



**MINUTES
OXFORD HOUSING ADVISORY COMMISSION**

**20 SOUTH ELM STREET
OXFORD, OHIO
THURSDAY, JANUARY 8, 2026 AT 5:00 PM**

Approval of Agenda

Members Present: Mary Piper, Ann Fuehrer, Jock Pitts, Cathryn Loucas, Roxanne Ornelas

Staff Liaison: Jessica Greene

Called to Order at 5:03 PM

Approval of Agenda:

First: Roxanne Ornelas

Second: Cathryn Loucas

Approved

Approval of Minutes

Approval of Minutes:

First: Roxanne Ornelas

Second: Mary Piper

Approved

1. Minutes from the December 4th, 2025 Meeting

Old Business

New Business

1. Commission Member Introductions

Chair Ann Fuehrer asked each member to introduce themselves, describe their interest in serving on the Housing Advisory Commission (HAC), and explain how their professional background may contribute to the commission's work.

2. Discussion of the Role of the Housing Advisory Commission

Ann F. then asked Jessica to share her vision for the HAC and how it should coordinate with the City Council. Jessica explained that her vision includes working to implement the action items outlined in the Housing Chapter of the Comprehensive Plan and collaborating with the City Council to advance Council-directed priorities. She emphasized that the relationship between HAC and Council should be a two-way partnership focused on both implementation and advocacy, with HAC providing Council with feedback on housing-related priorities.

3. Discussion of Amendments to the Establishing Ordinance

Due to recent confusion regarding the nomination of a Planning Commission member while the HAC was already at capacity, Jessica reviewed the HAC-establishing ordinance. Based on this review, she prepared a series of proposed amendments to clarify commission membership, roles, and responsibilities. A draft of the proposed changes is included with the meeting materials. Following the discussion, the commission provided the following feedback on proposed ordinance changes:

- Membership should include:
 - One (1) City Councilor
 - One (1) Planning Commission member (who may also be a Councilor)
- Five (5) total members must reside within the City of Oxford
- Up to four (4) additional members should:
 - Have relevant housing experience (e.g., housing nonprofit, legal, developer/builder, advocate, etc.)
 - Reside within the Talawanda School District
- Any member who misses three (3) consecutive meetings without an excuse will be removed from the commission, and the resulting vacancy will be posted

The commission agreed to revisit these proposed edits at the next meeting and make a formal recommendation to the City Council.

4. Review of 2026 Priorities

Jessica reminded commissioners of the upcoming housing-related tasks for 2026, that will be shared with the City Council at the Council Retreat on January 30. After Council review, these tasks will be revised based on feedback, with a final version anticipated for a vote in February.

5. Discussion of Ideas to Share with City Council for 2027 Priority Development

Jessica asked commissioners if there were any topics or issues they would like Council to begin considering for 2027.

- Roxanne Ornelas suggested multi-generational housing.

- Ann Fuehrer highlighted the intersection of the Economic Development Strategic Plan and housing, particularly related to the 47-acre site, and requested that Jessica share a copy of the final Economic Development Strategic Plan with HAC members.

6. General Housing Efforts Updates

Jessica provided a general update on current housing projects:

- Habitat for Humanity: Habitat hopes to break ground in March 2026, with plans to build:
 - 10 homes in 2026
 - 10 homes in 2027
 - 11 homes in 2028

This timeline may put the City at risk regarding Welcome Home Ohio funding. Jessica has a meeting scheduled with grant officials on Friday to discuss potential impacts.

- New Roots: The project is scheduled to go before the Planning Commission on Tuesday, January 13. Their goal is 16 microhomes located at 5234 Hester Rd.
- 47 Acres: The site has been evaluated by Butler County Soil and Water Conservation District. The City is also obtaining a financial evaluation to help determine next steps. Jessica recommended that HAC:
 - Establish clear project goals
 - Issue a Request for Qualifications (RFQ) for a developer
 - Work collaboratively with the selected developer to advance the project

This item generated initial discussion and will be added to the February agenda.

Cathryn Loucas requested a one-page summary of these housing projects that could serve as an “elevator speech” outlining the City’s current housing efforts.

Adjournment

Motion to Adjourn:

First: Cathryn Loucas

Second: Roxanne Ornelas

Approved

Upcoming Meetings

Thursday, March 5th, 2026 at 5 PM

Thursday, April 2nd, 2026 at 5 PM

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 137 ENTITLED HOUSING ADVISORY COMMISSION, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 137 ENTITLED HOUSING ADVISORY COMMISSION.

WHEREAS, Council finds in accordance with Section 137.04 of the Codified Ordinances of the City of Oxford, the City of Oxford Housing Advisory Commission held public meetings on ~~January 20, 2020~~ and on ~~February 18, 2020~~ and that during the public meetings did discuss the need to reevaluate its role and scope within the City government for addressing housing concerns and policies and as a result of those discussions, the Housing Advisory Commission recommended repealing Oxford Codified Ordinance Chapter 137 entitled Housing Advisory Commission and adopting new Oxford Codified Ordinance Chapter 137 entitled Housing Advisory Commission.

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

SECTION I: Council accepts the recommendation of the Housing Advisory Commission and hereby repeals Oxford Codified Ordinance Chapter 137 entitled Housing Advisory Commission and adopts new Oxford Codified Ordinance Chapter 1367 entitled Housing Advisory Commission as follows:

137.01 PURPOSE.

(a) The purpose of the Housing Advisory Commission shall be to foster an environment, through education, research and advocacy, in which all people desiring residency in Oxford will have an opportunity to own or rent a home; further:

- (1) To promote safe and decent shelter for anyone desiring to live in Oxford.
- (2) To encourage and promote the development and maintenance of moderate to low income housing that will provide affordable home ownership and rentals in the Oxford community.
- (3) To promote a variation of housing density within neighborhoods to dissolve the negative stigma associated with isolated affordable housing.
- (4) To assist people in buying first time homes as well as provide education to homebuyers and the community about the need for moderate to low income housing.
- (5) To make recommendations to Council that are thoroughly investigated and supported through appropriate documentation.

137.02 DUTIES.

- (a) Take an active role in the administration and implementation of the Housing Chapter in the Oxford Comprehensive Plan,
- (b) Make recommendations to Council for the disbursement of the Affordable Housing Funds and other funds designed for moderate to low cost housing and development.
- (c) Work with organization(s) to seek funds for the development, refurbishing, weatherization, and maintenance of moderate and lower cost housing and rentals.
 - (1) Funds may be sought from State, Federal and other sources.

(2) Funds should be available to provide rental assistance, payment assistance, home improvements, development infrastructure, tax credits and other assistance with affordable housing.

(d) To work with non profit organizations that assist with housing. (e) To arrange education programs and financial counseling for families who want to rent or purchases moderate to low cost housing.

(1) This may be provided by community resources that provide financial planning.

(2) Resources may also provide low interest loans to home buyers.

(3) Establish guidelines for families to qualify for moderate to low cost housing assistance and aid in the development of a procedure for families to receive assistance.

(4) Investigate and make recommendations to Council regarding existing planning and development policies and ordinances that pose possible impediments to moderate to low cost housing opportunities.

(5) Investigate the need or value of identifying or establishing a non-governmental entity to assist in implementing the policies stated in this chapter.

(f) The Commission shall report to Council annually the status of housing issues and progress toward the goals outlined in the Housing Chapter of the Oxford Comprehensive Plan.

137.03 COMPOSITION AND TERM OF OFFICE.

(a) The Housing Advisory Commission shall be composed of at least seven and up to nine members appointed by Council. All members shall have, to the greatest extent practical, interest and proficiency in housing issues.

(1) Two members shall be City Council members. At least one member shall be a member of the Planning Commission. That member may be one of the two City Council members.

(2)

(3) At least five members shall reside in Oxford . (4)

(5) The additional two to four members members may be chosen from the following housing affiliation organizations:

A. A member of a housing advocacy group;

B. A member of a minority organization;

C. A banker or member of an institution that lends money for housing;

D. A builder, developer or property manager of non-profit housing;

E. A builder, developer or property manager of for-profit housing;

F. An architect;

G. A member of a social welfare organization; (5) **T** (6) The City Manager or designee shall serve as a liaison to the Commission. The function will be to support and assist the Commission to the extent resources allow.

(b) Uwith the exception of Council members, All Commission members shall erve for a term of four years without compensation. Members may apply for a second term and serve up to 8 years. After two consecutive terms, a member must take one year off, before reapplying to serve on the Commission. Council members shall serve per the rules of Council.

137.04 MEETINGS.

(a) The Commission shall meet monthly to conduct its business or as as needed

(b) The Commission shall designate the time and place of the meetings and shall notify the

Clerk of Council, the staff liaison, and post the agenda publicly, at least twenty-four hours in advance.

(c) Attendance of over 50% of active members shall constitute a quorum for the transaction of business.

(d) All meetings shall comply with the letter and spirit of Ohio R.C. 121.22.

137.05 RULES AND PROCEDURES.

Notwithstanding the requirements established in this chapter, the Commission may establish its own rules and procedures subject to the majority approval of Council.

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

MAYOR

ADOPTED: _____, 2026

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY:

PREPARED BY: LAW (STAFF)