MINUTES
OXFORD CHARTER REVIEW COMMISSION

Municipal Building 15 South College Ave. Oxford, Ohio 45056 Second Floor Conference Room

THURSDAY, APRIL 9, 2026 AT 4:00 PM

Call to Order

Ms. Greene called the meeting to order at 4:05 p.m. Members in attendance were Kevin McKeehan, Alan Kyger, Carla Blackmar, Alex French, and Michael Smith, who arrived at 4:10 p.m. Staff members in attendance were Chris Conard, Jessica Greene, and Heather Barbour. Douglass R. Elliott Jr. was excused. Members of the public were Steve Chaffin and Aidan Cornue.

Approval of Agenda

Motion – To Approve the Agenda
(Voice Vote) 1st Ms. French 2nd Mr. McKeehan
AYE # 4
NAY # 0
ABS # 0

New Business - Charter Review

1. Elect Chair

Motion – To Nominate Alex French as Chair.
(Voice Vote) 1st Ms. Blackmar 2nd Mr. McKeehan
AYE # 4
NAY # 0
ABS # 0

2. Introduction of Members and Overview of the Charter Advisory Commission.

Ms. Greene began with a round of introductions. Ms. Greene then provided an overview of the City of Oxford's charter, its history, and the Commission's role in reviewing and recommending amendments for potential placement on the ballot.

3. Summary of Oxford Charter (Eleven Articles).

The Commission reviewed several proposed charter updates. A primary discussion focused on Section 2.11, which restricts multi-unit dwellings in the mile square. Staff recommended removing outdated language, noting that zoning regulations now address these issues. Members discussed the historical purpose of the restriction and changing housing needs, expressing interest in additional information before making a final decision. The group also considered revisions to Section 2.12 to allow the city to recover unpaid utility bills from property owners rather than tenants. While members recognized financial impacts to the city, they also noted potential political opposition and pending state legislation, suggesting the issue may need to be addressed separately. Additional discussion included modernizing ordinance publication requirements, reconsidering city manager residency language (with a preference for contractual flexibility), and addressing outdated or inconsistent charter provisions, including references to the civil service commission and bonding requirements. The Commission also discussed the possibility of stipends for boards and commissions and raised questions about election timing and petition procedures.

Mr. Conard asked if anyone from the public would like to make a comment. Mr. Chaffin highlighted the need to clarify election certification timing and streamline petition filing responsibilities.

The Commission identified follow-up items, including gathering data on utility losses and requesting additional staff input on zoning impacts and legal language. The next meeting was scheduled for April 29 at the courthouse, with plans to include public comment.

4. Review Process to Amend Charter.

Ms. Greene explained the charter amendment process, noting that the Commission will review the document and develop recommended changes for City Council. Council may then adopt legislation to place proposed amendments on the ballot, after which the county and state review ballot language. The final decision rests with voters, and the city conducts public education to explain proposed changes. Amendments may be presented individually or bundled, depending on the Commission's recommendations.

5. Discussion of Articles I, II, III, IV, & V.

Future Meeting Dates

The next meeting of the Charter Review Commission will be held on Wednesday, April 29, 2026, at the Courthouse at 4:30 p.m.

Adjournment

Motion – To Adjourn at 5:19 p.m.
(Voice Vote) 1st Ms. French 2nd Ms. Blackmar
AYE # 5
NAY # 0
ABS # 0