



**AGENDA
OXFORD CITY COUNCIL REGULAR MEETING**

COURTHOUSE

TUESDAY, FEBRUARY 3, 2026 AT 7:30 PM

Michael Smith, Mayor

Alex French, Vice-Mayor
Jason Bracken
William Snavely

Amber Franklin
Roxanne Ornelas
Jim Vinch

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

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Swearing-In of New Officer (John Jones, Police Chief)
 - B. Arena District Community Survey Presentation
 - C. Appointments to Boards and Commissions
 - D. Public Comments

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

5. Consent Agenda.

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

- A. Minutes from the January 20, 2026, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Resolution Declaring Certain City Property No Longer Needed For Any Municipal Purpose As Surplus And Authorizing Its Advertisement And Sale To The Highest Bidder At Public Auction Or Internet Auction. (John Jones, Police Chief)
- C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41(d). (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Authorizing the Release of a Public Improvement Bond in the Amount of \$97,724.00 for improvements by Bronco Excavating, Inc. at 5186 Morning Sun Rd (Fairfield Inn Hotel). (Michael Dreisbach, Service Director)
- B. A Resolution Imposing A Moratorium Ending December 31, 2026, On The Acceptance Of Any New Applications For Any Electronic Signs In The City Of Oxford. (Sam Perry, Community Development Director)
- C. A Resolution Authorizing The Use Of Digital Signatures For The Certification Of Ordinances And Resolutions Of The City Of Oxford, Ohio (Jessica Greene, Assistant City Manager)

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing

Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

1. An Ordinance Establishing A Mayor’s Court And Establishing Chapter 172 Of The Oxford Codified Ordinances. (Douglas R. Elliott, Jr., City Manager)
2. An Ordinance Accepting The Recommendation Of The Planning Commission To Approve A Preliminary Subdivision, Preliminary & Final Planned Development, Waivers And Conditions For The New Roots 16-Unit Microhome Community To Be Located On 2.19 Acres Of Land At 5234 Hester Road (Sam Perry, Community Development Director)

B. Second Reading

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

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. Feb 4	Environmental Commission	Municipal Building	7:00 p.m.
Feb 5	Housing Advisory Commission	College@Elm	5:00 p.m.
Feb 9	Oxford Parking & Transportation Advisory Board	Municipal Building	9:00 a.m.
Feb 9	Oxford Recreation Board	Larosa's Pizzeria	12:30 p.m.
Feb 9	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.

Feb 10	Planning Commission	Courthouse	7:00 p.m.
Feb 11	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Feb 17	City Council	Courthouse	7:30 p.m.
Feb 18	Board of Building Appeals	Courthouse	5:30 p.m.

9. Adjourn.



**MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, JANUARY 20, 2026 AT 7:30 PM**

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

1. Roll Call.

Motion – To Enter Executive Session at 7:15 p.m. O.R.C. Section 121.22 (G)(1) To Consider Appointments to Boards and Commissions

(Roll Call Vote) 1st Ms. Ornelas 2nd Ms. French

AYE # 7

Mr. Snavelly, Mr. Vinch, Mr. Bracken, Ms. Franklin, Ms. French, Ms. Ornelas, and Mayor Smith

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:35 p.m. O.R.C. Section 121.22 (G)(1) To Consider Appointments to Boards and Commissions

(Voice Vote) 1st Mr. Snavelly 2nd Ms. French

AYE # 7

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, January 20, 2026, at 7:35 p.m. Members in attendance were Roxanne Ornelas, William Snavelly, Amber Franklin, Jim Vinch, Alex French, and Jason Bracken.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; 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 Amend the Agenda by removing item 4A. Appointments to Boards and Commissions and Approve the Amended Agenda.

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

AYE # 7

NAY # 0

ABS # 0

4. Public Participation.

A. Appointments to Boards and Commissions.

The item was removed from the Agenda.

B. Notice to Legislative Authority - JIN BAO GROUP INC. Chop Bento 19 West High Street Oxford, OH 45056. (Douglas R. Elliott, Jr., City Manager)

Motion – To Receive without Comment.

(Voice Vote) 1st Mr. Snavley 2nd Ms. French

AYE # 7

NAY # 0

ABS # 0

C. Uptown Parks Permit - Ox-Wee Fundraiser ROW 01049. (Jessica Greene, Assistant City Manager)

Motion – To Approve the Uptown Park Permit.

(Voice Vote) 1st Mr. Snavely 2nd Ms. French

AYE # 7

NAY # 0
ABS # 0

D. Public Comments

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

Public Comment — Mr. Steve Sullivan, 104 Marti Court — Mr. Sullivan expressed his thanks and shared observations from the recent deer control efforts. Mr. Sullivan acknowledged that the program was a huge deal that took a huge amount of work and was logistically challenging. Mr. Sullivan mentioned that the program was emotionally challenging for a lot of people, and the Council did a spectacular job with that, too. Mr. Sullivan complimented the coordination with so many moving parts and people working together to get that done. Mr. Sullivan shared that he had picked up a few carcasses and taught people field-dressing techniques, experiencing the life that is in death and the death that is in life, in my front driveway with all the neighbors and lots of students. Mr. Sullivan noted the professionalism of the contractors chosen by the Council.

Public Comment — Ms. Kate Bowers, Reily Township, and works in the City of Oxford — Ms. Bowers mentioned that she heard on January 15th, the Cincinnati City Council passed a Resolution calling for federal law enforcement officers to comply with the same requirements as the local police officers. Ms. Bowers asked that the City of Oxford consider a similar Resolution. Ms. Bowers shared that a Resolution like that would help ease some of the fears teachers and students might have.

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. French 2nd Ms. Ornelas
AYE # 7
NAY # 0
ABS # 0

A. Minutes from the January 6, 2026, City Council Work Session. (Heather Barbour, Clerk of Council)

B. Minutes from the January 6, 2026, City Council Meeting. (Heather Barbour, Clerk of Council)

6. Resolutions.

A. A Resolution Declaring That It Is Necessary To Improve Those Portions Of Certain Properties As Shown On Exhibit “A” Attached Hereto In The City Of Oxford, Ohio, By Re-Paving, Re-Curbing, And Repairing The Sidewalks, Curbs, And Gutters. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7780.
(Voice Vote) 1st Ms. French 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

B. A Resolution Declaring That It Is Necessary To Improve Those Portions Of Certain Properties As Shown On Exhibit “A” Attached Hereto In The City Of Oxford, Ohio, By Constructing A New Sidewalk On Olde Farm Road. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7781.
(Voice Vote) 1st Mr. Snavelly 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

Public Comment - None.

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

- C. A Resolution Repealing Resolution No. 6051 Adopted February 6, 2018, And Adopting New Rules Of Order For The Oxford Recreation Board. (Chad Smith, Parks and Recreation Director)

Motion – To Amend Resolution No. 7782, Rules of Order in Exhibit A, Section 3 (located on page 69 in the Agenda Packet) by taking out "the Chairperson" and the sentence." In the event of resignation or death of the Secretary, the Board shall appoint a new Secretary to fill the remainder of the unexpired term".

(Voice Vote) 1st Mr. Snavelly 2nd Ms. Ornelas

AYE # 7

NAY # 0

ABS # 0

Motion – To Adopt Resolution No. 7782 as Amended.

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

AYE # 7

NAY # 0

ABS # 0

Public Comment - None.

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

- D. A Resolution Authorizing The City Manager To Sign The Subgrant Agreement Described In Exhibit A, Between The City Of Oxford And Inclusive Housing Resources, Inc., To Award \$500,000.00 Of The Butler County American Rescue Plan Act Funds For Affordable Housing Infrastructure. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7783.

(Voice Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

NAY # 0

ABS # 0

Public Comment - None.

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

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

Public Comment - None.

B. Second Reading

None.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

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

B. Future Meetings.

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

DATE	Meeting		
1. Jan 21	Board of Building Appeals - CANCELED	Courthouse	5:30 p.m.
Jan 27	Board of Zoning Appeals	Courthouse	6:30 p.m.
Jan 30	City Council Work Session Retreat	BCRTA Chestnut Station	10:00 a.m.
Feb 3	City Council	Courthouse	7:30 p.m.
Feb 4	Environmental Commission	Municipal Building	7:00 p.m.
Feb 5	Housing Advisory Commission	College@Elm	5:00 p.m.
Feb 9	Oxford Parking & Transportation Advisory Board	Municipal Building	9:00 a.m.
Feb 9	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
Feb 10	Planning Commission	Courthouse	7:00 p.m.
Feb 11	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Feb 17	City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:12 pm.
(Voice Vote) 1st Ms. French 2nd Mr. Snively
AYE # 7
NAY # 0
ABS # 0



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	1/20/2026
COUNCIL MEETING DATE:	February 3, 2026
AGENDA TITLE:	A Resolution Declaring Certain City Property No Longer Needed For Any Municipal Purpose As Surplus And Authorizing Its Advertisement And Sale To The Highest Bidder At Public Auction Or Internet Auction. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JJ DRE

DISCUSSION:

The following vehicles have reached the end of their useful service life and have been removed from service. Staff requests authorization to dispose of the vehicles by public auction to the highest bidder, including internet auction, at the earliest convenience to the City.

- 2 - 2012 Dodge Chargers
- 3 - 2014 Dodge Chargers
- 1 - 2013 Mercedes C Class

Additional vehicle details are in the attached memorandum.

RESOLUTION NO.

A RESOLUTION DECLARING CERTAIN CITY PROPERTY NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSE AS SURPLUS AND AUTHORIZING ITS ADVERTISEMENT AND SALE TO THE HIGHEST BIDDER AT PUBLIC AUCTION OR INTERNET AUCTION.

WHEREAS, the 2012 Dodge Charger VIN 2C3CDXAG0CH215274, 2012 Dodge Charger VIN 2CD3DXAG2CH215275, 2014 Dodge Charger VIN 2C3CDXAG3EH125703, 2014 Dodge Charger VIN #2C3CDXAG1EH125702, 2014 Dodge Charger VIN #2C3CDXAG5EH125704, and 2013 Mercedes C Class VIN #WDDGF8ABXDG049625 are no longer needed for Police Division operations; and

WHEREAS, the City Manager and the Police Chief recommend that 2012 Dodge Charger VIN 2C3CDXAG0CH215274, 2012 Dodge Charger VIN 2CD3DXAG2CH215275, 2014 Dodge Charger VIN 2C3CDXAG3EH125703, 2014 Dodge Charger VIN #2C3CDXAG1EH125702, 2014 Dodge Charger VIN #2C3CDXAG5EH125704, and 2013 Mercedes C Class VIN #WDDGF8ABXDG049625 be declared surplus and that the same be advertised and sold to the highest bidder at public auction or internet auction at the earliest convenience of the City.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and hereby declares that 2012 Dodge Charger VIN 2C3CDXAG0CH215274, 2012 Dodge Charger VIN 2CD3DXAG2CH215275, 2014 Dodge Charger VIN 2C3CDXAG3EH125703, 2014 Dodge Charger VIN #2C3CDXAG1EH125702, 2014 Dodge Charger VIN #2C3CDXAG5EH125704, and 2013 Mercedes C Class VIN #WDDGF8ABXDG049625 are surplus.

SECTION 2: Council further authorizes the advertisement and sale of 2012 Dodge Charger VIN 2C3CDXAG0CH215274, 2012 Dodge Charger VIN 2CD3DXAG2CH215275, 2014 Dodge Charger VIN 2C3CDXAG3EH125703, 2014 Dodge Charger VIN #2C3CDXAG1EH125702, 2014 Dodge Charger VIN #2C3CDXAG5EH125704, and 2013 Mercedes C Class VIN #WDDGF8ABXDG049625 to the highest bidder at public auction or internet auction, with proceeds thereof deposited in the General Fund.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



Oxford Division of Police
101 East High Street
Oxford, Ohio 45056

Dispatch: 513.523.4321
Office: 513.524.5240
Fax: 513.524.9111

Email:
police@cityofoxford.org

Website:
www.cityofoxford.org/police

ADMINISTRATIVE STAFF

Chief of Police
John A. Jones
513.524.5247
jjones@cityofoxford.org

Support Services
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513.524.5259
aprice@cityofoxford.org

Sgt. Ryan Sikora
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Lt. Geoff Robinson
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PATROL SUPERVISORS

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dking@cityofoxford.org

Sgt. Josh Jenkins
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jjenkins@cityofoxford.org

Sgt. Anthony Jones, Jr.
513.524.5242
ajones@cityofoxford.org

Sgt. Matt Hatfield
513.524.5244
mhatfield@cityofoxford.org

To: Chief Jones
From: Sgt. R. Sikora
Subject: Surplus Vehicles
Date: 20 JAN, 2026

The following vehicles have been taken out of service as of 27 JAN, 2026 and will be sold to the highest bidder at auction.



2012 Dodge Charger (VIN: 2C3CDXAG0CH215274)



2012 Dodge Charger (VIN: 2CD3DXAG2CH215275)



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mhatfield@cityofoxford.org



2014 Dodge Charger (VIN: 2C3CDXAG3EH125703)



2014 Dodge Charger (VIN: 2C3CDXAG1EH125702)



2014 Dodge Charger (VIN: 2C3CDXAG5EH125704)



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2013 Mercedes C Class (VIN: WDDGF8ABXDG049625)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	1/27/2026
COUNCIL MEETING DATE:	February 3, 2026
AGENDA TITLE:	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)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR

DISCUSSION:

Staff is requesting Council to approve the then and now certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date. After discussing the issue with the Auditors, they requested we begin bringing any purchase orders meeting this criteria, to Council for approval for compliance with the O.R.C. 5705.41 (d).

RESOLUTION NO.

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).

WHEREAS, Council in accordance with Ohio Revised Code, shall approve any purchases made over \$3,000 where an invoice is dated prior to the purchase order date; and

WHEREAS, at the time the merchandise was purchased and at the time the purchase order was executed to cover the purchase, a sufficient sum was appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances; and

WHEREAS, there is a sufficient sum appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances.

WHEREAS, the City Manager and the Finance Director recommend Council approve authorizing such certificates, as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director approving Then and Now Certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Appendix A

P.O. Number	P.O. Date	Vendor	Amount	Purpose
5601	11/17/25	Schindler Elevator Corporation	\$ 4,988.12	Repair of Parking garage elevator due to water damage
5602	11/17/25	Charter Communications	\$ 5,340.00	Internet Access for Remote sites
5618	11/21/25	Cashstar Inc	\$ 9,744.00	Holiday Gift Card for employees
5626	11/25/25	Motorola Solutions, Inc.	\$ 4,500.00	Yearly Fixed LPR subscription Package
5648	12/05/25	Traliant Operating, LLC	\$ 6,300.00	Employee Training License
5649	12/05/25	Powerdms, Inc.	\$ 7,500.41	Annual Subscription
5658	12/12/25	HUB Heartland, LLC	\$ 15,351.00	Medical Plan Consulting fee 2nd Half



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:	1/8/2026
COUNCIL MEETING DATE:	February 3, 2026
AGENDA TITLE:	A Resolution Authorizing the Release of a Public Improvement Bond in the Amount of \$97,724.00 for improvements by Bronco Excavating, Inc. at 5186 Morning Sun Rd (Fairfield Inn Hotel). (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	NA
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD DRE

DISCUSSION:

The Oxford City Council approved the construction of a hotel at 5186 Morning Sun Rd (Fairfield Inn), requiring public improvements valued at \$97,724.00. Bronco Excavating, Inc. provided a bond in this amount, guaranteeing the construction of the public improvements required for the project. The construction of these improvements is complete and has been inspected and accepted by the City Engineer. The hotel is now operational.

Staff recommends the City Council authorize the release of the public improvement bond in the amount of \$97,724.00 to Bronco Excavating, Inc.



TOKIOMARINE
HCC

Bond Number: 1001197321
Initial Premium: \$1,465.80

Subdivision Improvement Faithful Performance Bond

KNOW ALL PERSONS BY THESE PRESENTS:

That we, Bronco Excavating, Inc.
_____ as Principal, and
United States Surety Company
_____ as a corporation organized and existing under the laws of the State of Maryland and authorized to transact a general surety business in the State of Ohio, as Surety, are held and firmly bound unto City of Oxford
_____ as Obligee, in the amount of _____ Dollars (\$ 97,724.00) lawful money of the United States of America, for the payment whereof, well and truly to be made, we hereby bind ourselves, our heirs, executors, administrators, jointly and severally, firmly by these presents.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, that

WHEREAS, The Board of Supervisors of the County of Butler (or the City Council of the City of Oxford), State of Ohio, and the Principal have entered into an agreement whereby principal agrees to install and complete certain designated public improvements described as Fairfield Inn by Marriott

In Tract Number / Parcel Map No. PART LOT #3 AND LOT #5 OFFICIAL RECORD 10016, PAGE 675, 677, AND 679 CONGRESS LANDS WEST OF THE MIAMI RIVER SECTION 22 & 23, TOWN 5, RANGE 1

WHEREAS, said Principal is required by the Obligee to furnish a bond for the faithful performance of the subject improvements.

NOW, THEREFORE, if the above-bounden Principal shall install the offsite improvements as indicated above in accordance with the plans approved by the Obligee, then this obligation shall be null and void, otherwise to remain in full force and effect.

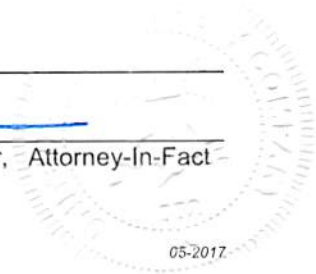
Signed and sealed this 20th day of February, 2024.

Principal (s):
Bronco Excavating, Inc.

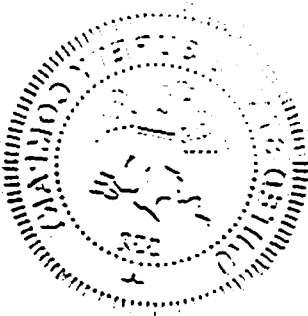
By: _____

Surety:
United States Surety Company

By: [Signature]
Keith A. Miller, Attorney-In-Fact



05-2017



[Handwritten signature]



**TOKIO MARINE
HCC**

**POWER OF ATTORNEY
AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY**

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint:

Keith A. Miller, Mark A. Zeidenstein

Its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed *****Unlimited***** Dollars (***unlimited***). This Power of Attorney shall expire without further action on April 23rd, 2026. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.


Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 18th day of April 2022.

**AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY**

State of California
County of Los Angeles




By: 
Daniel P. Aguilar, Vice President

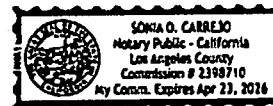
A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

On this 18th day of April 2022, before me, Sonia O. Carrejo, a notary public, personally appeared Daniel P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 20th day of February, 2024.

Corporate Seals
Bond No. 1001197321
Agency No. 9407




Kio Lo, Assistant Secretary

visit tmhcc.com/surety for more information

HCCSMANPOA02/2023

- Security features describe tamper-resistant attributes
- Microtext print contains the DocuGuard name and is difficult to copy
- Heat-sensitive ink on back disappears when subject to heat or touch
- Coin-reactive ink on watermark changes color when scratched with a coin
- Watermark on back can be seen when sheet is held on an angle
- Green background highlights erasure alterations
- Prints "VOID" on front when duplicated

DocuGuard 04542 - 7 Security Features



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DocuGuard 04542 - 7 Security Features



UNITED STATES SURETY COMPANY
STATUTORY STATEMENT OF ADMITTED ASSETS,
LIABILITIES, CAPITAL AND SURPLUS (1)
December 31, 2022

Admitted Assets

Investments:

Fixed Maturities, at amortized cost	62,821,489
Cash and cash equivalents	6,739,901
<i>Total cash and invested assets:</i>	<u>69,561,390</u>

Investment income due and accrued	585,415
Premium receivable	1,114,444
Recoverable from reinsurers	135,053
Net deferred tax asset	599,108
Receivables from parent, subsidiaries and affiliates	813,547
State tax receivable	35,063
	<u>3,282,640</u>
<i>Total admitted assets</i>	<u><u>72,844,030</u></u>

Liabilities and Capital and Surplus

Liabilities:

Unpaid loss and loss adjustment expense	5,889,680
Commission payable	132,417
Accrued expenses	558,869
Current federal income taxes	287,200
Unearned premiums	5,900,125
Advance premium	8,335
Ceded reinsurance balance payable	71,768
Amounts withheld or retained for others	303,369
Provision for reinsurance	212
Payable to parent, subsidiaries and affiliates	2,523,306
<i>Total liabilities</i>	<u>15,675,281</u>

Capital and Surplus:

Capital Stock	2,100,000
Additional paid-in and contributed capital	22,485,372
Unassigned surplus	32,583,377
	<u>57,168,749</u>
<i>Total liabilities and capital and surplus</i>	<u><u>72,844,030</u></u>

(1) - In accordance with the statutory financial statements as filed on March 1, 2023

I, Kio Lo, Chief Financial Officer of United States Surety Company, hereby certify that to the best of my knowledge and belief, the foregoing is a full and true Statutory Statement of Admitted Assets, Liabilities and Capital and Surplus of the Company as of December 31, 2022, prepared in conformity with accounting practices prescribed or permitted by the Maryland Insurance Administration. The foregoing statement should not be taken as a complete statement of financial condition of the Company. Such a statement is available upon written request at the Company's home office located at 225 Schilling Circle, Suite 265-270, Hunt Valley, Maryland 21031.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation at Timonium, Maryland.



Kio Lo
Senior Vice President & CFO

City of Oxford
Engineering Division
Public Improvement Cost Estimate

PROJECT: Fairfield By Marriott
ENGINEER: Bayer Becker, Inc.
DATE: February 14th, 2024

ITEM NO.	DESCRIPTION	QNTY	UNIT	UNIT COST	COST EXTENSION
Item 638	8" Main, Incl. Bends, tees, plugs, etc.	798	L.F.	\$ 80.00	\$ 63,840.00
Item 638	Valve and Box	2	EA.	\$ 1,500.00	\$ 3,000.00
Item 638	6" Fire Hydrant Assembly including bends, tees, valves, etc.	2	EA.	\$ 5,000.00	\$ 10,000.00
Item 638	4" Water Service	1	EA.	\$ 2,000.00	\$ 2,000.00
Item 638	Connect to Existing WM	2	EA.	\$ 5,000.00	\$ 10,000.00
	SUBTOTAL				\$ 88,840.00
	CONTINGENCY	10%			\$ 8,884.00
	GRAND TOTAL				\$ 97,724.00

ENGINEER SEAL & SIGNATURE

CITY OF OXFORD APPROVAL



2/14/2024

City Engineer

Date 2/14/24



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:	1/27/2026
COUNCIL MEETING DATE:	February 3, 2026
AGENDA TITLE:	A Resolution Imposing A Moratorium Ending December 31, 2026, On The Acceptance Of Any New Applications For Any Electronic Signs In The City Of Oxford. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:

Electronic or Light Emitting Diode (LED) advertising signs have been restricted in Oxford. This is likely to minimize driver distraction and maintain Oxford's small town character. Changeable "copy" signs are allowed by Oxford Zoning Code. For example, to advertise special deals at restaurants. However, there have not been specific rules written for electronic/LED technology. In 2010, city staff and the Board of Zoning Appeals, approved an electronic changeable copy sign for a gas station, which then became an administrative approval process for additional gas station locations. Since 2010, the number of requests for new electronic signs has been rare. In 2015, the United States Supreme Court rendered the Reed v. Gilbert decision, which clarified that cities should update their regulations to minimize exposure. In late 2025, Brick Street Bar requested to replace their manual marquee with [electronic](#). Oxford is in the process of updating all zoning regulations by the end of 2026. In the interim, the Law Director and staff are recommending a moratorium on new electronic/LED signs. If the moratorium is adopted, it would not affect the current request pending with Brick Street Bar.

RESOLUTION NO.

A RESOLUTION IMPOSING A MORATORIUM ENDING DECEMBER 31, 2026, ON THE ACCEPTANCE OF ANY NEW APPLICATIONS FOR ANY ELECTRONIC SIGNS IN THE CITY OF OXFORD.

WHEREAS, Chapter 1151 of the Codified Ordinances of Oxford, Ohio (the “OCO”) regulates signage in the City of Oxford; and

WHEREAS, OCO Section 1151.02 (i)(3) requires that all signs in the City of Oxford, except for those signs specifically excluded in OCO Section 1151.02(i)(4)(A) through (N), require a permit; and

WHEREAS, OCO Section 1151.03 (d)(5) specifically prohibits moving signs, flashing signs, and animated signs; and

WHEREAS, with some limited exceptions as set forth in the OCO, signs with direct illumination are specifically prohibited in the City of Oxford; and

WHEREAS, it has come to Council’s attention that there are provisions in OCO Chapter 1151 (“Signs”) that need to be clarified and updated; and

WHEREAS, the City is currently in the process of conducting a comprehensive Codified Ordinance review and rewrite for the purpose of aligning the Code with the Comprehensive Plan and new technologies since the last comprehensive Code rewrite; and

WHEREAS, City Council seeks to impose a moratorium up through and including December 31, 2026, on the acceptance of any new applications for electronic signs in the City of Oxford, commencing as of the effective date of this Resolution, to review the Codified Ordinances of Oxford, Ohio and make any revisions necessary thereto to clarify and update regulations concerning signage in the City; and

WHEREAS, as used herein, “electronic signs” includes electronic, electronic changeable copy signs, electronic billboards, and electronic message boards; light emitting diode (LED) digital signs or billboards; electronic flashing signs; electronic signs with movement or scrolling parts; electronic animated signs.

THE COUNCIL OF THE CITY OF OXFORD HEREBY RESOLVES:

SECTION 1: City Council hereby imposes a moratorium up through and including December 31, 2026, on the acceptance of any new applications for electronic signs, as that term is defined above.

SECTION 2: City staff is hereby directed to decline and refuse to accept any new applications for the issuance of permits for electronic signs during the moratorium time period specified above.

SECTION 3: With the exception of any applications that may currently be pending, no permits shall be issued for electronic signs in the City of Oxford up through and including December 31, 2026.

SECTION 4: The City’s Community Development Director and Law Director are hereby directed to thoroughly review Chapter 1151 (“Signs”) of the OCO in order to recommend to Council any changes that need to be made thereto to clarify and update that Chapter.

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were done in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to, Section 121.22 of the Ohio Revised Code.

SECTION 6: This Resolution shall take effect and be in full force from and after the date of its passage.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH

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:	1/27/2026
COUNCIL MEETING DATE:	February 3, 2026
AGENDA TITLE:	A Resolution Authorizing The Use Of Digital Signatures For The Certification Of Ordinances And Resolutions Of The City Of Oxford, Ohio (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	Jessica Greene DRE

DISCUSSION:

Section 3.02 of the Charter of the City of Oxford requires that the final passage of all ordinances and resolutions be certified by the Mayor or Vice-Mayor and the Clerk of Council.

Currently, this certification has been completed using handwritten signatures on paper copies after the Council meeting. These copies are then scanned and uploaded into our computer system. As scanned documents, these copies are not immediately “searchable” in our online file system. The paper copy is also filed in a binder, and Heather keeps a log of every piece of legislation.

Advances in technology and our increasing reliance on electronic records provide an opportunity to modernize this process while maintaining compliance with the Charter and applicable law.

Ohio law recognizes the validity of electronic records and electronic signatures through the Uniform Electronic Transactions Act (UETA), codified in Ohio Revised Code Chapter 1306. Ohio Revised Code Section 1306.06 provides that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.

Adoption of this new process will

- Improve accessibility and transparency by enabling electronic storage and searchable legislative records
- Include all exhibits with the legislation in its final electronic form
- Align City practices with modern governmental and legal standards
- In addition to this electronic record, Heather will still print a paper copy of each piece of adopted legislation as required by our records retention policy.

Staff recommends approval of this Resolution.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE USE OF DIGITAL SIGNATURES FOR THE CERTIFICATION OF ORDINANCES AND RESOLUTIONS OF THE CITY OF OXFORD, OHIO

WHEREAS, Section 3.02 of the Charter of the City of Oxford provides that *“Final passage of all ordinances and resolutions shall be certified by the Mayor or Vice-Mayor and the Clerk of Council”*; and

WHEREAS, advances in technology and the increasing use of electronic records and digital authentication provide secure, efficient, and reliable methods for executing official municipal documents; and

WHEREAS, the use of digital signatures can improve administrative efficiency, reduce delays, and ensure continuity of governmental operations while maintaining the integrity and authenticity of City records; and

WHEREAS, electronic records and electronic signatures are recognized as legally valid and enforceable under Ohio law, including the Uniform Electronic Transactions Act, Ohio Revised Code Chapter 1306, and specifically Ohio Revised Code Section 1306.06, which provides that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form; and

WHEREAS, the use of digitally signed documents enhances public and internal accessibility by allowing ordinances and resolutions to be more easily stored, searched, retrieved, and shared in electronic form.

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

SECTION 1: The City Council hereby authorizes the use of secure digital signatures by the Mayor or Vice-Mayor and the Clerk of Council for the purpose of certifying the final passage of ordinances and resolutions of the City of Oxford, in lieu of handwritten signatures.

SECTION 2: Digital signatures used pursuant to this Resolution shall be applied using a method that reliably identifies the signing official and ensures the integrity of the signed document.

SECTION 3: Ordinances and resolutions certified with authorized digital signatures shall have the same force and legal effect as those certified with handwritten signatures.

SECTION 4: The Clerk of Council is authorized to establish administrative procedures consistent with this Resolution to implement and maintain the use of digital signatures for official City legislative records.

SECTION 5: This Resolution shall take effect immediately upon its adoption.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

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:	Douglas Elliott
DATE PREPARED:	1/22/2026
COUNCIL MEETING DATE:	February 3, 2026
AGENDA TITLE:	An Ordinance Establishing A Mayor’s Court And Establishing Chapter 172 Of The Oxford Codified Ordinances. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

The Butler County Board of Commissioners approved a resolution on January 6, 2026 to relocate the Area I Court to Hamilton effective April 1, 2026 at a cost not to exceed \$125,021.40. This centralization move will create travel burdens for residents currently served by the Area I Court in Oxford.

As a result of this decision by the BCC, the City Manager recommends creating a Mayor’s Court with an appointed Magistrate to handle the court docket. The Mayor’s Court will handle misdemeanor offenses, traffic cases, and other municipal ordinance violations occurring in the City of Oxford only. Currently Area I Court serves the City of Oxford and six townships (i.e., Hanover, Milford, Morgan, Oxford, Reily, and Wayne Townships). The City will have the added expense of at least 3 positions (e.g., Magistrate, Clerk, and Prosecutor). The cost of these positions will be offset somewhat by the revenue from the fines and fees charged. Also, the City will provide and manage a local diversion program. According to the Ohio Supreme Court Structure of the Ohio Judicial System, there were 275 Mayor’s Courts in the State of Ohio including Monroe and Trenton in Butler County in 2025.

On the legislative agenda is an ordinance to establish a Mayor’s Court in Oxford. The ordinance will create the positions of Magistrate, Clerk of Court, and Prosecutor. The Magistrate will be appointed by the Mayor with the consent of Council. The Clerk of Court and Prosecutor will be appointed by the City Manager. The Magistrate and Prosecutor positions will be part time and contract employees. The Clerk of Court will be a full time position with the City of Oxford. I expect that the Mayor’s Court will meet twice a month. Later, I will propose a supplemental budget for Council consideration. I recommend adoption of this ordinance after two readings.

ORDINANCE NO.

AN ORDINANCE ESTABLISHING A MAYOR'S COURT AND ESTABLISHING CHAPTER 172 OF THE OXFORD CODIFIED ORDINANCES.

WHEREAS, the Butler County Commissioners have decided to relocate Area I Court from the City of Oxford to the City of Hamilton; and

WHEREAS, the City Council and City Manager recommend the establishment of a Mayor's Court in the City of Oxford; and

WHEREAS, the purpose of the Oxford Mayor's Court is to provide the community with a local judicial forum to rule on the City of Oxford's misdemeanor offenses and traffic cases.

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

SECTION 1: Council having determined it to be in the best interest of the citizens of Oxford to establish a Mayor's Court with an appointed magistrate hereby enacts Chapter 172 of the Oxford Codified Ordinances as follows:

172.01 MAYOR'S COURT.

There is hereby created a City of Oxford Mayor's Court which shall exercise all judicial powers and functions granted to mayors of municipal corporations by the laws of the State of Ohio and applicable court rules.

172.02 MAGISTRATE.

The Mayor shall have the authority to appoint a magistrate, with the approval of City Council, to hear and determine prosecutions of civil and criminal cases subject to the laws of the State of Ohio. The Magistrate shall be appointed to a four (4) year term. The Magistrate shall not hold any other City office or City employment during the Magistrate's appointed term.

172.03 CLERK OF COURTS.

The City Manager shall appoint a Clerk of Courts to assist the Magistrate with recordkeeping.

172.04 PROSECUTOR.

The City Manager shall appoint a Prosecutor to prosecute city cases. The Prosecutor shall not hold any other City office or City employment during the Prosecutor's appointment.

SECTION 2: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

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:	1/28/2026
COUNCIL MEETING DATE:	February 3, 2026
AGENDA TITLE:	An Ordinance Accepting The Recommendation Of The Planning Commission To Approve A Preliminary Subdivision, Preliminary & Final Planned Development, Waivers And Conditions For The New Roots 16-Unit Microhome Community To Be Located On 2.19 Acres Of Land At 5234 Hester Road (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing For All
BUDGETED AMOUNT:	Infrastructure assistance - \$500,000 American Rescue Plan Act - Butler County Allocation
ACCOUNT CODE:	
RECOMMENDATION:	Approve as recommended
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:

This two acre tract of land on Hester Road was originally purchased in 2021 to be developed as a 12-unit "Cottage Community." The project did not progress and Council authorized a new Request for Proposals to be released in 2025. Inclusive Housing Resources and EmpowerMe Living received the approval of the City to proceed with development of the property in [June 2025](#). The development will provide long term housing affordability as well as at least four of the units specifically for individuals or families with intellectual or developmental disabilities (IDD). The development team has indicated that there is a severe shortage in Ohio for the IDD market sector.

Planning Commission held a hearing and discussion on [January 13, 2026](#) to review the proposed Planned Development and Subdivision of land. Due to the number and type of units, the site will need completely cleared and compacted material added. All city staff departments have approved of the preliminary plans. The access to the development is provided by a single private street with parking areas and a "hammerhead" turn-around. The homes are designed with a high degree of architectural detail and quality

materials, larger than "tiny" homes but smaller than typical single-family homes of recent subdivisions in Oxford. Per the development agreement, a homeowner association will be responsible for maintaining the common area improvements, such as the street, sidewalk, lawns, parking, underground utilities and storm water detention. Though most all existing trees will be removed, there will be 61 new trees planted, many of which will be evergreen varieties.

One area couple spoke at the hearing with questions about the impact of the development but were generally supportive of the need for inclusive housing. Commission members asked for consideration of storm water and open space design improvements as well as garbage tote accessibility. It was generally understood during the hearing and discussion that the geometry of the land, with the number of detached units, did limit the design flexibility. The Commission recommended approval to Council with a 5-0 vote (2 absent). The design team responded to staff on January 26, with some minor design tweaks inspired by Commission member comments.

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE RECOMMENDATION OF THE PLANNING COMMISSION TO APPROVE A PRELIMINARY SUBDIVISION, PRELIMINARY & FINAL PLANNED DEVELOPMENT, WAIVERS AND CONDITIONS FOR THE NEW ROOTS 16-UNIT MICROHOME COMMUNITY TO BE LOCATED ON 2.19 ACRES OF LAND AT 5234 HESTER RD

WHEREAS, the Planning Commission met pursuant to Oxford Codified Ordinance Sections 1143.02, 1145 and 1101.4 on January 13, 2026 for the purpose of considering a Preliminary and Final Planned Development Application and a Preliminary Subdivision Application submitted by McGill Smith Punshon Design on behalf of Inclusive Housing Resources and EmpowerMe Living for a new development consisting of 16 homes situated on 2.19 Acres currently addressed as 5234 Hester Road, Oxford, Ohio 45056; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of a Preliminary and Final Planned Development Application and a Preliminary Subdivision Application submitted by McGill Smith Punshon Design on behalf of Inclusive Housing Resources and EmpowerMe Living for a new development consisting of 16 homes situated on 2.19 Acres currently addressed as 5234 Hester Road, Oxford, Ohio 45056 with the following waivers and conditions:

1. This Preliminary and Final Planned Development approval shall be valid for two (2) years. All necessary permits must be secured, and construction begun, within this time period. Should additional time be needed, the applicant/owner may request an extension to this timeframe prior to six (6) months of expiration.
2. The Preliminary Subdivision Plat approval shall be valid for three (3) years unless an extension is granted. Should additional time be needed, the applicant/owner may request an extension prior to six (6) months of expiration.
3. The number of new trees planted shall meet or exceed the total of 61 or as shown on the Landscape Drawing. Adjustments to height, location and species may be required by staff, upon further design details of the grading and slope of the site perimeter.
4. Parking lot light pole fixtures are limited to 16 feet above grade as specified by Code unless waiver by future amendment. Additional screening or shielding of light fixtures for surrounding neighboring residencies may be required by staff. This condition shall be finalized upon further details of grading and adjacent property elevation, up to and including the final zoning inspection stage of the project completion.
5. All common areas and associated improvements such as, but not limited to: Hester Road frontage right-of-way, open space lots, private street, sidewalks, curbs, trees, parking areas, lights, stormwater, water, and sewer infrastructure, shall be owned and maintained by a Homeowner Association. The Final Record Plat shall not be approved or recorded until the Law Director has approved the HOA documents.
6. A waiver is hereby granted to relieve the developer of the tree survey requirement of **Section 1148.05**. In exchange for this waiver any mature trees over 10 inches DBH, that are not planned to be disturbed by the development, shall be protected utilizing the guidelines of **Section 1101.01** Attachment H, Tree Protection. Similar caution shall also be used with excavation equipment around any mature trees on adjacent properties.

7. A waiver is hereby granted to reduce the required 20% Open Space, 40% lot coverage, reduce the minimum R-2A lot sizes and reduce the minimum 25 feet Planned Development perimeter setbacks. In exchange for granting these waivers, these approvals shall only be valid pursuant to the Development Agreement approved by City Council on October 7, 2025. The conditions, waivers and development approvals shall not transfer to a new use or new developer.
8. A waiver is hereby granted to reduce the required minimum number of parking spaces from 32 to 29.

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

SECTION 1: Council hereby accepts the recommendation of the Planning Commission, and further grants the approval of a Preliminary and Final Planned Development Application and a Preliminary Subdivision Application submitted by McGill Smith Punshon Design on behalf of Inclusive Housing Resources and EmpowerMe Living for a new development consisting of 16 homes situated on 2.19 Acres currently addressed as 5234 Hester Road, Oxford, Ohio 45056 with the following waivers and conditions:

1. This Preliminary and Final Planned Development approval shall be valid for two (2) years. All necessary permits must be secured, and construction begun, within this time period. Should additional time be needed, the applicant/owner may request an extension to this timeframe prior to six (6) months of expiration.
2. The Preliminary Subdivision Plat approval shall be valid for three (3) years unless an extension is granted. Should additional time be needed, the applicant/owner may request an extension prior to six (6) months of expiration.
3. The number of new trees planted shall meet or exceed the total of 61 or as shown on the Landscape Drawing. Adjustments to height, location and species may be required by staff, upon further design details of the grading and slope of the site perimeter.
4. Parking lot light pole fixtures are limited to 16 feet above grade as specified by Code unless waiver by future amendment. Additional screening or shielding of light fixtures for surrounding neighboring residencies may be required by staff. This condition shall be finalized upon further details of grading and adjacent property elevation, up to and including the final zoning inspection stage of the project completion.
5. All common areas and associated improvements such as, but not limited to: Hester Road frontage right-of-way, open space lots, private street, sidewalks, curbs, trees, parking areas, lights, stormwater, water, and sewer infrastructure, shall be owned and maintained by a Homeowner Association. The Final Record Plat shall not be approved or recorded until the Law Director has approved the HOA documents.
6. A waiver is hereby granted to relieve the developer of the tree survey requirement of **Section 1148.05**. In exchange for this waiver any mature trees over 10 inches DBH, that are not planned to be disturbed by the development, shall be protected utilizing the guidelines of **Section 1101.01** Attachment H, Tree Protection. Similar caution shall also be used with excavation equipment around any mature trees on adjacent properties.
7. A waiver is hereby granted to reduce the required 20% Open Space, 40% lot coverage, reduce the minimum R-2A lot sizes and reduce the minimum 25 feet Planned Development perimeter setbacks. In exchange for granting these waivers, these approvals

shall only be valid pursuant to the Development Agreement approved by City Council on October 7, 2025. The conditions, waivers and development approvals shall not transfer to a new use or new developer.

8. A waiver is hereby granted to reduce the required minimum number of parking spaces from 32 to 29.

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JASON BRACKEN

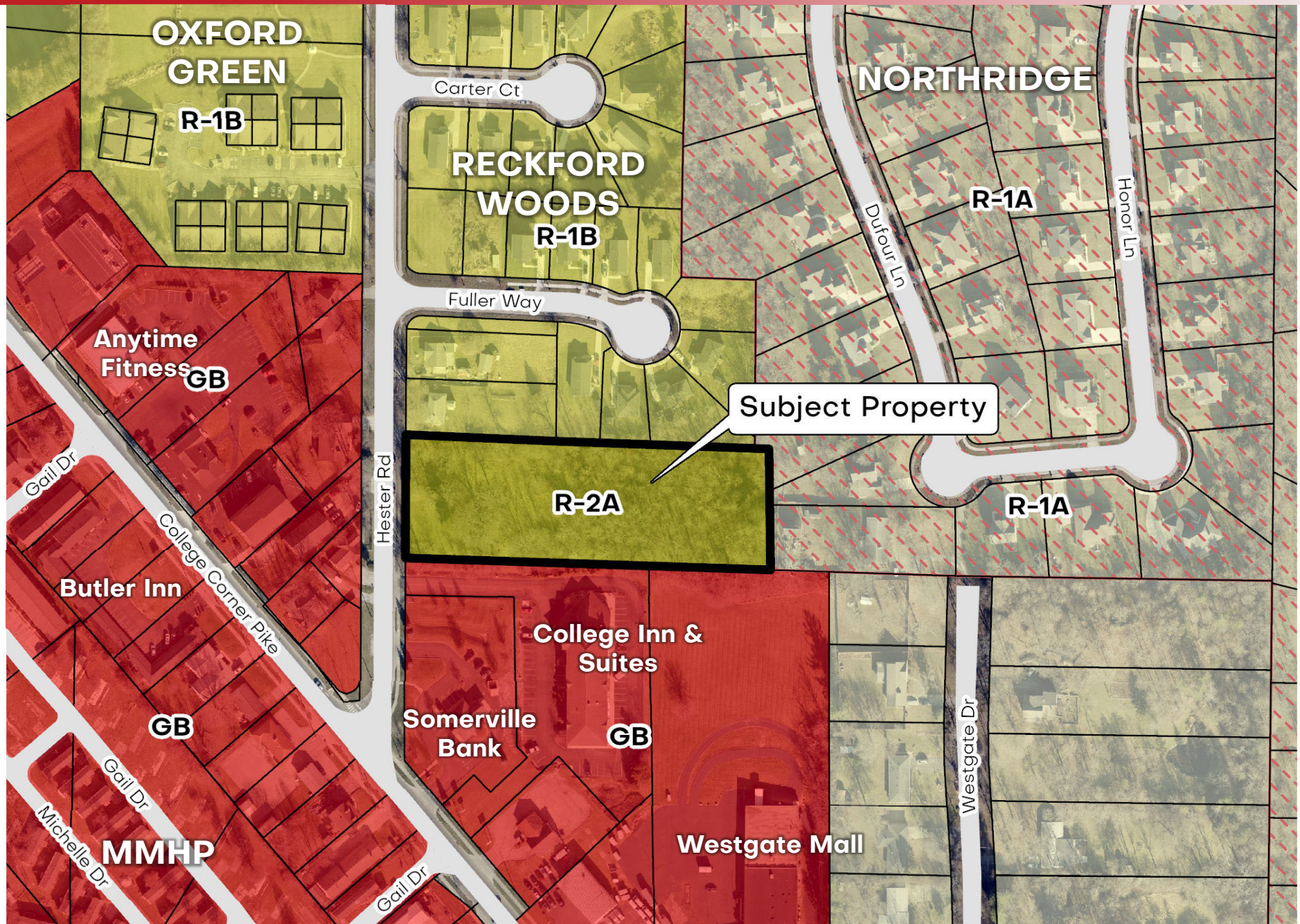
PREPARED BY: PLANNING STAFF

CHECKED BY: LAW

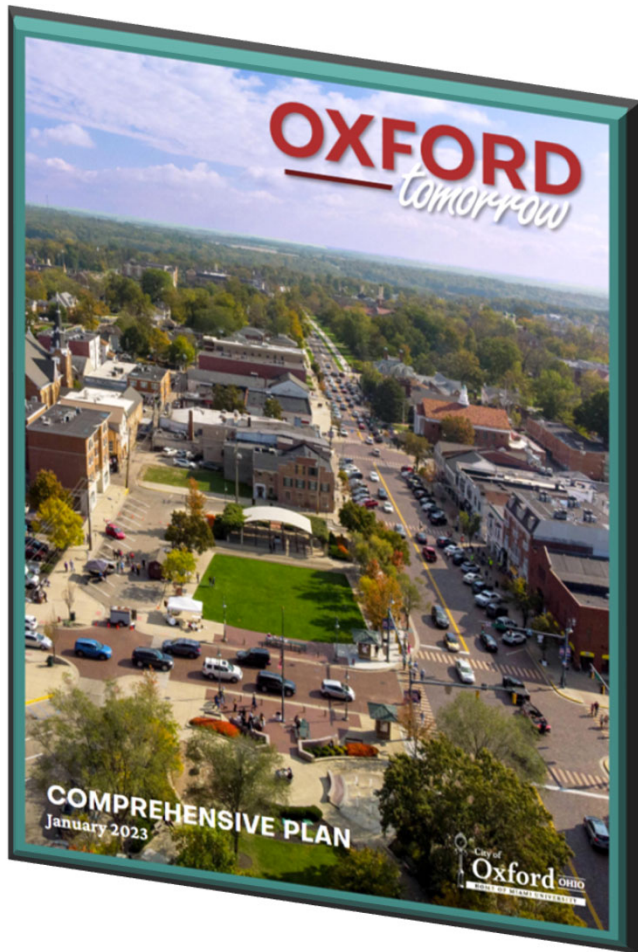
Site Location



Current Zoning



Comprehensive Plan Goals



Objective H1

Expand housing options for all life stages

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

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

Objective H2

Ensure housing affordability and attainability for all income levels

Action H2-A7 Explore ways to incentivize the creation and maintenance of housing types and arrangements that fulfill community needs

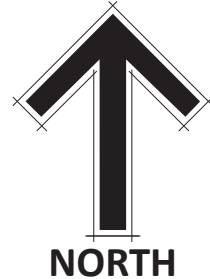


NEW ROOTS AFFORDABLE HOUSING COMMUNITY

SITE PLAN

PROJECT NUMBER 25433.00 | DATE: 1-26-26

www.mspsdesign.com





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:	1/8/2026
COUNCIL MEETING DATE:	February 3, 2026
AGENDA TITLE:	An Ordinance Levying Upon The Lots And Lands Enumerated In The List Of Estimated Assessments (Exhibit A) The Amounts Set Forth On Such List And Setting Forth Terms For Payment Of Assessments. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD DRE

DISCUSSION:

Through a series of Resolutions, the City has caused the repair of deficient curb, gutter, and sidewalk on parcels identified in the attached Exhibit “A” including:

- February 2025 Resolution No. 7675 – Declaring the necessity to make improvements*
- May 2025 Resolution No. 7721 – Authorizing a contract to perform the improvements*
- October 2025 Resolution No. 7746 – Determination of the total cost of assessment by lot*

The proposed assessment costs were advertised as required by Ohio Revised Code and property owners were notified by USPS of the actual costs associated with improvements to their property; any objections received from parcel owners have been resolved at the administrative level by the City Engineer; parcels and final costs are detailed in Exhibit “A”. Twenty-nine parcels' costs remain unpaid as of December 31, 2025. Upon passage of this Ordinance, an owner may pay cash for the assessment within 30 days. Otherwise, the amount will be levied to the owner’s property tax bill and must be paid in five (5) annual installments with City assessed interest on deferred payments at a rate of 5% (this percentage rate has been in place for several years; the City Council may change this rate if they desire to do so).

Staff recommends City Council approve this special assessment Ordinance, and authorize the City Manager, or his designee, to take all steps necessary to cause the amounts listed in Exhibit “A” to be levied upon the lots and lands enumerated in the listing.

ORDINANCE NO.

AN ORDINANCE LEVYING UPON THE LOTS AND LANDS ENUMERATED IN THE LIST OF ESTIMATED ASSESSMENTS (EXHIBIT A) THE AMOUNTS SET FORTH ON SUCH LIST AND SETTING FORTH TERMS FOR PAYMENT OF ASSESSMENTS.

WHEREAS, in accordance with Section 729.07 of the Ohio Revised Code, Council filed a list of estimated assessments (Exhibit A) with the Clerk of City Council and ordered it open for public inspection; and

WHEREAS, pursuant to Ohio Revised Code Section 729.08, Council published a notice in the *Journal News*, on Sundays beginning Sunday, October 12, 2025, and ending Sunday, October 26, 2025, stating that the list of estimated assessments (Exhibit A) was on file with the Clerk of City Council and was available for public inspection; and

WHEREAS, the City Engineer has resolved all written objections to the property owners' satisfaction.

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

SECTION 1: Property owners shall be assessed the actual cost over five years as set forth on Exhibit "A" attached hereto.

SECTION 2: Property owners may pay the assessment in five (5) annual installments with interest on deferred payments at 5%. Conversely, property owners may pay the assessment in cash within 30 days after passage of this Ordinance.

SECTION 3: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH
PREPARED BY: LAW (STAFF)

Curb Gutter Sidewalk for 2025 Resurfacing

							Lineal Ft	Square Feet	Square Feet	Square Ft	Square Ft	Square Ft	FINAL COST TOTAL
Address	Direction	Street Name				Curb Installed	Sidewalk Installed	Sidewalk thru Driveway Installed	Drive Apron Installed	Apron Removed	Sidewalk Remove Only	Asphalt Remove Only	
6242		DEVONSHIRE	ANGELA F POSTON	ANGELA F POSTON 6242 DEVONSHIRE DR OXFORD OH 45056 1501	H4000024000025	53							\$ 4,235.85
6232		DEVONSHIRE	AUSTIN & KRISTIN CARTER	AUSTIN & KRISTIN CARTER 6232 DEVONSHIRE DR OXFORD OH 45056 1501	H4100024000026	34							\$ 2,748.50
6243		DEVONSHIRE	LAURA M LIVINGSTON	LAURA M LIVINGSTON 6243 DEVONSHIRE DR OXFORD OH 45056 1501	H4100024000028	51							\$ 4,076.95
												\$ 11,061.30	
						138	0	0	0	0	0	0	\$ 11,061.30
6304		TIMOTHY LN	JENS MUELLER & GABRIELE BECHTEL	JENS MUELLER & GABRIELE BECHTEL 6304 TIMOTHY LN OXFORD OH 45056 1537	H4100024000057	25							\$ 2,066.75
6294		TIMOTHY LN	MELANIE WIESMAN ETAL	MELANIE WIESMAN ETAL 6294 TIMOTHY LN OXFORD OH 45056 1557	H4100024000058	68							\$ 5,427.60
125		FIELDCREST AVE	GEORGE LEINEKE JR	GEORGE LEINEKE JR 125 FIELDCREST DR OXFORD OH 45056 1517	H4000024000031	23	25						\$ 2,290.25

6233		TIMOTHY LN	SCOTT A SUAREZ	SCOTT A SUAREZ 513-516-1644 6233TIMOTHY LN 8836 Cassiopia Way OXFORD OH 45056 1536 San Diego, CA 92126	H4100024000035	29									\$	2,369.75
														\$	12,154.35	
						145	25	0	0	0	0	0	0	\$	12,154.35	
6172		VEREKER DR	WESLEY FOUNDATION AT MIAMI & WESTERN COLL FOR WOMEN	WESLEY FOUNDATION AT MIAMI & WESTERN COLL FOR WOMEN 16 S CAMPUS AVE OXFORD OH 45056 1801	H4000017000059	57									\$	4,553.65
6162		VEREKER DR	NICHOLAS W GLACKEN & MEGAN KINZER	NICHOLAS W GLACKEN & MEGAN KINZER 6162 VEREKER DR OXFORD OH 45056 1541	H4100017000060	62									\$	4,950.90
6152		VEREKER DR	BLEY FREDERICK III	FREDERICK BLEY III 715 0772 PO BOX OXFORD OH 45056	H4100017000061	62									\$	4,950.90
6161		VEREKER DR	SARA PATE	SARA PATE 6161 VEREKER DR OXFORD OH 45056 1540	H4100017000067	67									\$	5,348.15
6171		VEREKER DR	BRENDAN MOONEY	BRENDAN MOONEY 6171 VEREKER DR OXFORD OH 45056 1540	H4000017000068	100									\$	7,970.00
6181		VEREKER DR	LAURA R & STEVE THEODORE SIAMBEKOS	LAURA R & STEVE THEODORE SIAMBEKOS 6181 VEREKER DR OXFORD OH 45056 1540	H4100017000069	97									\$	7,731.65

6191		VEREKER DR	STEPHEN LIPPMANN	STEPHEN LIPPMANN 6191 VEREKER DR OXFORD OH 45056 1540	H4000017000070	64											\$	5,109.80
																	\$	40,615.05
						509	0	0	0	0	0	0	0	0	0	0	\$	40,615.05
102		RYAN DR	MATTHEW R AND ADRIENNE RENEE YOCHES	MATTHEW R AND ADRIENNE RENEE YOCHES 102 RYAN DR OXFORD OH 45056 9381	H4100133000013		16										\$	265.00
																	\$	265.00
						0	16	0	0	0	0	0	0	0	0	0	\$	265.00
60		JOSIE LN	JUNE SCHOLL	JUNE SCHOLL 60 JOSIE LN OXFORD OH 45056 9030	H4100133000066		18										\$	295.00
																	\$	295.00
						0	18	0	0	0	0	0	0	0	0	0	\$	295.00

1215		DANA DR	JOSEPH HENEGAR	JOSEPH HENEGAR 1215 DANA DR S OXFORD OH 45056 2513	H4100120000003	11	50						\$ 1,756.25
												\$ 1,756.25	
						11	50	0	0	0	0	0	\$ 1,756.25
513		GLENVIEW DR	JENNIFER J QUINN	JENNIFER J QUINN 513 GLENVIEW DR OXFORD OH 45056 2522	H4000117000015	11	55	30					\$ 2,281.25
												\$ 2,281.25	
						11	55	30	0	0	0	0	\$ 2,281.25

311	N	ELM ST	10K PROPERTIES LLC	10K PROPERTIES LLC 101 COMMERCE BLVD SUITE A LOVELAND OH 45140 1122	H4100008000129	51	160			40			\$ 6,636.95
119	N	ELM ST	HUTZELMAN PROPERTIES LLC	HUTZELMAN PROPERTIES LLC 4192 MAXWELL DR MASON OH 45040	H4100008000112	26							\$ 2,142.50
300	W	CHURCH ST	BRIAN ROBERT JONES	BRIAN ROBERT JONES 300 W CHURCH ST OXFORD OH 45056 1107	H4100008000079	10							\$ 930.50
310	N	ELM ST	BAREQ & MAHMOOD AL SAEDI	BAREQ & MAHMOOD AL SAEDI 310 312 N ELM ST OXFORD OH 45056 1123	H4100008000024	5							\$ 551.75
												\$ 10,261.70	
						92	160	0	0	40	0	0	\$ 10,261.70

220		RIDGE AVE	DEBORAH D KELLY	DEBORAH D KELLY 220 RIDGE AVE OXFORD OH 45056 1535	H4100024000009	65								\$	5,189.25
120		RIDGE AVE	MOLLY J & MATTHEW TODD	MOLLY J & MATTHEW TODD 120 RIDGE AVE OXFORD OH 45056 1533	H4100024000013	21								\$	1,763.75
10		RIDGE AVE	NAZARIO ARAIZA & ANGELA FUENTES	NAZARIO ARAIZA & ANGELA FUENTES 10 RIDGE AVE OXFORD OH 45056 1531	H4100024000016	81								\$	6,460.45
														\$	13,413.45
						167	0	0	0	0	0	0	0	\$	13,413.45
6275		DEVONSHIRE DR	DUDLEY PRIME PROPERTIES LLC	DUDLEY PRIME PROPERTIES LLC 6744 CONTRERAS RD OXFORD OH 45056	H4100024000061	163.5		0	0	0	0	0	0	\$	-
220	W	VINE ST	TERRY M DUDLEY	TERRY M DUDLEY 6744 CONTRERAS RD OXFORD OH 45056 8857	H4100008000126	30		0	0	0	0	0	0	\$	-
212	N	ELM ST	DUDLEY PRIME PROPERTIES	DUDLEY PRIME PROPERTIES 6744 CONTRERAS RD OXFORD OH 45056 9739	H4000008000058	5	100	0	0	0	0	0	0	\$	-
														\$	-
						198.5	100							\$	-
COMPLAINT PROPERTIES															

Address	Direction	Street Name			Lineal Ft Curb Installed	Square Feet Sidewalk Installed	Square Feet Sidewalk thru Driveway Installed	Square Ft Drive Apron Installed	Square Ft Apron Removed	Square Ft Sidewalk Remove Only	Square Foot Asphalt Remove Only	FINAL TOTAL PLUS PERMIT FEES
1106	S	LOCUST	MCCLURE FRANCES D SUCC TR	FRANCES D MCCLURE TR 1106 S LOCUST ST OXFORD OH 45056 2530	H4100118000060	31						\$ 2,521.25
												\$ 2,521.25
						31	0	0	0	0	0	\$ 2,521.25

												\$ 94,624.60
INSTALLED TOTALS						1104	324	30	0	40	0	\$ 95,600.55