM's scope and fee (Exhibit B) includes labor for architectural structural, civil, and electrical design to complete the construction documents based on the revised access and parking for the facility. The fee provides credit for a prior budgetary authorization in July 2024. See Attachment A and B for more information.

This scope of work does not include construction phase services.

Please contact David Wormald at 513 419-3497 with any questions or comments.

Sincerely,

David L. Wormald

David Wormald, PE, AICP
Senior Project Engineer

Zack Deems, P.E.

Zack Deems, PE
Ohio Transportation Business Line Leader

Exhibit A: Scope of Work

This modification includes scope elements to revise and complete construction documents and perform a supplemental geotechnical investigation to design the passenger rail platform and retaining walls not included in the current scope of work. AECOM's professional services will be furnished on Time, and Materials (including reimbursable expenses with a not-to-exceed ("NTE") amount as shown in Exhibit B, by the consulting agreement executed between the City of Oxford and AECOM Technical Services Inc. dated May 18, 2021, with additional budget authorization in July 2024 for Tasks 1-3. No changes to the general terms and conditions apply to this change order.

The supplemental geotechnical investigation and report will be led by AECOM subconsultant Terracon Inc. AECOM's scope and fee (Exhibit B) include AECOM labor, expenses, and subconsultant charges for completing this work. A credit is applied for additional budget authorization in July 2024 for revisions to the Preliminary Engineering plans due to changes in the facility's access and related project management and design as directed by City Staff.

The scope of work for this modification is described in additional detail below.

Task 3 Revise PE (Stage 1) Plans

This task includes revisions to the preliminary engineering plans substantially completed in fall 2023 to provide alternative access to the proposed platform from a new walkway located between the SDS Pizza and Talawanda School District's Nelson Morrow Building, as well as a new surface parking lot located east of South Main Street. These changes required modification of the proposed grading, pavement, right of way, drainage, and signage plans. The originally proposed surface lot, shelters, and entry plaza on the Talawanda School District lot have been removed from the project due to challenges with the previously planned property transfer of the parcel to the City. AECOM provided a series of alternatives for modified access, truck circulation, and surface parking for review by City staff, ODOT, and other project stakeholders. Specific plan revision line items are included in Exhibit B. Additionally, the secondary maintenance and emergency access drives have been relocated based on feedback provided by Oxford Public Works staff.

Task 4 NEPA Documentation & Environmental Services

This task includes revisions to the initial ODOT NEPA documentation to reflect the project construction limits, right-of-way impacts, and excavation changes. AECOM 's original scope of work assumed the project would follow the FRA project development process, which is less extensive than the ODOT NEPA process. Additionally, AECOM has commenced coordination with the OEPA to address Section 513 authorization for the geotechnical investigation and construction of the platform. The project should not affect the landfill cap or leachate monitoring system based on the current layout. Due to the additional platform length and access, OEPA permitting and documentation and supporting documentation for the ODOT RMR screening were not included in the original scope of work. See Exhibit B for additional information on the NEPA scope of work revisions. It is assumed that plan notes will be incorporated to mitigate any solid

waste encountered during construction. Site-specific ODOT RMR Assessments or investigations are not anticipated to be necessary and are included in the scope of work.

Task 5a Detailed (Stage 2 /3) Plans

This task includes producing detailed construction documents (Stages 2 and 3) for the platform, walls, fencing, parking lot, lighting, signage, and architectural treatments based on the current project layout. Details for specific elements are summarized below and shown in Exhibit B.

Supplemental Geotechnical Investigation

See the attached proposal from Terracon Inc. for additional information. The proposed passenger platform requested by Amtrak is longer than originally planned. Additionally, the platform was originally anticipated to be a slab on grade without deep foundations. As a result of the original geotechnical investigation's recommendation for undercutting the existing soil, increased platform length, and the need to provide retaining walls flanking the relocated access walkway between SDS Pizza and the Talawanda school parcel, additional soil borings will be necessary to provide foundation recommendation for the access walk and passenger platform. The platform slab will be supported on helical piles to minimize the extent of undercutting the existing organic soils in the drainage ditch and the potential temporary shoring necessary adjacent to the CSX track. Currently, the retaining walls are assumed to be cast-in-place cantilever walls on shallow foundations.

Four additional borings will be advanced, as shown in the attached proposal from Terracon. Additional borings are not anticipated to foul the track or require a new right-of-entry agreement with CSX. Most of the supplemental investigation areas are located within the limits of the City public works facility. Due to the proximity of the southernmost boring to the former Municipal Landfill, Terracon will secure Section 513 authorization from the OEPA as needed.

The City is assumed to provide the geotechnical field crews access to City-owned property as needed. Entry will be required for private property (for two of the borings at the project's north end), and the City is assumed to coordinate access. The fieldwork on private property should be completed in a single day.

Civil/Site Design

The scope includes plans, profiles, sections, and details for the revised grading and pavement details for the platform, connecting walkways, and surface parking lot. The walkways will be conventional concrete, and the surface parking lot will be asphalt in accordance with ODOT or City specifications. The existing CSX track will remain at its current location and profile. No changes to the existing CSX infrastructure are planned. The project will include platform access in three locations (two inside the City public works facility). ork for the proposed drivers will not extend beyond the drives themselves. It does not include modifications to existing pavement or structures within the public works facility, communications tower, or former Landfill. The existing property fences will be removed and replaced as needed. Gates will be provided as platform access locations but will not be mechanized. All disturbed areas outside of the payment limits will be seeded. The scope does not include landscape architecture services to develop formal planting plans.

Throughout construction, traffic will be maintained on South Main Street, private parking lots, and drives. However, no traffic maintenance or detour plans for South Main Street are included.

Drainage Design –

This task includes an open channel design for relocating the existing drainage ditch west of the track and platform with analysis and plan profiles for three culverts to the platform's north, middle, and south ends. The drainage design will be completed in accordance with CSX standards, and precast concrete box sections and a pipe culvert southern access drive will be utilized. Existing stormwater outfalls at the railroad ditch will be graded to match the relocated drainage ditch along the track. No modifications to the existing storm sewer network on South Mainstreet, private parking lots, or within the City public works facility are planned. Inlets and storm sewer connections to the existing pipe network will be provided at the new surface parking lot east of South Main Street. The scope of work does not include analysis of the existing storm sewer network outside of the construction limits, the design of subsurface structural stormwater detention, or other structural post-construction stormwater BMPs.

Structural Design and Details

This task includes analyzing and detailing the proposed cast-in-place concrete retaining walls and platforms, including reinforcement, foundations, helical piles, embedments, and pole foundations, in accordance with Amtrak or CSX standards. It does not include the design of any buildings, canopies, shelters, temporary bracing, or excavation supports.

AECOM will provide electrical engineering services to provide lighting and convenience power to the passenger platform and connecting walkways to Amtrak standards. It is assumed that the platform lighting will be pole-mounted along the west side of the platform. The pole bases will be integrated with the platform due to the proximity of the adjacent drainage ditch. Based on coordination with Amtrak, the fixtures will vary from those used for the BCRTA facility but will be similar visually. AECOM will provide a photometric analysis to illuminate the platform and adjacent areas. Power service is assumed to originate with the existing service in the City public works facility with either a new panel or modification to the existing service panel in the vicinity of the salt storage building.

Currently, plans for the public address system are not included in the scope of work. The plans will accommodate platform video camera coverage based on the City's camera system specifications. Camera coverage is assumed to include three locations along the platform near the proposed access drives.

Architectural/ Signage Design

The project does not include custom shelters or canopies at the canopy. The previously designed custom shelters will not be incorporated into the current plan after eliminating the proposed entry plaza on the Talawanda property. The design will include a standard vendor-provided shelter at the north end of the platform. The Architectural design scope includes architectural treatment for retaining walls and fencing along the platform and entrance walkways, as well as site plans and details for Amtrak signage. The project's architectural and site furnishing elements are intended to generally match the same palate as those used for the neighboring BCRTA facility. Amtrak is

in the process of updating its signage design standards. Signage plans and details will be submitted after the updated Amtrak guidance is received.

Amtrak PIDS and Communications

At this time, provisions will be made for communication links from the BCRTA facility and power to the platform for the Amtrak passenger information display system (PIDS) signage, but details for the PIDS system itself will not be included. Amtrak is currently developing specifications for the new PIDS hardware and software generation. Power and communication will be terminated in a junction box at the north end of the platform.

Task 5b Final Plan Package and Specs

This task includes completing bid documents, including drawings, quantities, construction cost estimates, and specifications per the relevant standards from ODOT, City of Oxford, Amtrak, or CSX. Sidewalks and pavement will generally be according to ODOT standards, and the platform, lighting, and signage will be according to Amtrak standards. Where possible, the documents will reference standard specifications. Specifications for site-specific architectural, site furnishing, or electoral/lighting elements projects will be provided as needed. Not all quantities will follow ODOT bid item conventions, given that the project does not include typical roadway and bridge construction.

Tasks 6/7 Project Management

These tasks include an allowance for additional general project management, meetings including internal QA/QC review, and coordination with Oxford, Amtrak CSX stakeholders, and sub-consultant staff.

This proposal includes allowances for eight future progress meetings with Amtrak, City staff, and key stakeholders. An AECOM Project Manager and Senior Engineer will participate unless otherwise requested by the City. Other Potential stakeholders include Property Owners, Utilities, vendors, the Bulter County Sheriff's office, and adjacent businesses.

If City staff request additional meetings, they may be subject to a contract modification for extra labor. All meetings are assumed to be virtual or at the job site.

Exclusions:

The following services are not included in the proposed scope of work.

- Construction phase services
- Architectural Renderings
- Custom Designed Shelters or Canopies
- Right of Way Acquisition Services
- Landscape Architecture Services.
- Structural Stormwater Detention
- Public Adress System

ATTACHMENT B
FEE SUMMARY

City of Oxford
Passenger Rail Station Detailed Design/Contract Documents
Contract Mod No. 2
Jun 23 2025

Project Tasks	Labor Hours										Costs			
	Principal	Sr. Project Manager	Project Manager	Sr. Engineer	Project Engineer	Jr. Engineer	Sr. Designer/ Tech	Jr. Designer/ Tech	Admin & Clerical Support	TOTAL	Direct Labor	Loaded Labor 2.54 Multiplier	Subs & Direct Expences	Total
2025/26 Direct Rates	**100.00**	**74.00**	**69.00**	**58.00**	**46.00**	**36.00**	**38.00**	**30.00**	**33.00**					
Task 3 Revise PE (Stage 1) Plans														
Field Review			2	2	0	0	0	0		4	$258	$645	$25	$670
Update Survey/Base mapping (from BCRTA)			2	4	0	0	8	4		18	$807	$2,017	$0	$2,017
New Surface Parking and Walkways		1	8	16	60	0	32	20		137	$6,228	$15,570	$0	$15,570
Revise Drainage for Alt Drive/Access Locations			4	8	8	8	0	0		28	$1,418	$3,546	$0	$3,546
Revise Preliminary Lighting Layout/Distribution		1	2	4		8	4	4		23	$1,020	$2,550	$0	$2,550
Revise Preliminary Signage and Egress Plan			2	2	4	8	4	8		28	$1,136	$2,840	$0	$2,840
Revise Preliminary Right of Way Property			4	2	4	0	0	0		10	$585	$1,463	$0	$1,463
Preliminary Arch Shelter/ Wall Details.		1	4	4	20	8	0	0		37	$1,819	$4,547	$0	$4,547
Totals	**0**	**3**	**26**	**40**	**96**	**32**	**48**	**36**	**0**	**281**	**$10,609**	**$32,532**	**$0**	**$32,532**
Task 4 NEPA Documentation & Env Services														
NEPA Field Review			1	1	1					3	$176	$439	$50	$489
Eco Exempt Form			2	4			4	4		14	$652	$1,631	$0	$1,631
Regulatory Materials Review Screening update			8	16	20		16	4		64	$3,178	$7,945	$0	$7,945
Update C2 Form			2	4		4				10	$522	$1,306	$0	$1,306
OEPA 513 Authorization			4		24			12	**4**	44	$1,902	$4,755	$0	$4,755
Totals	**$0**	**$0**	**$17**	**$25**	**$45**	**$4**	**$20**	**$20**	**$4**	**135**	**$6,430**	**$16,076**	**$50**	**$16,126**
Task 5a Detailed (Stage 2 /3) Plans														
General Notes			2	4	1	8				15	$715	$1,788	$25	$1,813
Title Sheet/Site Plan		1	8	8	24		40			81	$3,773	$9,434	$25	$9,459
Typical Sections		1	2	4			16	4		27	$1,191	$2,977	$0	$2,977
Grading Plan		1	4	16	16		20			57	$2,818	$7,046	$0	$7,046
Drainage Design			4	8	24		16			52	$2,491	$6,228	$0	$6,228
Utility Plan			4	4	8	0	16	0		32	$1,508	$3,769	$0	$3,769
Platform and Wal Civil Details		1	2	4	16	24	8			55	$2,386	$5,964	$0	$5,964
Structural Design and Details		4	8	80	40	40	0			172	$8,908	$22,271	$200	$22,471
Supplemental Geotechnical Investigation (including 513 Authorization)		4	4	8				4		20	$1,174	$2,936	$21,750	$24,686
Electrical Plans Lighting and Power		2	40	50	60	0	40			192	$10,249	$25,624	$500	$26,124
Architectural Details		4	8	8	80		40			140	$6,616	$16,540	$0	$16,540
Signage and Pavement Marking Plan			4	8	12		20	4		48	$2,207	$5,517	$0	$5,517
Misc Civil Details				4	8	12				24	$1,049	$2,621	$0	$2,621
Utility Coordination			4	4		8		4		20	$931	$2,327	$25	$2,352
Totals	**0**	**18**	**94**	**210**	**289**	**92**	**216**	**16**	**0**	**935**	**$46,017**	**$115,042**	**$22,525**	**$137,567**
Task 5b Final Plan Package and Specs														
General Notes			1	4	8			8		21	$924	$2,309	$25	$2,334
Site Plan		1	2	4			4	4		15	$727	$1,819	$0	$1,819
Cross Sections			4	8	12	16	24			64	$2,824	$7,061	$0	$7,061
Grading Plan			2	4	8	4				18	$896	$2,240	$0	$2,240
Utility Plan			4	4	4		8	4		24	$1,134	$2,835	$0	$2,835
Platform and Wall Details/Quantities			4	4	8					16	$890	$2,225	$0	$2,225
Structural Details/Quantities/Specs		2	8	32	40	20	8	8		118	$5,751	$14,376	$100	$14,476
Electrical Details/Quantities and Specs		6	16	32	40	0	20			114	$6,100	$15,250	$0	$15,250
Architectural Details/Quantiles/Specs		4	4	8	8	24	40			88	$3,849	$9,622	$0	$9,622
Signage and Marking Quantities And Specs			2	4		8				14	$669	$1,671	$0	$1,671
Stormwater Pollution Prevention Plan		1	2	8	8	16				35	$1,646	$4,115	$0	$4,115
Misc Civil Details/Specs			2	4	8		12			26	$1,213	$3,033	$0	$3,033
General Summary			8	4	4	8		16		40	$1,764	$4,409	$0	$4,409
Totals	**0**	**14**	**59**	**120**	**148**	**96**	**116**	**40**	**0**	**593**	**$28,386**	**$70,965**	**$125**	**$71,090**
Task 6 Project Management PE														
Task 6a Additional Project Meetings/PM			**20**	**4**					**4**	**28**	**$1,744**	**$4,430**	**$25**	**$4,455**
Task 7 Project Management Final Eng														
Task 7a Project Meetings			24	24				4	4	**56**	$3,300	$8,382	$100	$8,482
Task 7b General Project Management	2		42	4					12	**60**	$3,726	$9,464	$0	$9,464
Task 7 Sub Totals	**2**	**0**	**66**	**28**	**0**	**0**	**0**	**4**	**16**	**116**	**$7,026**	**$17,846**	**$100**	**$17,946**
Project Totals	**2**	**35**	**282**	**427**	**578**	**224**	**400**	**116**	**24**	**2,088**	**$100,212**	**$256,891**	**$22,825**	**$279,716**
Credit for Additional Authorization July 2024														**$80,239**
Net Modification Amount														**$199,477**

611 Lunken Park Dr.
Cincinnati, Ohio 45226
P (513) 321-5816
Terracon.com

May 30, 2025

AECOM Technical Services, Inc.
525 Vine Street
Cincinnati, Ohio 45202

Attn: Mr. David Wormald, PE, AICP
P: (513) 651 3440
E: dave.wormald@aecom.com

RE: Proposal for Geotechnical Engineering Services
City of Oxford Passenger Rail Platform
Chestnut Street
Oxford, Butler County, Ohio
Terracon Proposal No. PN1215112

Dear Mr. Wormald:

We appreciate the opportunity to submit this proposal to AECOM Technical Services, Inc. (AECOM) to provide Geotechnical Engineering services for the above-referenced project. The following are exhibits to the attached Master Services Agreement Task Order.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Site Location
Exhibit E	Anticipated Exploration Plan

Our lump sum fee to perform the Scope of Services described in this proposal is $21,750. Exhibit C includes details of our fees and consideration of additional services as well as a general breakdown of our anticipated schedule.

Your authorization for Terracon to proceed in accordance with this proposal can be issued by signing and returning a copy of the attached Master Services Agreement Task Order to our office.

Sincerely,
Terracon

Brent M. Langlois, P.E.
Senior Engineer

Jeffrey D. Dunlap, P.E.
Senior Engineer / Group Manager

Reference Number: PN1215112

MASTER SERVICES AGREEMENT

TASK ORDER

This TASK ORDER is issued under the MASTER SERVICES AGREEMENT dated 11/07/2021 between AECOM Technical Services Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the City of Oxford Passenger Rail Platform project ("Project"), as described in the Project Information section of the Consultant's Task Order Proposal dated 05/30/2025 ("Task Order Proposal") unless the Project is otherwise described below or in Exhibit A to this Task Order (which section or Exhibit are incorporated into this Task Order). This Task Order is incorporated into and part of the Master Services Agreement.

1. Project Information

   See Exhibit A

2. Scope of Services The scope of Services to be provided under this Task Order are described in the Scope of Services section of the Consultant's Task Order Proposal, unless Services are otherwise described below or in Exhibit B to this Task Order.

   See Exhibit B

3. Compensation Client shall pay compensation for the Services performed at the fees stated in the Task Order Proposal unless fees are otherwise stated below or in Exhibit C to this Task Order.

   See Exhibit C

All terms and conditions of the Master Services Agreement shall continue in full force and effect. This Task Order is accepted and Consultant is authorized to proceed.

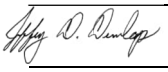
Consultant:	Terracon Consultants, Inc.	Client:	AECOM Technical Services Inc
By:	 Date: 5/30/2025	By:	Date:
Name/Title:	Jeffrey D Dunlap / Principal	Name/Title:	Dave Wormald /
Address:	611 Lunken Park Dr	Address:	525 Vine St Ste 1800
	Cincinnati, OH 45226-1813		Cincinnati, OH 45202-3142
Phone:	(513) 321-5816 Fax: (513) 321-0294	Phone:	Fax:
Email:	Jeff.Dunlap@terracon.com	Email:	dave.wormald@aecom.com

Exhibit A – Project Understanding

Our Scope of Services is based on our understanding of the project as described by AECOM, documentation provided, and the expected subsurface conditions as described below. Aspects of the project, undefined or assumed, are highlighted below. We request AECOM and/or the design team verify all information prior to our field exploration activities.

Project Information

Item	Description
Information Provided	■ BUT Oxford Amtrak Stage 1 Plans by AECOM, dated December 6, 2024 ■ Email correspondence with AECOM (David Wormald), dated February 24, 2025 ■ City of Oxford Passenger Rail Platform Geotechnical Engineering Report by Terracon, dated December 20, 2021
Project Description	The project consists of a new rail platform to provide access for passengers to the Amtrak Cardinal operating on the existing CSX railroad tracks. According to the Stage 1 The platform will be constructed as a structural slab which will be 12 feet wide by 675 feet long. Terracon performed a geotechnical study circa 2021 which provided rail platform recommendations for slab on grade construction. We understand that the design has switched to a structural slab supported on piles (either micropiles or helical piles). In addition, three access paths are planned for the rail platform which include pedestrian access to the north and emergency/maintenance access at the middle and south end. As such, 3 culverts are planned to convey the adjacent stormwater ditch. Retaining walls will also be necessary for the northern access path to provide grade separation from the existing parking lots and buildings located to the north and south. The purpose of our work will be to explore the subsurface conditions within the vicinity of the planned retaining walls, culverts, and rail platform and provide geotechnical recommendations related to helical or micropile foundations, retaining wall and culvert earth pressures, and shallow foundation support of the culverts.
Pile Loads (assumed)	Anticipated structural loads are currently being developed by AECOM. To facilitate the preparation of this proposal, we assumed a compressive load of 50 kips per pile.

Item	Description
Culverts	The northern culvert will be a 2-foot by 4-foot pre-cast box culvert. The remaining two culverts will be ODOT Type C 36-inch diameter culverts with concrete headwalls.
Retaining Walls	Located on each side of the northern access path. Walls heights will be 2 to 6 feet. The wall type is assumed to be a gravity or cantilever structure.

Site Location and Anticipated Conditions

Item	Description
Parcel Information	■ The project is located southeast of the intersection of Main Street and Chestnut Street in Oxford, Butler County, Ohio. ■ Latitude: 39.5003° ■ Longitude: -84.7419° ■ See Exhibit D
Existing Structures/Conditions	Existing CSX railroad track (Amtrak Cardinal Route), pavements, existing buildings and salt dome to the west of the platform. Additionally, an existing swale is within the footprint of the proposed rail platform which we understand will be relocated slightly further to the west.
Existing Topography (Stage 1 Plan and Profile Sheets)	The ground surface has a gradual downward slope from north to south near the proposed rail platform ranging in elevation from about Elevation 890 to 880 feet MSL.
Site Access	We expect that the site, and all exploration locations, will be accessible with our track-mounted drilling equipment and support vehicles. Drilling will be performed on the west side of the existing swale and railroad tracks. The drilling will occur outside of the railroad tracks right-of-way (ROW) and therefore we did not budget for any permitting, traffic control, or other access effort involved with drilling within or near this ROW. Boring TB-6 is within 300 feet of a landfill and will therefore require a Section 513 permit with Ohio EPA. We have budgeted to prepare and submit the permit application and properly dispose of any waste materials encountered in the boring.
Expected Subsurface Conditions	The borings performed in our 2021 geotechnical study indicate the subsurface conditions at the site consist of 5 to 10 feet of medium stiff to stiff clays underlain by very stiff to hard clayey/silty soils to the maximum explored depth of 20 feet.

Exhibit B - Scope of Services

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. Our scope of work will not be performed according to ODOT requirements. These services are described in the following sections.

Field Exploration

Terracon proposes the following field exploration program:

Number of Borings	Planned Boring Depth (feet) [1]	Planned Location [2]
4	20	Retaining wall and culvert areas

1. Although not anticipated based on the geology in the vicinity of the project site, borings would be terminated at shallower depths if refusal is encountered.
2. The planned boring locations are shown on the attached Anticipated Exploration Plan.

Boring Layout and Elevations: The borings will be located using handheld GPS equipment with an estimated horizontal/vertical accuracy of +/-1 foot. The accuracy will depend on the impact of existing site features on satellite signal reception. Field measurements from existing site features may also be utilized. If available, approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map. If more precise elevations and boring locations are desired, we recommend the exploration locations be surveyed by a Professional Surveyor.

Subsurface Exploration Procedures: The borings will be advanced with a track-mounted drill rig using hollow stem augers. Four samples will be obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling will be accomplished using thin-wall tube and/or split-barrel sampling procedures. The split-barrel samplers are driven in accordance with the standard penetration test (SPT). The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and classified by a Geotechnical Engineer or Geologist. In addition, we will observe and record short-term groundwater levels during drilling and sampling.

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials observed during drilling and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, will represent the Geotechnical Engineer's interpretation and

include modifications based on observations, laboratory tests, and engineering judgement.

Site Access: Terracon must be granted access to the site by the property owner. Without information to the contrary, we consider acceptance of this proposal as authorization to access the property for conducting field exploration in accordance with the Scope of Services. Our proposed fees do not include time to negotiate and coordinate access with landowners or tenants, particularly the SDS Pizza business. Terracon will conduct field services during normal business hours (Monday through Friday between 7:00 am and 5:00 pm).

As previously stated, no drilling will be performed within the railroad ROW and therefore we did not budget for any permitting, traffic control, or other access effort involved with drilling within or near this ROW.

Terracon will prepare and submit a permit application in accordance with Section 513 of the Ohio Administrative Code for the drilling of Boring TB-6 which is within 300 feet of an existing landfill. Terracon will containerize and dispose of any waste materials encountered in the boring. A certification report will be submitted after drilling is complete.

Property Disturbance: Terracon will take reasonable efforts to reduce damage to the property. However, it should be understood that in the normal course of our work some disturbance will occur including rutting of the ground surface.

The borings will be backfilled with auger cuttings upon completion except for TB-6 if waste materials are encountered. If waste is encountered, TB-6 will be backfilled with bentonite chips. Pavements will be patched with cold-mix asphalt and/or ready-mixed concrete, as appropriate. Our services do not include repair of the site beyond backfilling our boreholes and patching existing pavements. Excess auger cuttings will be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes to be periodically checked and backfilled, if necessary. We can provide this service or grout the boreholes for additional fees at your request.

Safety

Terracon is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials observed while drilling will be noted on our logs.

Exploration efforts require borings into the subsurface, therefore Terracon will comply with local regulations to request a utility location service through the Ohio Utility Protection Service (OUPS). We will consult with the landowner/client regarding potential utilities or other unmarked underground hazards. Based upon the results of this consultation, we will consider the need for alternative subsurface exploration methods as the safety of our field crew is a priority.

Private utilities should be marked by the owner/client prior to the field exploration. Terracon will not be responsible for damage to private utilities not disclosed to us.

Terracon proposes to provide a private utility clearance service. Fees associated with this service are included in our Scope of Services.

Private utility clearance services will be by non-invasive means, such as GPR and EM. The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service by Terracon would not relieve the landowner/client of their responsibilities in identifying private underground utilities.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. The exact types and number of tests cannot be defined until completion of fieldwork, but we anticipate the following laboratory testing may be performed:

- Water content
- Atterberg limits
- Grain size analysis
- Unconfined compressive strength of soil

Our laboratory testing program includes examination of soil samples by an engineer or geologist. Based on the results of our field and laboratory programs, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

Engineering and Project Delivery

The results of our field and laboratory programs will be evaluated, and a geotechnical engineering report will be prepared under the supervision of a licensed professional engineer. The geotechnical engineering report will provide the following:

- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Stratification based on visual soil classification
- Boring logs with field and laboratory data
- Short-term groundwater levels observed during drilling
- Earthwork recommendations
- Shallow foundation recommendations for retaining walls and culverts
- Lateral earth pressure recommendations for retaining walls and culverts
- Helical allowable load capacity or micropile soil/grout bond strength parameters for compressive resistance. Lateral analysis not included in our scope.
- Helical or micropile construction recommendations
- Seismic site classification

In addition to an emailed report, your project will also be delivered using our Client Portal, Compass. Upon initiation, we will provide you and your design team the necessary link and password to access the website (if not previously registered). The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan
- Site Characterization – Findings of the site exploration and laboratory results
- Geotechnical Engineering Report

When services are complete, we will upload a printable version of our completed Geotechnical Engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration, and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

Additional Services

In addition to the services noted above, the following are often associated with geotechnical engineering services. Fees for services noted above do not include the following:

Review of Plans and Specifications: Our geotechnical report and associated verbal and written communications will be used by others in the design team to develop plans and specifications for construction. Review of project plans and specifications is a vital part of our geotechnical engineering services. This consists of review of project plans and specifications related to site preparation, foundation, and pavement construction. Our review will include a written statement conveying our opinions relating to the plans and specifications' consistency with our geotechnical engineering recommendations.

Observation and Testing of Pertinent Construction Materials: The development of our geotechnical engineering recommendations and report relies on an interpretation of soil conditions. Our assessment is based on widely spaced exploration locations and the assumption that construction methods will be performed in a manner sufficient to meet our expectations and consistent with recommendations made at the time the geotechnical engineering report is issued. We should be retained to conduct construction observations and perform/document associated materials testing, for site preparation, foundation, and pavement construction. These services allow a more comprehensive understanding of subsurface conditions and necessary documentation of construction to confirm and/or modify (when necessary) the assumptions and recommendations made by our engineers.

Exhibit C - Compensation and Project Schedule

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our fee is shown in the following table:

Task	Lump Sum Fee[2]
Subsurface Exploration[1], Laboratory Testing, Geotechnical Consulting and Reporting	$11,000
Private Utility Clearance Service	$900
Section 513 Permit Application	$5,500
Section 513 Certification Report	$3,000
Waste Disposal and Decontamination of Drill Rig and Tooling (Boring TB-6) [3]	$1,350
Total	$21,750

1. The lump sum fee considers one drill rig mobilization and no unexpected onsite delays. If additional drill rig mobilizations are required, an additional fee of $1,350 would be invoiced. A drill crew standby rate of $325 per hour would be invoiced for unexpected delays.
2. Proposed fees noted above are effective for 30 days from the date of the proposal.
3. Waste disposal and decontamination will only be billed if waste is encountered in Boring TB-6

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. Invoices will be submitted monthly based on the approximate percentage of services completed to date.

If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. Our scope includes our attendance at one meeting to discuss the findings and recommendations of our report. Follow-up project calls, meetings, or other consultation outside the scope of services of this proposal will be invoiced at our normal hourly rates. For all other additional services, a supplemental proposal stating the modified Scope of Services as

well as its effect on our fee will be prepared. We will not proceed without your authorization.

Project Schedule

We developed a tentative schedule to complete the Scope of Services based on our existing availability and understanding of your project schedule. However, our schedule does not account for delays in field exploration beyond our control, such as weather conditions, delays resulting from utility clearance, or lack of permission to access the boring locations.

Delivery on Client Portal	Estimated Schedule [1, 2]
Project Planning	1 week after NTP
Section 513 Permit Application Submittal	2 to 3 weeks after NTP
Complete Field Exploration	3 to 4 weeks after receiving permit
Draft Boring Logs / Preliminary Findings	4 to 5 weeks after receiving permit
Geotechnical Engineering and Report	8 to 9 weeks after receiving permit

1. Upon receipt of your notice to proceed we will activate the schedule component on Compass with specific, anticipated dates for the delivery points noted above as well as other pertinent events.
2. Standard business days. We will maintain an activities calendar within our Compass. The schedule will be updated with our plan for delivery.

Exhibit D – Site Location



DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES MAP PROVIDED BY MICROSOFT BING MAPS

Exhibit E – Anticipated Exploration Plan

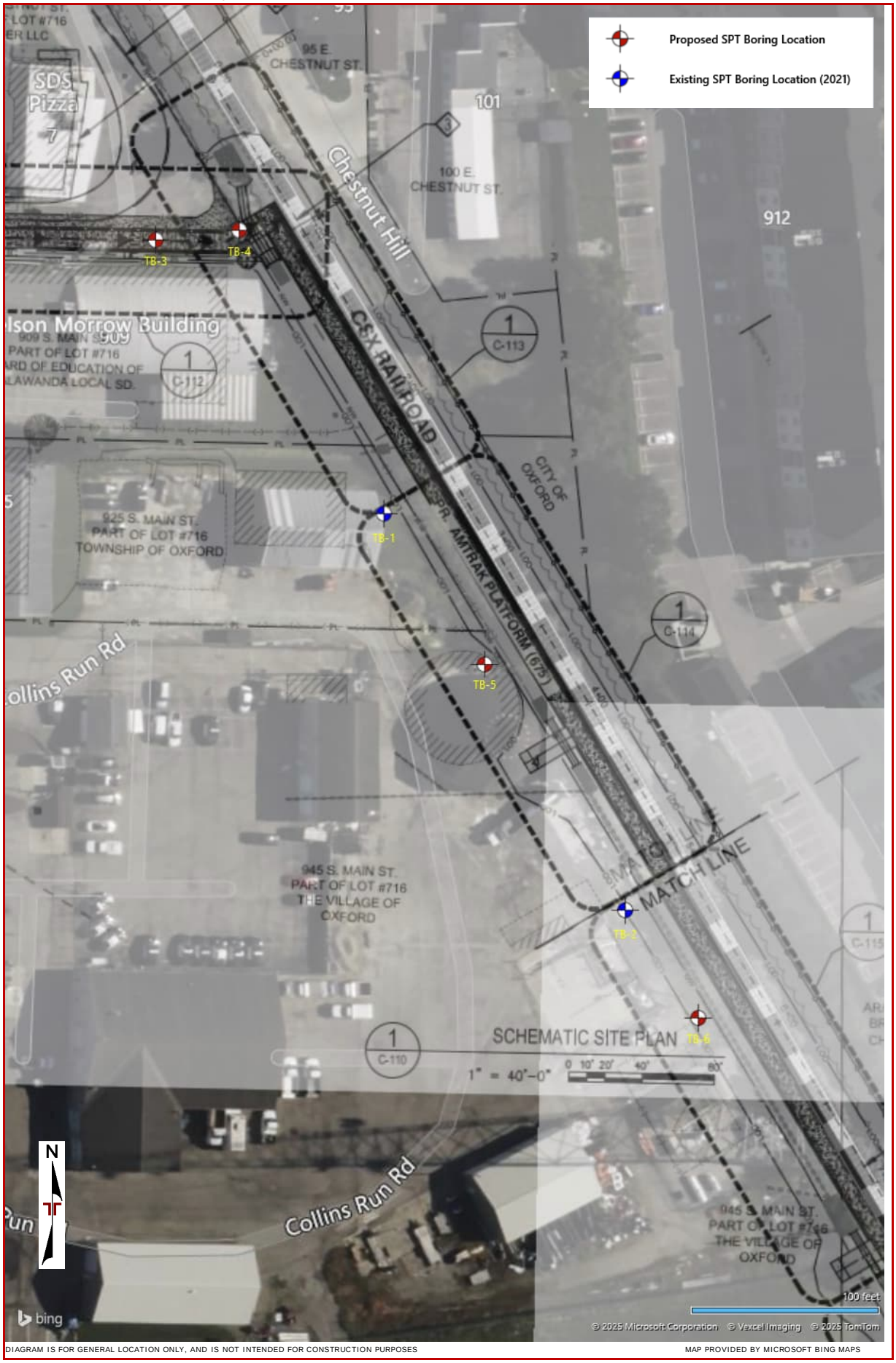


DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES

MAP PROVIDED BY MICROSOFT BING MAPS

Exhibit E – Anticipated Exploration Plan



DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES

MAP PROVIDED BY MICROSOFT BING MAPS

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:	9/9/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	A Resolution Of The City Council Subcommittee Recommending The Disbursement Of The Community Assistance Funding In The 2026 Proposed Budget. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	$161,000.00
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:
On Monday, September 8, 2025, the Community Assistance Committee met to review applications for the community assistance program. This committee is made up of three members of Council who were appointed on August 5, 2025.

This program awards grant funds from the City General Fund to local nonprofits that serve the Oxford community. There were $184,500,000 in funding requests, but only $161,000.00 is budgeted to be awarded in 2026.

After a review of applications, the organizations and amounts listed in Exhibit A are recommended for funding by the committee. If approved, these grant amounts will be included in the 2026 Operating Budget.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL SUBCOMMITTEE RECOMMENDING THE DISBURSEMENT OF THE COMMUNITY ASSISTANCE FUNDING IN THE 2026 PROPOSED BUDGET.

WHEREAS, local organizations play a critical role in addressing community challenges by providing essential services and programs; and

WHEREAS, equitable access to resources is essential for fostering a thriving community, particularly for underrepresented and vulnerable populations; and

WHEREAS, previous funding initiatives have demonstrated positive outcomes, enhancing community resilience and well-being; and

WHEREAS, the Community Assistance Subcommittee recommends the City Council authorize the donation of $161,000.00 for Community Assistance Grants to be awarded to the organizations listed in “Exhibit A” and to be included in the proposed 2026 Budget.

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

SECTION 1: Council accepts the recommendation of the Community Assistance Subcommittee and hereby authorizes the donation of $161,000.00 for Community Assistance Grants to be awarded to the organizations listed in “Exhibit A” and to be included in the proposed 2026 Budget.

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)

Organization	2026 Recommended
Oxford Free Clinic	$ 5,000.00
Oxford Community Foundation	$ 29,300.00
Oxford Community Arts Center	$ 10,000.00
Talawanda Oxford Pantry & Social Services	$ 64,500.00
Oxford Seniors	$ 29,100.00
McCullough-Hyde Foundation	$ 11,100.00
The MUing Cat Rescue	$ 2,000.00
Coalition For a Healthy Community	$ 10,000.00
Total	**$ 161,000.00**

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:	9/9/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	A Resolution Authorizing A Grant To The Oxford Vineyard Church In The Amount Of $70,000 For The Operation Of An Emergency Cold Shelter. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	$70,000
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:
City staff recommends approval of this legislation authorizing funding for Oxford Vineyard Church to operate an emergency cold shelter for unhoused individuals in Oxford during the winter season from December 1, 2025 through February 28, 2026. Funds will be granted in early October to allow time for space build-out and preparation.

For the past five years, Talawanda-Oxford Pantry and Social Services (TOPSS) has operated the community's cold shelter program. On May 8, 2025, TOPSS announced it would no longer be able to provide this service. Following this, City staff convened community partners, including members of the Oxford Area Solutions for Housing (OASH) board and local faith communities, to explore alternatives.

Oxford Vineyard Church, as chair of the faith collaboration, has submitted a program proposal and budget, which is included as Exhibit A. They have agreed to serve as the primary fiscal agent and operating entity for the shelter during the 2025–2026 winter season. The proposed program will provide 24/7 shelter services during the coldest months of the year and will be staffed by two contracted coordinators with support from trained volunteers.

Services will include overnight accommodations, meals, and connections to social service resources.The program will serve adults experiencing homelessness and, when necessary, make arrangements for

families with children through donated housing at area hotels.

The City of Oxford will enter into a grant funding agreement with Oxford Vineyard Church, as described in Exhibit B. Under this agreement:
Oxford Vineyard will:

- Hire contractors and recruit/manage volunteers.
- Manage expenditures and maintain all receipts,
- Provide a final program report, detailing:
    - Number of individuals served
    - Basic demographics
    - Length of stay
    - Services provided

Any unused funds will be returned to the City no later than March 31, 2026

Funding will be provided from the interest earned on the American Rescue Plan Funds. The requested amount is $70,000.00, which represents the full cost of shelter operations not covered by in-kind contributions from churches, TOPSS, and other community partners.

This program represents a collaborative effort between the City, faith-based organizations, nonprofits, and volunteers to provide life-saving services. The program also builds connections to supportive services aimed at addressing long-term housing stability.

Staff recommends approval of the resolution authorizing funding for Oxford Vineyard Church to operate the emergency cold shelter from December 1, 2025 through February 28, 2026, with funds being granted in early October 2025.

RESOLUTION NO.

A RESOLUTION AUTHORIZING A GRANT TO THE OXFORD VINEYARD CHURCH IN THE AMOUNT OF $70,000 FOR THE OPERATION OF AN EMERGENCY COLD SHELTER.

WHEREAS, the City of Oxford recognizes the importance of ensuring the safety and well-being of all residents during periods of extreme cold weather; and

WHEREAS, the provision of an emergency cold shelter is a critical public health and safety service for individuals and families experiencing homelessness or without access to adequate heating; and

WHEREAS, community collaboration and shared resources are necessary to meet the urgent needs of vulnerable populations and to ensure no resident is left without safe shelter in life-threatening conditions; and

WHEREAS, Oxford Vineyard Church, as chair of a faith collaboration, has submitted a proposal and budget as listed in Exhibit A, expressing a willingness and capacity to act as the fiscal agent and operate such a shelter; and

WHEREAS, the proposed emergency cold shelter will operate from December 1, 2025, through February 28, 2026, coinciding with the period of greatest risk for cold-weather exposure; and

WHEREAS, the funding will be released on October 7, 2025, to allow for site preparation; and

WHEREAS, the Oxford Vineyard Church has agreed to enter into a grant agreement outlining their roles and reporting expectations, as outlined in Exhibit B; and

WHEREAS, the City of Oxford will partner with Oxford Vineyard Church by providing $70,000.00 of financial support from the interest earned from the American Rescue Plan Act funding, to ensure the successful operation of the emergency cold shelter for the 2025–2026 winter season.

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

SECTION 1: That the City of Oxford hereby authorizes the allocation of funding in the amount of $_____ to Oxford Vineyard Church for the operation of an emergency cold shelter from December 1, 2025, through February 28, 2026. Funding will be released on October 7, 2025, to allow for site preparation.

SECTION 2: Funding shall be used exclusively for expenses directly related to the shelter's operation, including staffing, utilities, supplies, and other essential costs.

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

_____

MAYOR

ADOPTED:

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Grant Funding Agreement

Between the City of Oxford and Oxford Vineyard Church
Agreement period: October 7, 2025- March 30, 2026

Purpose: Cold shelter operations from December 1, 2025, to February 28, 2026

Parties

Grantor:
City of Oxford, Ohio
Douglas R. Elliott, Jr., City Manager
15 S. College Ave.
Oxford, OH 45056

Grantee:
Oxford Vineyard Church
John Richter, Pastor
4398 Oxford Reily Rd.
Oxford, OH 45056

Purpose

To provide funding support for the operation of an emergency cold shelter to serve unhoused individuals in Oxford during the winter season (December 1, 2025 – February 28, 2026).

Scope of Services:

Oxford Vineyard Church shall provide services as set forth below and in the attached Exhibit A:

- Operate the shelter in accordance with the attached program proposal, ensuring 24/7 service availability during the grant period
- Hire contractors as necessary for program coordination, shelter operations, and security.
- Recruit, train, and manage volunteers to assist in shelter operations.
- Provide fiscal oversight and reporting of the project

Financial Provisions:

The City shall provide funding in the amount of $70,000.00.

Funds must be used solely for expenses related to shelter operations, including staffing, utilities, supplies, meals, and program services.

Grantee shall track all expenditures, maintain receipts, and make them available for review upon request.

Any funds not expended for the purposes outlined in this agreement shall be returned to the City of Oxford no later than March 31, 2026.

The Oxford Vineyard Church agrees to indemnify and hold the City of Oxford harmless from any and all claims made against the City pertaining to the services provided and operation of the cold shelter during the Grant Term.

The Oxford Vineyard Church agrees to carry Commercial General Liability Insurance with minimum limits of $1,000,000 per occurrence and $2,000,000 aggregate, including coverage for bodily injury, personal injury, property damage, products and completed operations, and contractual liability, and further warrants that the Church carries workers' compensation coverage for any eligible staff employed for the Grant Term.

Reporting Requirements:

Oxford Vineyard Church shall provide the City with a written report within 30 days of program conclusion that includes:

- The total number of individuals served.
- Basic demographic data of guests (age range, gender, etc.).
- Length of stay per guest or household.
- Services provided (e.g., meals, social service referrals, case management).
- Summary of volunteer contributions and community partnerships.
- Full financial accounting with receipts attached.

Term:

This agreement shall be in effect from October 7, 2025, through March 31, 2026, with shelter operations planned from December 1, 2025, to February 28, 2026, unless otherwise extended or terminated by mutual agreement.

Compliance:

Grantee shall comply with all applicable laws, regulations, and City of Oxford policies.

Signatures:

Grantor:
City of Oxford, Ohio
Douglas R. Elliott, Jr., City Manager
15 S. College Ave.
Oxford, OH 45056

Signature

Printed Name, Title

Date

Grantee:
Oxford Vineyard Church
John Richter, Pastor
4398 Oxford Reily Rd.
Oxford, OH 45056

Signature

Printed Name, Title

Date

Exhibit A:

2025-2026

Cold Shelter Proposal and Budget

Cold Shelter Proposal from Oxford Faith Groups to City of Oxford

Winter, 2025-2026

Background:

- For the last 5 years, Talawanda-Oxford Pantry and Social Services (TOPSS), Oxford's social service agency, has provided shelter for the unhoused during the coldest winter months.
- On May 8, 2025, TOPSS announced that it will no longer provide winter cold sheltering.
- On May 24, 2025, the Oxford Area Solutions for Housing (OASH) board met with assistant city manager Jessica Greene to discuss options for solutions.
- June 25, 2025 assistant city manager Jessica Greene called a meeting of pastors and others in the faith community to discuss partnering on a cold shelter for the unhoused. The City indicated it was open to a proposal from the faith community by the end of August, and could provide significant funding and resources, however emphatically stated that the city "will not run a shelter".
- Since then, a community-wide committee has been meeting regularly to work out the many details of this very large project. Chaired by John Richter, pastor, the committee meets at The Vineyard Church on Tuesdays 3-4 PM.

Concept/Purpose:

- Provide shelter to save the lives of people living outside who would not otherwise survive severe winter cold temperatures, and provide a safe, warm, and welcoming place for those unhoused in the Oxford area as space allows.
- Additionally, social services of all types will be provided in order to assist in improving lives and preventing a continuation of homelessness, where possible.
- All persons will be treated with respect and dignity, whether guests or staff.
- Core Principles
    - Respect: Treat all staff, volunteers, and fellow guests with respect and kindness. This includes using respectful language and being considerate of others' personal space and belongings.
    - Safety: The safety and well-being of all individuals are the top priority. Policies will be developed to ensure a secure environment for everyone.
    - Community: The shelter will operate as a community, with everyone contributing to a peaceful and cooperative atmosphere.

What model of sheltering will be used?

- Congregate form of sheltering (Adults only, no one <18, men and women separated at night)
- Following to the best of our abilities the best practices from the National Alliance to End Homelessness located here, as well as policies, rules, and procedures from the recent Millville shelter, Shalom and TOPSS.
- A low-barrier, trauma informed approach will be prioritized
- Location options:
    - One location for 15 weeks (5223 College Corner Pike) (Plan A). This is the preferred plan, contingent on the location passing requirements of the City of Oxford. Contingent on successful inspections by the city, or zoning changes, if needed
    - Three church locations, rotating (5 consecutive weeks each) for overnight stays, with day time services being offered at a 4th faith community (Plan B)

- NO children will be housed overnight in the congregate shelter
- Families with children under 18 will be sheltered in an Air BnB that has been donated by a community member, or an Oxford hotel.

How will it be operated and staffed?

- December 1 - February 28, 24/7 (day and night)
- **Project Coordinators, paid, full time:** Overall management and responsibility for the smooth operation of the Cold Shelter. Administrative and day to day tasks, supplemented by volunteers and possibly interns. 2 paid FT coordinators (contracted) with one for AM/daytime skilled in social work and shelter operations, and the other for PM/nighttime, skilled in security and shelter ops, supplemented with volunteers with a minimum of two persons onsite at all times, usually more.
- **Volunteers:** to supplement the paid Project Coordinators. Serve in vital roles in the shelter operations. Training required. Please see the Notes section at the end of this proposal.

Who will be served?

- Adults who are unhoused in the City of Oxford area
- No one <18. Alternate housing may be provided for families with children in an AirBnB or hotel)

What hours and dates will it be open?

- December 1 - February 28, 24/7 (day and night).
- Firm opening and closing dates for the shelter will be communicated and well known to all involved. That is– the closing date will be understood and adhered to so there is no question as to when sheltering will end.
- Evening curfew will be established by the project coordinator. No one may enter after evening curfew. Anyone leaving during the night will not be allowed back in until morning.

Where will the shelter be located?

- TBD. Rotating churches, or one rented location (preferred option). See above.

What capacity do you anticipate?

- Based on 2024-2025 numbers, each night approximately 2-3 households (mostly couples and singles). The biggest night in 2024-2025 housed 8 households (mostly couples, so 16 people).
- So, for 2025-2026, a high estimate would be approximately 20 persons maximum on one night, but most often 4-10 per night
- For planning purposes, a capacity limit will be set by the project coordinator, and dependent on the final location chosen.

How will your program be operated? (Explain staffing and/or volunteer model).

- Two paid staff plus volunteers
- All potential guests will be vetted at entry by the project coordinator using an established protocol
- Rules will be well-established and consistently enforced, reviewed upon entry, and daily, posted in plain sight for viewing
- Set hours and curfew. No entry or re-entry after leaving after curfew.
- No drugs, alcohol, smoking, vaping or weapons are allowed on the premises.

- Additional operational policies may be added after consultation with experienced consultants (Millville shelter, ServCity, county officials, etc.)

What is your total estimated budget to run this operation? What will these funds be used for? (Please attach a detailed budget)

- Please see attached budget

How much are you asking from the city?

- 100% of expenses that are not donated by faith communities, TOPSS (food), or others
- At the request of the city, churches are providing significant in-kind donations for: facilities (no rental fees charged), food (donated), activities, staffing, planning, coordination (unpaid volunteers), liability
- See budget attached
- Assistance with zoning issues and other practical implementation issues are also requested from the city

Where will other funding come from?

- Potential sources of additional funds, if needed, include: Kiwanis, McCullough-Hyde Foundation, Greater Oxford Community Foundation, community crowd-sourced fund-raising via social media. Grant deadlines do not line up well with the city's deadlines, so November 15 or December 15 are the next opportunities to apply. Applying at these late dates would significantly impact our ability to plan appropriately for expenses related to sheltering.

Who will be your fiscal agent? (Who will accept the funds and be responsible for reporting). Is the fiscal agent a 501 c 3? If not, please explain.

- Oxford Area Solutions for Housing (OASH) is a 501c3 organization with experience in successfully managing multiple grant funds, contributions, and payrolls. While not "running" the shelter operations, OASH can serve as the fiscal agent if it is held in rotating churches (Plan B). If the shelter is held at one rented location (Plan A), preferred plan, the Vineyard Church could serve as fiscal agent and rental signee.

Notes

The following initial plans have been drafted. Additional details to be added in the coming weeks.

Draft Cold Shelter Teams and Responsibilities

Operations Team - focuses on facility and equipment related issues, internal and external. One Captain from each hosting site.

- **Site Captains** - oversee operations for their site before, during and after hosting period
- **Logistics:** Sourcing and managing essential supplies such as cots, blankets, furniture, toiletries, and cleaning materials.
- **Utilities and Maintenance:** Ensuring the building's heating, electricity, and plumbing systems are functional. They will also handle any emergency repairs.
- **Security:** Establishing, along with the Project Coordinators, procedures for entry and exit, and addressing potential conflicts or safety concerns.

Volunteer and Staffing Team - responsible for recruiting, scheduling, and training volunteers.

- **Establish a Volunteer Recruiter and a Volunteer Trainer**
- **Recruitment:** Creating a campaign to attract volunteers with a variety of skills (e.g., medical, cooking, social work). Advertising/interviewing/accepting volunteers for daytime & night time
- **Training:** Providing orientation and training sessions for all volunteers to familiarize them with, at minimum: trauma informed care, shelter policies, safety protocols (including Narcan administration, OD recognition, basic first aid, CPR, recognizing mental health crises, de-escalation and safety), documentation of events and medication administration, interacting with guests in a compassionate and respectful manner.
- **Scheduling:** Developing a schedule to ensure the shelter is staffed 24/7. This will require coordinating shifts for different times of the day and night.
- **Behavioral expectations** for volunteers will be developed

Policies and Procedures Team - researches and establishes written policies and procedures to guide all shelter operations.

- Policies and procedures will be written in collaboration with the contracted professional Project Coordinator
- Policies and procedures will be shared with all volunteers, and digital and paper copies made available in a public space

Expectations for Behavior Team - establishes Codes of Conduct for both guests and volunteers to be followed at all times.

- The following considerations will be included for all behavioral expectations:
    - Low-Barrier: Ensure the rules do not unnecessarily exclude people who are most in need. For example, a "zero-tolerance" policy on intoxication may prevent individuals from seeking life-saving shelter.
    - A trauma-informed approach will be utilized, focusing on de-escalation and safety planning for all guests.

    - Codes of conduct shall be enforced consistently and fairly, using de-escalation techniques whenever possible.
    - Clear and Simple: The code of conduct will be easily understandable for everyone.
    - Accessible: The code of conduct will be available in multiple formats, such as a large-print poster, and may be read aloud to guests.
    - Positive: "We are here to help and support you. If you have any questions, concerns, or need assistance, please do not hesitate to speak with a staff member. Thank you for helping us create a safe and peaceful community."
- General Expectations might look something like this:
    - Check-in: All guests must check in with staff upon arrival.
    - Personal Property: You are responsible for your own belongings. We recommend keeping them secure in provided lockers. The shelter is not responsible for lost, stolen, or damaged property.
    - Cleanliness: Please help us maintain a clean and tidy environment by cleaning up after yourself in common areas, including the sleeping area and restrooms.
    - Quiet Hours: A quiet time will be in effect to allow everyone to rest. Please be respectful of others who are sleeping.
    - Designated Areas: Please use designated areas for specific activities, such as smoking, eating, and personal hygiene.
    - Prohibited Behavior (Zero Tolerance), behaviors that are not tolerated to ensure the safety of all.
    - Violence and Threats: Physical or verbal violence, aggression, intimidation, or threats toward any person will not be tolerated. This includes fighting.
    - Weapons: No weapons of any kind are allowed on the premises. This includes, but is not limited to, firearms, knives, and any item that could be used as a weapon.
    - Illegal Substances: The possession, use, or distribution of illegal drugs or alcohol is strictly prohibited on the property.
    - Harassment: Harassment of any kind, including verbal abuse, racial slurs, or unwelcome comments based on gender, sexual orientation, or any other characteristic, is not permitted.
    - Theft and Vandalism: Stealing from others or causing intentional damage to shelter property will not be tolerated.
- Addressing Violations - a clear and consistent process for handling issues is necessary.
    - If an expectation is not met, a staff member will speak with the individual to understand the situation and explore a solution.
    - For serious or repeated violations of the code of conduct, particularly those related to safety, an individual may be asked to leave the shelter. This decision will be made by staff after careful consideration.
    - In the event of an immediate threat to safety, emergency services (e.g., 911) will be called.

Guest Services Team - focuses on the direct care and well-being of the shelter guests. Outlines general expectations and a schedule for how a day/night might be structured.

- **Welcome:** ensures that each guest understands not only expectations for behavior and consequences (see above) but also understands the day-to-day operations and schedule of the shelter which may be quite different from their usual living arrangement. This includes written checklists as well as verbal discussions of the following tailored to a guest's learning style or capabilities to ensure understanding:

    - Identification and intake procedures, age restrictions, etc.
    - Hours of operation and curfew/quiet time/lights out
    - Gendered sleeping areas
    - Mealtimes
    - Provision of hygiene items
    - Maintenance/storage of personal belongings and bedding
    - Weapons (checked in)
    - Medical conditions/medications (e.g.locked/supervised)
    - Behavior toward staff and clients (e.g. no violence)
    - Respectful treatment of facilities
    - Smoking permission/restrictions
    - Prohibited substances/usage/illegal activities
    - Sign-in/sign-out policies
    - Visitor policies
    - Consequences for violations
- **Comfort:** when possible, obtains comfort items as needed
- **Hygiene:** Setting up and maintaining facilities for personal hygiene, such as showers and laundry services.
- **Supplies:** phone chargers, clothing, towels, personal hygiene items, furniture

Food and Nutrition Team - Plans a menu and coordinates the preparation and distribution of meals

- May involve soliciting food donations
- May involve managing a kitchen
- In collaboration with Volunteer Team, schedule volunteers providing/overseeing food
- Creates a welcoming meal time for guests
- Encourages volunteers to eat with and interact with guests during meal times
- Along with guests, ensures all supplies for meals are obtained and cared for (washed and readied for the next meal)

Social Services Team - ensures that all social services are provided onsite on a regular schedule, including housing vouchers, entry into the HMIS system, advocacy for guests at county level meetings

- **Project Coordinators:** oversee these operations
- **Intake:** Creating a smooth check-in process for new guests, collecting necessary information while maintaining privacy and dignity.
- **Referral Services:** Establishing connections with local social service agencies, healthcare providers, and employment resources to help guests find long-term solutions.

Community and Communications Team - handles all external relations.

- **Fundraising and Donations:** Seeking financial contributions, as well as in-kind donations of food, clothing, and supplies.
- **Public Relations:** Communicating with the local community, media, and neighbors to build support and address any concerns.
- **Partnerships:** Establishing formal partnerships with local businesses, service organizations, faith organizations, and other non-profits to secure additional resources and support as needed.

Draft Job Descriptions

1. **Cold Shelter Day Coordinator Job Description (draft)**

The day coordinator is responsible for reviewing and processing admissions; supervising and training all volunteer staff and interns; arranging for on-site social services, groups, leisure activities, meals, and other necessary programs. This position would ideally be a social worker or someone with significant experience working with homeless individuals. The position is a full-time contract position, beginning about November 17, 2025 and ending on March 6 , 2026.

1. Shelter Resident Services
    - Work with local social services agencies and others to facilitate
    - admissions to the shelter
    - Complete psycho-social assessments of all new admissions within 3 days.
    - Complete housing plan for all new admissions within 3 days of shelter
    - admission
    - Refer all residents to local PATH worker for admission into PATH services
    - and into the Homeless Management Information System.
    - Plan and /or coordinate daily programming for residents as appropriate,
    - using agency staff and volunteers
    - Assist in exiting residents not appropriate for the shelter

2. Staff and Volunteers
    - Recruit and coordinate shelter volunteers
    - Recruit and supervise social work and other college level student interns
    - Train shelter volunteers on how to work with residents; include trauma informed care in this training.

3. Shelter services
    - Arrange for appropriate county-wide social service agencies to have representatives at the shelter. This could include treatment groups; Jobs and Family Services representatives; healthcare providers; and others as identified.
    - Recruit and coordinate meals for shelter residents
    - Assist volunteers in arranging leisure activities for residents

4. Publicity

Publicize shelter in local media and at appropriate local agencies and places of business

2. **Cold Shelter Night Coordinator Job Description (draft)**

The night coordinator is responsible for maintaining order and safety and providing on-site security and client supervision. This position would be someone with significant experience working with homeless individuals and/or providing security in a shelter or other similar location. The position is a full-time contract position, beginning about

December 1, 2025 and ending on March 14, 2026.

1. Shelter Resident Services
    - Maintain order and ensure safety for all shelter residents
    - Monitor shelter residents to ensure they are following all posted rules
    - Exit residents not willing to comply with the rules or not appropriate for the shelter
    - Interact with shelter residents in a respectful and trauma informed manner
    - Be trained in and able to provide crisis de-escalation
2. Shelter Building Services
    - Monitor the activity of building residents at all times
    - Trained to respond in any potential emergency situation, such as fire, bad weather, loss of electricity
    - Follows all shelter rules, especially in regard to smoking and leaving the shelter to smoke
    - Interacts with local police as necessary

Community Collaborations (so far)

This Cold Sheltering Project is a true community collaboration with many, partners including:

City of Oxford staff
Oxford City Councillors
Oxford Faith Community Partners, notably:
    The Vineyard Church, John Richter pastor and chair
    Oxford Presbyterian Church
    Oxford United Methodist Church
    Hopedale Unitarian Universalist Community
    The Calvary Church
    Holy Trinity Episcopal Church
    Oxford Bible Fellowship
Oxford Area Solutions for Housing (OASH) Board members
Oxford Area Solutions for Housing (OASH) participants
Thread Up
Talawanda-Oxford Pantry and Social Services (TOPSS)

Community Consultants with expertise in sheltering who provided advice/wisdom:
    Deb Wells, Butler County Housing and Homeless Collaborative
    Cindy Carpenter, Butler County County Commissioner
    Nicola Rodriques, Director of Social Services, TOPSS
    Chase Walter, Eviction Prevention, TOPSS
    Police Chief John Jones
    Police Social Worker, Ashley Slieman
    Tammy Weihe, public health nurse
    Jeannie Sturgeon, volunteer
Numerous compassionate citizens of Oxford

Budget, Cold Sheltering December 1, 2025 - February 28, 2026

	Plan A: Preferred plan. Shelter at rental, 5223 College Corner Pike	In-kind donations from faith groups, others	Notes
Project Coordinator #1 FT **Daytime** @ $29/hr x 17wk x 40hrs	$19,720		contracted
Project Coordinator #2 FT **Overnight** @ $29/hr x 17wk x 40hrs	$19,720		contracted
Plan A: 6 months rent, utilities, (3 months for shelter, 3 months for clean up and prep)	$11,900		
Transportation to/from shelter to doctors etc.	$3,200		Fedora Taxi Company
Equipment (bunk bed materials) labor - $0, mattresses $0, furntiture(		$2,000	labor, mattressess donated
Linens, bedclothes or sleeping bags		$1,000	Donations
Lockable lockers	$460		Amazon
Food - 3 meals x 90 days $20/day x 10 people avg.		$1,800	In-kind faith groups, others
Food - donated staples from TOPSS		$5,000	in-kind TOPSS
Food - to suppliment what volunteers/TOPSS cannot provide	$2,000		
Activities - games, puzzles, TV, etc.		$2,000	In-kind faith groups, others
Supplies - cleaning, hygeine, eating, etc	$2,000		
Security - possible alterations to building (Plan A)	$1,000		
Insurance (liability for running a shelter in a rented space) (Plan A)	$1,000		
Shower added to building in existing spot - would not need to use TRI	$3,000	$3,000	donated materials
Kitchen supplies, microwave		$1,000	donated Neighborhood Share
Laundry		$1,000	In-kind from faith groups
Potential repairs to buildings due to damage encurred	$5,000		
Deep cleaning of facility (1) after final use (Plan A)	$1,000		
Hotel for families with children ($100 x 10 nights) no one <18 in shelter		$1,000	Donations
	$70,000	**$17,800**	**$87,800**

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:	9/10/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	$70,000.00
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Issue 1: **$70,000 – ARPA Fund 429**

To make adjustment to budgeted revenue and appropriations for cold shelter funding. ARPA interest will be used for funding.

Issue 2: **$146,500 – Capital Improvement Fund 141**

To make adjustment to budgeted appropriation for additional funding needed for engineering design modifications.

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3783 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 6 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:

American Rescue Plan Act Fund 429	70,000.00

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

American Rescue Plan Act Fund 429	70,000.00
Capital Improvement Fund 141	146,500.00

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

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

_____
MAYOR

ADOPTED: _____

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	8/26/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	An Ordinance Repealing Ordinance No. 1897 And Dissolving The Student Community Relations Commission (SCRC)**.** (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	Jessica Greene DRE

DISCUSSION:
The Student Community Relations Commission (SCRC) was created in 1986 to foster communication and understanding between Miami University students and the broader Oxford community.Over the years, the SCRC has undergone changes in membership and structure. However, the commission has consistently struggled with achieving quorum and producing actionable recommendations for City Council.At the same time, the City of Oxford has significantly strengthened its direct working relationships with Miami University, including the President's Office, the Office of Student Life, Miami Activities & Programming, and the Associated Student Government. These partnerships have proven effective in addressing student-community issues and fostering open dialogue.While the SCRC is proposed to be ended, the City remains committed to maintaining strong collaboration with Miami University students and staff.

To ensure this:

- The City will meet quarterly with Miami University student representatives and staff.
- The City will conduct an annual education campaign encouraging student applications for other City advisory boards and commissions.

These steps will ensure continued student engagement in Oxford's civic life without the need for a separate commission.

ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 1897 AND DISSOLVING THE STUDENT COMMUNITY RELATIONS COMMISSION (SCRC).

WHEREAS, the Student Community Relations Commission (SCRC) was established in 1986 to foster communication and understanding between Miami University students and community members; and

WHEREAS, despite changes over the years, the SCRC has continued to struggle with maintaining quorum and producing actionable recommendations; and

WHEREAS, the City of Oxford has developed strong working relationships with the Miami University President's Office, the Office of Student Life, Miami Activities & Programming, and the Associated Student Government; and

WHEREAS, the City of Oxford commits to meeting quarterly with Miami University student representatives and staff to ensure continued collaboration; and

WHEREAS, the City of Oxford also commits to conducting an educational campaign to encourage students to volunteer for other City advisory boards and commissions.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, OHIO:

SECTION 1: Ordinance No. 1897, establishing the Student Community Relations Commission, is hereby repealed in its entirety.

SECTION 2: The Student Community Relations Commission (SCRC) is hereby dissolved, and all prior provisions related to its authority, duties, and membership are repealed.

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

_____

MAYOR

ADOPTED:

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	8/26/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	An Ordinance Amending The Official Zoning Map Of The City Of Oxford Ohio For Approximately 18 Acres Of Land Generally Located At 1701 Lake Forest Drive From Multi-Family Residential (R-4) District To Single And Two-Family Residential (R-2A) District. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	"Housing Opportunities for Everyone" & " Thriving and Resilient Year-Round Economy"
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve as Recommended
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:
***Update for 2nd Reading:**

Per Council comments during the Sept 2nd 1st reading, City staff met with representatives of 4 Leaf Development on Sept 4th regarding potential expansion of the rezoning area. Representatives of 4 Leaf do not wish to expand the rezoning area beyond the request that was submitted for approval.

Background:

The complete August 12, 2025 Planning Commission packet information can be downloaded here. There are two Council agenda items for this project. This item is pertaining to the Zoning Map Amendment.

The subject property falls within a portion of Oxford that has gone through a complex history of approvals and rezonings. This history began in 2004, when the Butler County Commissioners approved 174 acres of land as a mixed use Planned Unit Development (PUD) containing a combination of

residential and office “tech park” uses. The City of Oxford entered into a Development Agreement with 4 Leaf Development LLC in 2006, which led to annexation and rezoning to City-specific zoning classifications in 2007. In 2013, the City comprehensively rezoned 66 acres – entailing the Indian Trace Apartments and Level 27 sites, as well as 37 acres of the subject property – to a newly created R-4 multi-family district.

In 2021, 4 Leaf Development was successful in obtaining two major planning approvals for the southern portion of the property: (1) South Forest Edge Section 1, consisting of 36 landominiums; and (2) South Forest Edge Section 2, consisting of 21 single-family lots; while the former is still technically valid until August 2026, the latter has since expired. Ultimately, sewer service provision has been the main impediment to bringing the South Forest Edge projects to fruition.

Most recently, in 2023, the City entered into a new agreement with 4 Leaf Development LLC to allocate $746,000 in public funds for sewer and infrastructure improvements; this allocation is in lieu of earlier obligations expressed in the 2006 Development Agreement for the City to eventually fund/construct an extension to Lake Forest Drive.

Proposal Summary:

4 Leaf Development LLC, c/o Jim Clawson, currently owns approx. 97 acres of land located due east and south of the Annex housing complex, and accessed most directly Lake Forest Drive. This acreage is entirely within the City of Oxford corporate limits and presently zoned as follows: approx. 30 acres is R-1A (Single-Family Residential); approx. 30 acres is R-2A (Two-Family Residential); and approx. 37 acres is R-4 (Multi-Family Residential). 4 Leaf proposes rezoning an 18-acre portion of this land from R-4 to R-2A, thereby enabling the developer to qualify for potential approval of an “Open Space Residential Development” (OSRD), which is a voluntary option provided in the City of Oxford Subdivision Regulations. To staff’s knowledge, this is the first time a developer has sought to exercise the OSRD option.

The subdivision proposed to occupy the 18 acres is to be named “Lake Forest Cove” and comprise 34 lots for new single-family homes, plus 2 large parcels devoted to open space & conservation. The residential lots would be accessed via two new public streets: East Southpointe Parkway (an eastward extension of Southpointe Parkway), and Timber Cove Trail. Planned pedestrian infrastructure includes new sidewalks along both sides of the two new public streets, along with a 10-foot multi-use path on the east side of Lake Forest Drive. An existing manmade pond located in the center of the site is to be retained, not only as a subdivision amenity, but also as a device for managing stormwater quantity and quality. To the west of the pond, a clubhouse facility is planned to be constructed and would serve as a central location for mail delivery & pickup.

Planning Commission Discussion & Recommendation:

The Planning Commission held a public hearing on August 12, 2025 to consider the requests for Lake Forest Cove. During the hearing, the Commission heard from staff, the project engineer (Bayer Becker, c/o Etta Reed) on behalf of the applicant, as well as the following individuals:

- Scott Webb, Architect, 103 W Walnut Street: Mr. Webb offered explanation on the differences between the R-2A and R-4 zoning districts and why it is difficult to develop this land if it remains R-4.

- Jacob Schulte, 3898 Woodruff Road: Mr. Schulte spoke on behalf of the neighboring properties on Woodruff Road. Mr. Schulte spoke in favor of the proposal supporting the future

development. Mr. Schulte mentioned how this proposal is in agreement with the Comprehensive Plan. Mr. Schulte mentioned that the conservation parcels are large, supporting a lot of the green space and water ways. Mr. Schulte thought this development would be a good fit for the area.

Upon closure of the public hearing and following further discussion, the Commission voted unanimously 5-0-0 (2 members absent) two times, the first time to recommend **approval** of the Map Amendment (R-4 to R-2A) and a second time to recommend **approval** of the Preliminary Subdivision. Moreover, the motion on the Preliminary Subdivision accepted staff's eleven (11) suggested conditions contained in the staff report, plus an additional condition to waive the tree survey requirement (which staff had mistakenly omitted from the report). Five (5) of these conditions expressly grant specific waivers to zoning standards, which is an acceptable practice for an OSRD.

The final list of recommended conditions is as follows:

1. Consistent with recommendations from the Butler County Soil & Water Conservation District, the developer is advised to take precautions for Lots 1-16 by having geotechnical foundation studies performed prior to the submission of Building Permits.

2. The following note shall be affixed to the final record plat: "High water tables are apparent in this area. If basements are constructed, it is the responsibility of the builder to take special precautions to ensure basements stay dry."

3. The final record plat shall establish a conservation easement for the southernmost open space parcel wherein Lick Run is situated. The easement terms shall stipulate that the land remain undeveloped and undisturbed, though the terms shall not preclude the establishment of a walking trail.

4. The final landscaping plan shall be revised to include street trees south of Timber Cove Trail.

5. All driveways for Lots 1-34 shall be accessed from either East Southpointe Parkway or Timber Cove Trail. With the exception of the clubhouse, no new driveways shall be permitted from Lake Forest Drive.

6. HOA documentation shall be reviewed by the City Law Director prior to recording.

7. A waiver to ***Section 1104.04 (403)*** hereby granted to allow new public streets (E Southpointe Pkwy and Timber Cove Trl) to be 28 feet wide as opposed to 30 feet wide per the Typical Section in Attachment H.

8. A waiver to ***Section 1101.4(404)(D)*** is hereby granted to reduce the street network connectivity index from 1.2 to 0.75.

9. A waiver to ***Section 1101.5(504)(B)(1)*** is hereby granted to reduce the required setback from Lake Forest Drive from 35 feet to 25 feet, thus matching front yard setbacks to be required along the other public streets in the subdivision.

10. A waiver to ***Section 1101.5(504)(B)(2)*** is hereby granted to permit Lots 14-16 to reduce the rear yard setback required adjacent to the subdivision boundary from 50 feet to 20 feet, thus matching rear yard setbacks for other Lots.

11. Waivers to R-2A district standards as found in ***Section 1143.04(c)***are hereby granted as follows:
    a. Minimum lot width/frontage reduced from 60 feet to 47 feet
    b. Maximum lot coverage increased from 35% to 60%
    c. Maximum building coverage increased from 25% to 50%
    d. Maximum front yard coverage increased from 25% to 40%
    e. Minimum front yard setback reduced from 30 feet to 25 feet
    f. Minimum rear yard setback reduced from 30 feet to 20 feet

12. A waiver to ***Section 1148.04(b)(2)*** is hereby granted to relieve the developer from the tree survey requirement.

ORDINANCE NO.

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF OXFORD OHIO FOR APPROXIMATELY 18 ACRES OF LAND GENERALLY LOCATED AT 1701 LAKE FOREST DRIVE FROM MULTI-FAMILY RESIDENTIAL (R-4) 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 August 12, 2025, on the application of 4 Leaf Development LLC for a Zoning Map Amendment for approximately 18 acres of land generally located at 1701 Lake Forest Drive, Oxford, Ohio, rezoning the land from Multi-Family Residential (R-4) District to Single- and Two-Family Residential (R-2A) District; and

WHEREAS, a Preliminary Subdivision request submitted by 4 Leaf Development LLC is also pending before the Oxford City Council for precisely 17.947 acres of the land presently under consideration for a Zoning Map Amendment, with such request being contingent on approval of the Zoning Map Amendment; and

WHEREAS, the Oxford Planning Commission, after public hearing and due deliberation, recommended approval of the Zoning Map Amendment, finding 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 August 12, 2025 to consider the amendment. The Commission voted 5-0-0 (2 members absent) 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 approximately 18 acres of land generally located at 1701 Lake Forest Drive.

SECTION 3: Council accepts the recommendation of the City Manager and Community Development Director to amend the Official Zoning Map to R-2A.

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

CHECKED BY: LAW

OX OH 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	1701 Lake Forest Drive
Total Site Acreage	17.95 Acres
Parcel ID Number(s)	H4100-143-000-006
Current Zoning District	R-4 PD & R-2A PD
Proposed Zoning District	R-2A

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	Jim Clawson
Applicant Company Name	4 Leaf Development LLC
Mailing Address	125 W. Spring St., Oxford OH 45056
Email Address	Jim@Hoteldevelopment.net
Telephone Number	513-524-9500

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

Property Owner Name	
Property Owner Company Name	
Mailing Address	
Email Address	
Telephone Number	

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)

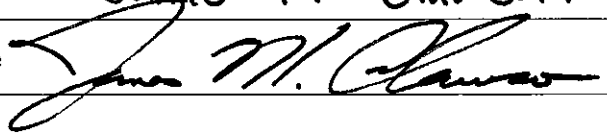
☑ **Vicinity Map** showing property lines, streets, existing and proposed zoning

☑ **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)	James M. Clawson	
Applicant Signature		Date 6/25/25

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.

June 26, 2025

Mr. Zach Moore
City Planner
City of Oxford
15 South College Avenue
Oxford, Ohio 45056

Re: 1701 Lake Forest Drive
Lake Forest Cove
Zoning Map Amendment Application

Dear Mr. Moore:

Enclosed please find the following items in support of 4 Leaf Development LLC's Application for a Zoning Map Amendment to 17.95 acres of Parcel Number H4100-143-000-006, located at 1701 Lake Forest Dr. Please see the attached documents for details.

1) Digital copies of each of the following:
    a. Executed Zoning Map Amendment Application.
    b. Legal description of the property.
        i. Vicinity Map
    c. Rezoning Plat.
    d. Photos of the site.
2) Applicant & Owners:

    4 Leaf Development, LLC
    125 W Spring Street
    Oxford, Ohio 45056
    513-524-9500

3) Design Professionals:

    Engineer, Surveyor & Landscape Architect:
    Bayer Becker
    110 S. College Ave., Suite 101
    Oxford, OH 45056
    513-336-6600

The subject property is zoned R-4 Multifamily Residential District Planned Development, as well as R-2A Single and Two Family Residential District Planned Development. 4 Leaf Development LLC requests that the subject property of 17.95 acres be rezoned to R-2A Single and Two Family Residential District. Under separate cover, 4 Leaf Development LLC has submitted a Preliminary Subdivision Plat for an Open Space Residential Subdivision, under separate cover.

The subject property is bordered by R-2A zoning districts to the west and south, R-4 to the north, and the A-1 Agricultural District of Oxford Township to the east. To the west, across Lake Forest Drive, the R-2A parcels include single-family homes and to the northwest multi-family buildings, all which are part of the Annex development, which serves as student housing. The parcels to the north, east, and south remain undeveloped, consisting primarily of agricultural and forested land. Given its adjacency to R-2A districts on two sides, proximity to A-1 zoning, and the surrounding natural landscape, the property is well-positioned to complement the existing development pattern and zoning context.

After evaluating development options for the subject property, the site's physical constraints proved challenging. The limited space between the existing lake and the steep topography to the south significantly restricts viable design alternatives. Given these limitations, single-family homes emerged as a more practical and cost-effective solution, particularly in terms of grading requirements.

The site also features a substantial amount of existing forest. To address the development challenges while preserving portions of this natural landscape, an R-2A Open Space Residential Subdivision presents an ideal middle-ground approach—balancing feasibility with conservation.

The City's Comprehensive Plan is supportive of the proposed development in several areas, as detailed in the Lake Forest Cove Preliminary Subdivision Application, made possible only by a rezoning of the property to R-2A. A stated goal of the Comprehensive Plan is to provide housing for everyone, and the Oxford, Ohio 2020 Housing Needs Assessment showed that all categories of both rental and owner-occupied units are in moderate to critical need. This development will contribute to alleviating some of Oxford's housing needs, as well as improve the significant jobs-housing imbalance that requires many people to commute to work in Oxford from outside the city's boundaries. The Comprehensive Plan also shows that the subject property is located within the existing urban service boundary, as shown on pg. 128.

A priority goal, L2-A1, of the Comprehensive Plan is to "*ensure new developments include adequate green and open space."* Allowing the site to be rezoned as R-2A will allow for the more efficient, smaller lot sizes required to preserve 45% of the site as open space. Another goal, M3, that is supported by the proposed subdivision is to *"foster an environment and culture of active transportation."* With a 10' trail located along Lake Forest Drive, trails throughout the site, and sidewalks provided along both sides of all proposed streets, the Open Space Residential Subdivision will support walkability and bike ability within the site and for future developments along Lake Forest Drive, eventually connecting to US 27.

The Comprehensive Plan states that it is a priority for the city to "favor traditional, urban neighborhood qualities over conventional, auto-oriented designs," which is reinforced by its Connectivity Index regulations. The intent behind a traditional urban grid is to enhance walkability. However, implementing such a grid on this site would require extensive grading due to the challenging topography. While it may be a negative consequence to not be able to provide the traditional, urban street grid, the proposed plan compensates by providing wooded trails and a 10' walk along Lake Forest Drive - features that support walkability despite a more conventional street layout. Approval of the rezoning request to R-2A would enable the creation of an Open Space Residential Subdivision. This approach offers a balanced solution—respecting the site's natural landscape while aligning with the City's broader planning goals for walkability and conservation.

Please place this item on the August 12th Planning Commission Meeting agenda.

Should you have any questions, or need any additional information, please do not hesitate to contact us.

Sincerely,

Etta Reed

Etta M. Reed, PE

Enclosures

Cc: 4 Leaf Development LLC

Date: June 25, 2025

Description: Southpointe Parkway & Lake Forest Drive
Rezoning R-4 PD to R-2A
& R-2A PD to R-2A

Location: City of Oxford
Butler County, Ohio

Situated in Section 36, Town 5, Range 1, Congress Lands West of the Miami River, City of Oxford, Butler County, Ohio and being part of Lot 3716 of said City of Oxford and part of 4-Leaf Development, LLC as recorded in Official Record 7669, Page 950 of the Butler County Recorder's Office, containing 17.947 acres of land and being further described as follows:

Beginning at the northeast corner of Lake Forest Drive as dedicated by Official Record 9533, Page 593 and being on its east right of way and north terminus and being the **True Point of Beginning**;

thence, from the True Point of Beginning, departing the east right of way of said Lake Forest Drive and with its north terminus, North 66° 13' 53" West, 60.01 feet to the northwest corner of said Lake Forest Drive and being on Lot 3881 of Annex (f/k/a The Fields at Southpointe) as recorded in Official Record 8905, Page 991 and Official Record 8905, Page 1046;

thence, departing said Lake Forest Drive and with said Lot 3881, with a curve to the right, having a central angle of 13° 57' 50", a radius of 1100.00 feet, an arc length of 268.09 feet, and a chord bearing North 31° 43' 03" East, 267.42 feet;

thence, departing said Lot 3881 and through said 4-Leaf Development, LLC for the following ten courses:

1) South 48° 50' 18" East, 226.07 feet;
2) North 41° 09' 42" East, 148.50 feet;
3) North 63° 24' 52" East, 113.88 feet;
4) South 87° 08' 51" East, 532.49 feet;
5) South 08° 09' 35" East, 308.73 feet;
6) South 81° 50' 25" West, 120.99 feet;
7) South 00° 27' 11" West, 92.46 feet;
8) South 36° 52' 22" West, 131.72 feet;
9) South 73° 17' 34" West, 144.06 feet;
10) South 01° 41' 36" East, 142.11 feet to Rams Holdings, Ltd. as recorded in Official Record 9516, Page 1759 and being on the corporation line of said City of Oxford;

thence, with said Rams Holdings, Ltd. and said corporation line for the following two courses: South 88° 18' 24" West, 341.96 feet;

thence, South 02° 38' 43" West, 344.49 feet;

thence, departing said Rams Holdings, Ltd. and said corporation line and through said 4-Leaf Development, LLC, North 86° 18' 54" West, 366.72 feet to the existing east right of way of said Lake Forest Drive;

thence, with the existing east right of way of said Lake Forest Drive for the following five courses:

1) North 00° 28' 30" East, 105.39 feet;
2) with a curve to the left, having a central angle of 16° 25' 18", a radius of 532.50 feet, an arc length of 152.62 feet, and a chord bearing North 07° 44' 09" West, 152.10 feet;
3) North 15° 56' 48" West, 82.73 feet;

4) with a curve to the right, having a central angle of 26° 28' 24", a radius of 467.50 feet, an arc length of 216.01 feet, and a chord bearing North 02° 42' 36" West, 214.09 feet;
5) with a curve to the right, having a central angle of 14° 15' 53", a radius of 1040.00 feet, an arc length of 258.93 feet, and a chord bearing North 17° 39' 32" East, 258.26 feet to the **True Point of Beginning,** containing 17.947 acres of land, more or less, to be rezoned.

I hereby certify that the above description is a complete, proper and legal description of the property to be rezoned.

6/25/2025

Thomas M. Edwards
Professional Surveyor #8941
In the State of Ohio





VICINITY MAP
NOT TO SCALE

REZONING OWNERSHIP:

4-LEAF DEVELOPMENT, LLC
125 W SPRING STREET
OXFORD, OH 45056

ADJOINERS:

1. Shane Fudge & Rachel Dillhoff H3620-054-000-004
2. Ronald R. Thompson, Co-Tr., etal H3520-054-000-003
3. Mason Garwood & Challis Alfred H3620-054-000-002
4. Ray N. Grillot Sr. H3620-054-000-001
5. Resham S. Bassi & Lachhman Kaur H3520-053-000-005
6. Sandra G. Mohr H3620-053-000-004
7. Patrick C. Brown H3620-053-000-003
8. Amy Ritze & John W. Scott H3620-053-000-002
9. Garrett Heil H3620-053-000-001
10. OH MU Holdings LLC H4100-146-000-006
11. OH MU Holdings LLC H4100-146-000-007
12. OH MU Holdings LLC H4100-146-000-008
13. OH MU Holdings LLC H4100-146-000-009
14. OH MU Holdings LLC H4100-146-000-010
15. OH MU Holdings LLC H4100-146-000-011
16. OH MU Holdings LLC H4100-146-000-012
17. OH MU Holdings LLC H4100-146-000-013
18. OH MU Holdings LLC H4100-146-000-014
19. OH MU Holdings LLC H4100-146-000-015
20. OH MU Holdings LLC H4100-146-000-016
21. OH MU Holdings LLC H4100-146-000-017
22. OH MU Holdings LLC H4100-146-000-018
23. OH MU Holdings LLC H4100-146-000-019
24. OH MU Holdings LLC H4100-146-000-020
25. OH MU Holdings LLC H4100-146-000-021
26. OH MU Holdings LLC H4100-146-000-022
27. OH MU Holdings LLC H4100-146-000-023

CURVE TABLE					
Curve	Delta	Radius	Length	Chord	
C-1	13°57'50"	1100.00'	268.09'	N31°43'03"E	267.42'
C-2	16°25'18"	532.50'	152.62'	N07°44'09"W	152.10'
C-3	26°28'24"	467.50'	216.01'	N02°42'36"W	214.09'
C-4	14°15'53"	1040.00'	258.93'	N17°39'32"E	258.26'

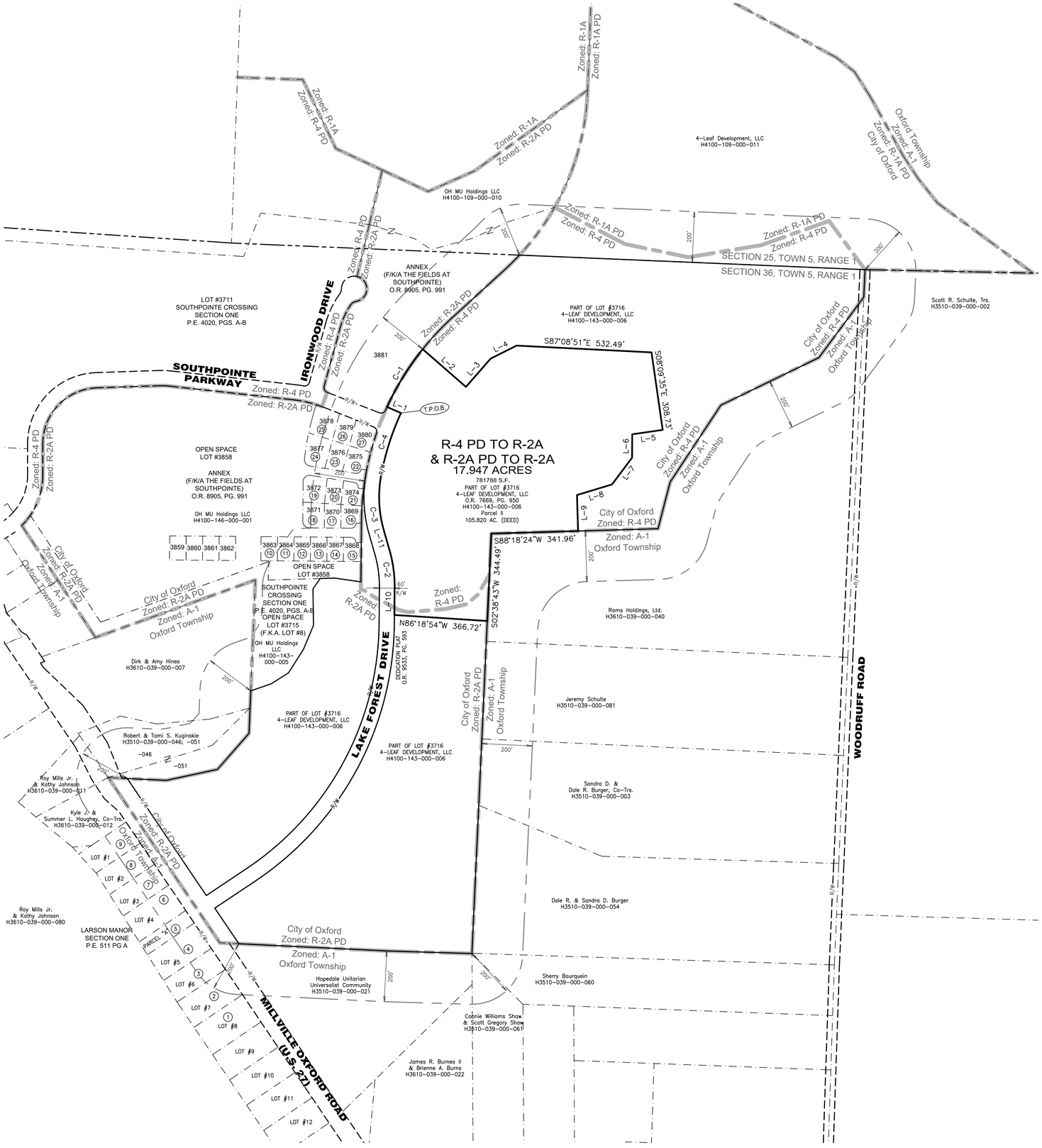
LINE TABLE		
Line	Direction	Distance
L-1	N66°13'53"W	60.01'
L-2	S48°50'18"E	226.07'
L-3	N41°09'42"E	148.50'
L-4	N63°24'52"E	113.88'
L-5	S81°50'25"W	120.99'
L-6	S00°27'11"W	92.46'
L-7	S36°52'22"W	131.72'
L-8	S73°17'34"W	144.06'
L-9	S01°41'36"E	142.11'
L-10	N00°28'30"E	105.39'
L-11	N15°56'48"W	82.73'

SURVEYOR CERTIFICATION

THIS MAP WAS PREPARED FROM EXISTING DEEDS AND PLATS OF RECORD AND DOES NOT REPRESENT A BOUNDARY SURVEY.

DATE: 6/25/2025
THOMAS M. EDWARDS
PROFESSIONAL SURVEYOR #8941
IN THE STATE OF OHIO

STATE OF OHIO
THOMAS M. EDWARDS 8941
REGISTERED PROFESSIONAL SURVEYOR



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

THIS DOCUMENT AND ALL RELATED DETAIL DRAWINGS, SPECIFICATIONS, AND ELECTRONIC MEDIA PREPARED OR FURNISHED BY BAYER BECKER (BB), ARE PROPRIETARY TO BB, ARE PROTECTED BY THE USA AND ARE INSTRUMENTS OF BB'S PROFESSIONAL SERVICE, AND IS THE EXCLUSIVE PROPERTY OF BB. NO DISCLOSURE, USE, 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

Item	Revision Description	Date	Drawn	Chk

R-4 PD TO R-2A & R-2A PD TO R-2A

SECTION 36, TOWN 5, RANGE 1
CONGRESS LANDS WEST OF THE MIAMI RIVER
CITY OF OXFORD
BUTLER COUNTY, OHIO

REZONING PLAT

bayer becker
www.bayerbecker.com
110 S. Cedar Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

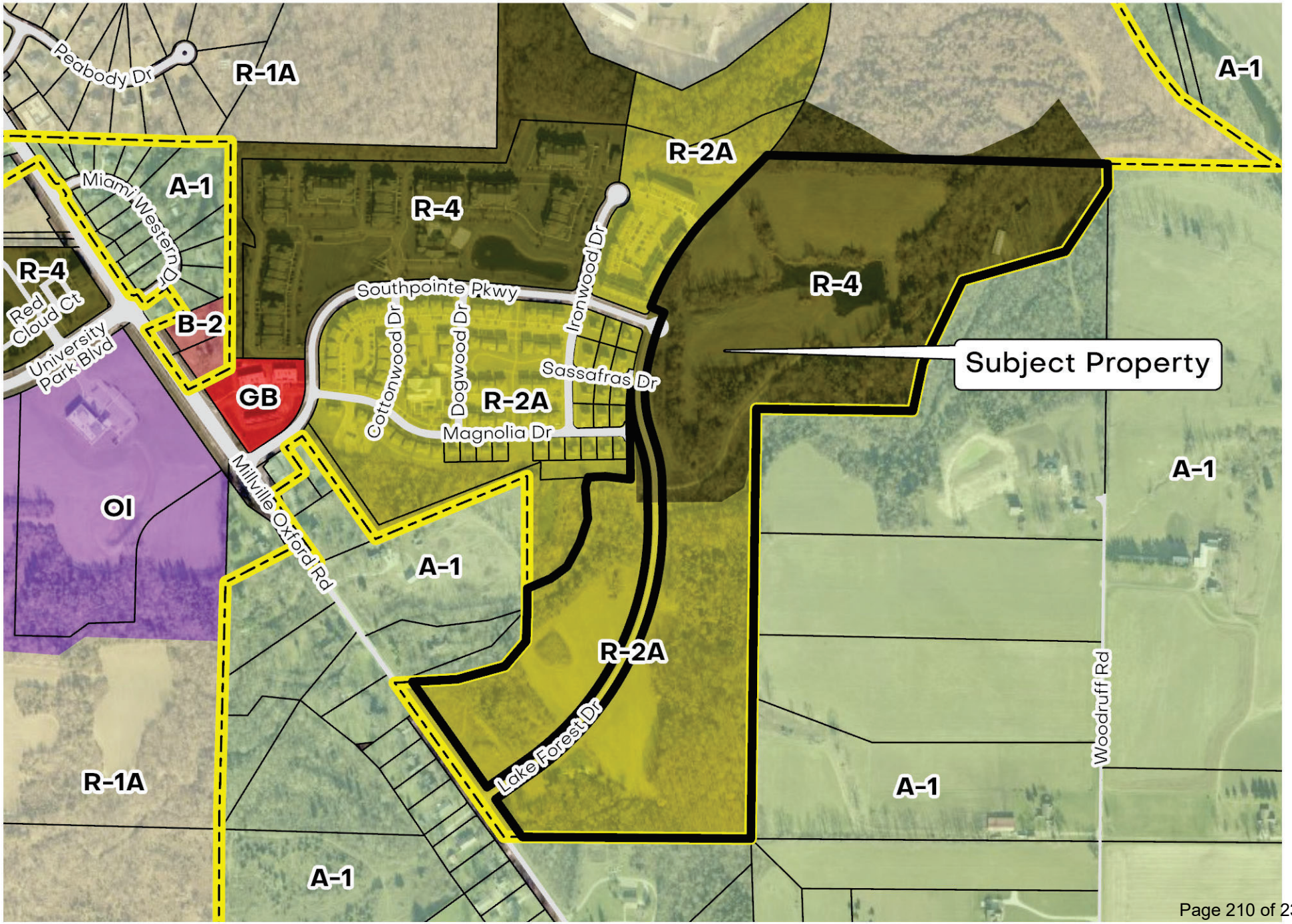
Drawing: 24-0257 RZ
Drawn by: PAH
Checked By: TME
Issue Date: 06-25-25
Sheet: 1/1

Plot time: Jun 25, 2025 - 1:46pm
Drawing name: J:\2024\24-0257\SVDWG\24-0257 RZ.dwg - Layout Tab: Layout1

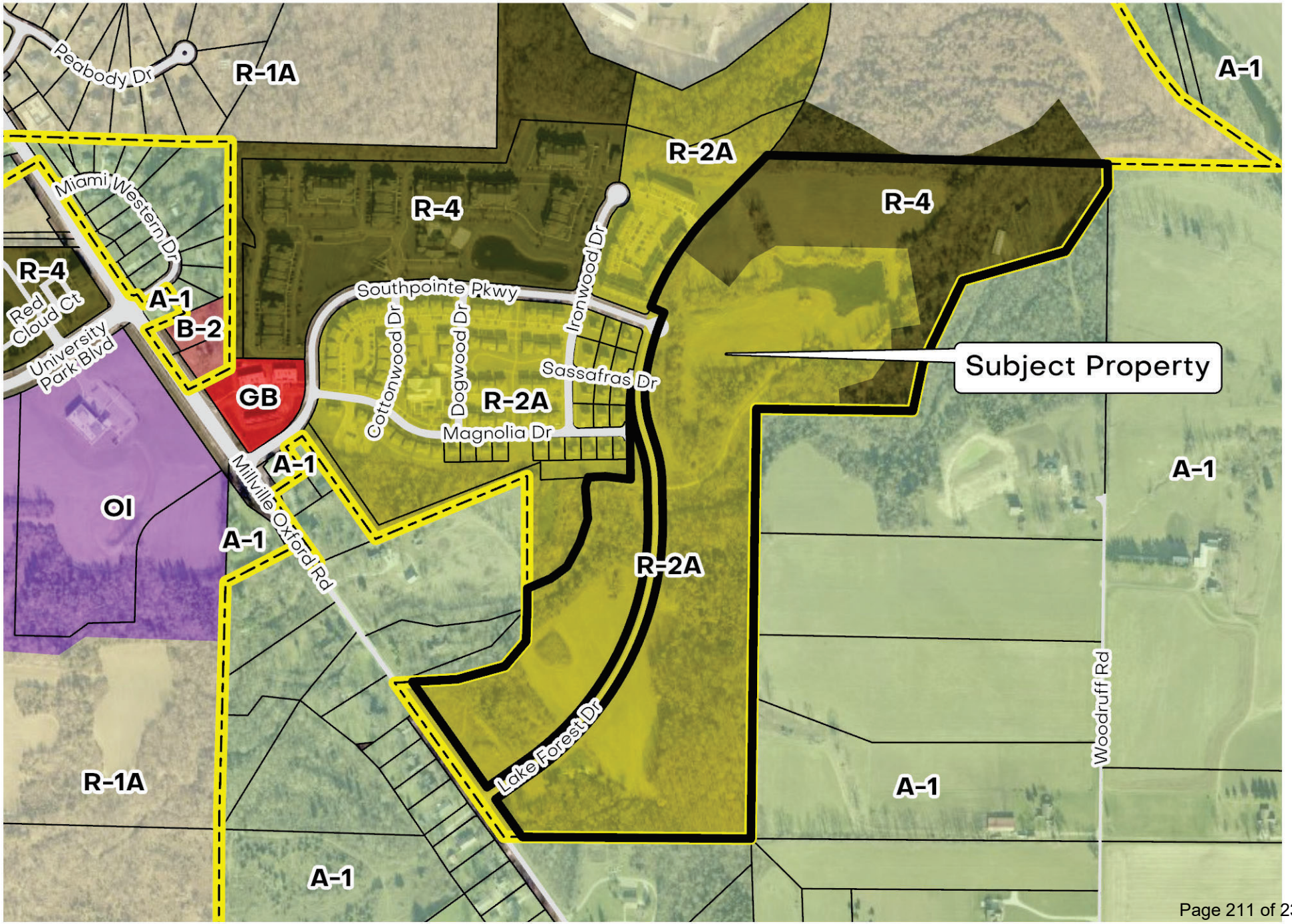
Aerial Map


Site
0 250 500 1,000 Feet
Peabody Dr
27
Miami Western Dr
Red Cloud Ct
Red Cloud Ct
University Park Blvd
Millville Oxford Rd
Southpointe Pkwy
Cottonwood Dr
Dogwood Dr
Ironwood Dr
Sassafras Dr
Magnolia Dr
Subject Property
Lake Forest Dr
Woodruff Rd
27
27

Current Zoning



Proposed Zoning



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:	8/26/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	An Ordinance Approving A Preliminary Subdivision Named "Lake Forest Cove," Submitted By 4 Leaf Development LLC For 34 Single-Family Residential Lots To Be Situated On 17.947 Acres Currently Addressed As 1701 Lake Forest Drive, Oxford Ohio 45056, With Conditions. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	"Housing Opportunities for Everyone" & " Thriving and Resilient Year-Round Economy"
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve as Recommended
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:
Background:

The complete August 12, 2025 Planning Commission packet information can be downloaded here. There are two Council agenda items for this project. This item is pertaining to the Preliminary Subdivision.

The subject property falls within a portion of Oxford that has gone through a complex history of approvals and rezonings. This history began in 2004, when the Butler County Commissioners approved 174 acres of land as a mixed use Planned Unit Development (PUD) containing a combination of residential and office “tech park” uses. The City of Oxford entered into a Development Agreement with 4 Leaf Development LLC in 2006, which led to annexation and rezoning to City-specific zoning classifications in 2007. In 2013, the City comprehensively rezoned 66 acres – entailing the Indian Trace Apartments and Level 27 sites, as well as 37 acres of the subject property – to a newly created R-4 multi-family district.

In 2021, 4 Leaf Development was successful in obtaining two major planning approvals for the southern portion of the property: (1) South Forest Edge Section 1, consisting of 36 landominiums; and (2) South Forest Edge Section 2, consisting of 21 single-family lots; while the former is still technically valid until August 2026, the latter has since expired. Ultimately, sewer service provision has been the main impediment to bringing the South Forest Edge projects to fruition.

Most recently, in 2023, the City entered into a new agreement with 4 Leaf Development LLC to allocate $746,000 in public funds for sewer and infrastructure improvements; this allocation is in lieu of earlier obligations expressed in the 2006 Development Agreement for the City to eventually fund/construct an extension to Lake Forest Drive.

Proposal Summary:

4 Leaf Development LLC, c/o Jim Clawson, currently owns approx. 97 acres of land located due east and south of the Annex housing complex, and accessed most directly Lake Forest Drive. This acreage is entirely within the City of Oxford corporate limits and presently zoned as follows: approx. 30 acres is R-1A (Single-Family Residential); approx. 30 acres is R-2A (Two-Family Residential); and approx. 37 acres is R-4 (Multi-Family Residential). 4 Leaf proposes rezoning an 18-acre portion of this land from R-4 to R-2A, thereby enabling the developer to qualify for potential approval of an "Open Space Residential Development" (OSRD), which is a voluntary option provided in the City of Oxford Subdivision Regulations. To staff's knowledge, this is the first time a developer has sought to exercise the OSRD option.

The subdivision proposed to occupy the 18 acres is to be named "Lake Forest Cove" and comprise 34 lots for new single-family homes, plus 2 large parcels devoted to open space & conservation. The residential lots would be accessed via two new public streets: East Southpointe Parkway (an eastward extension of Southpointe Parkway), and Timber Cove Trail. Planned pedestrian infrastructure includes new sidewalks along both sides of the two new public streets, along with a 10-foot multi-use path on the east side of Lake Forest Drive. An existing manmade pond located in the center of the site is to be retained, not only as a subdivision amenity, but also as a device for managing stormwater quantity and quality. To the west of the pond, a clubhouse facility is planned to be constructed and would serve as a central location for mail delivery & pickup.

Planning Commission Discussion & Recommendation:

The Planning Commission held a public hearing on August 12, 2025 to consider the requests for Lake Forest Cove. During the hearing, the Commission heard from staff, the project engineer (Bayer Becker, c/o Etta Reed) on behalf of the applicant, as well as the following individuals:

- Scott Webb, Architect, 103 W Walnut Street: Mr. Webb offered explanation on the differences between the R-2A and R-4 zoning districts and why it is difficult to develop this land if it remains R-4.

- Jacob Schulte, 3898 Woodruff Road: Mr. Schulte spoke on behalf of the neighboring properties on Woodruff Road. Mr. Schulte spoke in favor of the proposal supporting the future development. Mr. Schulte mentioned how this proposal is in agreement with the Comprehensive Plan. Mr. Schulte mentioned that the conservation parcels are large, supporting a lot of the green space and water ways. Mr. Schulte thought this development would be a good fit for the area.

Upon closure of the public hearing and following further discussion, the Commission voted unanimously 5-0-0 (2 members absent) two times, the first time to recommend **approval** of the Map Amendment (R-4 to R-2A) and a second time to recommend **approval** of the Preliminary Subdivision. Moreover, the motion on the Preliminary Subdivision accepted staff's eleven (11) suggested conditions contained in the staff report, plus an additional condition to waive the tree survey requirement (which staff had mistakenly omitted from the report). Five (5) of these conditions expressly grant specific waivers to zoning standards, which is an acceptable practice for an OSRD.

The final list of recommended conditions is as follows:

1. Consistent with recommendations from the Butler County Soil & Water Conservation District, the developer is advised to take precautions for Lots 1-16 by having geotechnical foundation studies performed prior to the submission of Building Permits.

2. The following note shall be affixed to the final record plat: "High water tables are apparent in this area. If basements are constructed, it is the responsibility of the builder to take special precautions to ensure basements stay dry."

3. The final record plat shall establish a conservation easement for the southernmost open space parcel wherein Lick Run is situated. The easement terms shall stipulate that the land remain undeveloped and undisturbed, though the terms shall not preclude the establishment of a walking trail.

4. The final landscaping plan shall be revised to include street trees south of Timber Cove Trail.

5. All driveways for Lots 1-34 shall be accessed from either East Southpointe Parkway or Timber Cove Trail. With the exception of the clubhouse, no new driveways shall be permitted from Lake Forest Drive.

6. HOA documentation shall be reviewed by the City Law Director prior to recording.

7. A waiver to ***Section 1104.04 (403)*** hereby granted to allow new public streets (E Southpointe Pkwy and Timber Cove Trl) to be 28 feet wide as opposed to 30 feet wide per the Typical Section in Attachment H.

8. A waiver to ***Section 1101.4(404)(D)*** is hereby granted to reduce the street network connectivity index from 1.2 to 0.75.

9. A waiver to ***Section 1101.5(504)(B)(1)*** is hereby granted to reduce the required setback from Lake Forest Drive from 35 feet to 25 feet, thus matching front yard setbacks to be required along the other public streets in the subdivision.

10. A waiver to ***Section 1101.5(504)(B)(2)*** is hereby granted to permit Lots 14-16 to reduce the rear yard setback required adjacent to the subdivision boundary from 50 feet to 20 feet, thus matching rear yard setbacks for other Lots.

11. Waivers to R-2A district standards as found in ***Section 1143.04(c)***are hereby granted as follows:
    a. Minimum lot width/frontage reduced from 60 feet to 47 feet
    b. Maximum lot coverage increased from 35% to 60%
    c. Maximum building coverage increased from 25% to 50%
    d. Maximum front yard coverage increased from 25% to 40%

e. Minimum front yard setback reduced from 30 feet to 25 feet
f. Minimum rear yard setback reduced from 30 feet to 20 feet

12. A waiver to ***Section 1148.04(b)(2)*** is hereby granted to relieve the developer from the tree survey requirement.

ORDINANCE NO.

AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION NAMED "LAKE FOREST COVE," SUBMITTED BY 4 LEAF DEVELOPMENT LLC FOR 34 SINGLE-FAMILY RESIDENTIAL LOTS TO BE SITUATED ON 17.947 ACRES CURRENTLY ADDRESSED AS 1701 LAKE FOREST DRIVE, OXFORD OHIO 45056, WITH CONDITIONS.

WHEREAS, the Planning Commission met pursuant to Oxford Codified Ordinance Section 1101.2 on August 12, 2025 for the purpose of considering a Preliminary Subdivision submitted by 4 Leaf Development LLC for a development consisting of 34 single-family lots situated on 17.947 acres currently addressed as 1701 Lake Forest Drive, Oxford, Ohio 45056; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of the Preliminary Subdivision submitted by 4 Leaf Development LLC for a development consisting of 34 single-family lots situated on 17.947 acres currently addressed as 1701 Lake Forest Drive, Oxford, Ohio 45056 with the following conditions:

1. Consistent with recommendations from the Butler County Soil & Water Conservation District, the developer is advised to take precautions for Lots 1-16 by having geotechnical foundation studies performed prior to the submission of Building Permits.

2. The following note shall be affixed to the final record plat: "High water tables are apparent in this area. If basements are constructed, it is the responsibility of the builder to take special precautions to ensure basements stay dry."

3. The final record plat shall establish a conservation easement for the southernmost open space parcel wherein Lick Run is situated. The easement terms shall stipulate that the land remain undeveloped and undisturbed, though the terms shall not preclude the establishment of a walking trail.

4. The final landscaping plan shall be revised to include street trees south of Timber Cove Trail.

5. All driveways for Lots 1-34 shall be accessed from either East Southpointe Parkway or Timber Cove Trail. With the exception of the clubhouse, no new driveways shall be permitted from Lake Forest Drive.

6. HOA documentation shall be reviewed by the City Law Director prior to recording.

7. A waiver to Section 1104.04 (403) is hereby granted to allow new public streets (E Southpointe Pkwy and Timber Cove Trl) to be 28 feet wide as opposed to 30 feet wide per the Typical Section in Attachment H.

8. A waiver to Section 1101.4(404)(D) is hereby granted to reduce the street network connectivity index from 1.2 to 0.75.

9. A waiver to Section 1101.5(504)(B)(1) is hereby granted to reduce the required setback from Lake Forest Drive from 35 feet to 25 feet, thus matching front yard setbacks to be required along the other public streets in the subdivision.

10. A waiver to Section 1101.5(504)(B)(2) is hereby granted to permit Lots 14-16 to reduce the rear yard setback required adjacent to the subdivision boundary from 50 feet to 20 feet, thus matching rear yard setbacks for other Lots.

11. Waivers to R-2A district standards as found in Section 1143.04(c) are hereby granted as follows:

    a. Minimum lot width/frontage reduced from 60 feet to 47 feet
    b. Maximum lot coverage increased from 35% to 60%
    c. Maximum building coverage increased from 25% to 50%
    d. Maximum front yard coverage increased from 25% to 40%
    e. Minimum front yard setback reduced from 30 feet to 25 feet
    f. Minimum rear yard setback reduced from 30 feet to 20 feet

12. A waiver to Section 1148.04(b)(2) is hereby granted to relieve the developer from the tree survey requirement.

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

SECTION 1: Council hereby accepts the action of the Planning Commission, and further grants the approval of a Preliminary Subdivision submitted by 4 Leaf Development LLC for a development consisting of 34 townhomes situated on 17.947 acres currently addressed as 1701 Lake Forest Drive, Oxford, Ohio 45056 with the following conditions:

1. Consistent with recommendations from the Butler County Soil & Water Conservation District, the developer is advised to take precautions for Lots 1-16 by having geotechnical foundation studies performed prior to the submission of Building Permits.

2. The following note shall be affixed to the final record plat: “High water tables are apparent in this area. If basements are constructed, it is the responsibility of the builder to take special precautions to ensure basements stay dry.”

3. The final record plat shall establish a conservation easement for the southernmost open space parcel wherein Lick Run is situated. The easement terms shall stipulate that the land remain undeveloped and undisturbed, though the terms shall not preclude the establishment of a walking trail.

4. The final landscaping plan shall be revised to include street trees south of Timber Cove Trail.

5. All driveways for Lots 1-34 shall be accessed from either East Southpointe Parkway or Timber Cove Trail. With the exception of the clubhouse, no new driveways shall be permitted from Lake Forest Drive.

6. HOA documentation shall be reviewed by the City Law Director prior to recording.

7. A waiver to Section 1104.04 (403) hereby granted to allow new public streets (E Southpointe Pkwy and Timber Cove Trl) to be 28 feet wide as opposed to 30 feet wide per the Typical Section in Attachment H.

8. A waiver to Section 1101.4(404)(D) is hereby granted to reduce the street network

connectivity index from 1.2 to 0.75.

9. A waiver to Section 1101.5(504)(B)(1) is hereby granted to reduce the required setback from Lake Forest Drive from 35 feet to 25 feet, thus matching front yard setbacks to be required along the other public streets in the subdivision.

10. A waiver to Section 1101.5(504)(B)(2) is hereby granted to permit Lots 14-16 to reduce the rear yard setback required adjacent to the subdivision boundary from 50 feet to 20 feet, thus matching rear yard setbacks for other Lots.

11. Waivers to R-2A district standards as found in Section 1143.04(c) are hereby granted as follows:

    a. Minimum lot width/frontage reduced from 60 feet to 47 feet
    b. Maximum lot coverage increased from 35% to 60%
    c. Maximum building coverage increased from 25% to 50%
    d. Maximum front yard coverage increased from 25% to 40%
    e. Minimum front yard setback reduced from 30 feet to 25 feet
    f. Minimum rear yard setback reduced from 30 feet to 20 feet

12. A waiver to Section 1148.04(b)(2) is hereby granted to relieve the developer from the tree survey requirement.

SECTION 2: 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: PLANNING STAFF

CHECKED BY: LAW

PRELIMINARY SUBDIVISION 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 1701 Lake Forest Drive	
Subdivision Name Lake Forest Cove	
Total Site Acreage 17.95 Acres	**Proposed Number of Lots/Parcels** 34 Res., 3 Open Sp

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 Jim Clawson
Applicant Company Name 4 Leaf Development LLC
Mailing Address 125 W. Spring Street, Oxford OH 45056
Email Address Jim@Hoteldevelopment.net
Telephone Number 513-524-9500

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

Property Owner Name
Property Owner Company Name
Mailing Address
Email Address
Telephone Number

BOX 4 | ENGINEER/SURVEYOR INFORMATION ☐ Check if same as Applicant

Architect/Engineer Name Etta Reed
Company Name Bayer Becker
Mailing Address 110 S. College Ave., Oxford OH 45056
Email Address ettareed@bayerbecker.com
Telephone Number 513-336-6600

BOX 5 | ATTACHMENT CHECKLIST Submit all contents in **PDF format.** No printed copies are necessary.

☑ **Narrative/Cover Letter** providing a written, detailed description of the request

☑ **Preliminary Plat** including all pertinent details as required by *Attachment B* of the Oxford Subdivision Regulations – more information on Page 3

☑ **Landscaping Plan** showing proposed location, size, and species of trees and other plantings, including street trees

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 6 | 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)	James M. Clawson	
Applicant Signature	James M. Clawson	Date 6/25/25

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.

Preliminary Plat Requirements For source text, see Oxford Subdivision Regulations *Attachment B*

A. The location of present property and section lines, streets, buildings, lakes and watercourses
B. Boundary lines, size and tract of whole site and each individual lot in square feet and/or acres
C. Any existing water mains, culverts, sewer lines, railroads, easements, parks, permanent buildings, power poles, other underground structures and streets within the tract or immediately adjacent thereto, including the location, dimension and size of the nearest water main and sewer line
D. The proposed location and width of streets, alleys, lots, parking areas, pedestrian walks, ingress/egress, setback lines and easements
E. The title under which the proposed subdivision is to be recorded and the name of the subdivider and owner if other than the subdivider platting the tract
F. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including mailing addresses and parcel numbers within 200 feet of the site
G. North point, scale and date
H. Existing contours with intervals of five feet or less referred to U.S.G.S. datum and obtained from a field survey
I. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat
J. The plan should evaluate existing watercourses, channels, storm sewers, culverts and proposed improvements pertaining to drainage and flood control in regard to their ability to handle the anticipated greater volume of run-off and peak flows
K. Any existing building(s) to remain or be razed
L. Location of any wooded areas, topographic and natural features that are within and adjacent to the proposed project area to be preserved
M. If and how the proposed subdivision will be subdivided in Phases
N. Site Analysis as stipulated in Section 402(B)
O. Landscaping Plan
P. Building Concepts, as applicable
Q. Lighting Concepts, as applicable
R. Any other information that may be necessary as determined by Staff

Design Standards For source text, see Oxford Subdivision Regulations *Section 1101.4*

Design standards applicable to subdivisions include, but are not limited to, the following:

- Compliance with Typical Sections as provided in *Attachment H*
  - Any deviation from the standards contained in Attachment H shall be established per the recommendation of the City of Oxford Engineer and approved by the Planning Commission.
- Compliance with the City of Oxford Water and Sanitary Sewer Improvement Specifications Manual
- Compliance with the City of Oxford Storm Water Management Design Manual
- Compliance with the City of Oxford Curb, Gutter & Sidewalk Specifications Manual. Concrete sidewalks not less than 5 feet in width must be constructed on both sides of all streets.
- The City Engineer may require a traffic impact study, based upon the level of impact on surrounding traffic flow and safety.
- Proposed streets shall intersect one another at right angles as topography and other limiting factors allow.
- A cul-de-sac, dead-end/stub street or loop street shall not exceed 500 feet in length.
- Maximum block length is 800 feet; where blocks exceed 600 feet, a public walkway traversing the block may be required.
- Block depth should not exceed 350 feet.
- One street light must be installed within 50 feet of every intersection, at the end of a cul-de-sac or dead end/stub street, and at intervals not exceeding 400 feet.
- All subdivisions shall have at least two (2) entrances to an existing street system.
- Shared driveways shall serve a maximum of three (3) lots and shall not exceed three hundred (300') feet.
- Any residential development shall be required to achieve a connectivity index of 1.2 or greater, unless the Planning Commission determines this is impractical due to topography, existing development, and/or natural features.
  - A connectivity index is a ratio of the number of street links (road sections between intersections and cul-de-sacs) divided by the number of street nodes (intersections and cul-de-sac heads). Stub outs shall also be considered as links.
- Cul-de-sacs exceeding 300 feet in length shall provide a multi-use path and easement at the end of such cul-de-sac.
- No primary access into a subdivision shall be a private road. Any private street must serve a minimum of 6 lots, and must conform to the minimum street standards unless otherwise approved by the Planning Commission upon the City Engineer's recommendation.
- Panhandle or flag lots are specifically prohibited.
- Lots may not be created in a new, proposed subdivision, by dividing land at the end of stub streets in existing subdivision(s).
- Buffering may be required per the standards of *Section 1101.4(410)*.
- Deed restrictions or covenants running with the land may be included to provide for the creation of a Homeowners Association, Condominium Association, or Board of Trustees in which individual owners share common financial responsibilities.

bayerbecker.com
513.336.6600
mason | cincinnati | oxford | fort mitchell

June 26, 2025

Mr. Zach Moore
City Planner
City of Oxford
15 South College Avenue
Oxford, Ohio 45056

Re: 1701 Lake Forest Drive
Lake Forest Cove
Preliminary Subdivision Application

Dear Mr. Moore:

Enclosed please find the following items in support of 4 Leaf Development LLC's Application for Preliminary Subdivision approval for Lake Forest Cove to be located on the east side of Lake Forest Drive, opposite Southpointe Parkway:

1) Digital copies of each of the following:
    a. Executed Preliminary Subdivision Application.
    b. List of property owners within 200 feet of the site.
    c. Legal description of the property.
    d. Preliminary Subdivision Plat.
        i. Site Analysis included
    e. Firetruck Autoturn Analysis Exhibit.
    f. Preliminary Landscape Plan.
2) Applicant & Owners:

    4 Leaf Development, LLC
    125 W Spring Street
    Oxford, Ohio 45056
    513-524-9500

3) Design Professionals:

    Engineer, Surveyor & Landscape Architect:
    Bayer Becker
    110 S. College Ave., Suite 101
    Oxford, OH 45056
    513-336-6600

The subject property is zoned R-4 Multifamily Residential District. Under separate cover, 4 Leaf Development LLC has requested that City Council rezone the property to R-2A Single and Two-Family Residential District.

Lake Forest Cove is an Open Space Residential Subdivision consisting of 34 single family lots along proposed public streets, East Southpointe Parkway and Timber Cove Trail. With a substantial provision of 45% open space, the property shall be developed under Open Space Subdivision standards. Although there are no lot size requirements under the Open Space Residential Subdivision standards, all lots meet the 6,000 sq ft minimum lot size requirement of the R-2A district. Additionally, all lots adhere to a minimum of 25 ft front yard setbacks, 7.5 ft side yard setbacks, and 20' rear yard setbacks. Driveway access for all lots shall be located along East Southpointe Parkway and Timber Cove Trail.

5 ft wide sidewalks shall be constructed along both sides of East Southpointe Parkway and Timber Cove Trail, as well as along the extension of Lake Forest Drive. A 10 ft wide trail will be located along the east side of Lake Forest Drive within the project boundary.

The development will be served by City of Oxford utilities. An 8" water main and storm sewer is located within Lake Forest Drive and an 8" sanitary main will be constructed from the east end of Southpointe Parkway. Retention and water quality will be provided via expansion of the existing lake which will serve as a retention and water quality basin. Maintenance of the retention basin and open space shall be the responsibility of the Homeowners Association.

In November, 2017 a traffic impact study (TIS) was prepared for the intersection of US 27 and Lake Forest Drive. The purpose of the TIS was to determine what improvements, if any, would be required for the development of Lake Forest Drive and the adjacent land within the Southpointe Crossings development. The TIS was prepared assuming the construction of 116 single family homes and 90 senior adult housing units and was approved by both ODOT and the City in early 2018. The analysis within the TIS recommended the construction of a southbound left turn lane on US 27. Said turn lane was constructed concurrently with the construction of Lake Forest Drive. The development of the proposed 34 single family residential lots within Lake Forest Cove were accounted for in the TIS, as part of the 116 single family homes.

In addition to the request for approval of the Preliminary Subdivision Plat, 4 Leaf Development LLC requests that the following waivers be granted:

1) Section 1101.404(D)(1)(a) of the City's Subdivision Regulations states *"Any residential development shall be required to achieve a connectivity index of 1.2 or greater unless the Planning Commission determines that this requirement is impractical due to topography, existing development or natural features."…* The proposed development consists of 4 links and 4 nodes, which results in a connectivity index of 1.0. A connectivity index of 1.2 is not practical due to the existing topography and lake. The developable land between the topography on the southern edge of the site and the lake on the northern half of the site does not allow enough width to create a grid that meets the connectivity index of 1.2. It is also not practical, due to topography, to create a ring road around the lake. Therefore, the only available solution is to provide a cul-de-sac at the end of East Southpointe Parkway.

   Section 1101.404(D) of the City's Subdivision Regulations states that *"The purpose of this section is to support the creation of a highly connected transportation system within the City in order to enhance traffic circulation efficiency for drivers, pedestrians and bicyclists; promote various modes of transportation, connect neighborhoods to each other ..reduce emergency response time…"* Lake Forest Drive was constructed to serve as a collector roadway connecting the various neighborhoods/developments within the Southpointe Crossings development and distributing the vehicular, pedestrian and bicycle traffic to US 27. Lake Forest Cove is a proposed neighborhood to be served by Lake Forest Drive. Sidewalk is to be constructed along both sides of East Southpointe Parkway and Timber Cove Trail to connect all residential units to Lake Forest Drive. Additionally, a 10-foot trail will be provided along Lake Forest Drive for the length of the property boundary. With the construction of the remaining neighborhoods/developments along Lake Forest Drive, the remainder of the trail will connect the development, south to US 27. Thereby creating a highly connected transportation system of public roadways and sidewalks.

   Additionally, Timber Cove Trail and East Southpointe Parkway provide 2 connected access points to the residential lots, thus improving the emergency response time.

   4 Leaf Development LLC requests that the connectivity index requirement be waived, as Lake Forest Cove is a neighborhood within a much larger development, Southpointe Crossings, which upon full build out will be a highly connected transportation system.

2) Per Section 1143.04(c)(4)A. of the City's Zoning Ordinance, lots with vehicular access from a public street shall have the following lot coverage maximums: 1. Lot total = 35%; 2. All enclosed buildings = 25%; 3. Front yard = 25%. However, the purpose of the Open Space Residential

Development, per the City's Subdivision Regulations, is to "*encourage creative and flexible site design," "protect functional and attractive open space,"* and "*promote efficient land development."* To accomplish these goals, smaller lot sizes are required to preserve the open space. If the required lot coverage maximums are met, the lot sizes would have to be at least twice as large as proposed. This would require a significant reduction in the proposed open space, which would neither protect the natural resources nor promote efficient land development.

4 Leaf Development LLC requests that the lot coverage maximums be waived to allow for the preservation of open space and natural resources. This request is in alignment with the underlying design intent of the Open Space Residential Subdivision, as articulated by Section 1101.5.500 of the City's Subdivision Regulations.

3) Section 504(B)(2) of the City's Subdivision Regulations states that *"individual buildings in a proposed development shall be setback a minimum of 50 feet from any lot line that represents the boundary of the proposed Open Space Residential Development."* Lots 14-16 provide a rear yard setback of 20 feet from the boundary. Given that the adjacent property is heavily forested and contains steep terrain, 4 Leaf Development LLC requests that the 50-foot rear yard setback requirement along the boundary to be waived. The existing forest and topography will provide a significant landscape buffer to the adjacent parcel, which is currently undeveloped.

4) Section 504(B)(1) of the City's Subdivision Regulations states that *"individual buildings in a proposed development shall be setback a minimum of 10 feet from a proposed right-of-way and 35 feet from an existing City or county road."* With limited space between Lake Forest Drive and the steep topography to the southern portion of the site, a building setback of 25 feet has been provided to avoid locating the proposed residential buildings down the steep grade, as this would cause significant grading issues. Additionally, as Lake Forest Drive is extended, a setback of only 10 feet is required, although 25 feet is provided. Therefore, all units along Lake Forest Drive will adhere to the same setback requirement.

   4 Leaf Development LLC requests that the 35-foot setback requirement along Lake Forest Drive be waived to allow for less grading and environmental impact to the site, as well as design consistency.

5) Per the City's Subdivision Regulations, all subdivisions shall be designed and constructed to conform to the Typical Sections incorporated in the Subdivision Regulations. The City of Oxford's Local Street Typical Section requires either a 30 ft. wide (back of curb to back of curb) street within a 50 ft right of way or a 35 ft. wide street (back of curb to back of curb) within a 60' right of way. 4 Leaf Development LLC requests approval to construct East Southpointe Parkway and Timber Cove Trail as 28 ft. wide back of curb to back of curb within a 50 ft. right of way. The 28 ft. width is proposed as it matches the width of all the streets which will be utilized to serve the development – Lake Forest Drive and Southpointe Parkway. On-street parking is proposed to be restricted to only one side of East Southpointe Parkway and Timber Cove Trail. Per the attached Autoturn analysis, the proposed roadway can accommodate the needs of the fire department.

Please place this item on the August 12th Planning Commission Meeting agenda.

Should you have any questions, or need any additional information, please do not hesitate to contact us.

Sincerely,

Etta Reed

Etta M. Reed, PE

Enclosures

Cc: 4 Leaf Development LLC

PRELIMINARY SUBDIVISION PLAT
LAKE FOREST COVE
SECTION 36, TOWN 5 NORTH, RANGE 1 EAST
CITY OF OXFORD
BUTLER COUNTY, OHIO

VICINITY MAP
NOT TO SCALE



ADJOINERS:

1. Shane Fudge & Rachel Dilhoff H3620-254-000-026
2. Ronald R. Thompson, Co-Tr., etal H3620-254-000-003
3. Mason Garwood & Chelle Alfred H3620-254-000-002
4. Roy N. Grifol Sr. H3620-254-000-001
5. Resham S. Basi & Lachhman Kaur H3520-253-000-005
6. Sandra C. Mohr H3620-253-000-004
7. Patrick C. Brown H3620-253-000-003
8. Amy Ritze & John R. Scott H3620-253-000-002
9. Cornell Hall H3620-253-000-001
10. OH MU Holdings LLC H4100-146-000-006
11. OH MU Holdings LLC H4100-146-000-007
12. OH MU Holdings LLC H4100-146-000-008
13. OH MU Holdings LLC H4100-146-000-009
14. OH MU Holdings LLC H4100-146-000-010
15. OH MU Holdings LLC H4100-146-000-011
16. OH MU Holdings LLC H4100-146-000-012
17. OH MU Holdings LLC H4100-146-000-013
18. OH MU Holdings LLC H4100-146-000-014
19. OH MU Holdings LLC H4100-146-000-015
20. OH MU Holdings LLC H4100-146-000-016
21. OH MU Holdings LLC H4100-146-000-017
22. OH MU Holdings LLC H4100-146-000-018
23. OH MU Holdings LLC H4100-146-000-019
24. OH MU Holdings LLC H4100-146-000-020
25. OH MU Holdings LLC H4100-146-000-021
26. OH MU Holdings LLC H4100-146-000-022
27. OH MU Holdings LLC H4100-146-000-023

OWNER/APPLICANT
4 LEAF DEVELOPMENT, LLC
125 W SPRING STREET
OXFORD, OH 45056
513-524-9500

SITE ANALYSIS
- THE SITE DOES NOT CONTAIN MAPPED FLOODPLAIN AND IS DENOTED AS ZONE X PER FEMA COMMUNITY PANELS.
- PER THE NRCS WEB SOIL SURVEY, MUCH OF THE DEVELOPMENT AREA ON THE SITE CONTAINS SOILS DENOTED AS XENIA SILT LOAM (XeB) AND MIAMIAN-RUSSELL SILT LOAM (MsC2).
- THE PROJECT SITE IS NOT LOCATED WITHIN AREAS NOTED BY THE CITY OF OXFORD HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION.
- THE SITE IS NOT LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES.
- THE OKI ENVIRONMENTAL RESOURCES AND GREENSPACE FEATURES MAPPING DOES NOT LIST ANY WETLANDS WITHIN THE SITE. TREE CANOPY COVER IS SHOWN THROUGHOUT THE SITE.
- THE SITE CONTAINS APPROXIMATELY ±2.74 ACRES (OR 15% OF THE SITE) WITH SLOPES GREATER THAN 15%.

PROJECT SUMMARY
EXISTING ZONING: R-4 MULTIFAMILY RESIDENTIAL
PROPOSED ZONING: R2-A SINGLE AND TWO-FAMILY RESIDENTIAL DISTRICT
OPEN SPACE SUBDIVISION

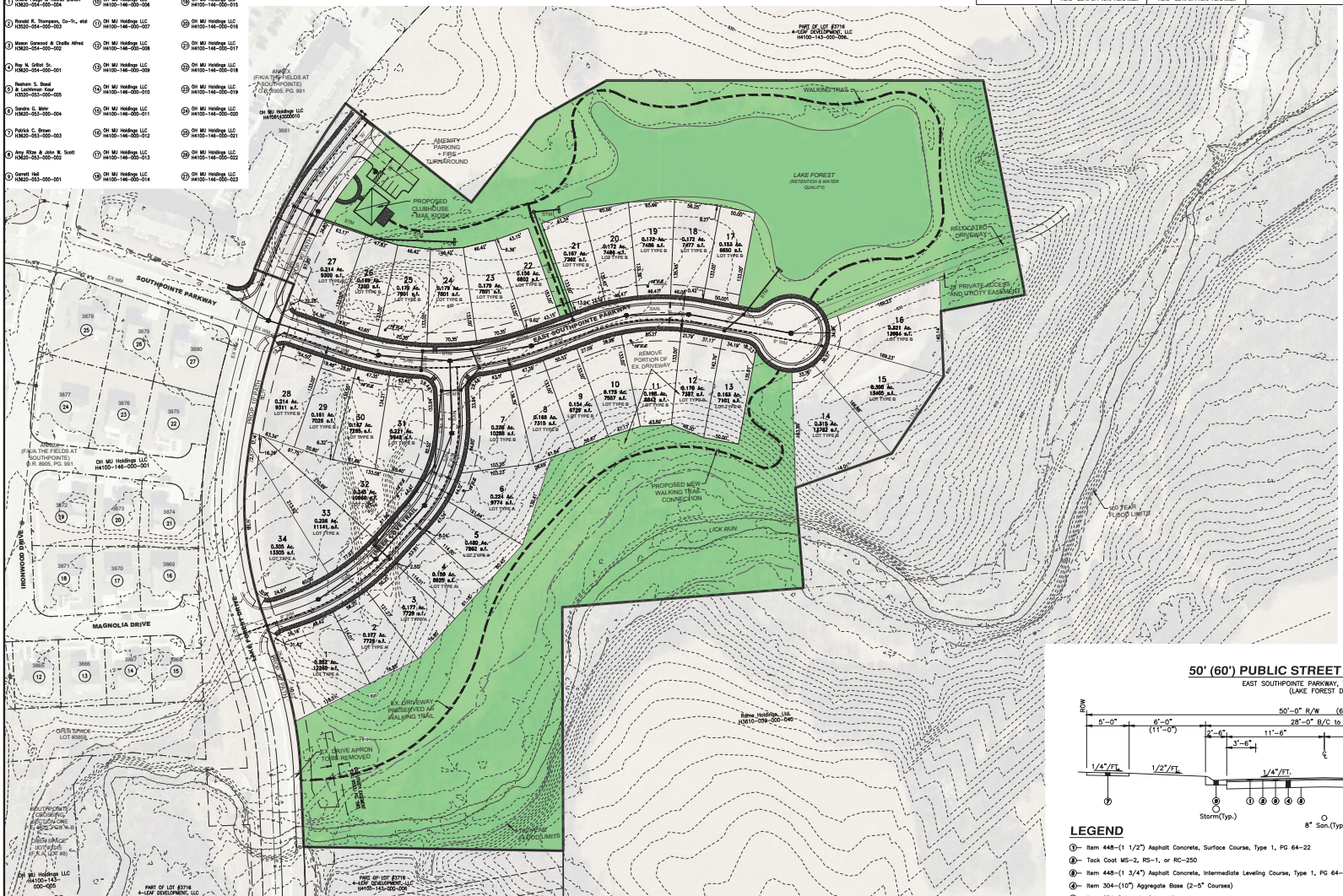
TOTAL SITE AREA	17.95	ACRES
REQUIRED OPEN SPACE	6.28	ACRES (35%)
PROPOSED OPEN SPACE	8.08	ACRES (45%)

LOT COUNT:
SINGLE FAMILY LOTS = 34 (1.89 D.U./ACRE)
OPEN SPACE LOTS = 2
TOTAL LOTS = 36

NOTES
1. ELECTRIC TO BE PROVIDED BY DUKE ENERGY.
2. GAS TO BE PROVIDED BY GLENWOOD ENERGY.
3. SANITARY SEWER, STORM SEWER AND WATER MAIN SHALL BE CONNECTED TO EXISTING CITY OF OXFORD SYSTEMS AND CONSTRUCTED PER CITY OF OXFORD STANDARDS AND SPECIFICATIONS.
4. 2-FOOT INTERVAL CONTOURS PROVIDED BY BUTLER COUNTY GIS, DATED 2017, AND BASED ON NAD83 (HARN) GEOGRAPHIC COORDINATE SYSTEM.
5. STREET LIGHTING TO BE PROVIDED ALONG ALL STREETS.
6. ON STREET PARKING SHALL BE RESTRICTED TO ONE SIDE OF ALL STREETS.
7. OPEN SPACE TO BE OWNED AND MAINTAINED BY HOMEOWNER'S ASSOCIATION.

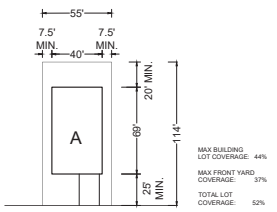
OPEN SPACE SUBDIVISION
ZONING TABLE: R-2A DEVIATIONS

ZONING ORDINANCE	R-2A REQUIREMENT	PROPOSED DEVIATION	JUSTIFICATION
1143.04(c)(1)B. Minimum Lot Width	60 feet	50 feet	To accomplish the goals of a Open Space Subdivision, which are to "protect functional and attractive open space" and "promote efficient land development," lot widths have decreased and therefore lot size has decreased to allow for additional preserved open space.
1143.04(c)(1)C. Minimum Lot Frontage	60 feet	50 feet	To accomplish the goals of a Open Space Subdivision, which are to "protect functional and attractive open space" and "promote efficient land development," lot frontages have decreased and therefore lot size has decreased to allow for additional preserved open space.
1143.04(c)(2)A. Minimum Front Yard Depth	30 feet	25 feet	To accomplish the goals of a Open Space Subdivision, which are to "protect functional and attractive open space" and "promote efficient land development," front yard setbacks have decreased and therefore lot size has decreased to allow for additional preserved open space. Additionally, Open Space Residential Subdivision Regulations allow for a 10 foot minimum front yard.
1143.04(c)(2)B. Minimum Rear Yard Depth	30 feet	20 feet	To accomplish the goals of a Open Space Subdivision, which are to "protect functional and attractive open space" and "promote efficient land development," rear yard setbacks have decreased and therefore lot size has decreased to allow for additional preserved open space.
1143.04(c)(4) Lot Coverage	Lot Total - 35% Max; All Enclosed Buildings - 25% of Lot Max; Front Yard - 25% of Front Yard Max	Lot Total - 54% Max; All Enclosed Buildings - 47% of Lot Max; Front Yard - 38% of Front Yard Max	To accomplish the goals of a Open Space Subdivision, which are to "protect functional and attractive open space" and "promote efficient land development," lot sizes have decreased and all lot coverage has increased to allow for additional preserved open space.

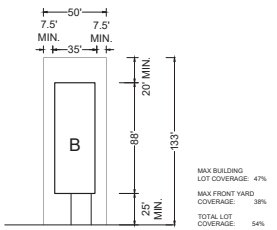


LEGEND
- OPEN SPACE
- 5' CONCRETE WALK

TYPICAL LOT DETAILS



TYPICAL LOT A
NOT TO SCALE
9 UNITS
(6,270 SF)
0.14 acres



TYPICAL LOT B
NOT TO SCALE
25 UNITS
(6,650 SF)
0.15 acres

50' (60') PUBLIC STREET TYPICAL SECTION
EAST SOUTHPOINTE PARKWAY, TIMBER COVE TRAIL
(LAKE FOREST DRIVE)

LEGEND
1. Item 448-(1 1/2") Asphalt Concrete, Surface Course, Type 1, PG 64-22
2. Tack Coat MS-2, RS-1, or RC-250
3. Item 448-(1 3/4") Asphalt Concrete, Intermediate Leveling Course, Type 1, PG 64-22
4. Item 304-(10") Aggregate Base (2-5" Courses)
5. Item 204 Subgrade Compaction
6. Item 609 - Rolled Face Curb & Gutter, City of Oxford Standard
7. Item 608 - 4" thick concrete sidewalk, widths as shown, to be 1/2" higher than finished grade.

Basis of Bearing: State Plane NAD83 (2011)
0 30 60 90
SCALE: 1"=30'

STATE OF OHIO
ETHAN M. FREEMAN
E-29806
PROFESSIONAL ENGINEER

Item	Revision Description	Date	Dwn.	Chk.

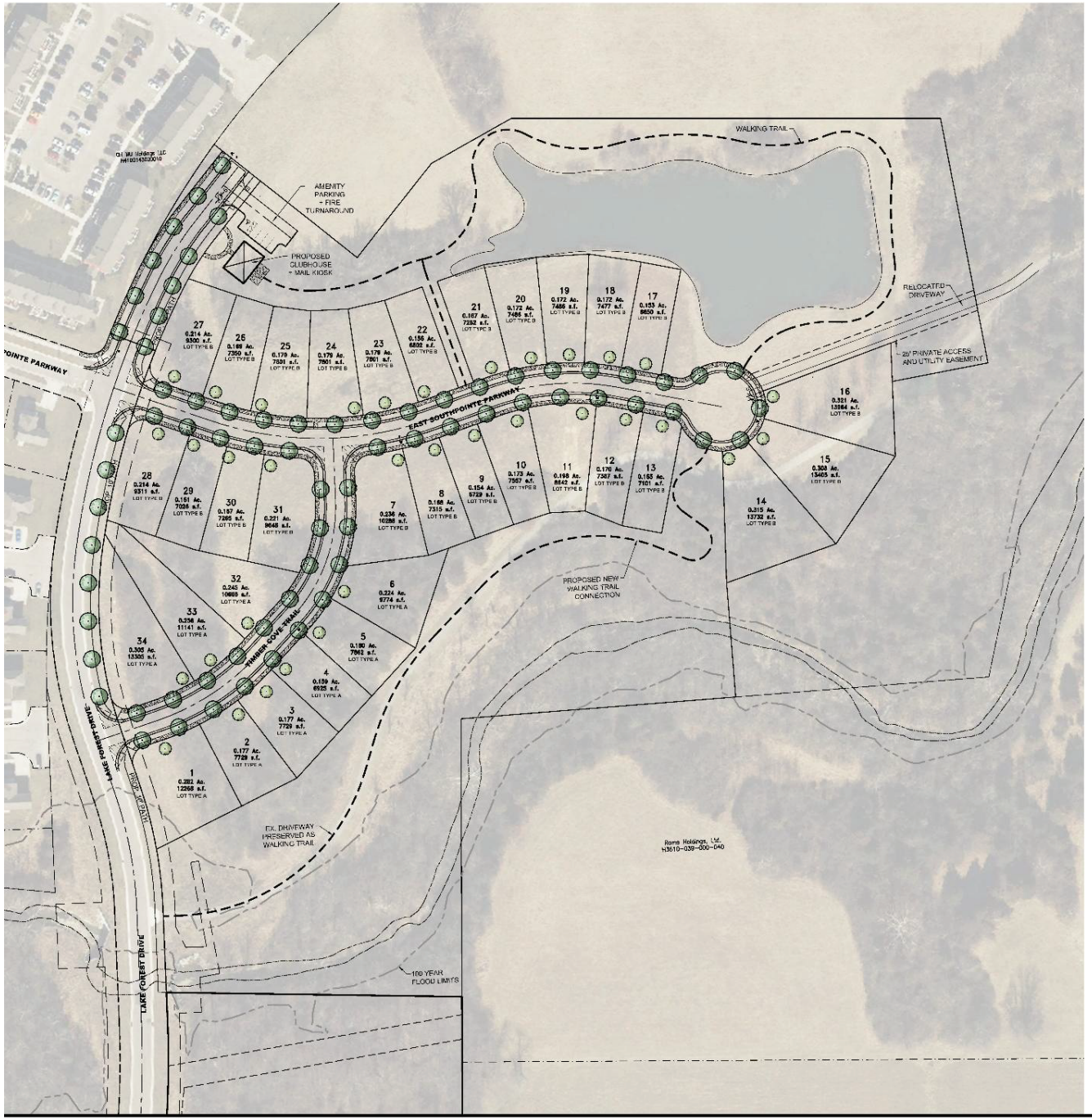
LAKE FOREST COVE
1701 LAKE FOREST DRIVE
CITY OF OXFORD, BUTLER COUNTY, OHIO
SECTION 36, TOWNSHIP 5 (NORTH), RANGE 1 (EAST)
WEST OF THE GREAT MIAMI
PRELIMINARY SUBDIVISION PLAT

bayer becker
www.bayerbecker.com
191 S. College Avenue, Suite 101
Oxford, OH 45056 (513) 523-4070

Drawing: 24-0257 PLA
Drawn by: OOW
Checked By: ER
Issue Date: 06-26-25
Sheet: PL1.0

Plot time: Jun 26, 2025 - 11:34am
Drawing name: J:\Projects\2024\0257 LFC\Drawings\0257 PLA.dwg - Layout Tab: BB 30x42 PLAT

THIS DRAWING AND ALL THE INFORMATION, DESIGN FEATURES AND CONCEPTS CONTAINED THEREIN ARE THE EXCLUSIVE PROPERTY OF BAYER BECKER AND SHALL NOT BE REPRODUCED, PUBLISHED OR USED IN ANY WAY WITHOUT THE PRIOR WRITTEN CONSENT OF BAYER BECKER. © COPYRIGHT 2025 BAYER BECKER. ALL RIGHTS RESERVED.



ZONING SUMMARY

STREET TREE SPECIES TO BE PLANTED (935.05)

SUBJECT TO THE RESTRICTIONS IN SECTION 935.07, THE SPACING OF STREET TREES WILL BE IN ACCORDANCE WITH THE THREE SPECIES SIZE CLASSES ADOPTED BY THE TREE AUTHORITY, AND NO TREES MAY BE PLANTED CLOSER TOGETHER THAN THE FOLLOWING:

SMALL TREES - 30'
MEDIUM TREES - 40'
LARGE TREES - 50'

ALL NEWLY PLANTED STREET TREES SHALL BE PLANTED EQUAL DISTANCE BETWEEN THE SIDEWALK AND THE CURB OR THE PROPERTY LINE AND THE CURB.

STREET TREE REQUIREMENT (1148.03)

TREES SHALL BE PLANTED IN THE TREE LAWN OR OTHER APPROPRIATE AREAS IN STREET RIGHTS-OF-WAY AS REQUIRED IN CHAPTER 935. TREES PLANTED IN THE TREE LAWN SHALL BE INSTALLED BY THE APPLICANT REQUESTING DEVELOPMENT APPROVAL AND MAINTAINED IN GOOD CONDITION UNTIL PROJECT CONSTRUCTION IS COMPLETE.

TREE PLANTING REQUIREMENTS (1148.04)

RESIDENTIAL SINGLE, TWO, AND THREE FAMILY STANDARDS
SINGLE FAMILY LOTS - 1 TREE REQUIRED WITHIN THE FRONT YARD

UPON PLANTING, EACH REQUIRED TREE SHALL BE A MINIMUM OF 2" CALIPER AND MUST BE A SPECIES THAT APPEARS ON THE CITY'S "TREE LIST" OR IS DEEMED BY THE ZONING ADMINISTRATOR TO BE AN ACCEPTABLE SPECIES FOR THE LOCATION.

CONCEPT GRAPHICS SCHEDULE

STREET TREE CLEARANCE

CONCEPT PLANT SCHEDULE

STREET TREE - LARGE — 72
Celtis laevigata 'All Seasons' / All Seasons Sugar Hackberry
Gymnocladus dioicus 'Espresso' / Seedless Kentucky Coffeetree
Liriodendron tulipifera / Tulip Poplar
Nyssa sylvatica 'Wildfire' / Wildfire Tupelo
Platanus x acerifolia 'Bloodgood' / Bloodgood London Plane Tree
Ulmus americana 'Valley Forge' / Valley Forge American Elm

FRONT YARD TREE — 34
Acer griseum / Paperbark Maple
Amelanchier arorea / Allegheny Serviceberry Multi-trunk
Cladrastis kentukea / American Yellowwood
Cotinus obovatus / American Smoke Tree
Eucommia ulmoides / Hardy Rubber Tree
Magnolia stellata / Star Magnolia Multi-Trunk
Magnolia x soulangeana / Saucer Magnolia Multi-Trunk
Ostrya virginiana / American Hophornbeam
Sassafras albidum / Sassafras

PRELIMINARY

Item	Revision Description	Date	Drwn	Chk

LAKE FOREST COVE
1701 LAKE FOREST DRIVE
CITY OF OXFORD, BUTLER COUNTY, OHIO
SECTION 36, TOWN 3, FRACTIONAL RANGE 1 (EAST)
WEST OF THE GREAT MIAMI

PRELIMINARY PLANTING PLAN

bayer becker
www.bayerbecker.com
110 S. College Ave., Suite 1701
Oxford, OH 45056 • 513.524.4270

Drawing:	24-0257-LA
Drawn By:	AGH
Checked By:	ER
Issue Date:	8-26-2025
Sheet	L1.0

THE DRAWINGS, SPECIFICATIONS AND IDEAS, DESIGNS AND ARRANGEMENTS REPRESENTED THEREIN ARE AND SHALL REMAIN THE PROPERTY OF BAYER BECKER AND WERE CREATED AND DEVELOPED FOR USE IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE PRIOR WRITTEN PERMISSION OF BAYER BECKER.

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:	8/26/2025
COUNCIL MEETING DATE:	September 16, 2025
AGENDA TITLE:	An Ordinance Approving A Conditional Use For A Golf Simulator Indoor Entertainment Facility Located At 10 N Beech Street, Oxford Ohio 45056, With Conditions. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	A Thriving And Resilient Year-Round Economy
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve as Recommended
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:
Background:

The complete information from the August 12, 2025 Planning Commission packet can be accessed here.

The subject property was previously the home of a movie theater called the Princess Theater, which closed in 2014. The original building was demolished in 2015 to make way for a new mixed use building that emulates some of the architectural characteristics of the original theater, such as the canopy entrance. Since completion of the new building in 2016, the ground-floor commercial space has remained vacant.

Proposal Summary:

Entrepreneurs Tyler Storer and Jackson Trester – who are also behind other local ventures including OxVegas Chicken and Fitness on High – are looking to establish a golf-themed entertainment venue which would house a total of nine (9) golf simulator bays paired with an accessory bar. This new indoor entertainment facility would occupy the entire ground floor space at 10 N Beech Street. All activities associated with the business are planned to be contained to an indoor setting. From an exterior point of view, the only change anticipated is the addition of a third emergency exit door on the north side of the

building adjacent to the public alley.

The Oxford Zoning Code specifies that in the Uptown (UP) District, any night club, discotheque, or "other entertainment facility" is required to obtain Conditional Use approval as a prerequisite to filing for building permits. Mr. Storer and Mr. Trester have retained Architect Scott Webb as agent to assist in requesting Conditional Use approval from the City.

Planning Commission Recommendation:
The Planning Commission held a public hearing on August 12, 2025 to consider the Conditional Use request. During the hearing, the Commission heard from staff and the applicant. There were no comments from the public.

Upon closure of the public hearing, the Commission voted unanimously 5-0-0 (2 members absent) to recommend **approval** of the Conditional Use subject to the following conditions:

1. Any new exterior signage shall first require approval of a Certificate of Appropriateness and Sign Permit prior to installation.

2. Any exterior modifications which seek to expand the business use beyond the first floor interior of the building shall first require consideration of a Minor Amendment request.

3. A Building Permit authorizing the establishment of an entertainment/assembly use shall be obtained prior to the commencement of work.

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE FOR A GOLF SIMULATOR INDOOR ENTERTAINMENT FACILITY LOCATED AT 10 N BEECH STREET, OXFORD, OHIO 45056, WITH CONDITIONS.

WHEREAS, the Planning Commission met pursuant to Oxford Codified Ordinance Section 1147.02 on August 12, 2025 for the purpose of considering the request of applicant Architect Scott Webb, for a Conditional Use permit to allow for the establishment of an indoor entertainment facility at 10 N Beech Street, Oxford, Ohio 45056; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of a Conditional Use permit to allow for the establishment of an indoor entertainment facility at 10 N Beech Street, Ohio 45056 with the following conditions:

1. Any new exterior signage shall first require approval of a Certificate of Appropriateness and Sign Permit prior to installation.

2. Any exterior modifications which seek to expand the business use beyond the first floor interior of the building shall first require consideration of a Minor Amendment request.

3. A Building Permit authorizing the establishment of an entertainment/assembly use shall be obtained prior to the commencement of work.

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

SECTION 1: Council hereby accepts the action of the Planning Commission, and further grants the Conditional Use permit to allow for the establishment of an indoor entertainment facility at 10 N Beech Street, Oxford, Ohio 45056 with the following conditions:

1. Any new exterior signage shall first require approval of a Certificate of Appropriateness and Sign Permit prior to installation.

2. Any exterior modifications which seek to expand the business use beyond the first floor interior of the building shall first require consideration of a Minor Amendment request.

3. A Building Permit authorizing the establishment of an entertainment/assembly use shall be obtained prior to the commencement of work.

SECTION 2: 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: PLANNING STAFF

CHECKED BY: LAW

Zachary Moore
City 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 Conditional Use
Indoor Recreation Facility
10 N Beech Street

June 26, 2025

Dear Mr. Moore,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Conditional Use for an Indoor Entertainment Facility, in the original Princess Theater location. The proposal at hand would occupy the entire ground floor of the building, which has been unfinished since the construction of the building in 2016.

The proposed new business provides indoor Golf Simulators and refreshments to provide new entertainment opportunities serving the student population and the community at large.

In response to the items listed in 1147.02, we offer the following:

A. *A description of the proposed use.*

B. *Description of Use and Site*
A written, detailed description shall include the following information. A separate response is required for each subsection.

1. *Description of Use and Site*

   The name, mailing address, and telephone number of the applicant and the property owner.

   Property Owners:
   Rodbro Myers Rodbro Wood LLC
   21 N Poplar Street
   Oxford, Ohio 45056

   Business Owner:
   Tyler Storer & Jackson Trester
   6301 Big Wood Circle
   Oxford, Ohio 45056

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

2. *A statement from the owner that the applicant is entitled to apply on his or her behalf.*

   A letter of Agency has been provided from the property owners and the new business owners.

3. *A legal description of the site, including all separate lots.*

   Parcel Number: H4100004000198 was developed in 2016. Surveys & Legal Descriptions are on file.

4. *A description of the existing uses of the site.*

   Replacing the original Princess Theater, the site was developed in 2016 under the Uptown Zoning District's F.A.R. regulations for Mixed-Use Buildings. Providing leasable (10) Residential Apartments on floors 2-4, the ground floor commercial space has remained unfinished since the building was completed.

5. *The zoning district in which the site is located.*

   The site is zoned UP – Uptown Zoning District.

6. *A description of the proposed use.*

   The proposal at hand is to allow for a new entertainment facility, providing indoor digital Golf Simulators and refreshments.

   a. *A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery & service vehicles*

      The proposed new business provides entertainment as described above. Goods sold will be limited to branded t-shirts & golf accessories. While a bar is included for the guests, no food service or preparation is provided. Customers are limited the number of simulators available with few deliveries anticipated.

   b. *Hours of operation*

      Open daily to serve the community and local youth, with extended evening hours to accommodate Uptown student traffic. The business owners anticipate opening most days at 8:00 AM, and staying open long into the evening like other uptown businesses.

7. *A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties;*

   a. *How is the use similar to or different from existing area uses and if there will be any interaction between the proposed and existing uses.*

      The Uptown District provides a variety of Commercial Uses on the ground floors. The property is directly adjacent to a Barber Shop. You're Fired Pottery follows with the Bike Center across Beech Street. While a theater was anticipated in 2016, an operator was never secured, and the ground floor has remained unfinished. The community has been looking for unique entertainment opportunities Uptown to supplement the restaurants as retail continues to decline.

      With no food service provided, the owners intend to allow guests to bring in, or have food delivered from other local business. Additionally, the owners may offer food service from one of their other uptown businesses, OxVegas Chicken.

   b. *How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.*

      The proposal at hand is a tenant finish in an existing building.

c. *If the use will involve any operations that create potential nuisances, such as excessive noise, lighting, odor, fumes, vibration, or emissions.*

The proposed use will not create potential nuisances, with all activity taking place inside the building in small groups.

d. *How any potential negative effects on adjacent land will be mitigated.*

No negative effects are anticipated or need mitigation.

8. *A statement about why the location proposed is more appropriate for use than other locations;*

The Uptown District location is ideal for this business, attracting students and community residents to a new activity. Indoor golf can operate year-round for golfers of all levels and remain open to provide new nightlife opportunities to the Uptown District as well.

9. *A statement of the necessity or desirability of the proposed use to the neighborhood or community.*

This large ground floor commercial space has remined unfinished for nearly 10 years. The community has been looking for unique entertainment opportunities Uptown to supplement the restaurants as retail continues to decline. Unique to the larger surrounding area could draw customers from outside the City as well.

10. *Separate detailed statements that individually address each of the items listed as potential concerns for the proposed use.*

1147.03 (12) *Indoor Sports and Recreation Facilities such as Bowling Alleys, Skating Rinks, Tennis and Racquetball Courts, Soccer Fields, and Swimming Pools.*

A. *Potential Concerns:*

1. *Traffic volume during group or league events.*

The type and limited size of the operation will limit peak demands.

B. *Regulations:*

1. *Entrance to structure shall not be located in a yard adjacent to a residential zoning district.*

The new business is proposed in a fully developed UP District, where residential is provided on upper floors.

2. *Parking spaces shall not be located in a yard adjacent to a residential zoning district.*

No parking is required for individual businesses in the Uptown District.

3. *Structure shall be set back a minimum of thirty (30) feet from a residential zoning district*

As an existing building in a Mixed-Use District, this standard would not apply.

11. *A list of the names and mailing addresses of all land owners within 200 feet of the site.*

List of adjacent property owners is attached.

12. *Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.*

The proposal at hand represents new investment uptown, with the added benefit of being a destination business west of Main Street, drawing pedestrians and community members to help support other businesses on the western side of Uptown.

C. *Site Plan*

A Site Plan, created for the construction of the Mixed-Use building, is included with this application. The Site Plan acknowledges the likely installation of an additional exit from the ground floor, near the current trash area as is required for this use.

Additionally, the building Architect's ground floor plan is provided for reference, also addressing the likely need for an additional exit.

D. *Elevations of proposed structures, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.*

Photographs of the existing buildings are provided with no changes proposed.

E. *Other. Photographs of the existing use and its surroundings*

Photos are included with this application.

In response to the Decision Standards outlined in 1147.2(c), we offer the following:

A. *The proposed use is in fact a Conditional Use appropriate for the Zoning District in which it is proposed;*

While 1147.03 (12) seems to anticipate larger uses, Staff has advised the business owner that a conditional use is required as an indoor Recreation Facility.

B. *The use and site will satisfy the general intent of the Zoning Code;*

As a Conditional Use, the Zoning Code anticipates businesses of this type in the UP District. The concerns outlined for this use are mitigated by it's limited size.

C. *The use and site will be compatible with general intent of the Comprehensive Plan;*

The Comprehensive Plan, specifically the "*Economy*" section encourages new business throughout the City and provide opportunities to attract visitors year round. With the popularity of golf across all ages, providing a year round indoor opportunity should attract visitors from nearby communities as well.

D. *The size and shape of the site are sufficient for the proposed use.*

The size and shape of the existing tenant area is adequate for the proposed use.

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

The proposal at hand is located in the Uptown District, which our Zoning Code and Comprehensive Plan anticipate as our entertainment district, providing a variety of like uses. The proposed indoor entertainment facility is very compatible and will not be hazardous or disruptive to existing or future uses in this district

F. *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 use will not be detrimental to people, property, or the general welfare of the area.

G. *The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.*

No accessory uses are proposed with this application.

H. *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 available at the proposed location. No special provisions are required.

I. *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.

J. *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.

K. *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.*

Parking is not required for individual businesses in the Up District. Street parking and pedestrian connectivity will be adequate and inappropriately impact traffic.

L. *Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importanc*e.

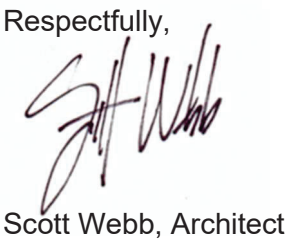
No construction is proposed and there are no scenic or natural resources in this area

M. *All Necessary permits and licenses for the Conditional Use and its operation have been obtained or can be obtained for the use at the proposed location.*

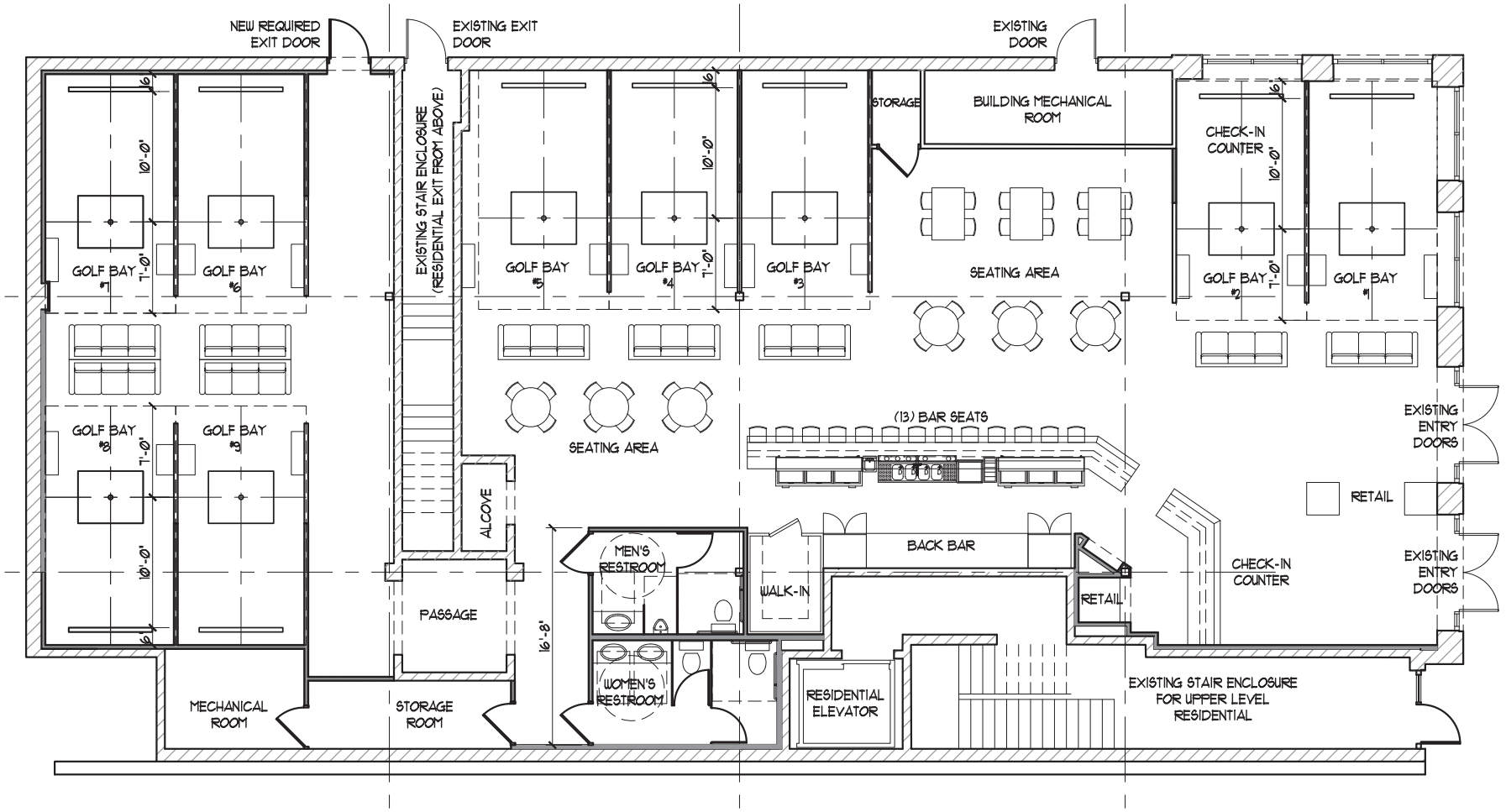
All permits will be secured for the tenant finish of the ground floor of this building.

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

Respectfully,



Scott Webb, Architect



PRELIMINARY FIRST FLOOR PLAN 1/8" = 1'-0"

APPROXIMATE LEASE AREA: 4,650 s.f.

STATE OF OHIO L. SCOTT WEBB 11193 REGISTERED ARCHITECT

SCOTT WEBB
ARCHITECT
103 West Walnut Street
Oxford, Ohio 45056
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www.scottwebbarchitect.com

PROPOSED NEW GOLF ENTERTAINMENT CENTER
10 North Beech Street
OXFORD, OHIO 45056

DATE
June 26, 2025
REVISIONS

A-1

10 North Beech Street Site Pictures



Site Location



Front Façade Facing Beech Street



Covered Entry Detail Under Portico Over Sidewalk