AGENDA
OXFORD CITY COUNCIL REGULAR MEETING

COURTHOUSE

TUESDAY, JULY 7, 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.

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1. Roll Call.

2. Pledge of Allegiance.

3. Approval of Agenda.

4. Public Participation.

   A. Proclamation TOPSS Grand Opening

   B. 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 June 16, 2026, City Council Work Session. (Heather Barbour, Clerk of Council)

B. Minutes from the June 16, 2026, City Council Meeting. (Heather Barbour, Clerk of Council)

6. Resolutions.

A. A Resolution Authorizing The City Manager To Amend The Scope Of Services For Strand & Associates To Include Construction Engineering Services For A New Water Treatment Plant, And Amending The Not To Exceed Value For Their Contract. (Michael Dreisbach, Service Director)

B. A Resolution Authorizing the City Manager to Enter Into an Agreement with Cronin Ford North, LLC For The Purchase Of Two Replacement Fleet Vehicles (Michael Dreisbach, Service Director)

C. A Resolution To Declare The Necessity And Intent To Acquire Certain Parcels Of Real Estate Owned By Ledger, LLC, With Interest By Others, For The BUT-Oxford Amtrak Station Project. (Michael Dreisbach, Service Director)

D. A Resolution Authorizing The Donation Of $50,000 From The Opioid Settlement Fund To The Sheltering Oxford Nonprofit Organization To Support An Emergency Cold Weather Shelter And Related Opioid Abatement Services As Described In Exhibit A (Jessica Greene, Assistant City Manager)

E.

A Resolution Adopting The City Of Oxford's 2026 Americans With Disabilities Act (ADA) Transition Plan As Described In Exhibit A. (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 Providing For The Submission To The Electorate Of Amendments To The Charter Of The City Of Oxford, Ohio, And To Place The Same On The Ballot At The General Election, November 3, 2026. (Douglas R. Elliott, Jr., City Manager)

2. An Ordinance Authorizing The City Manager To Enter Into An Easement Agreement With The Board Of Education Of The Talawanda Local School District For The Planned Construction Of A Passenger Rail Platform. (Michael Dreisbach, Service Director)

3. An Ordinance Authorizing The City Manager To Enter Into An Easement Agreement With Southwestern Ohio Seniors' Services, Inc., A Non-Profit Ohio Corporation Now Known As Maple Knoll Communities, Inc. For The Purpose Of An Easement For The Construction Of The (OATS) Oxford Area Trail System Phase VI. (Michael Dreisbach, Service Director)

4. An Ordinance Authorizing The City Manager To Enter Into An Easement Agreement With Clawson Properties I, LLC For The Purpose Of An Easement For The Construction Of The (OATS) Oxford Area Trail System Phase V. (Michael Dreisbach, Service Director)

5. An Ordinance To Appropriate Certain Real Property Interests Owned By Ledger, LLC, With Interests By Others, For The BUT-Oxford Amtrak Station Project. (Michael Dreisbach, Service Director)

6. An Ordinance Amending Ordinance No. 3844 Supplemental Budget Ordinance Number 4 To Make Supplemental Appropriations For Fiscal Year 2026. (Heidi Ridenour, Finance Director)

B. Second Reading

1. An Ordinance Approving The Final Subdivision Application And Plat For An Area Referred To As "Lake Forest" Consisting Of 4 Lots Situated On 97.292 Acres Currently Addressed As 1701, 1983, & 1986 Lake Forest Drive, Oxford, Ohio 45056, With Conditions (Sam Perry, Community Development Director)

2. An Ordinance Approving The Final Subdivision Application And Plat For Lake Forest Cove Section 1 Consisting Of 36 Lots Situated On 17.462 Acres Currently Addressed As 1701 Lake Forest Drive, 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. Jul 13	Oxford Recreation Board	Municipal Building	12:30 p.m.
Jul 13	Public Arts Commission of Oxford	Courthouse	5:30 p.m.
Jul 14	Planning Commission	Courthouse	5:30 p.m.
Jul 15	Board of Building Appeals - CANCELED	Courthouse	5:30 p.m.
Jul 15	Board of Zoning Appeals	Courthouse	6:30 p.m.
Jul 21	City Council	Courthouse	7:30 p.m.
Aug 4	City Council	Courthouse	7:30 p.m.
Aug 5	Environmental Commission	Municipal Building	7:00 p.m.

9. Adjourn.

Office of the Mayor

Proclamation

Whereas: the Talawanda Oxford Pantry & Social Services (TOPSS), originally established in 2007 as the Oxford Community Choice Pantry, has faithfully served residents of the Talawanda School District for nearly two decades by providing nutritious food and compassionate assistance while preserving the dignity and choice of those it serves; and

WHEREAS, through the dedication of thousands of volunteers, generous support from local businesses, faith communities, civic organizations, Miami University, and countless community partners, TOPSS has grown from a community food pantry into a comprehensive social services organization addressing food insecurity, housing stability, emergency assistance, and other essential needs; and

WHEREAS, throughout its history, TOPSS has demonstrated extraordinary resilience and innovation by expanding its services to meet the evolving needs of the community, including maintaining uninterrupted food access during the COVID-19 pandemic and strengthening its impact through the integration of the Family Resource Center in 2024; and

WHEREAS, in 2025, TOPSS assisted more than 1,700 households representing over 4,300 individuals, including more than 1,600 households served through the food pantry, delivered more than 4,300 food boxes to homes throughout the Talawanda School District, and helped families build greater stability and self-sufficiency through housing support and emergency assistance; and

WHEREAS, the opening of the new TOPSS facility at 5445 College Corner Pike in July 2026 represents a significant investment in the well-being of the Oxford and Talawanda communities, expanding access to essential resources while reflecting the generosity, collaboration, and shared commitment of residents, volunteers, donors, community partners, and local governments to ensure that all members of the community have the opportunity to thrive.

NOW, THEREFORE, I, Michael Smith, Mayor of the City of Oxford, Ohio, do hereby proclaim Friday, July 17, 2026, as

'TOPSS GRAND OPENING DAY'

In the City of Oxford, the City Council expresses its sincere appreciation to the staff, volunteers, donors, community partners, and supporters whose generosity and commitment have helped improve the lives of countless individuals and families and extends its best wishes for TOPSS's continued success in strengthening our community for generations to come.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 7th day of July 2026.

Michael Smith

MICHAEL SMITH, MAYOR

MINUTES
OXFORD CITY COUNCIL WORK SESSION
COURTHOUSE
TUESDAY, JUNE 16, 2026 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 Ms. French 2nd Ms. Ornelas

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

Motion – To Return from Executive Session at 6:44 p.m. O.R.C. Section 121.22 (G)(1) To Consider Appointments to Boards and Commissions
(Voice Vote) 1st Ms. French 2nd Ms. Ornelas
AYE # 7
NAY # 0
ABS # 0

A work session meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, June 16, 2026, at 6:45 p.m. Members in attendance were Jason Bracken, Jim Vinch, William Snavely, Amber Franklin, Roxanne Ornelas, and Alex French.

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; Ms. Heidi Ridenour, Finance Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Chris Conard, Law Director; Ms. Reena Murphy, Sustainability Coordinator; and Ms. Heather Barbour, Clerk of Council.

2. Topic

A. Progress Toward 2026 Goals and the Review of City Council Research Initiatives from the Council Retreat

City Council met in a work session to review progress on 2026 Action Items and discuss preliminary 2027 budget recommendations. Staff explained that the recommendations are based on the Comprehensive Plan, Council retreat priorities, and research conducted by staff, boards, and commissions. The purpose of the discussion was to provide Council an opportunity to identify priorities before preparation of the 2027 budget.

Staff presented recommendations across several Comprehensive Plan goals. Under Smart Growth and Quality Places, staff advised against pursuing five-story buildings due to water pressure and fire safety limitations but noted that modest height increases may be possible through the zoning code rewrite process. Staff also reported progress on Butler County's Greenprint initiative as a potential tool for regional land-use planning. Under transportation, Council reviewed the completed sidewalk gap analysis, which identified priority sidewalk projects with an estimated cost of approximately $224,000. Council expressed interest in further discussion of implementation priorities and funding options.

Housing discussions focused on Housing Advisory Commission recommendations, including annual funding of $50,000 for the Winter House cold shelter program, continued exploration of warming and cooling centers, use of the City's 47-acre property to encourage mixed-income housing development, and directing proceeds from future land sales toward the Affordable Housing Trust Fund. Council also discussed maintaining flexibility to pursue future affordable housing opportunities as funding becomes available.

Staff also reviewed recommendations related to economic development, sustainability, recreation, public safety, and essential services. Key topics included expanding promotion of City events through university partnerships, advancing landfill and wastewater solar projects, increasing hybrid and electric vehicles in the City fleet, continuing deer management efforts, funding public art projects, addressing police staffing challenges, implementing electronic signatures and tablets for Council, evaluating .gov email addresses, and continuing research on courthouse options. Several initiatives were recommended for future consideration due to staffing or budget constraints.

The session concluded with a review of progress on numerous 2026 action items, including the zoning code rewrite, historic preservation efforts, transportation and trail projects, affordable housing initiatives, economic development programs, and grant-funded infrastructure projects. Staff reported that many projects are progressing as planned and requested Council feedback on priorities to guide development of the 2027 budget. (slides included in minutes)

3. Adjourn.

Motion – To Adjourn at 7:24 p.m.
(Voice Vote) 1st Ms. French 2nd Ms. Ornelas
AYE # 7
NAY # 0
ABS # 0

City of Oxford OHIO

HOME OF MIAMI UNIVERSITY

2026 Action Items Updates

&

2027 Budget Recommendations

Timeline

Rooted in the Oxford Comprehensive Plan Goals and Action Items

- January 2026 Retreat
  - Formalize 2026 Action Items
  - Council and staff share ideas for 2027

- February-May 2026 RESEARCH
  - Create report of research on each item from the retreat.

- June 2026 Council Work Session
  - Review of research to date and initial recommendations for 2027 budgeting
  - Your opportunity to share with the City Manager areas you care deeply about before he drafts the budget.
  - *Important note:* Changing budget priorities may mean recommended decreases in funding in other areas to maintain a balanced budget.
  - Watch for the $ sign and make comments regarding budget items or staff resource allocation that are important to you.
  - Ending slides-January- June 2026 YTD progress on current projects and 2026 budget items.

It's a 2 way street & tied to the Comp Plan

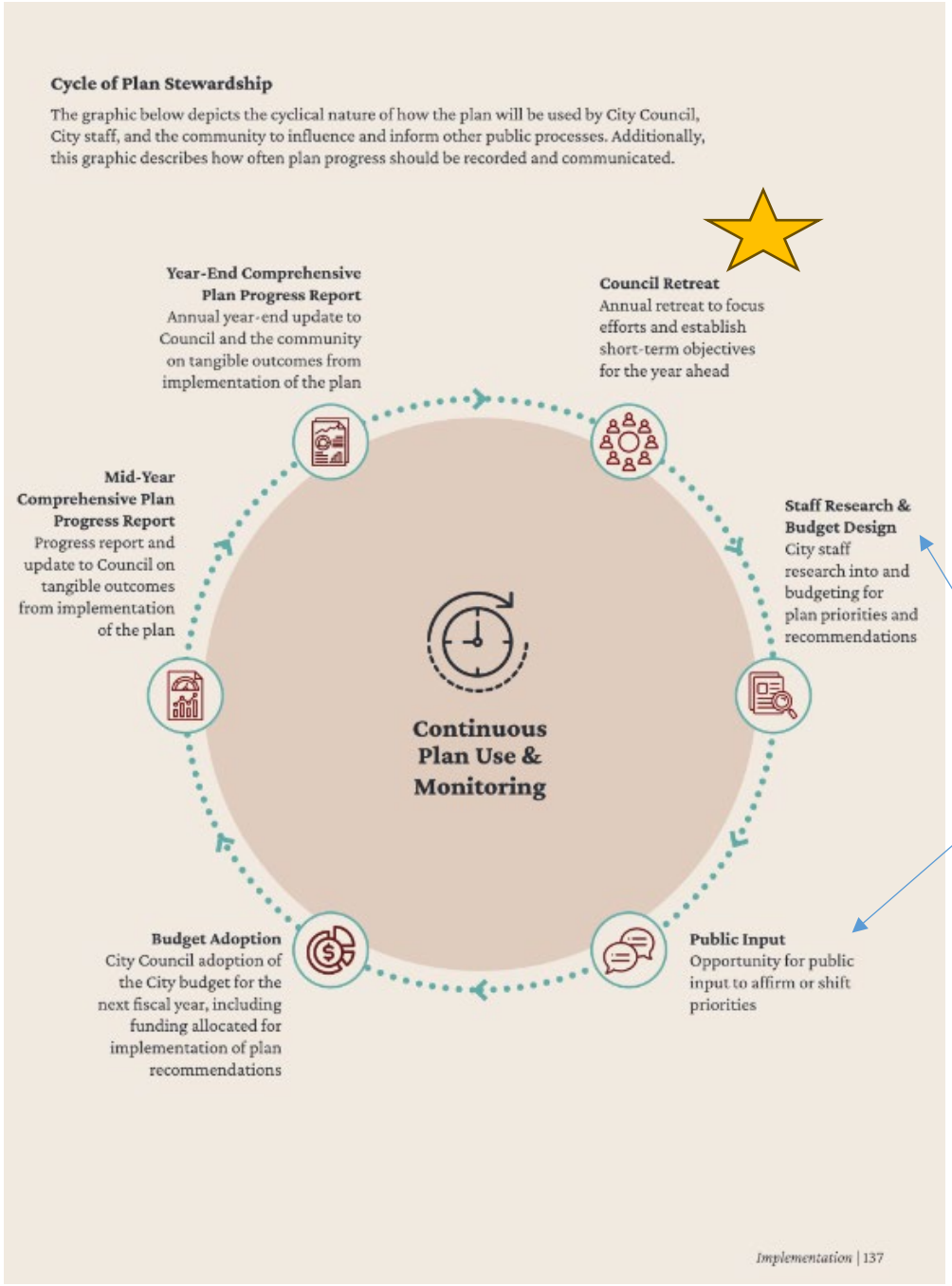
Boards & Commissions

B&C's formal recommendations result in a work session with the Council.

Council directs staff on next steps

Council directives to B&C results in research, ideation on implementation, and budget impacts.

City Council



By June 2026

City of Oxford OHIO

HOME OF MIAMI UNIVERSITY

2027 Budget Recommendations

Goal: Smart Growth & Quality Places

2027 Recommendations

Goal: Smart Growth & Quality Places

2027 Research & Recommendations

Objective: L1-A2: Explore increasing allowable building height in one or more targeted locations

Action Item: Explore allowing building height up to 5+stories.

Recommendations:

Reviewed internally with department heads.

Staff Recommendation: Not recommended to pursue further due to water pressure limitations Uptown as well as fire truck ladder limits city-wide.

However some zoning height increases could work in limited areas such as 2 stories to 3 or 3 stories to 4.

Goal: Smart Growth & Quality Places

2027 Research & Recommendations

Objective: L4-A1: Create a Joint Plan for land use & development with surrounding jurisdictions

Action Item: Create a plan to guide/get ahead of possible annexations.

Recommendations:

A coalition for pursuing a plan for a Butler County "Greenprint" is beginning to form with BC MetroParks as the facilitating entity. This may give some guidance to a shared land use development plan or comprehensive plan for Butler County. At this time, additional resources are not needed for this to continue developing.

Goal: Safe & Efficient Travel For All Modes Of Transportation

2027 Recommendations

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: M3-A1: Treat pedestrian and cyclist mobility with equal importance to vehicular mobility

Action Item:

By April 2026, add closing sidewalk gaps to the bike pedestrian plan.

By June 2026, identify phase 1 of sidewalk gaps to be closed, establish cost and city/resident portions.

June 2026 Status Update:

Task completed by KZF in June 2026.

They have listed every sidewalk gap, prioritized them based on a rubric, and provided estimated costs to close the gap.

Could have budget impact if you want to work to close gaps in 2027. 4 designated "top priority". Estimated costs $ $224,588.11 (Contreras& Fairfield Roads)

Recommend July or August work session on this topic.

Goal: Housing Opportunities for Everyone

2027 Recommendations

Goal: Housing Opportunities for Everyone

2026 Action Item Update

Objective: H1-A5: Support developments and programs addressing supportive and transitional housing

Action Item: By June 2026, HAC will recommend to Council approaches for assisting those who are unhoused- explore shelter models, partnerships, funding, scope and size. Will make reaccommodation to Council including operation models and budgetary needs.

Recommendations:

June 2026 HAC recommendation:

Grant $50K for winter 2026-2027 and winter 2027-2028 toward a cold shelter model November-March.

Goal: Housing Opportunities for Everyone

2027 Research & Recommendations

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

Action Item: Find ways to encourage the development of multifamily housing

Recommendations:

HAC June 2026 Recommendation:

Leverage the 47 acres through an RFP process to encourage development in line with the 2019 Design Charettes, which include multifamily housing concepts. Will require staff to address zoning issues/approach if launched prior to code rewrite.

Goal: Housing Opportunities for Everyone

2027 Research & Recommendations

Objective: H1-A5: Support developments and programs addressing supportive and transitional housing

Action Item: Find ways to build affordable housing trust fund.

Recommendations:

HAC Recommendation from June 2026 meeting:

- Transfer ARPA interest to the Affordable Housing Trust Fund.
- Sell 47 Acres and use proceeds for the Affordable Housing Trust Fund

Goal: Housing Opportunities for Everyone

2027 Research & Recommendations

Objective: H1-A5: Support developments and programs addressing supportive and transitional housing

Action Item: Find a way to assist with funding a cold shelter

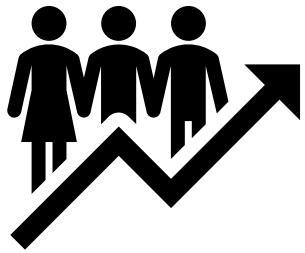
Recommendations:

HAC Recommendation from June 2026 meeting:

In addition to funding the winter cold shelter, HAC recommends that in 2027, staff continue to explore the build-out of warming/cooling stations in line with the climate action plan and in cooperation with the development of the winter shelter. Unknown cost estimate for this build out.

Goal: A Thriving & Resilient Year Round Economy

2027 Recommendations



Goal: A Thriving & Resilient Year-Round Economy

2027 Research & Recommendations

Objective: Other

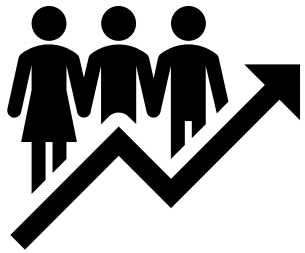
Research Area: Improve the University's promotion of city events. How can the university promote city events at student-facing locations?

June 2026 Status Update:

The University shares weekend updates of city events on IG Student Life.

Will need to partner with Miami to allow advertising on internal screens on campus, as they do not allow outside advertising. Possible partners include Res Life, and MAP.

Suggested Increase IG advertising budget: $3,000 for increased social advertising.



Goal: A Sustainable Oxford

2027 Recommendations

Goal: A Sustainable Oxford

2027 Research & Recommendations

Objective: Other

Research Area: Explore a bulk purchase of solar with public/private/gov entities joining. Do an RFP for the "best deal“

Recommendations:

Staff recommendation: Wait until we have additional city-owned solar projects to implement.

2027 will focus on constructing the WWTP Solar Array and hopefully advancing with landfill solar RFP responses.

Goal: A Sustainable Oxford

2027 Research & Recommendations

Objective: Other

Research Area: Develop communications with biggest energy users and butler rural about interest in renewables.

Recommendations:

Viable, no budget impact but does require staff time.
The Environmental Commission recommended this as a priority in 2027.

Goal: A Sustainable Oxford

2027 Research & Recommendations

Objective: S1-A7: Convert the city vehicle fleet to hybrid and/or electric vehicles

Research Area: Increase the number of hybrid/electric vehicles for the city fleet.

Recommendations:

EV Assessment Conducted for the 15 vehicles proposed for replacement in 2027.

Staff recommendation: Pursue EV and Hybrid Honda Civic and Service Truck Replacements in 2027 (total of 4 vehicles). Streets has the highest economic benefit for EV conversion,

Develop a strategy for Police electrification in future years. While OPD has the highest emissions reduction potential, there are significant challenges with vehicle availability, build out, the need for rapid charging, and take-home car details to work out.

Level 2 charging costs: $6-10k (L2 48A) or $20-25k (L2 80A, increases charging speed).

Supported by Environmental Commission with equal support for hybrid & EVs

Goal: A Sustainable Oxford

2027 Research & Recommendations

Objective: S1-A2: Promote incentives for on-site solar and wind for residential and commercial properties

Research Area: Develop a grant or rebate program for residents who want to install solar.

Recommendations:

Staff recommendation: Coordinate with a non-profit solar co-op and provide a City rebate.

Proposed rebate:

Cover 20% of the system cost, up to 5K (consider up to $10K for LMI home)

Total Cost: $30K, supporting 5+ households. 25-35 MT CO2e reduction annually.

Environmental Commission does not recommend this for priority in 2027. Some commission members felt a rebate program would be better with more variety (i.e. not just solar). Others felt that the grant would be more effective in the future if the state house permits balcony solar.

Goal: A Sustainable Oxford

2027 Research & Recommendations

Objective: Other

Research Area: Install 3rd flare at closed landfill.

Recommendations:

Likely viable, however, the flare would be located near the new OATS path and may have challenges with flow rate and methane content. Flare would be for gas vents #19 & #20 and have an estimated carbon reduction of 200 MT CO2e annually.

Estimated Cost: $15-20k for the flare, +$13K if a blower is needed to move the gas. Recommended by Environmental Commission.

Goal: A Sustainable Oxford

2027 Research & Recommendations

Objective: Other

Research Area: Find a way to continue Deer Management in accordance with Deer Management Plan. (35-50 deer per year)

Recommendations:

Viable, ACM + OPD continuing deer management strategies through bow hunting and culling, as needed.

Key concepts:

Pay hunters' processing costs per doe ($150 each) and allow them to use city deer management tag instead of their tag. Estimated Costs $10K

If harvest numbers are low, use OPD staff to cull using bait techniques.

Estimated costs for OT and equipment: $38K (equipment is one time purchase and is $34K)

*Crosses 2026-2027

Goal: A Sustainable Oxford

2027 Research & Recommendations

Objective: S4-A5: Revise street design guidelines to incorporate blue/green infrastructure for stormwater retention, filtration, and tree canopy goals.

Research Area: Develop system to address storm water run off. Share research on storm water revenue funds in other communities and methods/models to revise street guidelines to incorporate green infrastructure.

Recommendations:

Staff Recommendation: Move to 2028 due to staff capacity constraints. Requires significant cross departmental coordination and Service/Engineering has numerous large projects right now.

Goal: A Sustainable Oxford

2027 Research & Recommendations

Objective: Other

Research Area: draft legislation requiring dumpsters in high-density buildings. (Instead of toters).

Recommendations:

Council Retreat Decision: On hold due to staff capacity constraints and wait for code rewrite to be complete.

Goal: A Sustainable Oxford

2027 Research & Recommendations

Objective: Other

Research Area: draft recycling mandate legislation for multi-family and commercial properties

Recommendations:

Council Retreat Decision: On hold due to staff capacity constraints and wait for code rewrite to be complete.

Goal: A Celebration of the People & Places that Make Oxford Unique

2027 Recommendations

Goal: A Celebration of the People & Places that Make Oxford Unique

2027 Research & Recommendations

Objective: Other

Action Item: Create a self guided food or tree tour

Recommendations:

Potential site: Natural trail at OCP. Exploring partnerships, student projects or conservation groups. To coincide with trail improvements. Master Planning Consultants will look at the natural trail options as well.

Staff Recommendation: Wait until Master Plan is complete to implement the best plan

Goal: A Celebration of the People & Places that Make Oxford Unique

2027 Research & Recommendations

Objective: R1-A3: Develop a variety of arts and recreational programs for all ages.

Action Item: Develop art along bike trail/Explore the possibility of pavement art to improve public safety.

Recommendations:

PACO Recommendation from May 2026 meeting: Designate $50K in funding toward public art for 3 potential projects:
Pavement art at the intersection of Sycamore and Locust St.
Kinetic sculpture art along the Oxford Area Trail
Panel art installation on the new public restroom

$

Goal: A Celebration of the People & Places that Make Oxford Unique

2027 Research & Recommendations

Objective: R1-A5: Install publicly accessible fitness equipment in parks

Action Item: Explore fitness pad along trail or in a park.

Recommendations:

Possible design and grant funds toward the project of $50K, leaving a city match of $150K-$200K.

Miami Univ. recently announced building an outdoor fitness court adjacent to Millet Hall and will open in August 2026.

Staff Recommendation: Wait until Master Plan is complete to determine need and best location

Goal: A Celebration of the People & Places that Make Oxford Unique

2027 Research & Recommendations

Objective: R3-A6: Promote Oxford's parks and green spaces for residents and visitors to experience

Action Item: Develop signage to highlight historic district Uptown

Recommendations:

Several options are available at varying costs.

Staff Question: Looking for guidance on whether this is to help with regulatory awareness or for tourism purposes to guide future research.

Goal: A Celebration of the People & Places that Make Oxford Unique

2027 Research & Recommendations

Objective: R3-A7: Support partnerships to create new education, recreation, and cultural opportunities for the community

Action Item: Explore hosting a Juneteenth event/growing current one.

Recommendations:

A local private organization has taken on hosting a Juneteenth event. Enjoy Oxford is supporting their efforts to grow the annual event.

Staff Recommendation: Maintain current level of support.

Goal: A Celebration of the People & Places that Make Oxford Unique

2027 Research & Recommendations

Objective: R3-A7: Support partnerships to create new education, recreation, and cultural opportunities for the community

Action Item: Host a 1/2 marathon in conjunction with Bee Festival.

Recommendations:

Staff Recommendation: with the expected OATS Trail phase 5 to be completed in mid 2026, attempt to host a 1/2 marathon option for 2027 race.

Goal: A Celebration of the People & Places that Make Oxford Unique

2027 Research & Recommendations

Objective: R3-A7: Support partnerships to create new education, recreation, and cultural opportunities for the community

Action Item: Explore ways to expand city presence at Miami Events (sports, orientation, graduation etc.)

Recommendations:

Partnered with Miami Athletics for discounted tickets to Football and Basketball games in 2025/2026 seasons. Planning to continue this in 2027.

Working with Miami U. to host more events in Uptown Parks.

Staff Recommendation: Continue to foster new relationships with Miami and explore tabling opportunities at Miami events. OPRD Program Guides will be placed in orientation packets in 2026.

Goal: A Celebration of the People & Places that Make Oxford Unique

2027 Research & Recommendations

Objective: R3-A6: Promote Oxford's parks and green spaces for residents and visitors to experience

Action Item: NEW: Recreation Board initiated- Explore ways to prepare for future improvements recommended in the Parks Master Plan; Concept Designs, renderings, engineering, feasibility studies, etc.

Recommendations:

The Parks Master Plan will conclude in December 2026 and pending future funding of recommended capital improvements we would benefit with initial design renderings, surveying, engineering, etc. for future projects i.e. New TRI Community Center.

Unknown budgeted amount at this time

$

Goal: A Connected, Livable, and Equitable Community for All.

2027 Recommendations

Goal: A Connected, Livable, and Equitable Community for All.

2027 Research & Recommendations

Objective: C4-A4: Consider impact on public safety when making land use decisions

Action Item: Determine police staffing levels based on impact of other social programs.

Recommendations::

Allotted positions are not filled and hiring/recruiting are taking up staff time. Workload issues due to understaffing only perpetuate retention issues.

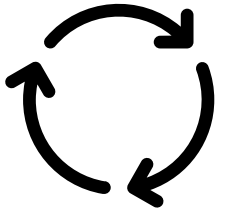
Growing drug trafficking concerns warrant reassignment of patrol officer to BURN Task Force.

Examining utilizing a part-time officer as SRO to help alleviate patrol workload.

Staffing levels remain a concern.

Goal: Essential Services

2027 Recommendations



Goal: Essential Services

2026 Action Item Update

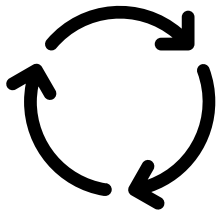
Objective: Other

Action Item:

By March 2026 research the use of e-signatures on legislation for easier filing and tablets for Councilors for agenda and presentation viewing.

June 2026 Status Update:

Research has been completed and tools examined. Will necessitate DocuSign tool and funding for tablets for Councilors. Suggested to add to 2027 budget. ($3,400 plus tablet costs)



Goal: Essential Services

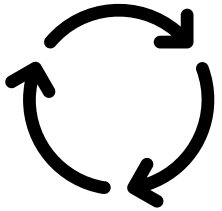
2027 Research & Recommendations

Objective: Other

Action Item: Explore conversion to .gov addresses

Recommendations:

Recommended as a 2027 action item. Will require IT staff time.



Goal: Essential Services

2027 Research & Recommendations

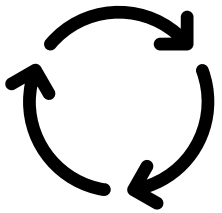
Objective: Other

Action Item: Explore the city clearing the sidewalks in the targeted snow enforcement areas and show feasibility weighing direct city costs vs. staff time with property owner clearing approach

Recommendations:

Staff Recommendation: property owners remain responsible. A detailed memo from the Streets & Maintenance Manager is available if desired (dated April 22, 2026).

Additionally an analysis of contractor costs vs. staff time costs for administration found that contractor costs could grow quickly.
Cost Implications
Average winter: ~3 qualifying events
Estimated annual cost (full contractor model): ~$36,000
Rare extreme storms (≥10") can increase costs dramatically



Goal: Essential Services

2027 Research & Recommendations

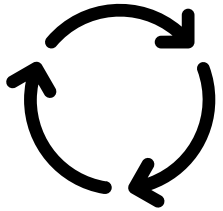
Objective: Other

Action Item: Decide how to proceed with courthouse. Repurpose or teardown-rebuild.

Recommendations:

Staff Recommendation: The City has retained Michael Schuster Associates (MSA) for this evaluation. On-site review scheduled for May 2026. Team architects include Nestor Melnik and Zach Herbst.

Unknown budget estimates at this time.



City of Oxford OHIO

HOME OF MIAMI UNIVERSITY

2026 Action Items Updates
January to June

Goal: Smart Growth & Quality Places

2026 January to June Updates

Goal: Smart Growth & Quality Places

2026 Action Item Update

Objective: L2-A5: Inventory and recognize historic and contributing structures throughout the city

Action Item: In July and December 2026 staff will provide a status update toward the progress of updating the historic preservation guidelines and recommendations on contributing historic structures or expansion of historic districts.

June 2026 Status Update:

Draft of Design Guidelines completed in April and reviewed by HAPC. Scope amended to include more detailed guidelines for Uptown new development sites. Preservation Plan draft completed in March and reviewed by HAPC. Intern completed categorization of all buildings in Mile Square in December 2025. On track to complete all elements by December 2026.

Goal: Smart Growth & Quality Places

2026 Action Item Update

Objective: L1-A3: Modernize the Oxford Zoning Code to include a hybrid of use-based and form-based approaches to standards

Action Item: In July 2026 provide a draft report of Chapter 11, Planning & Zoning Code Re-write.
By December 2026, adopt chapter 11 code rewrite.

June 2026 Status Update:

The Unified Development Code project is ongoing; currently the zoning portion is 30% completed. Updates are provided on oxfordudc.com. Staff are pivoting back to outside assistance to complete the Zoning Code project due to internal workload demands.

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 January- June Updates

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: M3-A1: Treat pedestrian and cyclist mobility with equal importance to vehicular mobility

Action Item:

By June 2026, identify where pedestrian lighting needs to be improved and obtain estimated costs to be included in the 2027 budget.

June 2026 Status Update:

Not started

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: M3-A3: Conduct a feasibility study for connections between the Oxford Area Trail System (OATS) and business districts

Action Item:

By April 2026, adopt the bike-pedestrian improvement plan, identifying routes and action plans to connect neighborhoods, transit stops, and key business corridors.

June 2026 Status Update:

A draft plan has been completed and is awaiting completion of additional analysis regarding sidewalk gap prioritization. As noted above, expected to be presented to Council in July or August.

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: M1-A2: Implement Complete Streets principles and practices in public infrastructure projects

Action Item:

By July 2026, install curb bump outs as part of mile square safety plan. Begin work on recently awarded Comp. Safety Action Plan ($250k DOT grant)

June 2026 Status Update:

Engineering will design bump-outs for Walnut St. at Campus / Poplar / Main for construction in summer 2026.

Yellow no parking zones will also be evaluated for adequacy.

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: M1-A4: Establish passenger rail service to/from Oxford

Action Item:

By December 2026, finalize easements, gain ODOT/Amtrak/CSX approval and construct Amtrak platform.

June 2026 Status Update:

Stage II plans submitted to ODOT for review Jan 2026

Stage III plans expected by Mid June 2026.

Value Engineering will trim $240k off costs for platform retaining wall, lighting, and fencing.

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: M2-A3: Conduct a feasibility study for a grade-separated crossing over or under a railroad

Action Item:

Continue efforts to find a grant to study the feasibility and cost of an overpass/underpass

June 2026 Status Update:

Ohio Rail Development Commission has suspended funding. City looking at other sources including OKI and BCTID.

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: M3-A2: Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas

Action Item:

By October 2026, finalize construction of the Oxford Area Trail Phase 5.

June 2026 Status Update:

Asphalt placement well ahead of schedule. Completion dependent upon timely delivery of prefabricated steel pedestrian bridges. Project is 80% complete; bridges should be delivered in June 2026,

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: M3-A2: Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas

Action Item:

By March 2026 apply for a grant to construct phase 6, NW segment of the trail (finishing the loop).

June 2026 Status Update:

Grant for phase 6 has been submitted to OKI STBG. Award notifications will be made in October 2026.

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: Other

Action Item:

By November 2026, complete safety assessment of all roads and crossings within the city and list suggested improvements as part of the SS4A grant.

June 2026 Status Update:

Scott Otto received a $200K grant with $50K match for total of $250K to work with. The City awaits a signed agreement with FHWA.

Goal: Safe & Efficient Travel For All Modes Of Transportation

2026 Action Item Update

Objective: Other

Action Item:

Work with Miami to add flashing beacons at campus and walnut and campus and Collins with pedestrian crosswalks

June 2026 Status Update:

Project being initiated for evaluation in the 2027 CIP cycle.

Goal: Housing Opportunities for Everyone

2026 January- June Updates

Goal: Housing Opportunities for Everyone

2026 Action Item Update

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

Action Item: By June 2026, distribute County ARPA funds to Habitat for affordable housing infrastructure.

June 2026 Status Update:

Habitat Groundbreaking was June 9th. Anticipate using all infrastructure funds by September 2026

Goal: Housing Opportunities for Everyone

2026 Action Item Update

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

Action Item: By June 2026, distribute County ARPA funds to Inclusive Housing Resources for affordable housing infrastructure.

June 2026 Status Update:

The Inclusive Housing Resources Project was placed on hold, and the County ARPA funds were transferred to the Habitat project.

Goal: Housing Opportunities for Everyone

2026 Action Item Update

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

Action Item: By July 2026, release RFP for 47 acres for mixed income, mixed types housing and include some small neighborhood business.

June 2026 Status Update:

June 2026 HAC recommendation- draft an RFP to sell the land for a development in line with the 2019 Design Charettes.

Staff is to present a final draft to HAC by September. CM staff and CD team staff will discuss zoning approaches since the code rewrite is not complete.

Goal: Housing Opportunities for Everyone

2026 Action Item Update

Objective: H2-A8: Partner with nonprofit organization(s) to provide education, counseling, and financial assistance to homebuyers or renters

Action Item: By May 2026, implement one round of community education on renters' rights with the Housing Stability Program in partnership with TOPSS and HOME Cincy

June 2026 Status Update:

Housing Rights Training is scheduled for June 15th and will be provided by Housing Opportunities Made Equal (HOME Cincy). This is a part of the Eviction Diversion Grant received by Interact for Health.

Goal: Housing Opportunities for Everyone

2026 Action Item Update

Objective: H1-A1: Update zoning regulations to increase density and promote a diversity of residential housing types and living arrangements

Action Item: In July 2026 provide a draft report of Chapter 11, Planning & Zoning Code Re-write.

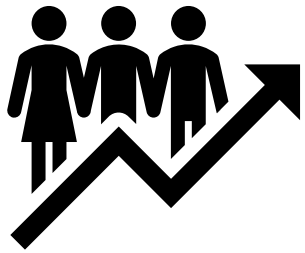
By December 2026, adopt chapter 11 code rewrite.

June 2026 Status Update:

The Unified Development Code project is ongoing; currently the zoning portion is 30% completed. Updates are provided on oxfordudc.com. Staff are pivoting back to outside assistance to complete the Zoning Code project due to internal workload demands.

Goal: A Thriving & Resilient Year Round Economy

2026 January to June Updates



Goal: A Thriving & Resilient Year-Round Economy

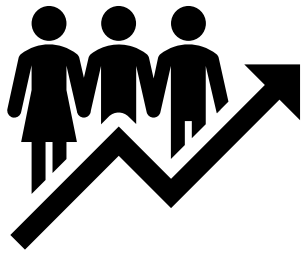
2026 Action Item Update

Objective: E1-A5: Explore job creation as a result of Advanced Air Mobility programming and research.

Action Item: By March 2026, seek funding for sanitary sewer expansion for site readiness for AAM.

June 2026 Status Update:

Grant submitted by Miami University for site readiness for OXD. Sewer expansion was not included in this application.



Goal: A Thriving & Resilient Year-Round Economy

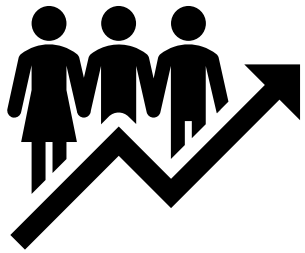
2026 Action Item Update

Objective: E2-A3: Support the development of the College@Elm Innovation and Entrepreneurship Center

Action Item: By July 2026 have a draft to present to Council restructuring and empowering the Community Improvement Cooperation. .

June 2026 Status Update:

An intern has been hired for summer 2026 to research other community CIC bylaws and to make a new draft for the Oxford CIC to review.



Goal: A Thriving & Resilient Year-Round Economy

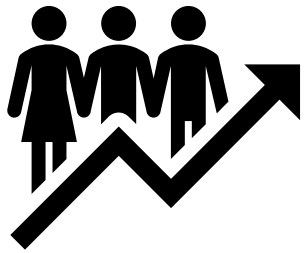
2026 Action Item Update

Objective: Other

Action Item: By July 2026 address blight in Oxford by using landbank funds to assist with demolitions and encourage redevelopment.

June 2026 Status Update:

$873K Brownfield Grant has been awarded through the Butler Couty Landbank and ODOD. This will be used for the demolition and remediation of 110 E. High Street. (Former Follett's location)



Goal: A Thriving & Resilient Year-Round Economy

2026 Action Item Update

Objective: Other

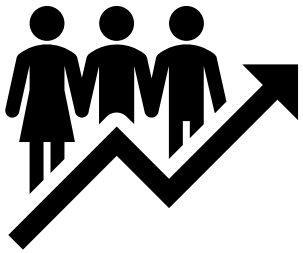
Action Item: Starting May 2026 begin a 16 month program to encourage economic activation with an amnesty program to encourage compliance with code violations and improvements through a façade improvement grant program.

June 2026 Status Update:

This was launched in May 2026 and 21 notices were sent out to current code violations via certified mail.

An informational meeting was held on June 3rd.

As of June 8th, 2 pending applications have been drafted and shared with Ec Dev staff for activation. Next steps will be formal applications with the Community Development Office.



Goal: A Thriving & Resilient Year-Round Economy

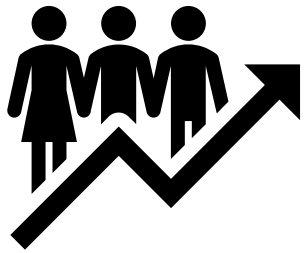
2026 Action Item Update

Objective: E2-A1: Support business startups and local entrepreneurship

Action Item: By April 2026, coordinate with the County to create an Inter-jurisdictional airport protection ordinance – response to OXD Master plan.

June 2026 Status Update:

Butler County Community Development is leading this effort. Their staff member resigned. They need to replace this role before the project can continue.



Goal: A Thriving & Resilient Year-Round Economy

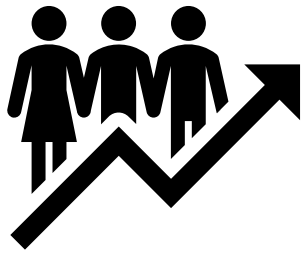
2026 Action Item Update

Objective: E4-A1: Create events and activities that drive economic impact

Action Item: By July 2026, construct new public restroom and adopt facility maintenance and operations plan.

June 2026 Status Update:

On track for late June 2026 completion.



Goal: A Thriving & Resilient Year-Round Economy

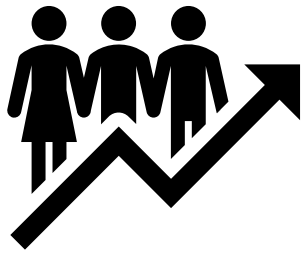
2026 Action Item Update

Objective: Other

Action Item: By April 2026, present to City Council options for the courthouse with associated cost estimates.

June 2026 Status Update:

Dropped surface lot exploration from 2025. Area I Court vacating March 31, 2026.
City has engaged MSA Architects for evaluation and design options / costs. Expected in Fall 2026



Goal: A Sustainable Oxford

2026 January to June Updates

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: S1-A6: Install EV charging stations in places available for public use

Action Item: By December 2026, install 6 EV charging stations in places available for public use.

June 2026 Status Update:

4 at Uptown Parks surface lot and 2 at Municipal Building parking lot
Contract awarded to EV United, LLC. Expected by Dec. 31, 2026.

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: S3-A1: Require all commercial properties, including multi-unit apartment complexes, to recycle

Action Item: Staff and the Environmental Commission will review recycling mandate legislation for multi-family and commercial properties and make a recommendation to City Council.

June 2026 Status Update:

Per the discussion at the January 2026 retreat, this project is on hold until the code rewrite is complete.

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: Other

Action Item: Fund a battery recycling program. Estimated $2K

June 2026 Status Update:

There are household battery recycling canisters at the Oxford Municipal Building and Oxford Police Lobby. Batteries are then delivered by staff to Cohen and recycled for a fee.

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: S4-A2: Expand the city's urban tree canopy by supporting tree planting and urban forestry programs

Action Item: Staff will provide an update of the existing Tree Ordinance in coordination with the new code rewrite and discuss possible changes to strengthen conservation of mature forests in development review

June 2026 Status Update:

Complete. Council adopted the new tree list in April 2026.

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: S4-A2: Expand the city's urban tree canopy by supporting tree planting and urban forestry programs

Action Item: By November 2026, complete the replacement of Bradford Pear Trees in the Uptown District.

June 2026 Status Update:

50% of Pears removed in Dec. 2025. New trees have been planted. Remaining 50% planned for removal and replanning in autumn 2026.

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: Other

Action Item: By June 2026, install new methane flare at closed landfill

June 2026 Status Update:

Flare has been purchased; scheduled for construction in June 2026

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: S1-A1: Develop an energy plan to meet Oxford's demand with renewables generated locally/regionally

Action Item: By November 2026, With receipt of ODOD Energy Efficiency Grant, install rooftop solar at Oxford Seniors Building and make efficiency upgrades in other city facilities

June 2026 Status Update:

We propose to work with Yellowlite, Inc for the installation of solar on the Oxford Senior Building.

The ODOD grant had to be returned because of cost estimate errors and match requirements that were developed by Ameresco.

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: S3-A6: Increase community waste diversion through reuse, recycling, and composting

Action Item: By September 2026, apply for a grant to establish a hazardous waste drop off day.

June 2026 Status Update:

Not started

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: Other

Action Item: Explore dark sky standards for the city. Consider partnering with Hueston Woods to become a dark sky park and promote tourism.

June 2026 Status Update:

Research report completed June 2026.

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: S1-A1: Develop an energy plan to meet Oxford's demand with renewables generated locally/regionally

Action Item: By December 2026, install solar array at WWTP for behind the meter utility usage.

June 2026 Status Update:

This project is under contract with Melink Solar and broke ground on April 21, 2026. Duke required a system impact study which has delayed the project. The project is now estimated to be completed in 2027.

Goal: A Sustainable Oxford

2026 Action Item Update

Objective: S1-A1: Develop an energy plan to meet Oxford's demand with renewables generated locally/regionally

Action Item: By July 2026, develop an approach and RFP for solar on the closed municipal landfill

June 2026 Status Update:

Council voted to dedicate $15K toward sustainability technical assistance to help with this project and tax credits for all city solar projects.

Staff aim to develop a new RFP/RFQ for the solar array on the closed landfill by the end of 2027. The goal with this new approach is to provide energy into the SOPEC energy aggregation program that will directly benefit the Oxford community.

Staff will have time to dedicate to this project once the tax credits have been worked out for the landfill solar project first.

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 January to June Updates

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 Action Item Update

Objective: R3-A2: Create incentives for private developments to include public art including murals

Action Item: By May 2026, install mural on city parking garage.

June 2026 Status Update:

Completed. Nature Reclaims Mural by artist Mathew Sharum installed on the City Parking Garage.

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 Action Item Update

Objective: R3-A2: Create incentives for private developments to include public art including murals

Action Item: By May 2026, install mural with Duke grant on Duke substation in partnership with Miami Mural class.

June 2026 Status Update:

Completed. First half of seasons mural installed by Miami Mural Class, Winter to Spring. Summer to Fall will be installed in spring 2027.

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 Action Item Update

Objective: R3-A2: Create incentives for private developments to include public art including murals

Action Item: By May 2026, release call for art for mural installation in conjunction with Amtrak platform located on Nelson Morrow building. .

June 2026 Status Update:

Mural RFQ released and 30 responses received. PACO selected 3 finalists who will submit mural concepts by mid July 2026. Final artist selection anticipated August 2026.

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 Action Item Update

Objective: Other

Action Item: As part of fountain replacement and new restroom, research electric needs and determine if an electric upgrade is possible in the Uptown Parks to limit need for generators at events.

June 2026 Status Update:

Completed. Restroom contractors added more amperage and external electric hook up. Added a duplex connector for electricity use.

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 Action Item Update

Objective: Other

Action Item: By July 2026, explore parks& rec branding that better aligns with city branding.

June 2026 Status Update:

In Progress: This project is included with the Parks Master Planning Initiative.

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 Action Item Update

Objective: R1-A1: Create and implement a new Parks and Recreation Master Plan

Action Item: By September 2026, complete a new parks master plan that includes plans for a new community center.

June 2026 Status Update:

In progress. Consultants estimate completion in November 2026

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 Action Item Update

Objective: Other

Action Item: Environmental/Naturalization plan created by Miami students and evaluate existing park areas necessary for future considerations

June 2026 Status Update:

Currently working with "Wild Ones" to evaluate and implement conservation projects. This is also a component of the Parks Master Plan

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 Action Item Update

Objective: R3-A7: Support partnerships to create new education, recreation, and cultural opportunities for the community

Action Item: By July 2026 install new pickleball courts at the TRI

June 2026 Status Update:

In Progress. Contractors under contract. onsite in May. On track for July completion

Goal: A Celebration of the People & Places that Make Oxford Unique

2026 Action Item Update

Objective: Other

Action Item: By May 2026 replace Uptown Splash Pad

June 2026 Status Update:

In Progress. Work will require State permit for replacement. Permit received in May. Initial concrete prices came in very high. Will get new quotes and try again in fall 2026.

Goal: A Connected, Livable, and Equitable Community for All.

2026 January to June Updates

Goal: A Connected, Livable, and Equitable Community for All.

2026 Action Item Update

Objective: C2-A1: Ensure adequate year-round childcare services

Action Item: promote childcare $30K forgivable loan program through CIC Revolving Loan Fund program.

June 2026 Status Update:

We've been unsuccessful in promoting the forgivable loans for childcare or attracting a childcare provider to our region.

Research indicates that we may need to provide a physical space for a childcare operator.

Staff Recommendation: Delay until city provided location can be found/or consider zoning change in certain areas to allow commercial daycare.

Goal: A Connected, Livable, and Equitable Community for All.

2026 Action Item Update

Objective: C4-A6: Review public facility needs and plan for repair, replacement, or expansion

Action Item: By June 2026 Council will adopt and updated ADA Transition Plan for public improvements in line with Americans with Disabilities Act.

June 2026 Status Update:

A Miami Class conducted a thorough analysis of all city properties and our website. They made a list of recommendations from high to low priority.

New ADA Transition Plan has been reviewed by the Civil Rights Commission and recommended to City Council. This will be brought forward for adoption in July 2026.

Goal: A Connected, Livable, and Equitable Community for All.

2026 Action Item Update

Objective: Other

Action Item: By March 2026 decide on fire staffing structure, including administrative leadership roles

June 2026 Status Update:

In Progress: We are in the hiring process for 2 Assistant Fire Chief positions.

Goal: A Connected, Livable, and Equitable Community for All.

2026 Action Item Update

Objective: Other

Action Item: By September 2026, order new ambulance

June 2026 Status Update:

Complete.

Goal: A Connected, Livable, and Equitable Community for All.

2026 Action Item Update

Objective: Other

Action Item: By February 2026, purchase first round of event security barricades.

June 2026 Status Update:

Purchase order issued for two modules / order placed.

Goal: Accessible, High Quality Infrastructure.

2026 January to June Updates

Goal: Accessible, High Quality Infrastructure

2026 Action Item Update

Objective: Other

Action Item: By July 2026, Conduct study of need for additional traffic signal on CCP near Westgate.

June 2026 Status Update:

Must be done while Miami is in full session. Proposal solicited from Bayer Backer for Warrant analysis.

Goal: Accessible, High Quality Infrastructure

2026 Action Item Update

Objective: U1-A8: Implement water softening for the public potable water supply

Action Item:

By March 2026, obtain Permit to Install from Ohio EPA for new water softening plant and begin procurement process.

June 2025 Status Update:

Permit received in early June 2026. Council has entered into a contract with Building Crafts, Inc. Project will take 24 months to substantial completion.

Goal: Accessible, High Quality Infrastructure

2026 Action Item Update

Objective: U1-A9: Replace lead water pipes for public health and safety

Action Item:

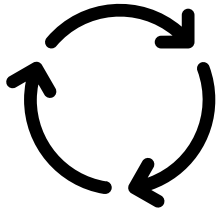
By December 2026, begin implementation of a multi-year program to replace Lead Service Lines, on both public and private property, by Agreement with, and at the cost to, the Utility.

June 2026 Status Update:

Approximately 25 of 75 lead service lines have been replaced.

Goal: Essential Services

2026 January to June Updates



Goal: Essential Services

2026 Action Item Update

Objective: Other

Action Item:

By August 2026, conduct a cyber security training scenario to test emergency preparedness. .

June 2025 Status Update:

Not started.

Goal: Essential Services

2026 Action Item Update

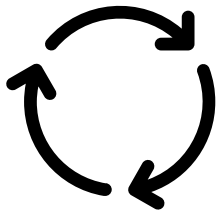
Objective: Other

Action Item:

By June 2026, update the city website to be in compliance with web content accessibility guidelines (WCAG) international standard.

June 2026 Status Update:

Complete. A new city website that is WCAG compliant went live May 15, 2026.



Goal: Essential Services

2026 Action Item Update

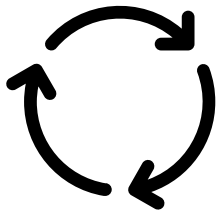
Objective: Other

Action Item:

When progress toward goals is updated with Council, post these on the city website and promote on enews and social channels.

June 2026 Status Update:

Will be posted after tonight's meeting.



Goal: Essential Services

2026 Action Item Update

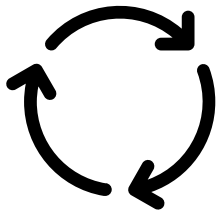
Objective: Other

Action Item:

By November 2026, go through negotiations and develop a new contract between the city and the fire union..

June 2026 Status Update:

Not started



Goal: Essential Services

2026 Action Item Update

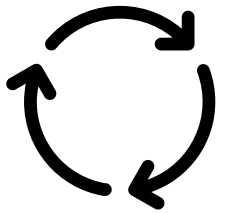
Objective: Other

Action Item:

By December update the Payroll and AP manuals

June 2026 Status Update:

In Progress: 50% complete. Interns have been hired to assist with drafting these manuals.



Goal: Essential Services

2026 Action Item Update

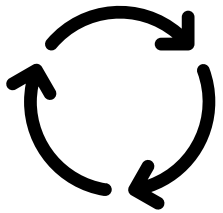
Objective: Other

Action Item:

Finance staff will research an automated budgeting process in 2026 and implement it in 2027. Using the budgeting tool in our current software will improve the accuracy and efficiency of the budget process.

June 2026 Status Update:

In Progress: 10% complete.



Goal: Essential Services

2026 Action Item Update

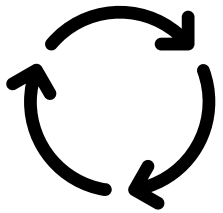
Objective: Other

Action Item:

Beginning in 2026, financial policies will undergo review and revision to align with established policies and procedures and to ensure adherence to state law.

June 2026 Status Update:

In Progress: 50% complete.



Goal: Essential Services

2026 Action Item Update

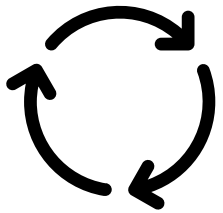
Objective: Other

Action Item:

Finance staff will continue to broaden their knowledge and technical capabilities through additional Excel training.

June 2026 Status Update:

Complete.



Goal: Essential Services

2026 Action Item Update

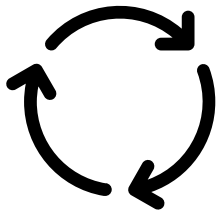
Objective: Other

Action Item:

By May 2026 implement new parking structure on 4 blocks- N/S Beech. N/S Poplar - increase allowable time to 4 hours.

June 2026 Status Update:

Complete.



Goal: Essential Services

2026 Action Item Update

Objective: Other

Action Item:

By December 2026, purchase police K-9 and complete training for both the dog & handler

June 2026 Status Update:

Exploring grant funding and doing related research. Have requested letters of interest from officers.

Goal: Essential Services

2026 Action Item Update

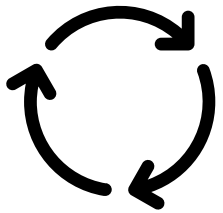
Objective: Other

Action Item:

By December 2026, obtain certification from the Ohio Collaborative in Groups 4-8.

June 2026 Status Update:

In progress: Provisional Certification received for Groups 4-7.



Goal: Essential Services

2026 Action Item Update

Objective: Other

Action Item:

By August 2026, obtain re-certification of all sworn staff and select non-sworn in Mental Health First Aid training to maintain our IACP One Mind Pledge

June 2026 Status Update:

Training held on 3/25/26 and 5/27/26

Goal: Essential Services

2026 Action Item Update

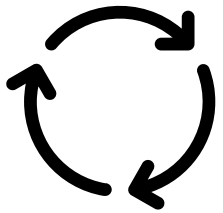
Objective: Other

Action Item:

By July 2026, have a structure and model of a Mayor's Court to replace Area 1 court locally.

June 2026 Status Update:

Project on hold after cost analysis. Waiting for 1 year of data from OPD before re-examining.



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, JUNE 16, 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.

A regular meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, June 16, 2026, at 7:30 p.m. Members in attendance were Jason Bracken, Jim Vinch, William Snavely, Amber Franklin, Roxanne Ornelas, and Alex French.

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; Ms. Heidi Ridenour, Finance Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Chris Conard, Law Director; Ms. Reena Murphy, Sustainability Coordinator; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

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

4. Public Participation.

A. Appointments to Boards & Commissions

Motion – To Nominate Ms. Barbara Smyth and Ms. Peggy Branstrator to be reappointed to the Environmental Commission, Ms. Cathryn Loucas to be reappointed and to appoint Mr. Chris Skoglind to the Housing Advisory Commission, To appoint Mr. David Prytherch to the Oxford Parking & Transportation Advisory Board, to reappoint Ms. Therese Ehrnschwender, Ms. Bobbe Burke, Ms. Carole Katz, Mr. Robert Bension, and Mr. Joe Squance to the Public Arts Commission of Oxford, to reappoint Mr. Jacob Young to the Oxford Recreation Board, and to Ms. Kathryn Mawer and Ms. Jill Mock to the McCullough-Hyde Foundation.
(Voice Vote) 1st Ms. French 2nd Mr. Snavely
AYE # 7
NAY # 0
ABS # 0

B. Public Hearing — 2027 Tax Budget (Heidi Ridenour, Finance Director)

Motion – To Open the Public Hearing
(Voice Vote) 1st Ms. French 2nd Mr. Snavely
AYE # 7
NAY # 0
ABS # 0

Ms. Ridenour invited any members of the public to ask questions regarding the tax budget.

Public Comment - None.

Motion – To Close the Public Hearing
(Voice Vote) 1st Mr. Snavely 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

C. Notice to Legislative Authority - DMP Express LLC, Oxford Pit Stop, 5182 College Corner Pike, Oxford, Ohio 45056. (Douglas R. Elliott, Jr., City Manager)

Motion – To Receive without Comment.
(Voice Vote) 1st Mr. Snavely 2nd Ms. French
AYE # 7

NAY # 0
ABS # 0

D. Proclamation - "Pride Month"

Ms. Megan Kuykendoll, a member of Oxford PFLAG, was in attendance to accept the Proclamation. Ms. Kuykendoll thanked Mayor Smith and the Council for its support of an inclusive community.

E. 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. Tom Cook, Oxford Township Trustee, Brown Road - Mr. Cook reported that Oxford Township trustees unanimously supported a request for a moratorium on zoning approvals related to data centers in Butler County. He noted that the Butler County Commissioners had approved a six-month moratorium.

Public Comment - Mr. Steve Chaffin, 6022 Fairfield Road - Mr. Chaffin provided comments regarding recommendations from the Charter Review Commission and requested that certain proposed charter amendments be considered separately by voters. Topics included: minimum dwelling size provisions in the Mile Square, and residency requirements for the City Manager.

Public Comment - Ms. Ann Fuehrer, Dana Drive - Ms. Fuehrer discussed a recent fair housing training program, highlighted concerns regarding housing discrimination, and thanked community partners and Council Member Franklin for civic engagement efforts.

Public Comment - Ms. Heidi Schran, 319 West Withrow Street - Ms. Schran expressed a desire for the City to discontinue use of Flock automated license plate reader technology and was invited to speak further during the scheduled discussion item.

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 Mr. Snavely
AYE # 7
NAY # 0
ABS # 0

A. Minutes from the June 2, 2026, City Council Meeting. (Heather Barbour, Clerk of Council)

B. Uptown Parks Permit — Redlife Coffee ROW 01148 (Jessica Greene, Assistant City Manager)

6. Resolutions.

A. A Resolution Authorizing The City Manager To Apply For, Accept, And Enter Into A Water Supply Revolving Loan Account (WSRLA) Agreement On Behalf Of The City Of Oxford For The Construction Of Water Facilities; And Designating A Dedicated Repayment Source For The Loan. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7833.
(Voice Vote) 1st Ms. French 2nd Ms. Ornelas
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

B. A Resolution Authorizing The City Manager To Enter Into An Agreement With YellowLite Inc. For A Solar PV System At The Senior Center. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7834.
(Voice Vote) 1st Mr. Snavely 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

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

Public Comment - None.

C. A Resolution Authorizing The City Manager To Enter Into An Agreement With StateWide Ford For The Purchase Of Two (2) 2026 Ford Interceptor Utility Vehicles With Specified Manufacturer Installed Options At A Cost Not To Exceed $87,364.00. (John Jones, Police Chief)

Motion – To Adopt Resolution No. 7835.
(Voice Vote) 1st Ms. French 2nd Ms. Ornelas
AYE # 7
NAY # 0
ABS # 0

Chief Jones presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

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 Approving The Final Subdivision Application And Plat For An Area Referred To As "Lake Forest" Consisting Of 4 Lots Situated On 97.292 Acres Currently Addressed As 1701, 1983, & 1986 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. Tom Cook, Brown Road - Mr. Cook asked about the traffic impact on Route 27.

2. An Ordinance Approving The Final Subdivision Application And Plat For Lake Forest Cove Section 1 Consisting Of 36 Lots Situated On 17.462 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 - None.

B. Second Reading

1. An Ordinance Amending Ordinance No. 3844 Supplemental Budget Ordinance Number 3 To Make Supplemental Appropriations For Fiscal Year 2026. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3866.
(Roll Call Vote) 1st Ms. French 2nd Mr. Snavely

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

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

Public Comment - None.

2. An Ordinance Authorizing The Tax Budget For The Year 2027 And Directing That The Same Be Transmitted To The Butler County Auditor. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3867.
(Roll Call Vote) 1st Ms. French 2nd Mr. Snavely

AYE # 7
Ms. Franklin, Ms. French, Ms. Ornelas, Mr. Snavely, Mr. Vinch, Mr. Bracken, and Mayor Smith

NAY # 0
ABS # 0

Ms. Ridenour mentioned no changes since the first reading and offered to answer any questions.

Public Comment - None.

8. Discussion Item

A. Flock Cameras

Chief Jones provided an overview of the City's use of Flock Automated License Plate Reader (ALPR) cameras. He explained that the cameras capture images of license plates and vehicle characteristics in public spaces but do not use facial recognition technology, identify vehicle occupants, record conversations, or collect cell phone data. He stated that the City currently operates cameras at multiple locations throughout Oxford and that the system is used as an investigative tool to assist officers in solving crimes and locating stolen vehicles, wanted persons, and missing individuals.

Chief Jones described how officers use the system to search for vehicles associated with criminal investigations and receive alerts when vehicles connected to warrants, stolen vehicle reports, or other law enforcement notifications enter the City. He presented several examples in which ALPR data assisted investigations involving vehicle thefts, hit-skip crashes, sexual assault investigations, child endangerment cases, and other criminal matters. He emphasized that ALPR data is only one component of an investigation and does not, by itself, establish probable cause for enforcement actions.

Chief Jones also discussed privacy safeguards, including audit trails, access restrictions, data ownership provisions, and departmental policies governing use of the system. He noted that the City shares ALPR data with other participating law enforcement agencies and that staff continues to review options for auditing and limiting access as technology evolves.

Mr. Chris Conard addressed questions regarding contractual agreements with Flock and clarified that the City's current agreement provides that the City owns and controls data collected through its cameras. He stated that decisions regarding the continued use of technology are policy decisions for the Council.

Public Comment - Ms. Janice Dutton, 302 West Vine Street - Ms. Dutton expressed concerns regarding privacy, data sharing, and the potential for misuse of information collected by ALPR systems. She referenced actions taken by other municipalities that have restricted or terminated agreements with Flock and questioned the reliability of assurances provided by the company regarding data access and use. She urged Council to consider the broader civil liberties implications associated with the technology.

Public Comment - Mr. Tom Cook, Brown Road - Mr. Cook stated that while he was comfortable with the Oxford Police Department's use of the system, he was concerned about data sharing with other agencies, particularly agencies that may use information for immigration enforcement purposes.

Public Comment - Mr. Kevin Reuning, Carrie Circle - Mr. Reuning expressed concern about the large number of law enforcement agencies with access to shared ALPR networks and questioned whether the public safety benefits justify the privacy risks. He cited examples of reported misuse in other jurisdictions and raised concerns regarding the expansion of surveillance technologies through partnerships with private companies and other organizations.

Public Comment - Mr. Brandon Ney, 319 West Withrow Street - Mr. Ney stated his opposition to corporate surveillance systems and expressed concern regarding government participation in those technologies.

Public Comment - Ms. Heidi Schran, 319 West Withrow Street - Ms. Schran expressed concern about data security, potential data breaches, and the use of information by agencies outside Oxford. She stated that her concerns were directed primarily toward broader data-sharing practices rather than the Oxford Police Department itself.

The Council discussion focused on data ownership and contractual provisions, audit and oversight mechanisms, data-sharing policies, potential future access restrictions, and the balance between public safety benefits and privacy concerns.
(slides included in minutes)

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.	Jun 17	Board of Building Appeals - CANCELED	Courthouse	5:30 p.m.
	Jun 23	Board of Zoning Appeals - CANCELED	Courthouse	6:30 p.m.
	Jun 29	Oxford Parking & Transportation Advisory Board	Municipal Building	9:00 a.m.
	Jul 1	Environmental Commission	Municipal Building	6:00 p.m.
	Jul 2	Housing Advisory Commission - CANCELED	Courthouse	5:00 p.m.
	Jul 3	City Offices - CLOSED		
	Jul 7	City Council	Courthouse	7:30 p.m.
	Jul 13	Oxford Recreation Board	Municipal Building	12:30 p.m.
	Jul 13	Public Arts Commission of Oxford	Courthouse	5:30 p.m.
	Jul 14	Planning Commission	Courthouse	5:30 p.m.

10. Adjourn.

Motion – To Adjourn at 9:38 p.m.
(Voice Vote) 1st Ms. French 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

Flock Camera Discussion

Flock Terms and Conditions

- MOU signed in 2022 is no longer valid – that was a trial agreement for OPD to access Flock Data before we had our own cameras
- Order Form signed on 2/7/2024 incorporates: www.flocksafety.com/terms-and-conditions

1. **Oxford owns the data collected**
2. **Oxford determines who we share it with**
3. **Flock has limited access for maintenance and training**
4. **Flock does not share our data**

What are Flock Cameras?

Automated License Plate Recognition (ALPR)

Flock cameras:

Capture images of vehicles in public view

Read license plates

Record vehicle characteristics:

- Color, Make, Model, Unique Features

Do not use facial recognition

Do not identify drivers or passengers

Are installed at strategic public roadway locations

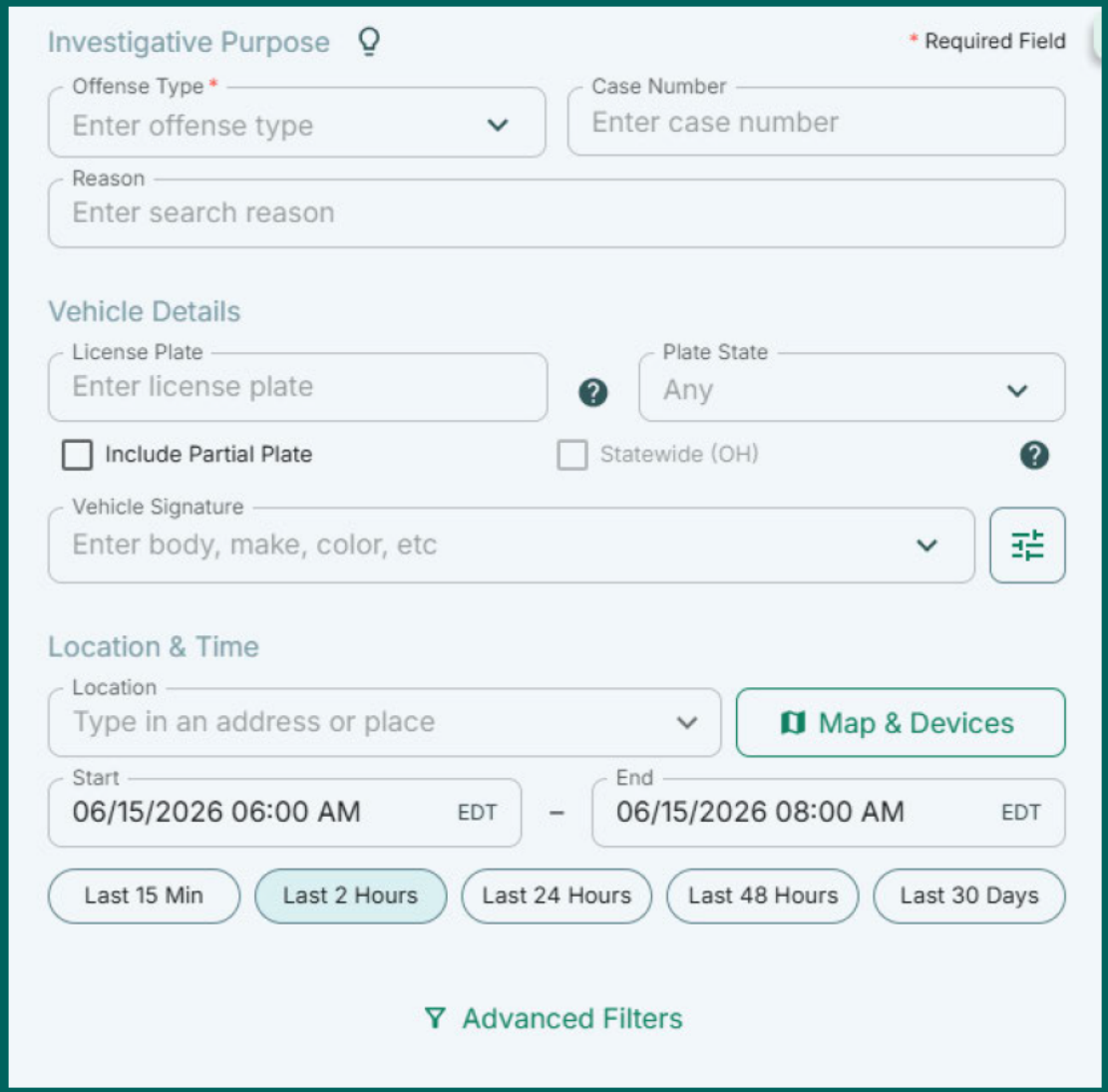
in 14 locations around the City of Oxford

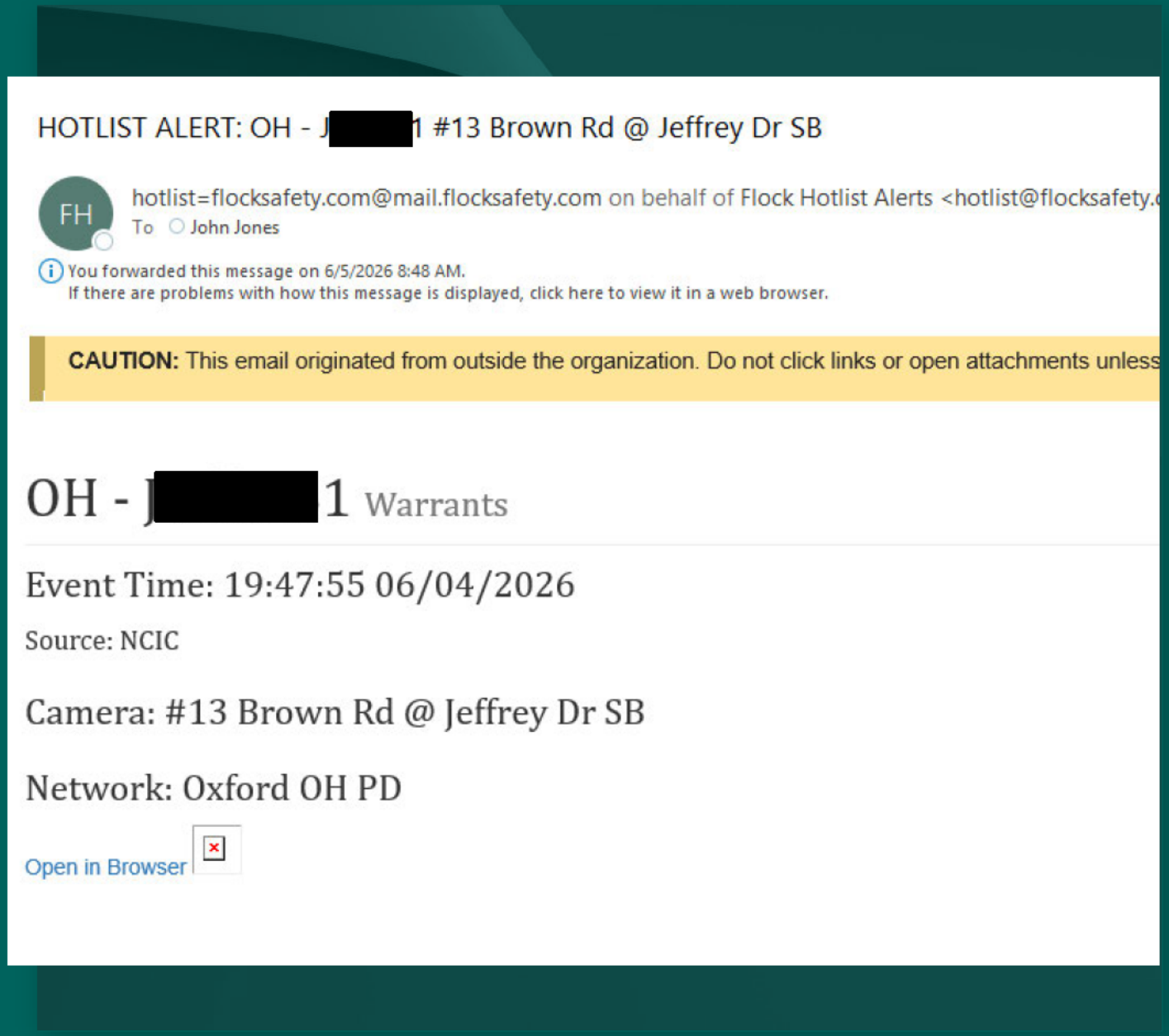
FLOCK DOES NOT CAPTURE:

- Names of vehicle owners
- Personal conversations
- Cell phone data
- Interior vehicle details
- Real-time tracking of individuals
- Are not used to monitor the daily activities of law-abiding citizens
- Are not connected to Ring doorbell cameras

How Police Use Flock

- **Investigative Uses**
- After a crime occurs, officers can:
- Search for suspect vehicles
- Identify vehicles connected to:
  - Robberies, Burglaries
  - Hit skip crashes
  - Vehicle thefts
  - Assaults
  - Missing persons cases
- Develop investigative leads

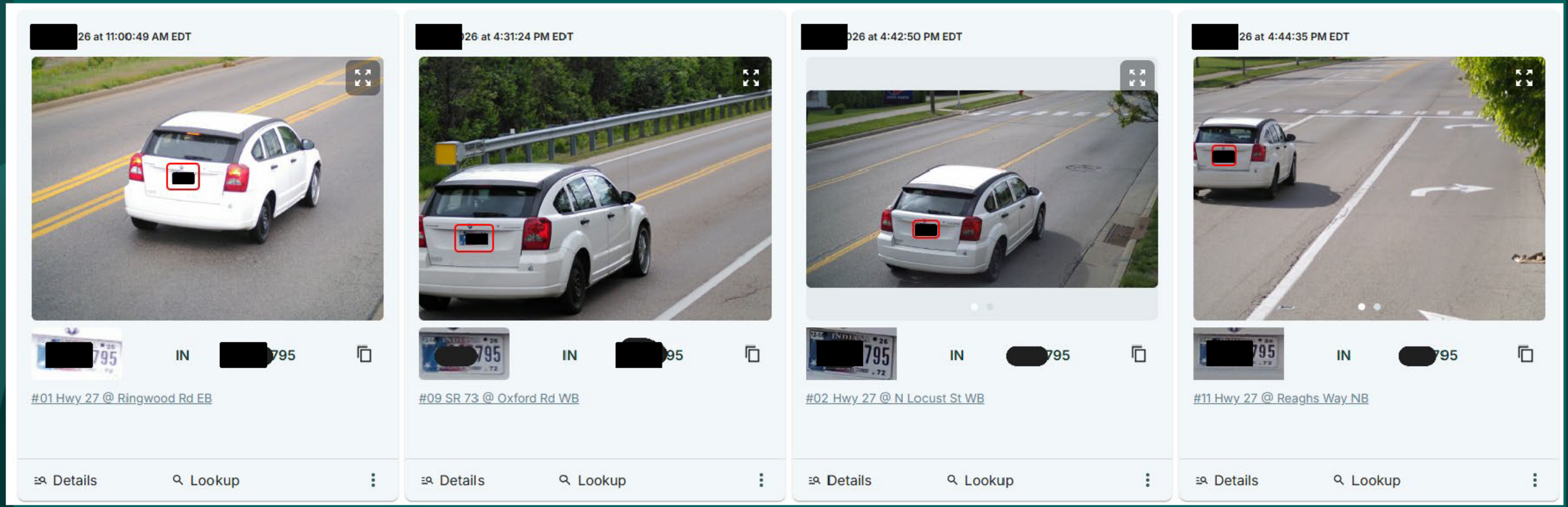




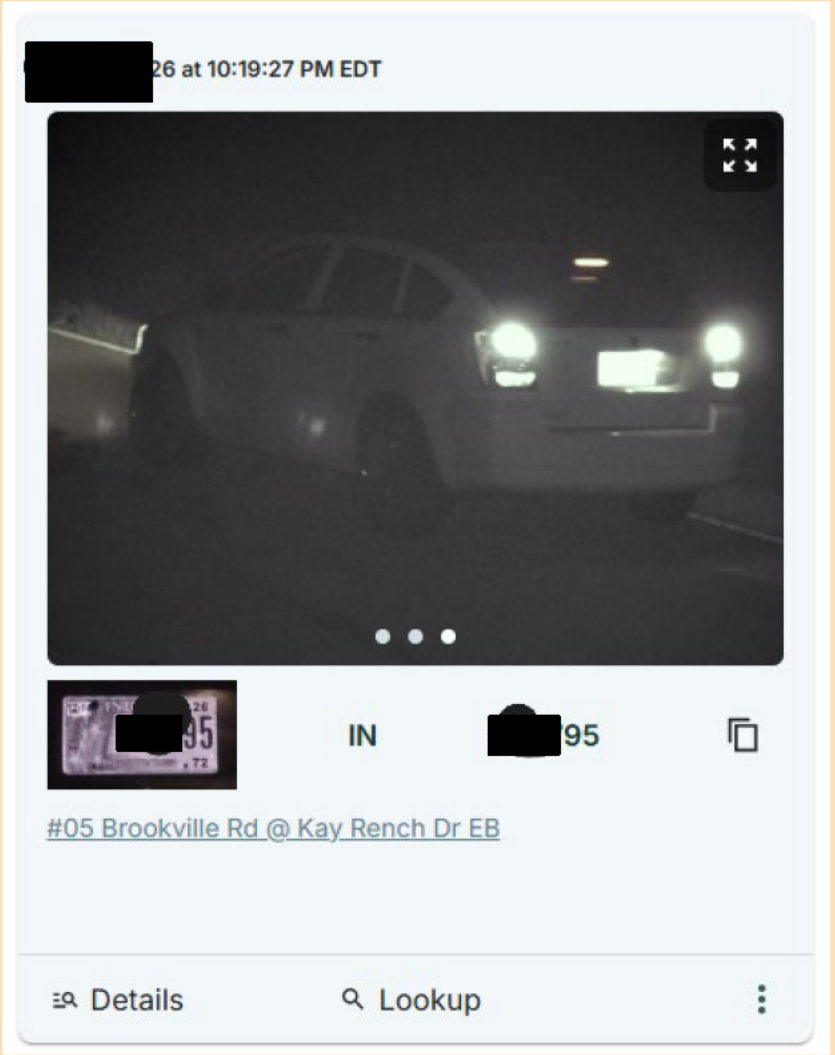
How Police Use Flock

- Real Time Alerts
- Stolen vehicles
- Vehicles associated with violent crimes
- AMBER Alerts
- Missing or endangered persons
- Local Hotlist for dangerous person
- **The camera provides a lead—not probable cause or evidence of guilt.**

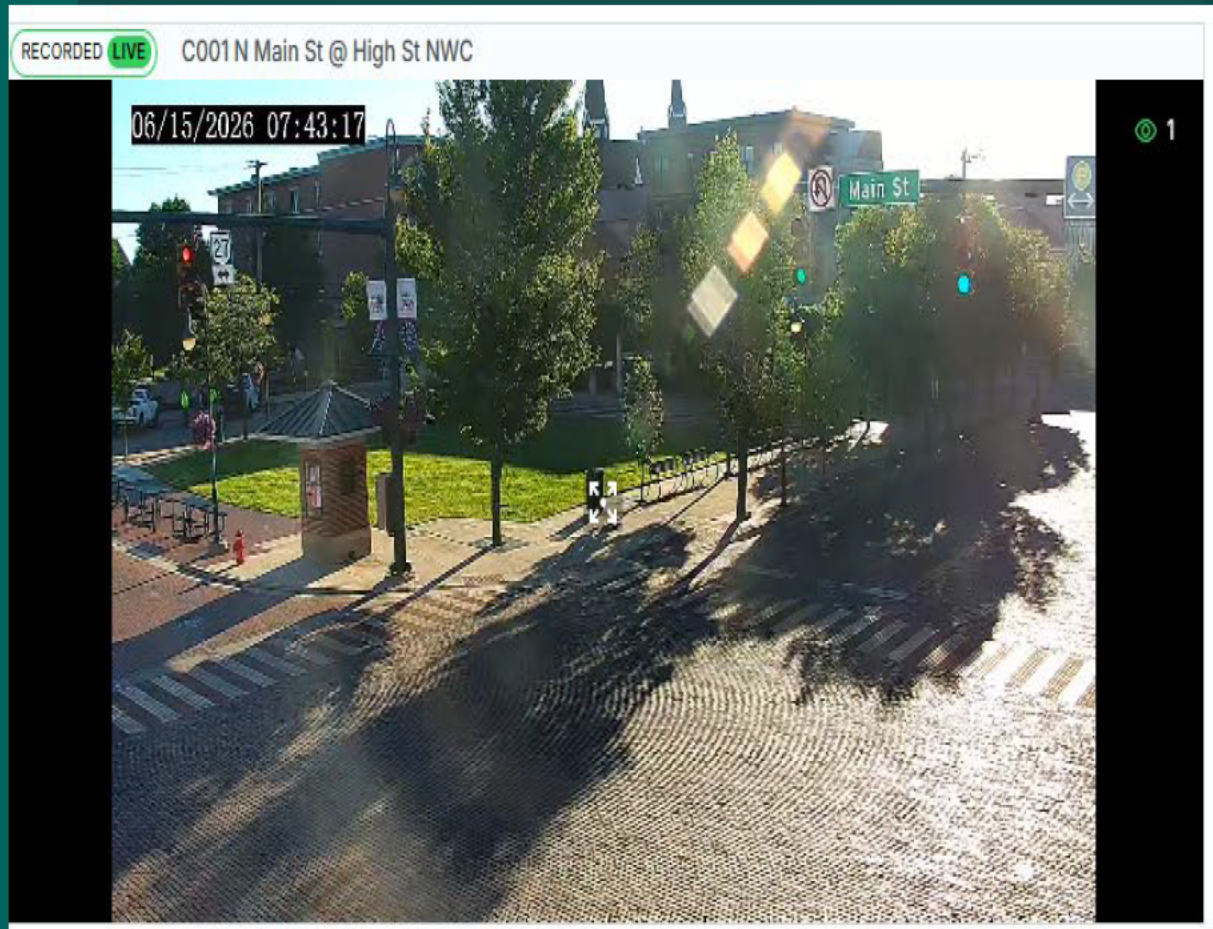
Example of Daytime Image search



Nighttime image



CONDOR CAMERAS



Crime Prevention Benefits

Deterrence

Visible cameras may discourage:

- Vehicle theft
- Burglary crews
- Organized retail theft
- Criminals entering neighborhoods

Rapid Response

- Faster identification of suspect vehicle
- Improved information sharing
- Increased recovery of stolen vehicles

Force Multiplier

- Cameras work 24/7
- Cover areas that officers cannot be constantly present
- Allow officers to be proactive

Mass Surveillance Concerns

- **Characteristics of Mass Surveillance**

Typically includes:

- Monitoring individuals continuously
- Identifying specific people
- Tracking personal behavior patterns
- Collecting large amounts of personal information
- Lack of transparency or oversight

Important Distinction - Flock cameras:

1. **Monitor vehicle license plates visible in public**
2. **Do not identify individuals**
3. **Do not use facial recognition**
4. **Are designed to support investigations of crimes and public safety incidents**
5. **Courts have continued to uphold the use of ALPR cameras as legal under the 4th Amendment**

Privacy Protections – Access Control

- No biometric data collection
- No connection to cell phone data
- Limited access by authorized personnel
- Search activity is logged and auditable
- Searches must comply with department policy
- **Accountability -** Every search leaves a record that can be reviewed and audited.

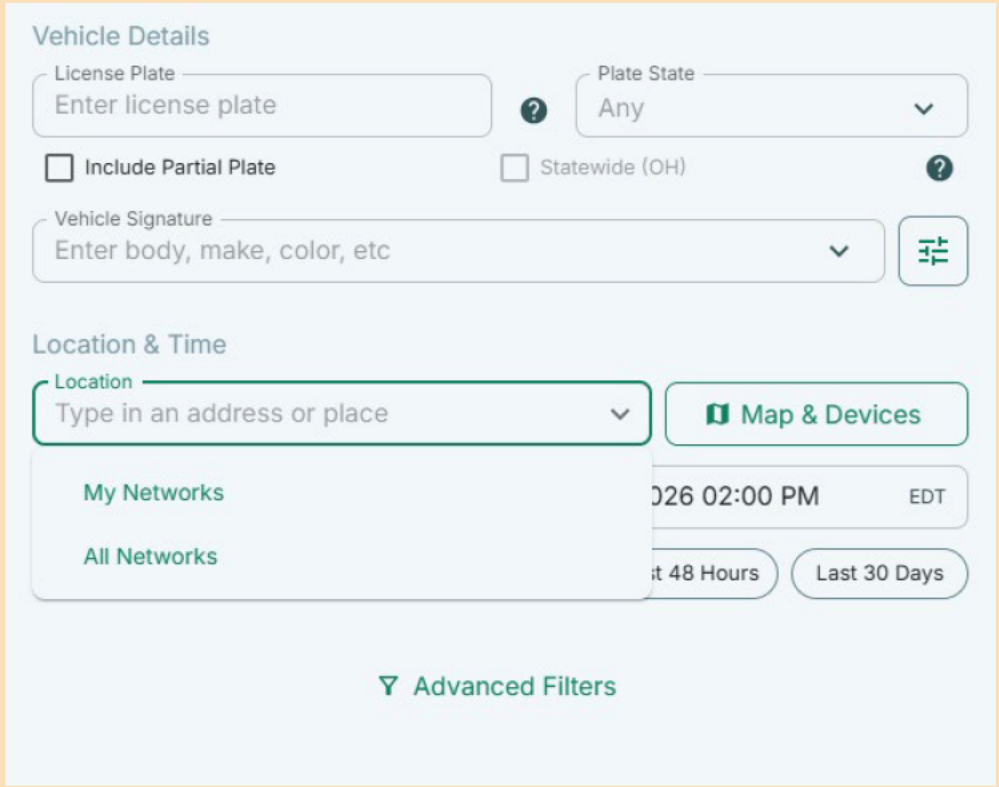
Data Retention – 30 days

Personnel may only access data for:

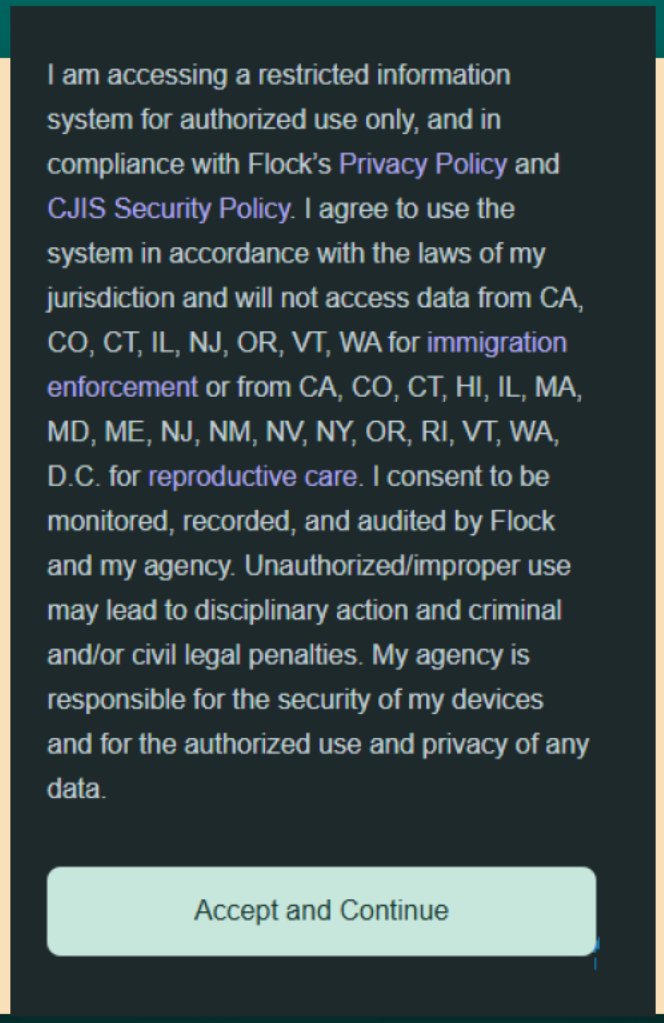
- **Criminal investigations**
- **Public safety purposes**
- **Authorized law enforcement activities**
- **Personal or unauthorized use is prohibited.**

Network Sharing

- 2215 state and local police departments
- No Federal Agencies
- Law enforcement collaborations are especially important in our college community that sits in a tri-state region



Warning when accessing Flock



1. Oxford PD has applied filters to prevent searches for Immigration Enforcement and for Reproductive Care
2. Access is limited to sworn officers and dispatchers
3. Misuse would violate OPD Policies
4. Access to other databases such as LEADS, NCIC, Axon Body Cameras, RMS, Investigative databases contain more sensitive information than Flock database

Financial overview

- Initial Cost in Feb. 2024 = $50,600
- 14 cameras at $42,000 plus implementation fees
- Reoccurring costs each year = $3,000 per camera ($42,000)
- Have since added two additional cameras so reoccurring costs = $48,000 per year
- Budgeted amount = $50,000
- Replacement costs from vandalism may require an insurance claim

Personnel costs of one police officer are greater than $100,000 per year

Flock is a very efficient investment

Success Stories in Oxford

- Difficult to quantify since Flock often just provides an investigative lead or points an investigator in the right direction
- Don't specifically track this and we don't create a public record to determine the number of "solves"

1. **Numerous retail theft cases – felony thefts from Walmart, minor cases like stolen wallets and package thefts**
2. **Sexual assaults – confirm timing of events, disprove alibis, locate suspects for arrest**
3. **Vehicle thefts – many cases solved**
4. **Vehicular assault – 2023 bicyclist crash**
5. **Stalking cases**

Request has been successfully updated.

Public Comment To Council

Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

*** First Name**

Brandon

Enter your First Name

*** Last Name**

Flessner

Enter your Last Name

*** Address**

5480 Brown Rd

*** City**

Oxford

*** State**

OH

*** Email**

flessnerb@gmail.com

Phone

4239872621

*** I am a...**

- [ ] **Visitor**
- [ ] **Resident (i.e. must live within the corporate boundaries)**
- [ ] **Business Manager**
- [ ] **Business Owner**
- [ ] **Employee in Oxford**
- [ ] **Student**
- [x] **Other**

*** Comment(s)**

City Council, First of all, it's great to be literally ‘Othered’ by the form to submit my comments. I live at 5480 Brown Rd. (just outside of Oxford) and I get “Flocked” by an Oxford Police Department (OPD) camera every time I leave my house and every time I return. I get Flocked going to Kroger, going to my kids' soccer practice, going for a jog, while riding my bike and on and on. Flock knows what bumper stickers I have, what after market accessories are on my car, whether my tires were across the double yellow line, what time of day I drive, what weather conditions were present, what's in my truck and more. Funny enough many Oxford residents receive far less scrutiny from the cameras than I do because most of their journeys start and end inside of the city and therefore do not intersect a Flock camera. The camera on Brown Road is problematically outside of the city limit (and OPD’s jurisdiction), and it is not properly installed. It lacks the required break away pole and is too close to the road for Ohio Department of Transportation standards. The Oxford Police Department listed the incorrect speed limit in their application with the county for this camera. If the cops can’t get the speed limit right, I don’t have any confidence they can safeguard my personal data. And case in point, the MOU with Flock and OPD reads: “Flock and its licensors retain all right, title and interest in … any recordings or data provided by Flock through the Flock Service.” Flock also retains the right to “use the [recordings] for any purpose in Flock’s sole discretion.” I’m sure Flock would never sell my data to say, my car insurance company, or pair their data with other data brokers. Rumors of Oxford owning the data and Flock deleting it after 30 days are greatly exaggerated. So what we have here is the City of Oxford literally taxing me so a private for profit company can not only collect my data, but be paid for the privilege. Disgusting. And it is ripe for abuse. I asked OPD for records about data sharing practices. The chief told me: “If an agency shares their cameras with us, we typically share ours.” That’s it. No more vetting needed. After seeing the Gratis, Ohio police chief fired for trying to perform child wellness checks on behalf of Immigration and Customs Enforcement an hour’s drive outside of Gratis at a school, we can be sure a local police agency has been exploited (by a regime willing to send people to torture prisons in El Salvador) to gain access to Oxford’s Flock cameras. The chief admits; “to determine how many times our cameras have been searched [by an outside police agency] is not a number I have readily available.” The City of Dayton recently found out via internal audit that more than 7,000 such searches (in violation of city policy) occurred and they have since placed garbage bags over their Flock cameras. Across the US, police stalking ex partners with Flock has been documented more than a dozen times. I asked OPD for records on how many crimes have been solved with the help of Flock cameras and the chief couldn’t say much. “While I don’t have a specific number to share, I can say that there are examples of hit/skip traffic crashes, some with serious injuries, that we have resolved due to Flock. We’ve recovered stolen vehicles and solved other theft cases with the use of Flock.” So probably less than 5 crimes a year, but no one seems to know for sure. And for that me and my family’s personal data has been given, along with payment,

to a private for profit corporation thousands of times for them to do with as they please. How many times has OPD searched the Flock database? We don't know. For what purposes? We don't know. How many photos are in the database? We don't know. 422.5 (e) of the Oxford Police Manual reads: "ALPR system audits should be conducted on a regular basis." Has there ever been an audit? We don't know, the chief hasn't responded to my request. It is time to follow Dayton and put garbage bags on these things. Thank you for your consideration, - Brandon Flessner

---

Make a public comment for review by City Council

History

Update By: Heather Barbour

Public - 0 seconds ago () - #1

- Changed status from **Open** to **Acknowledged**
- Changed assigned user from **Doug Elliott** to **Heather Barbour**

Dear Mr. Flessner,

Thank you for taking the time to share your thoughts and concerns with the City Council. I will forward your comments to the Council, and a print copy will be included in the minutes of the June 16, 2026, meeting.

Thank you,

Heather Barbour

Clerk of Council

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:	6/26/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	A Resolution Authorizing The City Manager To Amend The Scope Of Services For Strand & Associates To Include Construction Engineering Services For A New Water Treatment Plant, And Amending The Not To Exceed Value For Their Contract. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	$1,000,000
ACCOUNT CODE:	322.810.67122
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:
On December 6, 2022, the Oxford City Council approved Resolution No. 7455 authorizing a contract with Strand & Associates for the design and engineering of water softening improvements for the City's Water Treatment Plant at a cost not to exceed $1,753,500.

On June 2, 2026, the Oxford City Council approved Resolution No. 7831, authorizing the City Manager to enter into an Agreement with Building Crafts, Inc. for the construction of a new water treatment plant (to provide for water softening and removal of PFAS chemicals) at a cost not to exceed $24,800,000. The City has engaged Strand & Associates for several services related to this project, including a study of possible water softening technologies, regionalization of the water system, and detailed design and specifications for the new Plant.

The City would like to expand the Scope of Services currently authorized for Strand & Associates to include Construction Engineering services. City Staff will be conducting most onsite construction observations, and we will require the expertise of Strand & Associates for tasks including:

- Attending the pre-construction meeting with the general and sub-contractors

- Attending bi-weekly progress meetings
- Provide shop drawing review
- Provide Request for Information (RFI) reviews
- Acceptance testing for control and instrumentation equipment
- On-site membrane startup
- Project closeout and punch list generation
- Provide ~ 800 hours of onsite observation and documentation

The City has budgeted up to $1,000,000 for construction engineering services for the water softening project. Services will be provided during the construction of the new Plant, which is expected to take 24–30 months. It is Staff's recommendation that the City Council authorize the expansion of the scope of services for Strand & Associates to include Construction Engineering Services at an additional cost not to exceed $1,000,000. This will raise the new not-to-exceed amount for the Strand & Associates contract to $2,753,500.00.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE SCOPE OF SERVICES FOR STRAND & ASSOCIATES TO INCLUDE CONSTRUCTION ENGINEERING SERVICES FOR A NEW WATER TREATMENT PLANT AND AMENDING NOT TO EXCEED VALUE FOR THEIR CONTRACT.

WHEREAS, on December 6, 2022, the Oxford City Council approved Resolution No. 7455 authorizing a contract with Strand & Associates for the design and engineering of water softening improvements for the City's Water Treatment Plant at a cost not to exceed $1,753,500; and

WHEREAS, On June 2, 2026, the Oxford City Council approved Resolution No. 7831, authorizing the City Manager to enter into an Agreement with Building Crafts, Inc. for the construction of a new water treatment plant (to provide for water softening and removal of PFAS chemicals) at a cost not to exceed $24,800,000; and

WHEREAS, The City has engaged Strand & Associates for several services related to this project, including a study of possible water softening technologies, regionalization of the water system, and detailed design and specifications for the new Plant; and

WHEREAS, The City would like to expand the Scope of Services currently authorized for Strand & Associates to include Construction Engineering services.

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

SECTION 1: The City Manager is authorized to amend the scope of service for Strand & Associates to include construction engineering services at a cost not to exceed $1,000,000, for a new water treatment plant, and amending the not to exceed value for their contract to $2,753,500.

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)

RESOLUTION NO. 7455

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH STRAND ASSOCIATES, INC. FOR THE DESIGN AND ENGINEERING OF WATER SOFTENING IMPROVEMENTS FOR THE CITY'S WATER TREATMENT PLANT AT A COST OF $1,670,000.00 WITH A CONTINGENCY OF $83,500.00 FOR A TOTAL NOT TO EXCEED $1,753,500.00.

WHEREAS, the 2022 Capital Improvement Plan includes $2,370,000.00 for the design and engineering of a water softening process to be incorporated into the City's existing water treatment facility; and

WHEREAS, the City has previously retained the services of Strand Associates, Inc. (Strand) to perform a water softening alternatives analysis for the City's water system; and

WHEREAS, the water softening improvements project aligns with the Council's goal of improving infrastructure; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the City Manager to enter into an agreement with Strand Associates, Inc. for the design and engineering of water softening improvements for the City's Water Treatment Plant at a cost of $1,670,000.00 with a contingency of $83,500.00 for a total not to exceed $1,753,500.00.

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

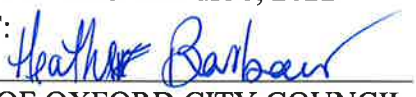
SECTION 1: Council accepts the recommendation of the City Manager and the Service Director to enter into an agreement with Strand Associates, Inc. for the design and engineering of water softening improvements for the City's Water Treatment Plant at a cost of $1,670,000.00 with a contingency of $83,500.00 for a total not to exceed $1,753,500.00.

SECTION 2: Council further authorizes the City Manager to enter into an agreement with Strand Associates, Inc. for the design and engineering of water softening improvements for the City's Water Treatment Plant at a cost of $1,670,000.00 with a contingency of $83,500.00 for a total not to exceed $1,753,500.00.

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

MAYOR

ADOPTED: DECEMBER 6, 2022

ATTEST: 

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

RESOLUTION NO. 7831

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BUILDING CRAFTS, INC. FOR THE CONSTRUCTION OF A NEW WATER TREATMENT FACILITY FOR WATER SOFTENING AT A COST OF $23,632,340.00 WITH A CONTINGENCY IN THE AMOUNT OF $1,167,660.00 (~ 4.9%) FOR A TOTAL COST NOT TO EXCEED $24,800,000.

WHEREAS, a request for bids was published in the *Journal News* and with multiple plan clearinghouses from May 18th through May 31st, 2026. Sealed proposals were opened and read aloud on June 1, 2026, with three firms submitting bids; and

WHEREAS, the City Manager and the Service Director recommend that Council accept the bid and authorize the City Manager to enter into an agreement with Building Crafts, Inc. for the construction of a new water treatment facility for water softening at a cost of $23,632,340.00. with a contingency in the amount of $1,167,660.00 (~ 4.9%) for a total cost not to exceed $24,800,000.

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

SECTION 1: Council finds Building Crafts, Inc. to be the lowest and best bidder and accepts the bid of $23,632,340.00 for the construction of a new water treatment facility for water softening.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Building Crafts, Inc. at a cost of $23,632,340.00 with a contingency in the amount of $1,167,660.00 (~ 4.9%) for a total cost not to exceed $24,800,000.00 for the construction of a new water treatment facility for water softening

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

Michael Smith
MAYOR

ADOPTED: JUNE 2, 2026
ATTEST: Heather Barbee
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:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	6/26/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	A Resolution Authorizing the City Manager to Enter Into an Agreement with Cronin Ford North, LLC For The Purchase Of Two Replacement Fleet Vehicles (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	$80,000; $35,000; $35,000
ACCOUNT CODE:	140.720.61239; 140.720.61240; 641,851,52520
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:
The City has budgeted $150,000 in the 2026 Capital Equipment budget to replace two heavy-duty pickup trucks, a 2008 Ford F350 (Unit #54) and a 2017 Ford F250 (Unit #17). The F350 is used on a daily basis to support construction projects and transport heavy equipment to job sites. The F250 is used on a daily basis, providing curbside yard waste service to citizens, as well as for snow plowing and road deicing operations.

Replacement vehicles are available through the State of Ohio, Department of Administrative Services Contract # RSI023710 - Index # GDC093, Items #20AT and #26AT (Exhibits attached from the selected dealer - Cronin Ford North).

This Resolution will authorize the City Manager to enter into an Agreement with Cronin Ford North, LLC for the purchase of a new 2027 Ford F350 truck with stated options and a new 2027 Ford F250 truck with stated options at a cost for both trucks not to exceed $104,530.00.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CRONIN FORD NORTH, LLC FOR THE PURCHASE OF TWO REPLACEMENT FLEET VEHICLES AT A COST NOT TO EXCEED $104,530.

WHEREAS, the City has budgeted $150,000 in the 2026 Capital Equipment budget to replace two heavy-duty pickup trucks, a 2008 Ford F350 (Unit #54) and a 2017 Ford F250 (Unit #17); and

WHEREAS, replacement vehicles are available through the State of Ohio, Department of Administrative Services Contract # RSI023710 - Index # GDC093, Items #20AT and #26AT (Exhibits attached from the selected dealer - Cronin Ford North); and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the City Manager to enter into an agreement with Cronin Ford North, LLC for the purchase of two replacement fleet vehicles at a cost not to exceed $104,530.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the purchase of two replacement fleet vehicles at a cost not to exceed $104,530.00.

SECTION 2: Council further authorizes the City Manager to enter into an agreement with Cronin Ford North, LLC for the purchase of two replacement fleet vehicles at a cost not to exceed $104,530.00

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)

CRONIN FORD NORTH

10700 New Haven Road | Harrison, Ohio 45030
513-217-8621 | darco.murphy@croninautos.com | croninfordnorth.com

RECIPIENT:

City of Oxford
15 South College Avenue
Oxford, Ohio 45056

Quote #1237

Sent on	Jun 24, 2026
Total	**$62,250.00**

Product/Service	Description	Qty.	Unit Price	Total
26AT	PICKUP FULL SIZE 9,900 LB 2WD REG CAB LONG BED SRW; Ford MY2027 F350 XL Reg Cab SRW 2WD F3A/610A	1	$42,930.00	$42,930.00*
76C	Backup Alarm	1	$160.00	$160.00*
F3C/620A	Dual Rear Wheel	1	$2,025.00	$2,025.00*
86M	Dual Batteries	1	$191.00	$191.00
Delivery Fee	Free Delivery	1	$0.00	$0.00
Z1	Oxford White	1	$0.00	$0.00*
TAG	45-Day Temp Tag	1	$20.00	$20.00
6DR-UTIL-56CA-DRW-85M	56 CA DRW SVC Body Paint To Match	1	$13,500.00	$13,500.00*
7-PIN	7-Pin Trailer Receptacle Wiring	1	$150.00	$150.00
The Pro Rack Full Kit-Service Bodies, 8' Body, Regular Cab	Rack Type PRO Rack-Heavy Duty, Rack Strength-Heavy Duty, Weight-197.00 Lbs, Capacity-1,700 lbs.	1	$1,984.00	$1,984.00
6dr utility Spray Liner	Cargo Area + Tailgate, Side Walls, Top of Compartment	1	$1,290.00	$1,290.00

* Non-taxable

Total **$62,250.00**

Please review options quoted to verify everything is correct and there is nothing else required.

Over budget? We accept trade-ins!

CRONIN FORD NORTH

10700 New Haven Road | Harrison, Ohio 45030
513-217-8621 | darco.murphy@croninautos.com | croninfordnorth.com

RECIPIENT:

City of Oxford
15 South College Avenue
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6dr utility Spray Liner	Cargo Area + Tailgate, Side Walls, Top of Compartment	1	$1,290.00	$1,290.00

* Non-taxable

Total **$62,250.00**

Please review options quoted to verify everything is correct and there is nothing else required.

Over budget? We accept trade-ins!

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:	6/29/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	A Resolution To Declare The Necessity And Intent To Acquire Certain Parcels Of Real Estate Owned By Ledger, LLC, With Interest By Others, For The BUT-Oxford Amtrak Station Project. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	$2.7M
ACCOUNT CODE:	141.720.63173
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:
The City will need to acquire real property and easements to begin construction of a planned passenger rail platform near the Chestnut Street Multi-Modal Station at Chestnut & Main. The City is working with four entities to acquire an agreement, real estate, and/or a temporary easement. The City has reached agreements with CSX Transportation, Inc. and with the Talawanda Local School District Board of Education. The City still needs to finalize agreements with Ledger, LLC (owners of the SDS Pizza site) and Oxford Township (temporary easement only).

The City has retained OR Colan Associates, LLC to oversee fair-market-value negotiations with property owners affected by the project. At this point, negotiations have stalled, and the City must act to appropriate the portions of parcels needed for the project. Where possible, staff have made adjustments to design plans to minimize the impact on businesses and properties affected by the planned project.

In this case, the City requires a strip of land on the south side of the property, bordering property with Talawanda School District, to create an access pathway from the RTA Station to the planned rail platform. A temporary construction easement is also required for the project. A Fair Market Value for

the land and easement was established at $49,650 and this offer was presented in February 2026 to the owners.

The City has reached agreements with Amtrak and CSX for the passenger rail platform. Design plans for the project are nearing completion, and the City will be ready to advertise for bids in the near future.

RESOLUTION NO.

A RESOLUTION TO DECLARE THE NECESSITY AND INTENT TO ACQUIRE CERTAIN PARCELS OF REAL ESTATE OWNED BY LEDGER, LLC, WITH INTEREST BY OTHERS, FOR THE BUT-OXFORD AMTRAK STATION PROJECT.

WHEREAS, the City of Oxford is engaged in the acquisition of right-of-way to complete the BUT-Oxford Amtrak Station Project (the "Amtrak Project"); and

WHEREAS, the acquisition of various parcels of real estate and other property interests described herein is necessary for the public purpose of completing the Amtrak Project; and

WHEREAS, the completion of the Amtrak Project is a proper public purpose, as it will promote the public health, safety, welfare, and enjoyment of the citizens of Oxford; and

WHEREAS, City Council has determined that it is necessary to appropriate Parcels 2-W and 2-T, more particularly described in Exhibits A and B attached hereto, which parcels are located at 7 E. Chestnut Street, Parcel ID No. H4100115000013, to complete the Amtrak Project, which will benefit the citizens of Oxford.

THE COUNCIL OF THE CITY OF OXFORD HEREBY RESOLVES:

SECTION 1: This Council hereby declares the necessity and intention to appropriate a fee simple interest in Parcel 2-W, more particularly described in Exhibit A attached hereto and incorporated herein by reference, and a temporary construction easement over Parcel 2-T, more particularly described in Exhibit B attached hereto and incorporated herein by reference, which parcels are located at 7 E. Chestnut Street, Parcel ID No. H4100115000013 (collectively, the "Real Property"), in accordance with Chapters 163 and 719 of the Ohio Revised Code, for the purpose of completing the Amtrak Project in the City of Oxford, Ohio.

SECTION 2: The owner, persons or entities in possession, and persons or entities having an interest of record in the Real Property include Ledger, LLC, and any other lienholders, persons or entities declaring a lawful interest in the Real Property.

SECTION 3: The City Manager or his designee is hereby authorized to cause written notice of the adoption of this Resolution to be given to the Real Property owner and other persons or entities in possession of, or having a lawful interest in, the Real Property described herein, and said notice shall be served according to law by a person to be designated for that purpose by said City Manager or his designee and to make return of said service of notice in the manner provided by law.

SECTION 4: It is hereby found and determined that all formal actions of Council concerning and relating to the adoption of this Resolution were adopted 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 5: This Resolution shall become effective immediately upon its passage.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

EXHIBIT A

LPA RX 851 WD
GWS
Ver. Date 07/30/25

Rev. 06/09

PID 118586

PARCEL 2-WD
BUT-OXFORD AMTRAK
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE
IN THE FOLLOWING DESCRIBED PROPERTY
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF OXFORD, BUTLER COUNTY, OHIO

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in Section 27, Town 5, Range 1, Congress Lands West of the Miami River, the City of Oxford, Butler County, Ohio and being part of Lot 716 of said City of Oxford and being part of Leger LLC as recorded in Official Record 7331, Page 1067 and of the Butler County Recorder's Office and being further described as follows:

Beginning at the northeast corner of Lot 3688 of said City of Oxford as recorded in Official Record 7980, Page 2396, said corner being on the south right of way of W. Chestnut Street; thence, departing said Lot 3688 and with the south right of way of said W. Chestnut Street, South 87° 25' 39" East, 269.84 feet to the southeast right of way of said CSX Transportation, Inc.; thence, departing the south right of way of said W. Chestnut Street and with the southwest right of way of said CSX Transportation, Inc., South 29° 16' 06" East, 205.20 feet to a set iron pin, said pin being the True Point of Beginning;

thence, from the True Point of Beginning thus found, continuing with to the southeast right of way of said CSX Transportation, Inc., South 29° 16' 06" East, 31.50 feet to set iron pin at the northeast corner of Board of Education of Talawanda Local SD (Pt. Lot 716) as recorded in Deed Book 1277, Page 191;

thence, departing the southeast right of way of said CSX Transportation, Inc and with said Board of Education of Talawanda Local SD, North 87° 07' 31" West, 202.02 feet to a set iron pin on the east line of The Village of Oxford land as recorded in Deed Book 432, Page 170 (Pt. Lot 716);

thence, departing said Board of Education of Talawanda Local SD and with said The Village of Oxford land, North 02° 22' 35" East, 19.00 feet to a set iron pin;

thence, departing said The Village of Oxford land and through the lands of said Leger LLC the following two courses: South 87° 07' 31" East, 173.24 feet to a set iron pin;

thence, North 60° 40' 52" East, 14.41 feet to the True Point of Beginning.

Containing in all 0.087 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 0.087 acres, more or less, subject to all legal easements and rights of way.

The above-described area is part of currently assigned Butler County Auditor's Parcel Number H4100-115-000-013.

Basis of Bearings: NAD83(2011) Ohio State Plane Coordinates, South Zone (3402), U.S. Foot. Iron pins set are 3/4" diameter steel rods, 30" long, with a 2" diameter aluminum cap stamped "PS NO. 7568, BAYER BECKER".

The above description was prepared from a field survey and right of way plans on file at District 8 dated 07/30/2025 prepared by Bayer Becker under the direction of Jeffrey O. Lambert, Licensed Professional Surveyor #7568 in the State of Ohio.

EXHIBIT B

LPA RX 887 T

Rev. 07/09

Ver. Date 07/30/25

PID 118586

PARCEL 2-T
BUT-OXFORD AMTRAK
TEMPORARY EASEMENT FOR THE PURPOSE OF PERFORMING THE WORK NECESSARY TO PURPOSE OF TEMPORARY
FOR 18 MONTHS FROM DATE OF ENTRY BY THE CITY OF OXFORD, BUTLER COUNTY, OHIO

[Surveyor's description of the premises follows]

Situated in Section 27, Town 5, Range 1, Congress Lands West of the Miami River, the City of Oxford, Butler County, Ohio and being part of Lot 716 of said City of Oxford and being part of Leger LLC as recorded in Official Record 7331, Page 1067 of the Butler County Recorder's Office and being further described as follows:

Beginning at the northeast corner of Lot 3688 of said City of Oxford as recorded in Official Record 7980, Page 2396, said corner being on the south right of way of W. Chestnut Street; thence, departing said Lot 3688 and with the south right of way of said W. Chestnut Street, South 87° 25' 39" East, 269.84 feet to the southeast right of way of said CSX Transportation, Inc.; thence, departing the south right of way of said W. Chestnut Street and with the southwest right of way of said CSX Transportation, Inc., South 29° 16' 06" East, 125.07 feet to the True Point of Beginning;

thence, from the True Point of Beginning thus found, continuing with to the southeast right of way of said CSX Transportation, Inc., South 29° 16' 06" East, 80.13 feet to a set iron pin;

thence, departing the southeast right of way of said CSX Transportation, Inc, and through the lands of said Leger LLC the following two courses: South 60° 40' 52" West, 14.41 feet to a set iron pin;

thence, North 87° 07' 31" West, 173.24 feet to a set iron pin on the east line of The Village of Oxford land as recorded in Deed Book 432, Page 170 (Pt Lot 716);

thence, with said The Village of Oxford land, North 02° 22' 35" East, 181.02 feet to the south right of way of said W. Chestnut Street;

departing said The Village of Oxford land and continuing with the south right of way of said W. Chestnut Street, South 87° 25' 39" East, 10.00 feet;

thence, departing the south right of way of said W. Chestnut Street and through the lands of said Leger LLC the following four courses: South 02° 22' 35" West, 170.08 feet;

thence, South 87° 07' 31" East, 152.37 feet;

thence, North 29° 19' 08" West, 64.98 feet;

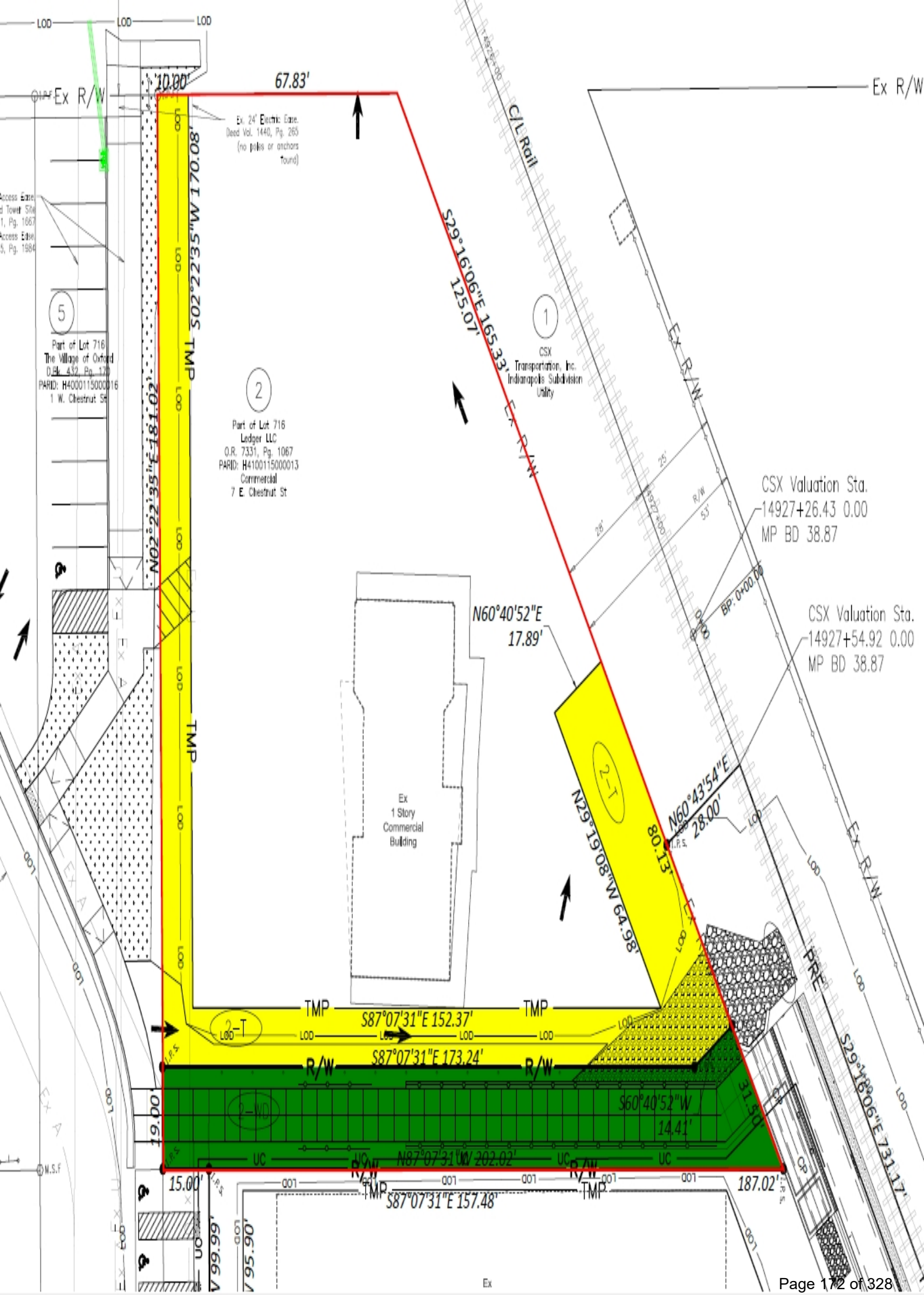
thence, North 60° 40' 52" East, 17.89 feet to the True Point of Beginning.

Containing in all 0.114 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 0.114 acres, more or less, subject to all legal easements and rights of way.

The above-described area is part of currently assigned Butler County Auditor's Parcel Number H4100-115-000-013.

Basis of Bearings: NAD83(2011) Ohio State Plane Coordinates, South Zone (3402), U.S. Foot. Iron pins set are 3/4" diameter steel rods, 30" long, with a 2" diameter aluminum cap stamped "PS NO. 7568, BAYER BECKER".

The above description was prepared from a field survey and right of way plans on file at District 8 dated 07/30/2025 prepared by Bayer Becker under the direction of Jeffrey O. Lambert, Licensed Professional Surveyor #7568 in the State of Ohio.


Ex R/W
67.83'
10.00'
Ex. 24' Electric Ease.
Deed Vol. 1440, Pg. 265
(no poles or anchors found)
C/L Rail
S29°16'06"E 165.33'
125.07'
Ex R/W
CSX Valuation Sta.
14927+26.43 0.00
MP BD 38.87
CSX Valuation Sta.
14927+54.92 0.00
MP BD 38.87
BP: 0+00.00
N02°22'35"E 181.02'
S02°22'35"W 170.08'
TMP
LOD
5
Part of Lot 716
The Village of Oxford
O.R. 432, Pg. 170
PARID: H4000115000016
1 W. Chestnut St
2
Part of Lot 716
Ledger LLC
O.R. 7331, Pg. 1067
PARID: H4100115000013
Commercial
7 E. Chestnut St
1
CSX
Transportation, Inc.
Indianapolis Subdivision
Utility
N60°40'52"E
17.89'
Ex
1 Story
Commercial
Building
2-T
N29°19'08"W 64.98'
80.13'
N60°43'54"E
28.00'
TMP
S87°07'31"E 152.37'
S87°07'31"E 173.24'
R/W
2-WD
19.00'
S60°40'52"W
14.41'
31.50'
UC
N87°07'31"W 202.02'
15.00'
187.02'
S87°07'31"E 157.48'
PRE
S29°16'06"E 731.17'
99.99'
95.90'
Ex

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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	6/25/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	A Resolution Authorizing The Donation Of $50,000 From The Opioid Settlement Fund To The Sheltering Oxford Nonprofit Organization To Support An Emergency Cold Weather Shelter And Related Opioid Abatement Services As Described In Exhibit A (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	$50,000.00
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE JG

DISCUSSION:

One of the adopted action items from the 2026 City Council retreat directed staff and the Housing Advisory Commission (HAC) to explore funding options for an emergency cold shelter.

For several months, HAC, together with staff, reviewed potential funding sources to support a cold shelter operation. The opioid settlement fund was identified as a possible source. After examining the OneOhio Memorandum of Understanding (MOU), the statewide legal framework that allocates the national opioid settlement funds to local Ohio communities. We have determined that the use of funds toward emergency shelter, paired with offered supportive services such as case management, housing referrals, and transportation, is a viable use of funds.

HAC reviewed the proposal from Sheltering Oxford, the new non-profit formed from the Oxford Winter House committee, and voted in June 2026, to recommend that Council donate $50K for the operations of the winter shelter for the 2026-2027 and 2027-2028 winters.

This resolution is for the winter house operations from November 15, 2026, to March 15, 2026.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF $50,000 FROM THE OPIOID SETTLEMENT FUND TO THE SHELTERING OXFORD NONPROFIT ORGANIZATION TO SUPPORT AN EMERGENCY COLD WEATHER SHELTER AND RELATED OPIOID ABATEMENT SERVICES AS DESCRIBED IN EXHIBIT A.

WHEREAS, the City of Oxford, Ohio, has received and will continue to receive funds through the national opioid settlement agreements and pursuant to Ohio's OneOhio Memorandum of Understanding; and

WHEREAS, the opioid epidemic has had significant adverse impacts on communities throughout Ohio, including increased rates of substance use disorder, overdose, homelessness, housing instability, and other social and economic harms; and

WHEREAS, individuals experiencing homelessness and housing insecurity are at heightened risk of substance use disorders, opioid overdose, infectious disease, mental health crises, and barriers to accessing treatment and recovery services; and

WHEREAS, the Oxford City Council adopted a goal for 2026 to identify a funding source for an emergency cold shelter; and

WHEREAS, the Housing Advisory Commission voted in June 2026 to recommend that $50,000.00 of the OPIOD settlement fund be used to support an emergency cold shelter for the winters of 2026-2027 and 2027-2028 through a donation to the Sheltering Oxford nonprofit organization; and

WHEREAS, emergency cold weather shelter services provide critical protection for vulnerable residents during periods of severe weather while also creating opportunities for outreach, engagement, case management, harm reduction, recovery support, and connection to behavioral health and substance use disorder treatment services; and

WHEREAS, the City Council finds that funding emergency cold weather shelter services that incorporate outreach, case management, referral to treatment, transportation assistance, and other supportive services is a viable use of the opioid settlement fund; and

WHEREAS, the City Council has determined that the expenditure of opioid settlement funds for these purposes will serve the public health, safety, and welfare of the residents of the City of Oxford and is consistent with the purposes of the national opioid settlement agreements and the approved opioid remediation and abatement strategies recognized by the OneOhio framework.

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

SECTION 1: The City Council hereby authorizes the donation of $50,000.00 to the Sheltering Oxford nonprofit organization from the City's Opioid Settlement Fund for the operation and support of an emergency cold weather shelter and related opioid abatement activities as described in Exhibit A.

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)

Proposal to the City of Oxford

Subject: Temporary Emergency Winter Homeless Shelter, the Oxford Winter House

Oxford Winter House Operating Period: November 15, 2026 - March 15, 2027

Submitted to: City of Oxford, Ohio

Submitted by: Sheltering Oxford. The Oxford Winter House Committee, a coalition of local Oxford churches and community members.

Executive Summary

Oxford Winter House (OWH) respectfully submits this proposal to the City of Oxford to operate a temporary emergency winter homeless shelter to serve individuals experiencing homelessness in the greater Oxford area during the coldest months of the year. The shelter would operate from November 15, 2026 through March 15, 2027 providing a safe, warm, and supervised overnight environment during periods when exposure to winter weather poses significant health and safety risks. This represents an expansion of one additional month of operation relative to the 2025-2026 OWH. The Oxford Winter House would follow the similar policies and procedures submitted in 2025. The Oxford Winter House would like to have this proposal approved and funding granted by June 2026 so that staff can be hired, volunteers gathered and proper building approvals can be submitted for the November 15th start date.

A first step proposed by the Oxford Winter House committee is to file for 501(c)(3) nonprofit status to operate in partnership with community stakeholders, volunteers, and the City of Oxford. The goal of the Oxford Winter House is to be temporary, seasonal, accountable, and responsive to community needs while maintaining public safety and operational transparency.

We propose to operate the OWH at the same physical facility as used in 2025-2026. In addition, the OWH planning committee is open to discussing use of the OWH building as a cooling/warming DAY shelter during months of the year when it is not being operated as a transitional/emergency shelter. This would require additional planning and budget increases.

The total budget for this proposal is $213,267 which is itemized below in the Financial Overview.

Statement of Need

Winter weather in southwestern Ohio presents life-threatening risks to individuals without stable housing. Prolonged exposure to cold temperatures increases the likelihood of hypothermia, frostbite, cardiac events, and related medical emergencies. Oxford currently lacks a dedicated overnight winter shelter, leaving unsheltered individuals with limited or no safe alternatives during severe weather.

A temporary emergency winter shelter will:

- Reduce risk of cold-weather-related injury or death
- Decrease strain on emergency services and hospital systems
- Provide a structured and supervised environment
- Improve public safety and community well-being
- Unify many in the Oxford Community to come together to care for those with emergency housing needs during the winter months.

- Help connect unhoused individuals with social services with a goal of helping them secure more permanent housing.

Organizational Overview

Oxford Winter House will be a nonprofit organization created specifically to address seasonal shelter gaps in the Oxford community. The organization will file for 501(c)(3) tax-exempt status and will be governed by a Board of Directors with experience in nonprofit management, and community engagement.

The organization will operate under clear policies related to safety, accountability, non-discrimination, and collaboration with local agencies.

Shelter Operations

- Operating Dates: November 15 – March 15
- Operating Schedule: 24/7 emergency shelter
- Population Served: Adults experiencing homelessness
- Services Provided:
    - Warm and safe overnight accommodation
    - Restroom and shower access and hygiene resources
    - Meals and snacks -
    - Staff supervision and volunteer support
    - Coordination with local resources and services
    - Supportive services during daytime hours (e.g., access to PATH, transportation…)

The shelter will not function as a permanent housing facility and will not provide long-term residency.

Staffing and Management

Oxford Winter House will employ a Director/Shelter Coordinator who will be responsible for:

- Overall management of the temporary shelter
- Hiring, training, and supervising staff and volunteers
- Recruiting, training, and coordinating volunteers
- Ensuring compliance with City requirements and shelter policies
- Serving as the primary liaison with the City of Oxford
- Oversight of safety protocols, documentation, and daily operations
- Reporting to the board with updates and any concerns

Additional paid staff and trained volunteers will support -24/7 operations to ensure appropriate supervision, safety, and continuity of care.

Proposed Location:

The winter shelter would operate in a separate facility dedicated exclusively to 24/7 sheltering and support.

Advantages:

- Full operational independence
- Less scheduling overlap with other programs
- Flexibility in layout and capacity

Considerations:

- Higher facility-related costs
- Additional staffing and security needs
- Separate utilities, insurance, and maintenance requirements

Safety, Accountability, and Community Impact

Oxford Winter House is committed to operating a shelter that is:

- Well-supervised and structured
- Respectful of guests and neighbors
- Transparent and accountable to the City

Safety protocols will include:

- Staffed -24/7 supervision
- Guest code of conduct—Oxford Winter House rules
- Incident reporting procedures
- Coordination with local emergency services as needed

The shelter will aim to minimize disruption to surrounding neighborhoods while improving overall community safety and outcomes.

Financial Overview

The estimated operating budget for the winter shelter (covering staffing, facility costs, supplies, insurance, and administrative expenses) is summarized in the table below.

Budget Category	Estimate	
Insurance	$14,000	
501(c)(3) Status	$600	
Staffing	$86,667	
Executive Director	$30,000	
Facility Upgrades	$20,000	
Furnishings	$5,333	
Supplies	$2,667	
Family Lodging	$3,333	
Guest Transportation	$2,667	
Guest Helps	$1,333	
Guest Sick Lodging	$2,667	
Pet Care Needs	$2,667	
Subtotal	**$171,933**	
Food	$33,333	Donated in 2025
Rent	$5,867	Donated in 2025
Utilities	$2,133	Donated in 2025

Grand Total	**$213,267**

* All entries are an extrapolation to 4 months from the expenses incurred operating the shelter for 3 months in 2025-2026. The only new budget item is for the Executive Director. Additional Facility Upgrades will allow for the addition of a kitchen / kitchenette to the OWH facility while the facility upgrade in 2025-2026 allowed for the addition of a shower and laundry facilities.

Oxford Winter House anticipates a combination of funding sources including grants, private donations, community fundraising, and potential public or partner support.

Partnership with the City of Oxford

Oxford Winter House seeks the City of Oxford support in:

- Authorization to operate a temporary winter shelter
- Financial assistance based on the proposed budget of 50% which is $106,634
- Collaboration on site selection and compliance requirements
- Ongoing communication and oversight

The organization is committed to partnering closely with the City to ensure the shelter aligns with municipal standards, public safety goals, and community expectations.

Conclusion

Oxford Winter House requests approval to operate a temporary emergency winter homeless shelter from November 15 through March 15. This program will provide lifesaving protection for vulnerable residents while maintaining strong oversight, professional management, and collaboration with the City of Oxford.

We appreciate the City of Oxford considering this proposal and welcome the opportunity to discuss this in greater detail.

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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	6/25/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	A Resolution Adopting The City Of Oxford's 2026 Americans With Disabilities Act (ADA) Transition Plan As Described In Exhibit A. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Connected, Livable, and Equitable Community for All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE JG

DISCUSSION:

The ADA requires that municipalities with over 50 employees have a Transition Plan for improvements. Our last plan from 2021 led to finalizing our city-wide curb cut program and improving accessibility of playground equipment.

We aim to conduct an assessment every 3 years and update our transition plan. The Civil Rights Commission worked with a Miami University Class to assess city facilities, programs, and services and make recommendations for improvement.

At the March 2026 CRC meeting, the commission reviewed a report provided by the students and at their June 2026 meeting voted to recommend the updated ADA transition plan to City Council.

The recommended areas for improvement are as follows:

Recommended Transition Plan from 2025 Assessment

High Priority- Complete in 2026

Location	Suggested Improvements
City of Oxford Website	Become WCAG 2 compliant
TRI Community Center	Begin Master Plan with intent for major renovation or new construction to be completed within 5 years, with authorization budget by Council.
Courthouse	Evaluate future use and examine major renovation or new construction to be completed within 5 years, with authorization budget by Council.
Sidewalks	Those deemed necessary for repair/replacement with resurfacing review* (Review completed by Street Dept personnel)

Aim for 2027 Completion

Uptown Parking Lot	Add a van accessible parking space and signage
	Add curb cuts where appropriate for mobility aid users
	Ensure walkways are level
Sidewalks	Implement a sidewalk improvement based on the 2026 bike/pedestrian improvement Plan

Aim for 2028 Completion

Uptown Parking Garage	Fix the accessible entrance
	Add van accessible spots and signage

	Create 5 ft. wide aisles next to accessible parking spots
Woodside Cemetery	Add cemetery-specific ADA parking
	Repave pathways

RESOLUTION NO.

A RESOLUTION ADOPTING THE CITY OF OXFORD'S 2026 AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN AS DESCRIBED IN EXHIBIT A.

WHEREAS, the Americans with Disabilities Act of 1990 (ADA), as amended, requires public entities to ensure that individuals with disabilities have equal access to programs, services, activities, and public facilities; and

WHEREAS, the ADA requires municipalities with fifty (50) or more employees to maintain an ADA Transition Plan identifying barriers to accessibility and establishing a schedule for their removal; and

WHEREAS, the City has established a goal of conducting a comprehensive ADA self-evaluation and updating its ADA Transition Plan every three (3) years to ensure continued compliance with federal accessibility requirements and to proactively identify opportunities to improve accessibility throughout the community; and

WHEREAS, the Civil Rights Commission worked with a Miami University Student Class to complete a comprehensive assessment of public facilities, programs, and services and has prepared an updated ADA Transition Plan based on the results of that assessment; and

WHEREAS, the Civic Rights Commission voted to recommend the updated ADA Transition Plan to the City Council at their June 2026 Meeting; and

WHEREAS, the City's ADA Transition Plan complements its Title VI Plan by further advancing accessibility and inclusion for all members of the community; and

WHEREAS, the Oxford Comprehensive Plan identifies the goal of fostering a Connected, Livable, and Equitable Community for All, and the implementation of an updated ADA Transition Plan directly supports this vision by improving accessibility, mobility, and equitable access to public spaces and City services.

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

SECTION 1: The City Council hereby adopts the 2026 Americans with Disabilities Act (ADA) Transition Plan, as described in Exhibit A.

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)

Americans with Disabilities Act (ADA) Transition Plan

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4. Legal Framework and Regulatory Requirements 2
5. Responsibilities of the City of Oxford Under the ADA 3
6. ADA Coordinator Designation 3
7. ADA Notice to the Public 3
8. ADA Grievance Procedure 3
9. Public Participation, Stakeholder Engagement, and Self-Evaluation 3
10. Accessibility Improvement Action Plan 4
11. Implementation Schedule and Prioritization 4
12. Monitoring, Reporting, and Plan Updates 4
13. Appendices 4

1. Executive Summary

The City of Oxford is committed to ensuring that all residents, visitors, and employees have equal access to municipal programs, services, facilities, and communications.

In accordance with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City has prepared this ADA Transition Plan to identify barriers to accessibility and outline a strategy for achieving compliance.

This document establishes policies and procedures for evaluating accessibility, identifying barriers, prioritizing improvements, and implementing corrective actions across City operations.

The plan is intended to be a living document and will be reviewed and updated periodically.

2. Purpose of the ADA Transition Plan

The purpose of this ADA Transition Plan is to ensure compliance with Title II of the Americans with Disabilities Act.

It establishes a process to identify barriers, evaluate accessibility in City facilities and programs, and create a structured improvement plan.

3. History of the ADA and Related Legislation

The Rehabilitation Act of 1973 prohibited discrimination against individuals with disabilities in federally funded programs. The Americans with Disabilities Act (ADA) was enacted in 1990 to extend protections to public and private entities. The ADA Amendments Act of 2008 broadened the definition of disability and expanded protections.

4. Legal Framework and Regulatory Requirements

Title II of the ADA requires local governments to provide equal access to programs, services, and activities. Municipalities with more than 50 employees must designate an ADA Coordinator, adopt a grievance procedure, conduct self-evaluations, and maintain a transition plan.

5. Responsibilities of the City of Oxford Under the ADA

The City must ensure that individuals with disabilities are not excluded from participation in or denied the benefits of City programs. The City must ensure accessible facilities, reasonable policy modifications, and effective communication.

6. ADA Coordinator Designation

The City of Oxford designates an ADA Coordinator responsible for overseeing ADA compliance and coordinating accessibility improvements.

ADA Coordinator:

City Manager, or designee

7. ADA Notice to the Public

The City of Oxford does not discriminate on the basis of disability in the admission to, access to, or operation of its programs, services, or activities.

8. ADA Grievance Procedure

Individuals who believe they have been discriminated against on the basis of disability may file a complaint with the ADA Coordinator.

The complaint will be investigated by the Civil Rights Commission, and a response will be provided within a reasonable timeframe.

Grievances may be made:

- Online through the Civil Rights Commission
    - www.cityofoxford.org/crc
- In-person at the Oxford Municipal Building, City Manager's Office
    - 15 S. College Ave, 2nd floor. Oxford, Ohio 45056

9. Public Participation, Stakeholder Engagement, and Self Evaluation

The City encourages public participation in identifying accessibility needs and barriers The Civil Rights Commission holds public meetings and may engage the public and stakeholders to seek input on the ADA assessment.

The City commits to periodic self-evaluation of its programs, policies, and facilities to determine compliance with ADA requirements. This evaluation is recommended once

every 3 years and is led by the Civil Rights Commission. The commission then prioritizes and recommends improvements to the City Council.

The following areas are included in the assessment:

- Public Facilities Accessibility
    - The City will evaluate accessibility within municipal facilities, including publicly owned buildings, facilities, and parks
- Public Rights-of-Way (Sidewalks and Curb Ramps)
    - The City of Oxford has completed the installation of curb ramps throughout the sidewalk network.
    - The City continues to monitor sidewalk accessibility and incorporate improvements through the road resurfacing program and the Bike and Pedestrian Master Plan.
- Public Programs and Services Accessibility
    - City programs and services will be accessible when viewed in their entirety.
    - Reasonable accommodations will be provided upon request.
- Public Communications Accessibility
    - The City will ensure accessible communication through website accessibility and accessible public meeting materials.

10. Accessibility Improvement Action Plan

Following each assessment, the City will develop an accessibility improvement action plan prioritizing safety, usage, accessibility impact, and available resources.

11. Implementation Schedule and Prioritization

Accessibility improvements will be scheduled based on safety, accessibility impact, and coordination with capital improvement projects.

12. Monitoring, Reporting, and Plan Updates

The ADA Coordinator will monitor implementation of this plan and coordinate updates every three years.

13. Appendices

2025 ADA Assessment and Prioritized Recommended Improvements

Recommended Transition Plan from 2025 Assessment

High Priority- Complete in 2026		
	Location	**Suggested Improvements**
	City of Oxford Website	Become WCAG 2 compliant
	TRI Community Center	Begin Master Plan with intent for major renovation or new construction to be completed within 5 years with authorization of budget by Council.
	Courthouse	Evaluate future use and examine major renovation or new construction to be completed within 5 years with authorization of budget by Council.
	Sidewalks	Those deemed necessary for repair/replacement with resurfacing review* (Review completed by Street Dept personnel)
Aim for 2027 Completion		
	Uptown Parking Lot	Add a van accessible parking space and signage
		Add curb cuts where appropriate for mobility aid users
		Ensure walkways are level
	Sidewalks	Implement a sidewalk improvement based on 2026 bike/pedestrian improvement Plan
Aim for 2028 Completion		
	Uptown Parking Garage	Fix accessible entrance
		Add van accessible spots and signage
		Create 5 ft. wide aisles next to accessible parking spots
	Woodside Cemetery	Add cemetery-specific ADA parking
		Repave pathways

Appendix

2025

ADA Assessment

Building an Accessible Oxford

Meeting ADA Obligations & Creating Accessible Communities for All

DST 272 Exploring Disability Studies

ADA Assessment conducted by Miami University Class DST 272
Exploring Disability Studies
Fall 2025
Professor: Sujay Sabnis

Agenda

Objective

We present the final project that involved students doing an accessibility audit of various public facilities in Oxford.

Agenda

- Brief introductions
- Methodology
- Results

Introduction

- DST 272 Exploring Disability Studies at Miami University
  - **What the class is about**
- Final Project
  - **Accessibility Audit of Oxford**
- Context
  - **Americans with Disabilities Act (1990)**

The Legal Mandate: ADA Title II

State & Local Government

Title II of the Americans with Disabilities Act protects individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by state and local government entities.

Core Requirement: Program Access

A public entity must operate each service, program, or activity so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.

Why Accessibility Matters

Civic Participation

Ensures all residents can vote, attend town halls, and participate in civic life without barriers.

Economic Growth

Accessible cities attract diverse talent, tourism, and allow all citizens to contribute to the local economy.

Risk Management

Proactive compliance reduces the risk of costly litigation and Department of Justice settlements.

Methodology

To conduct the Access Audit, we looked at the various public facilities in Oxford and different student groups signed up to visit one place.

1. Municipal Building
2. Police Department (lobby)
3. Courthouse
4. Tri-Community Center
5. Fire Department (lobby)
6. Uptown
    a. Uptown Parking
    b. Parking Garage (near Pickle & Pig)
7. Woodside Cemetery

Methodology

Each space was assessed for the following, using ADA checklist created by the New England ADA Center.

1. Is the entrance/parking accessible?
2. Is the toilet/restroom accessible?
3. Are interior spaces easy to navigate?
4. Can the services offered here be accessed by people with broad range of abilities?

Assessment Findings

ADA Assessment conducted by Miami University Class DST 272 Exploring Disability Studies
Fall 2025
Professor: Sujay Sabnis

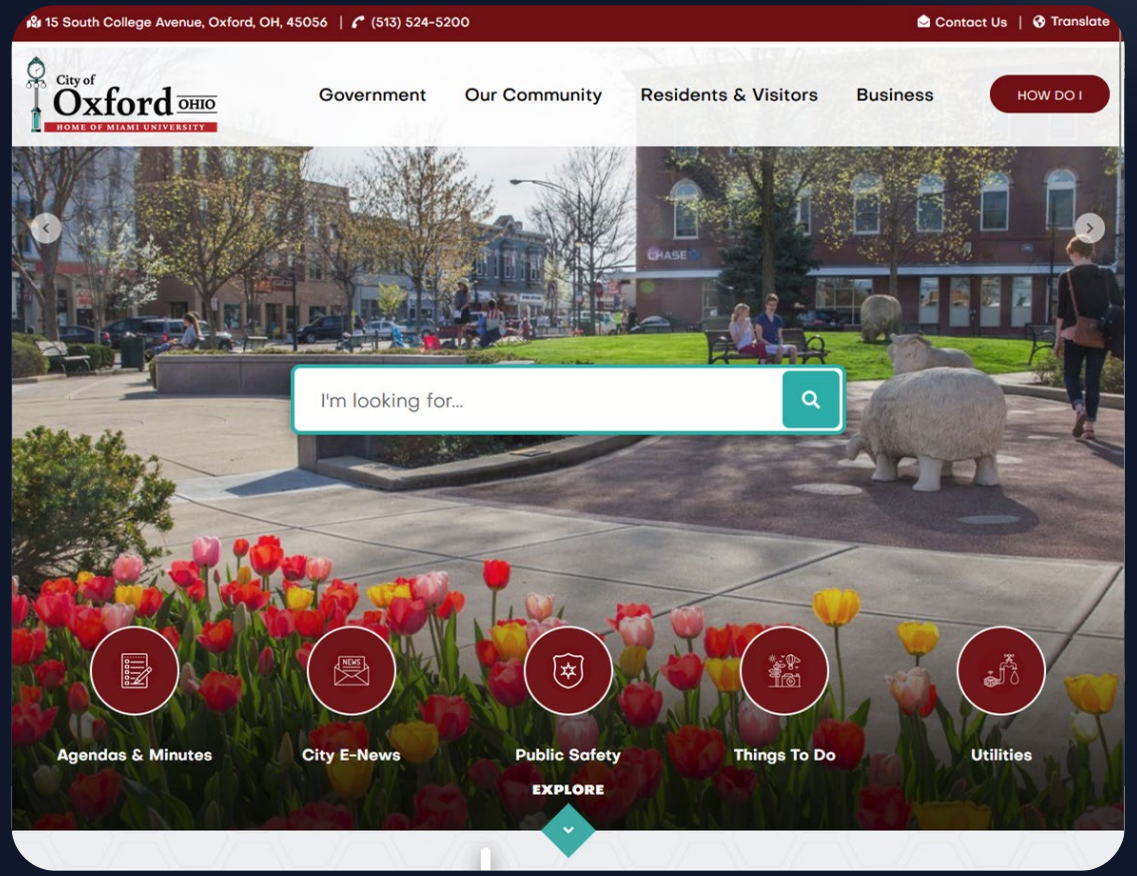
Website

Positives

1. Text contrast
2. Accessibility menu

Areas of Improvement

1. Page layout (mobile, zoom)
2. Keyboard navigation / focus
3. Images (size, labels, alt text)
4. Header menu navigability
5. Screen readers
6. Browser compatibility / web standards compliance
7. WCAG compliance



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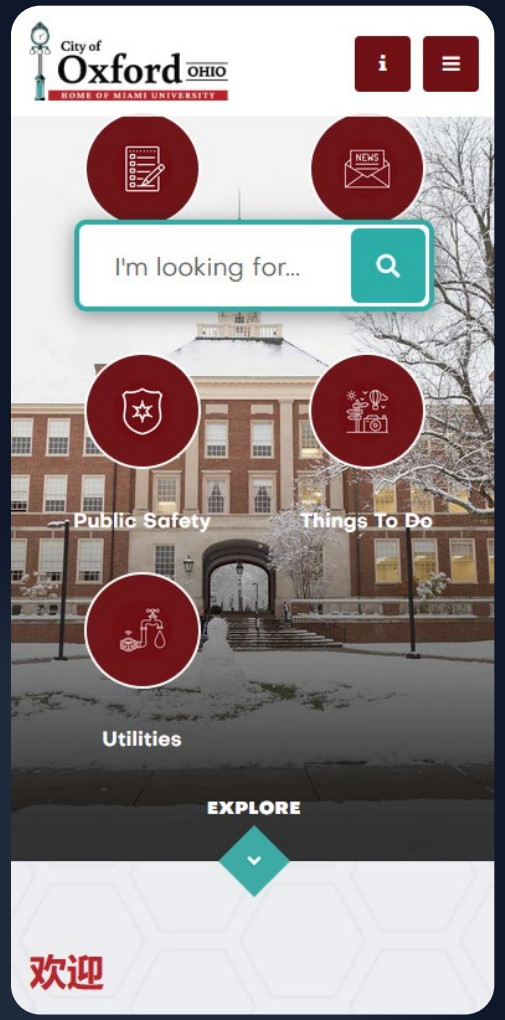

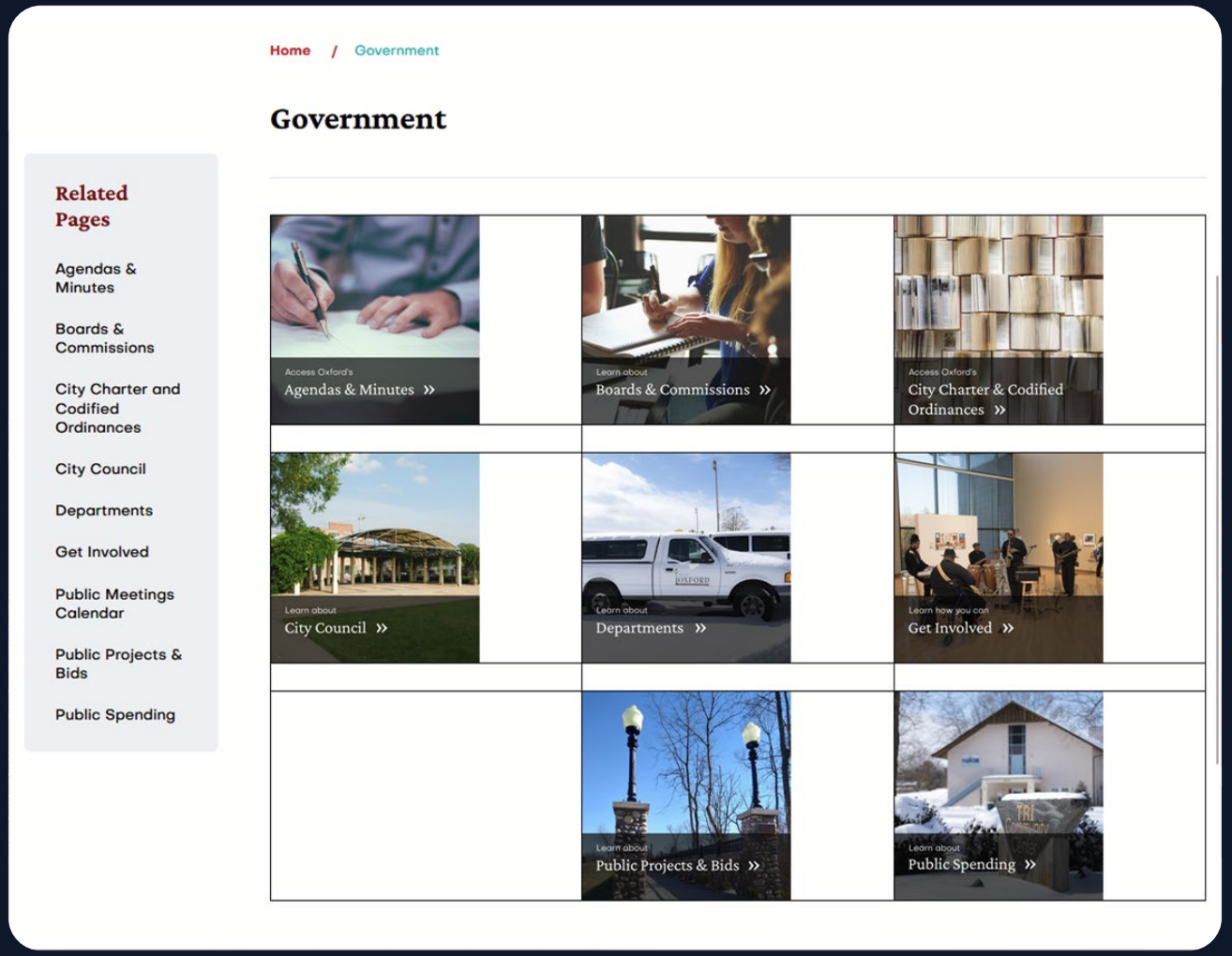

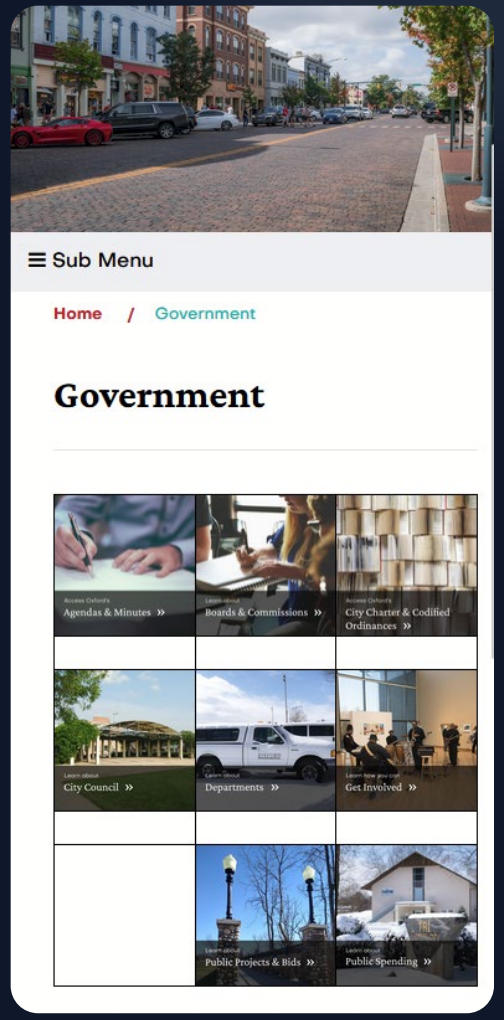

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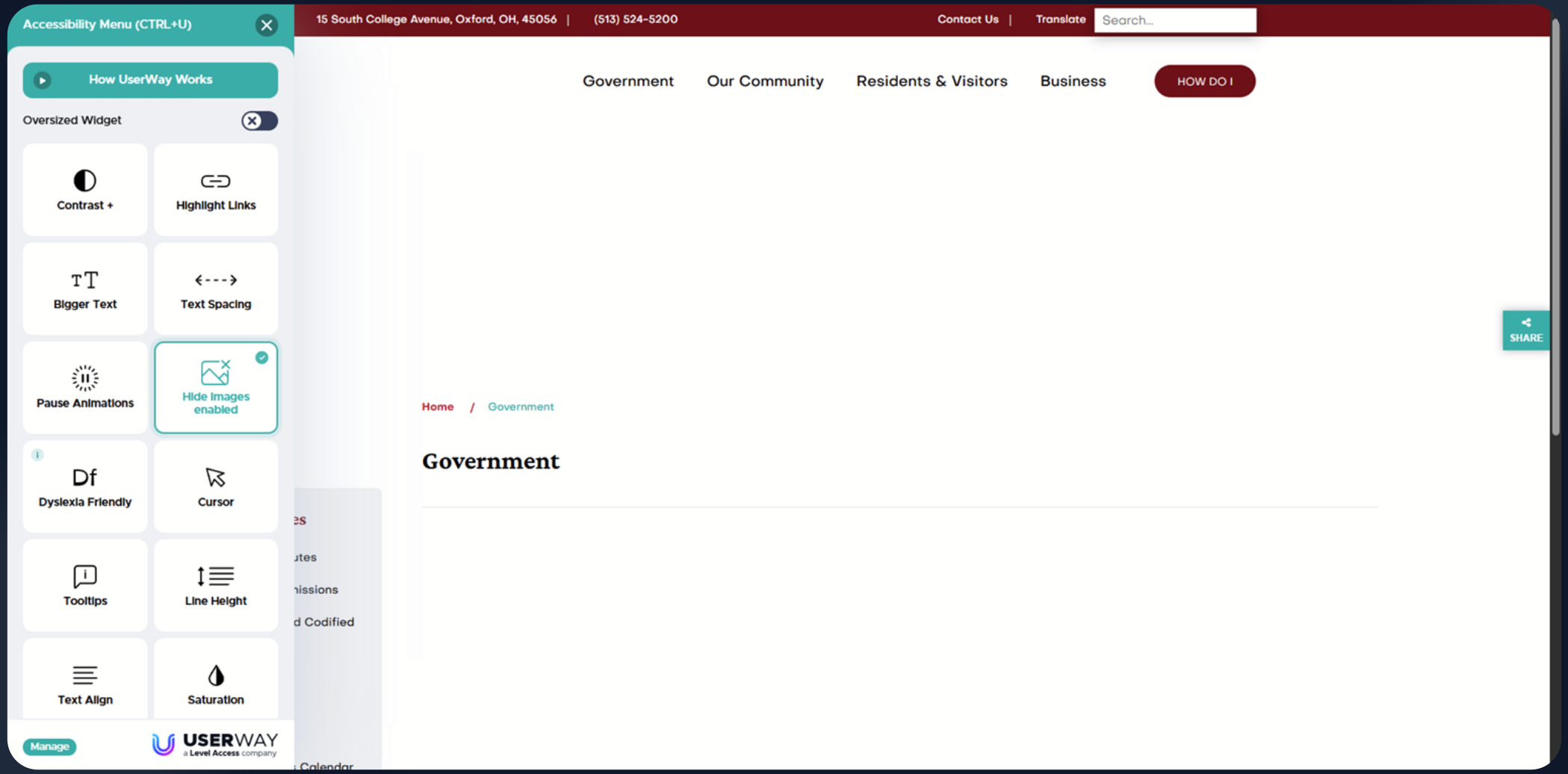
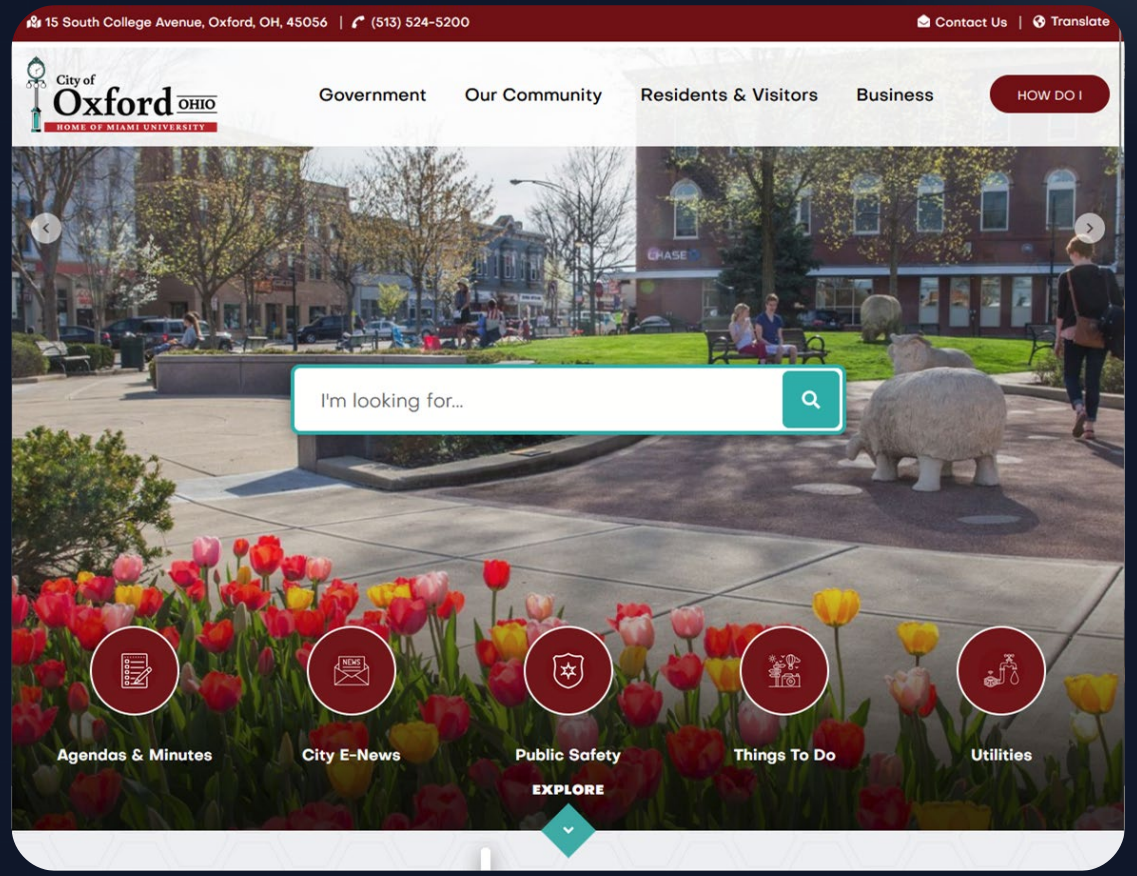


Website (cont.)

Load Times & Resource Usage

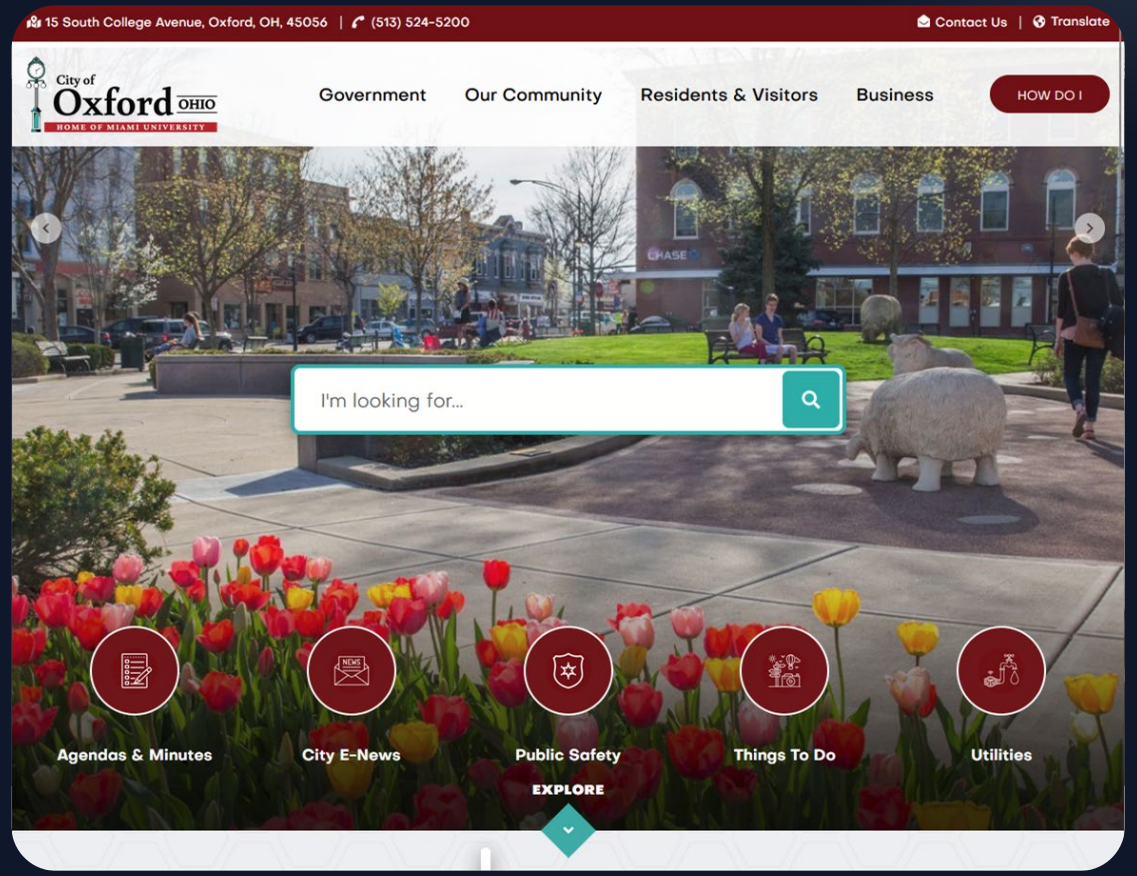
1. Some pages take well over 30 seconds to load at average consumer internet speeds
    a. Recommended load time is 1 second
    b. 93% of total load time is due to large images
    c. Severe usability impact
2. Uses ⅛ of the total RAM in the average computer
3. Fully utilizes all available CPU for several seconds
    a. Causes system-wide instability and crashes
4. Renders all information contained on the site fully inaccessible to everyone, not just disabled people



Website (cont.)

Liability & Lawsuits

1. Website accessibility lawsuits have increased 37% nationwide this year
2. Settlement payouts have reached into the millions
3. Widgets don't work - around 25% of all lawsuits targeted websites with accessibility widgets
4. WCAG 2 compliance is the standard measure of website accessibility in the United States
5. Cityofoxford.org misses this mark by a wide margin



Source: https://darroweverett.com/ada-website-accessibility-litigation-insights-legal-analysis/

Municipal Building

Positives

- Electric entrance doors
- Accessible parking spots
- Braille and wide spaces throughout

Areas of Improvement

Most feasible:

- Add a coat/backpack hook inside the accessible stall
- Keep the lower help desk window open at all times
- Improve accessible bathroom stall signage placement

Other recommendations:

- Install electric door openers for bathroom entrances
- Redesign/widen wheelchair ramp
- Realign entry doors or remodel vestibule

Courthouse

Positives

1. All furniture in courtroom is on wheels
2. Accessible bathroom inside of the courtroom

Areas of Improvement

1. Ramp entrance at the front of the building
2. Official signage inside the building
3. Van accessible parking
4. Powered doors throughout the building

Accessible Entrance route

Accessible Entrance Ramp

TriCommunity Center

Positives

- Accessible Parking Spaces Are Provided
- A Ramp/Sloped Path Is Present
- Bathroom Hooks and Amenities Are Present

Areas of Improvement

Most feasible/necessary:

- Add braille signage & clarify signage for accessible entry
- Install fire alarms
- Replace current door with a wider ADA compliant one

Other recommendations:

- Install insulation/cover over exposed sink pipes
- Fix uneven ramp landing
- Install an elevator to reach the upper floor (only ramp is outside)

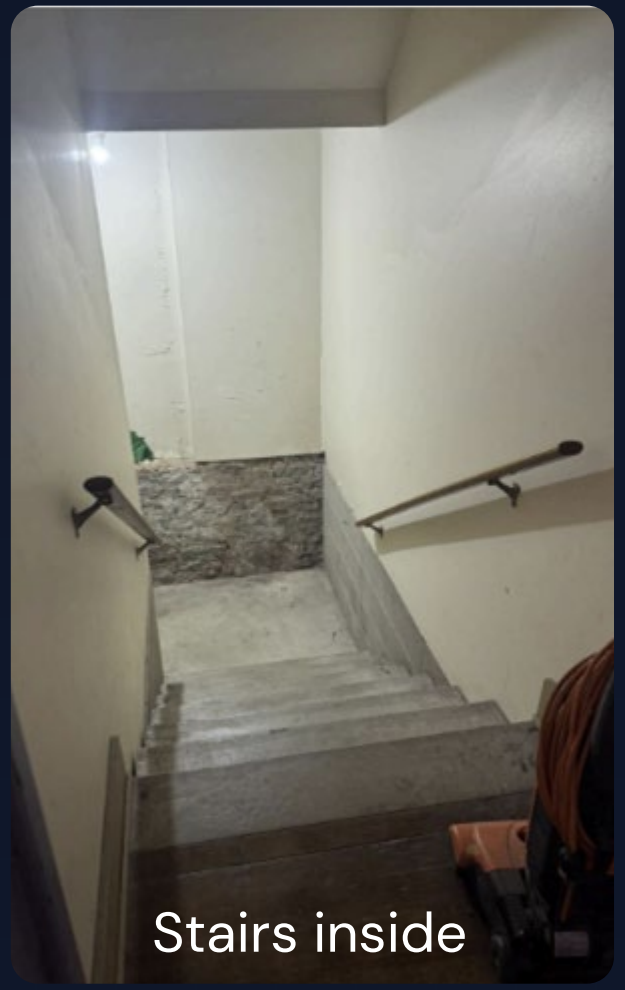
Fire Department

Positives

1. Smooth hardwood floors in most of the building
2. Ramps

Areas of Improvement

1. Adding accessible parking spaces
2. Declutter walkways to make them more accessible
3. Adding accessible bathrooms
4. Leveling out the ground to remove tripping hazards
5. Add an elevator



Stairs inside

Narrow walkway inside

Municipal Building

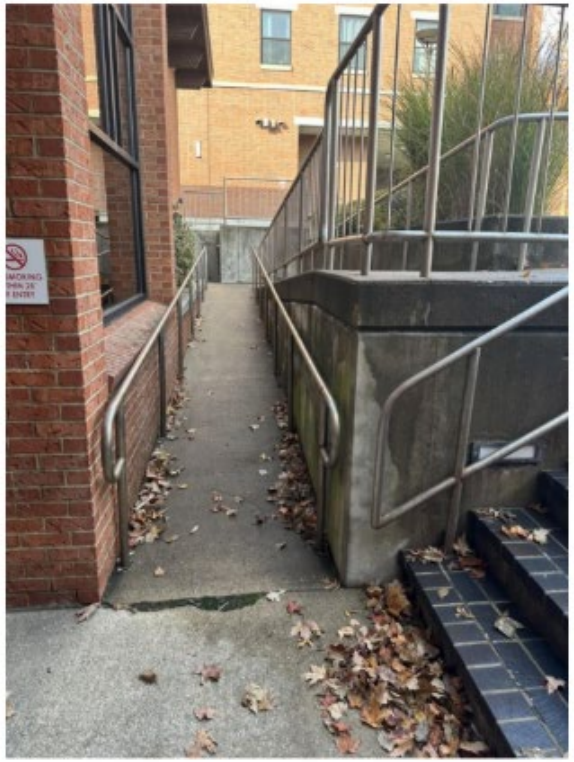


Image 1.3 *Image shows the ramp, at the entrance with the attached parking lot, with a narrow ramp.

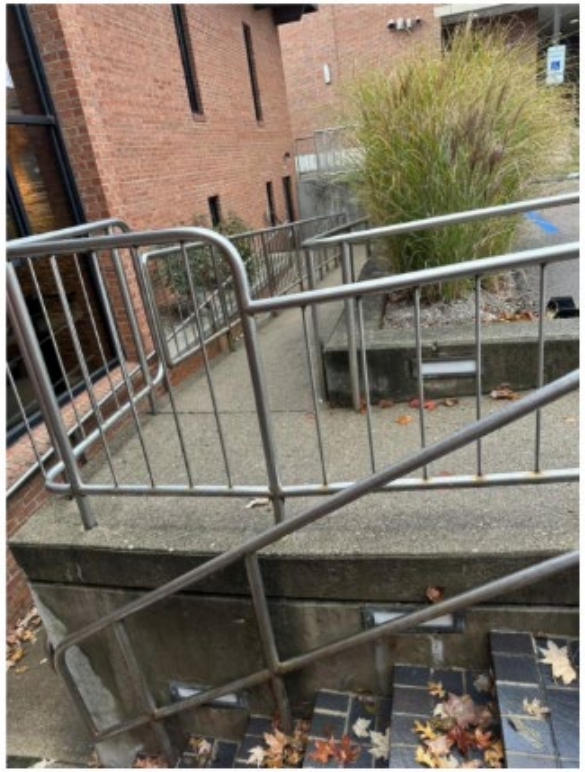


Image 1.4 *Image shows the ramp, at the entrance with the attached parking lot, with a ramp that has several narrow turns.

Image 2.3 *Sign says: *WINDOW CLOSED PLEASE USE THE NEXT TWO WINDOWS THANK YOU!*

Police Department

Positives

1. Power-operated front door
2. Front entrance ramp
3. Bathroom is mostly accessible

Areas of Improvement

1. Create a van-accessible parking space in the lot to the left of the building
1. Install a ramp next to the existing accessible parking space
1. Install a power-operated bathroom door
    a. Foot button for increased accessibility
2. Remove lobby bench and replace with chairs to allow flexibility for a wheelchair space

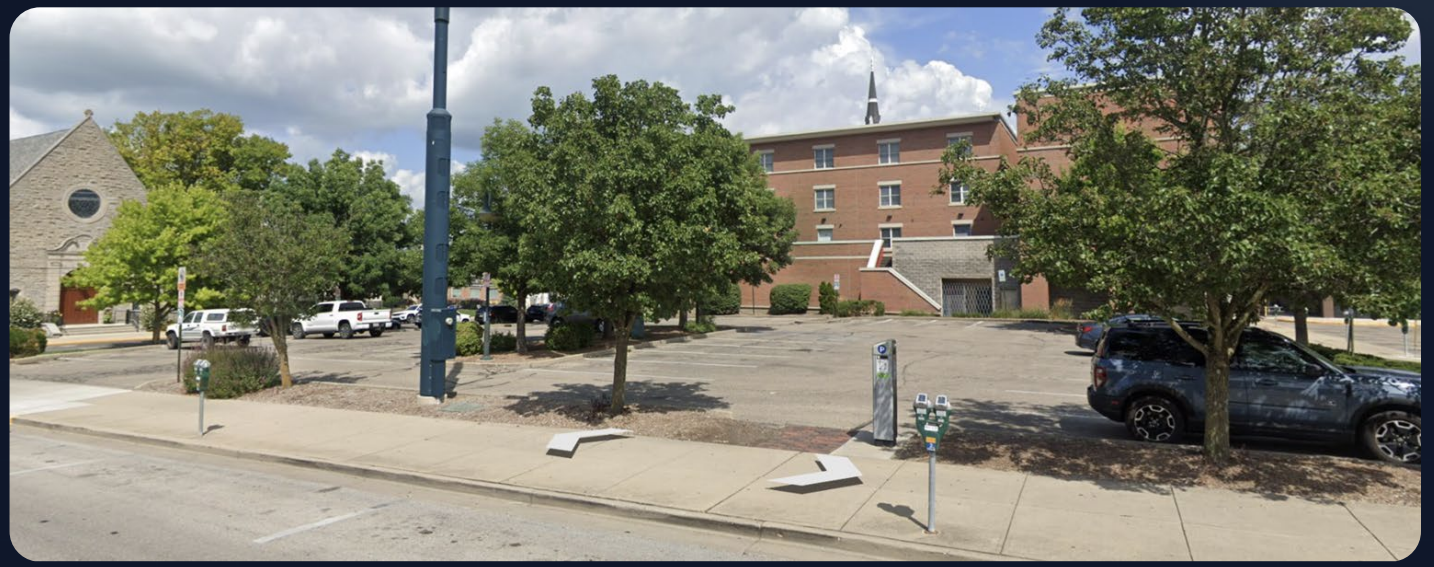
Uptown Parking Lot

Positives

1. Accessible Parking Space

Areas of Improvement

1. Add at least one van-accessible parking space**
2. Add accessible parking spaces closer to entrances of nearby buildings**
3. Crosswalks between accessible spaces
4. Create curb cuts for mobility-aid users
5. Redo pavement



**2021 ADA Transition Plan, City of Oxford

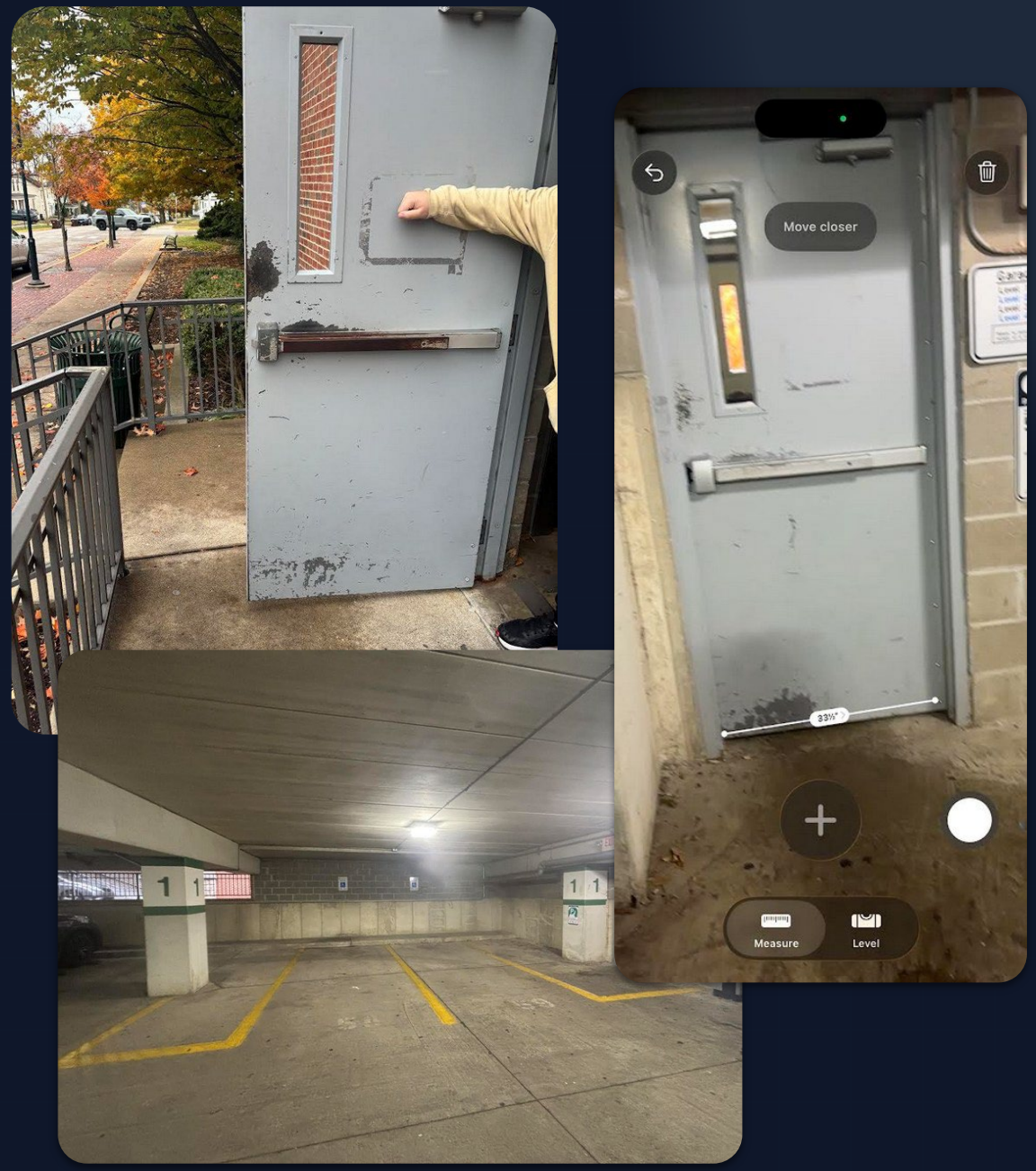
Uptown Parking Garage

Positives

There are several parking spots marked for accessible parking (a.k.a “handicapped” spots although this is now considered a derogatory term.)

Areas of Improvement

1. No ‘truly’ accessible entrances - the only open-air exit ramp is rather steep
2. No aisle next to accessible parking spots (aisle should be at least 5 ft wide).
3. Add some van accessible spaces (not the same as general accessible spaces since these are wider - at least 8 ft wide)
4. clearly mark accessible spots with high-contrast paint such as yellow to discourage misuse
5. Add some ‘Van Accessible’ signs



Woodside Cemetery

Positives

accessible entrance area and pavement inside the cemetery can help wheelchair users

Areas of Improvement

1. No parking lot - all street parking
2. The ground is paved - but many uneven areas
3. The cemetery is kind of hilly - if a tombstone is farther down the hill it will be very difficult for a wheelchair user to access It
4. Not much signage - no way to tell where you were or to find a tombstone. Add Braille.

Conclusion

Some general recommendations

- Change the word “handicapped” to “accessible” (e.g., instead of saying handicapped parking, say accessible parking)
- We could not get through all the spaces this semester.

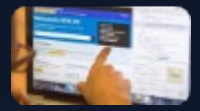
Questions?

Thank you for your commitment to inclusivity.

Image Sources

https://media.istockphoto.com/id/1405671483/photo/disabled-man-going-down-curb-in-manual-wheelchair.jpg?s=612x612&w=0&k=20&c=g38WOKJdEIORIjylNsVrt2oa2uYtdf0uihf1QW_KKxo=

Source: www.istockphoto.com

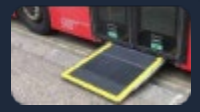


https://accessibility.blog.gov.uk/wp-content/uploads/sites/52/2025/01/gov-website-developer-1-620x413.jpg

Source: accessibility.blog.gov.uk

https://playworld.com/wp-content/uploads/2023/11/PW_Inclusive-Web-Page-Images_01.jpg

Source: playworld.com



https://i.ytimg.com/vi/vFIs1UNgDxk/hq720.jpg?sqp=-oaymwEhCK4FEIIDSFryq4qpAxMIARUAAAAAGAElAADIQj0AgKJD&rs=AOn4CLCA-8eKf5gEKJbRQORNlBiqfHZq5g

Source: www.youtube.com

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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	6/15/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	An Ordinance Providing For The Submission To The Electorate Of Amendments To The Charter Of The City Of Oxford, Ohio, And To Place The Same On The Ballot At The General Election, November 3, 2026. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

The Oxford City Charter was adopted by the voters in 1960. It adopted the Council-Manager form of government. One of the provisions of the Charter (Section 10.04) is for the City Council to appoint a Charter Review Commission every 10 years. City Council appointed five members in 2026. The members are Mayor Michael Smith, City Council Representative; Vice- Mayor Alex French, City Council Representative; Alan Kyger; Clara Blackmar; and Kevin McKeehan. The Commission Members were assisted by City Manager Doug Elliott, Assistant City Manager Jessica Greene, Law Director Chris Conard, and City Clerk Heather Barbour. The Charter Review Commission members met three times to discuss, propose, and review recommended changes to the Oxford City Charter. The Commission has concluded its work.

The Commission is recommending 8 changes to the Oxford City Charter as outlined in the attached report. This ordinance provides the changes for City Council for consideration. If approved by Council, the ordinance will be forwarded to the Butler County Board of

Elections. The approved changes will be placed on the ballot and voted on by the electors of Oxford. The proposed changes will appear on the General Election ballot on November 3, 2026.

ORDINANCE NO.

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORATE OF AMENDMENTS TO THE CHARTER OF THE CITY OF OXFORD, OHIO, AND TO PLACE THE SAME ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 3, 2026.

WHEREAS, the Charter of the City of Oxford requires Council to appoint a Commission to review the Charter every ten years;

WHEREAS, the last Commission was appointed in 2016;

WHEREAS, Council appointed a Commission on February 3, 2026; and

WHEREAS, the Charter Review Commission met three times in 2026, concluded their work, and submitted recommendations to Council.

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

SECTION I: Council, having reviewed the report and recommendation submitted by the Charter Review Commission, determines that amendments to the Charter should be submitted to the electors of the City.

SECTION II: Article XVIII, Section 9 of the Ohio Constitution and Section 10.04 of the Charter provide that amendments to the Charter may be submitted to the electors of the municipality by a vote of at least five (5) of the members of Council.

SECTION III: The question of the amendments of the Charter of the City shall be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 3rd day of November, 2026, at the regular places of voting in the City between the hours of 6:30 a.m. and 7:30 p.m. to determine whether the Charter shall be amended with the additions and deletions from the Charter as indicated in the draft Charter revisions document attached to this Ordinance as Exhibit "A".

SECTION IV: The ballot language shall read as follows:

"Shall the Charter of the Municipality of Oxford, Ohio be amended by:

1. revising Section 2.11 paragraph (4) by removing all wording after first sentence;

2. removing Section 2.12 regarding utility users liable for own uses and not for others;

3. revising Section 3.04 to require the posting of ordinances in one public place rather than at least three;

4. revising Section 3.05 to require that initiative or referendum petitions be filed with the city clerk and not the city auditor;

5. revising Section 4.01 to provide the option of the city manager residing outside the city with the approval of city council;

6. revising Section 4.02 to remove the reference to Civil Service Commission and insert reference to Personnel Appeals Board;

7. revising Section 9.07 by removing existing wording and replacing with new process.

8. removing Section 10.01 regarding official bonds.

SECTION V: A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on certification of the election results.

SECTION VI: Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published one (1) time per week for not less than two (2) consecutive weeks in a newspaper of general circulation in the City of Oxford, with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.

SECTION VII: The Clerk of Council shall certify this Ordinance to the Butler County Board of Elections by 4:00 p.m. on August 5, 2026.

SECTION VIII: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council 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 IX: 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)

CHARTER REVIEW COMMISSION
Report to City Council
May 19, 2026

Members
Mayor Michael Smith
Vice-Mayor Alex French
Alan Kyger
Carla Blackmar
Kevin McKeehan

Staff
Douglas R. Elliott, Jr., City Manager
Jessica Greene, Assistant City Manager
Chris Conard, Law Director
Heather Barbour, City Clerk

The Oxford City Charter was adopted by the voters in 1960. It adopted the Council-Manager form of government. One of the provisions of the Charter (Section 10.04) is for the City Council to appoint a Charter Review Commission every 10 years. City Council appointed five members in 2026. The members are Mayor Michael Smith, City Council Representative; Vice- Mayor Alex French, City Council Representative; Alan Kyger; Carla Blackmar; and Kevin McKeehan. The Commission Members were assisted by City Manager Doug Elliott, Assistant City Manager Jessica Greene, Law Director Chris Conard, and City Clerk Heather Barbour. The Charter Review Commission members met three times to discuss, propose, and review recommended changes to the Oxford City Charter. The following information is the Report of Recommendations to the Oxford City Charter from the Commission. The recommended changes will require adoption of a City Ordinance by City Council. Those changes will be placed on the ballot and voted on by the electors of Oxford. The proposed changes approved by City Council will appear on the general election ballot in November of 2026.

The following is a summary of the recommended changes:

1. **REMOVE In SECTION 2.11 POWERS OF COUNCIL paragraph (4) all wording after first sentence.** A prohibition of structures containing more than three dwelling units was adopted in 1976 in the Mile Square. This prohibition was removed for the Uptown in 2007. It still exists for remaining Mile Square properties. It should be removed since planning and zoning codes and maps are a more effective method of implementing the City's Comprehensive Plan.

2. **REMOVE SECTION 2.12 UTILITY USERS LIABLE FOR OWN USES AND NOT FOR OTHERS.** This section was adopted by the electorate on May 8, 1973 as a result of a citizen initiative. This provision prohibits the City from certifying a lien to the county auditor for unpaid city water and sewerage fees. The City sends unpaid water and sewer bills to a collection agency quarterly. In 2025 the City sent a total of $20,000 to collections and collected $3,000.

3. **REVISE SECTION 3.04 PUBLICATION OF ORDINANCES to require posting in one public place rather than at least three.** This change aligns with Ohio Revised Code Section 731.21 titled "Publication of Ordinances and Resolutions which became effective on October 3, 2023.

4. **REVISE SECTION 3.05 INITIATIVE AND REFERENDUM by changing from filing with city auditor to city clerk.** This revision is needed since the city auditor position does exist in the City of Oxford's form of government.

5. **REVISE SECTION 4.01 APPOINTMENT OF CITY MANAGER by adding the option of the city manager residing outside the city with the approval of city council.** This change follows current Ohio law as stated in the Ohio Revised Code Section 9.481which prohibits residency requirements for certain employees. Council may require residency through a contract.

6. **REVISE SECTION 4.02 CITY MANAGER DUTIES paragraph (7) by removing "Civil Service Commission" and adding "Personnel Appeals Board".** The Personnel Appeals Board replaced the Civil Service Commission with the 2017 Charter Amendments.

7. NEW SECTION 9.07 RECALL. The proposed change to this section replaces the statutory reference to recall of members of council with a detailed process for recall since the statutory reference alone was found inadequate (see attached memorandum).

8. **REMOVE SECTION 10.01 OFFICIAL BONDS and renumber subsequent paragraphs.** Currently only the Finance Director and Assistant Finance Director are bonded. Removal of this section avoids the potential of a financial recovery from the Finance Director and/or Assistant Finance Director by the bonding company for a loss incurred and paid for by the bonding company. If this provision is adopted by the electorate, the City would have the legal authority to expand existing coverage under the current Errors and Omissions & Employee Dishonesty and Faithful Performance Insurance Policies. Section 3.061 of the Ohio Revised Code, adopted in 2019, provides for this option.

Also included with this Report as Attachment "A" is a marked up copy of the Charter showing deletions, additions, and other proposed changes from the existing Charter. Attachment "B" provides the proposed ordinance for City Council consideration. Adoption of this ordinance provides the authority to place the proposed amendments on the ballot.

The Charter Review Commission respectfully requests that City Council consider and adopt these proposed recommendations.

MEMORANDUM

TO: Charter Review Commission of Oxford, Ohio

CC: Christopher R. Conard, Law Director

FROM: Rebecca L. Gentry

DATE: May 13, 2026

RE: Oxford Charter Review: Recall Procedure

On July 17, 2025, the Ohio Supreme Court issued a decision in *State ex rel. City of Maumee v. Lucas County Board of Elections*, 2025-Ohio-2516. The Court held that the Maumee Charter's recall provision did not properly incorporate Ohio's statutory procedure and was therefore ineffective.

The City of Maumee incorporated Ohio's statutory procedure for recall by reference only to "the Constitution or laws in Ohio." Section 705.91 of the Ohio Revised Code requires a home-rule charter municipality to "adopt" Section 705.92: "R.C. 705.92 *cannot* apply to a municipality unless that municipality has adopted it under R.C. 705.03[.]" *Maumee* at ¶ 27 (citing *State ex rel. Richardson v. Gowdy*, 2023-Ohio-276, ¶ 22). Adoption requires an affirmative decision by the voters pursuant to R.C. 705.03. Incorporation by reference is insufficient because it does not reflect the voters' approval.

In order for Oxford voters to have the right of recall, the Oxford Charter must be amended to demonstrate the voters' approval of the recall procedure. The current language of Section 9.07 of the Oxford Charter is ineffective because its reference to "the Ohio Revised Code" is similar to the insufficient language in the Maumee Charter. The Court's holding means that incorporation by generic reference alone does not provide for the right of recall in a Charter city. Currently, if qualified voters in the City of Oxford submitted a petition to recall a Member of Council, their petition would be rejected by the board of elections as invalid.

As written, the Oxford Charter language does not secure the right to recall elected officials. The Charter Commission should recommend an amendment to Section 9.07 of the Oxford Charter which specifically describes the procedural requirements for removal of elected officials by recall.

CHARTER
OF THE
CITY OF OXFORD, OHIO

PREAMBLE

We, the people of the City of Oxford, Butler County, Ohio in order to secure for ourselves the benefits of local self-government under the constitution of the State of Ohio, do ordain and establish this Charter for the government of the Municipality of Oxford.

ARTICLE I
INCORPORATION, FORM OF GOVERNMENT, POWERS

SECTION 1.01 INCORPORATION.

The present municipality, as its limits are now or may hereafter be established, shall be and continue to be a municipal corporation of the State of Ohio in perpetuity, under the name of the City of Oxford. Each provision of this Charter shall apply with equal force to this municipality.

SECTION 1.02 POWERS.

Except as prohibited by the constitution of this state or restricted by this Charter, the City of Oxford shall have and may exercise all municipal powers, functions, rights, privileges and immunities of every name and nature whatsoever. The enumeration of particular powers in this Charter shall not be deemed to be exclusive. No act of the municipality shall be invalid or limited by reason of failure to enumerate a particular power in this Charter. The municipality shall have and may exercise any and all powers, either expressed or implied, which it would be competent for this Charter to enumerate, as fully and completely as though such powers specifically were included herein.

SECTION 1.03 MANNER OF EXERCISING POWERS.

All powers of the corporation shall be vested in an elected Council which shall enact local ordinances and resolutions, adopt budgets, determine general policies and appoint a City Manager, who shall see that the policies and legislation adopted by the Council are enforced. All powers of the corporation shall be exercised in the manner prescribed by this charter, or if the manner be not prescribed, then in such manner as may be prescribed by ordinance or by general law.

SECTION 1.04 FORM OF GOVERNMENT.

The form of government provided under this charter shall be known as the Council-Manager Plan.

ARTICLE II
THE COUNCIL

SECTION 2.01 NUMBER, SELECTION AND TERM.

The City Council shall consist of seven members, elected at large, for four year overlapping terms. Except as provided in Section 2.03, all members of Council shall be elected to a full term of office. All elections of Council members shall be on a non-partisan ballot.

SECTION 2.02 QUALIFICATIONS.

Any qualified elector who has lived in the municipality for one year prior to filing a petition of candidacy shall be eligible to serve as a member of Council, when elected as hereinafter provided.

The Council shall be the judge of the election and qualifications of its own members. The seat of any member may be declared vacant by resolution of Council, five (5) members concurring.

Council shall declare vacant a seat of any member for the following reasons:

1. One who persistently fails to abide by the rules of Council.

2. One who is absent without justifiable excuses for three (3) consecutive regular meetings.

3. One who shall cease to be a qualified elector and resident of the municipality as required by the Charter unless special circumstances have been approved by five (5) members of Council concurring.

4. One who enters upon the performance of the duties of an incompatible public office.

5. One who shall hold any appointed office or employment with the municipality for which compensation is authorized.

6. One who shall violate any expressed provisions of this Charter.

7. One who shall be convicted of a crime involving moral turpitude or any felony.

8. One who shall be convicted of any other provision of the State laws as applicable to public officials for which the penalty includes forfeiture of office.

SECTION 2.03 VACANCIES, FILLING OF.

Vacancies in the office of Council members shall be filled within thirty (30) days by vote of a majority of the remaining members of Council, by the selection of a qualified elector who has resided in the municipality for at least one year immediately preceding such appointment. If Council fails to make this selection within thirty (30) days, the Mayor shall make the appointment. Such person so chosen shall serve until the next regular City Council election, occurring not less than 100 days after selection. At such election, a successor shall be elected to serve for the unexpired term, if any; if not, for a full term.

SECTION 2.04 TERM OF OFFICE.

The term of office of Council members shall begin on the third Monday following the regular City Council election. City Council election shall be held on the first Tuesday after the first Monday in November in the odd numbered years. No member of Council shall serve more than two consecutive terms.

SECTION 2.05 SALARY.

The salary of Council members, other than the Mayor, shall be at a rate established by Council, until changed by ordinance adopted by Council. No increase in salary shall ever take effect during the term of a Council member in office at the time the ordinance is adopted.

SECTION 2.06 ORGANIZATION AND MEETINGS.

Following each municipal election Council shall meet within five days after the beginning of the term of office of the newly-elected members of Council for the purpose of organizing. At such meeting, the newly-elected members of Council shall take the oath of office and the Council shall proceed to elect a Mayor and a Vice-Mayor and may transact such other business as may come before it. Thereafter, regular or special meetings shall be held as prescribed in the Council rules, and regular meetings shall occur not less frequently than once each month. All meetings of Council and its Boards and Commissions shall be open to the public except Executive Sessions as provided for by Ohio statute. A majority of the members elected shall constitute a quorum at all meetings.

SECTION 2.07 MAYOR AND VICE-MAYOR.

The Council shall select biennially from among its own members one to

serve as Mayor and one as Vice-Mayor for a term of two years and until their successors are chosen and qualified. The Mayor shall preside at Council meetings, when present, and shall have a vote on all matters which come before Council, but shall exercise no administrative authority. The Mayor shall be the ceremonial head of the municipality, but shall exercise no administrative authority. The Vice-Mayor shall preside over the meetings of the Council when the Mayor is absent and shall perform such other duties as may be assigned by Ordinance.

SECTION 2.08 SALARY OF MAYOR.

The Mayor shall be paid a salary at a rate established by Council, until changed by ordinance adopted by Council. No increase in salary shall ever take place during the term of the Mayor in office at the time the ordinance is adopted.

SECTION 2.09 CLERK OF COUNCIL.

There shall be a Clerk of Council, elected by vote of majority of the members of Council from outside its membership, to serve until a successor is chosen and enters upon the duties of the Clerk's office. The Clerk may be appointed to serve full time or part time and the Council may assign the duties of the Clerk of Council to any employee of the Municipality as an additional duty. The Clerk shall give notice of Council meetings, keep the journal, advertise public hearings, record in separate books all ordinances and resolutions enacted by Council and have the same published in the manner provided by this Charter. The Clerk shall perform such other duties as may be assigned by this Charter or by ordinance.

SECTION 2.10 RULES AND JOURNAL.

The Council shall determine its own rules of procedure in conformity with the provisions of this Charter, and shall keep a journal of its proceedings which shall be a public record.

SECTION 2.11 POWERS OF THE COUNCIL.

Among other powers the Council shall have authority to:

(1) Adopt ordinances and resolutions on any subject within the scope of its powers and to provide penalties for the violation thereof;

(2) Establish the internal organization, staffing and compensation of the departments, boards and commissions created by this Charter; set up such additional departments, boards or commissions as it may deem necessary and determine their powers and duties;

(3) Adopt and modify the master plan and official map of the

municipality;

(4) Regulate the use of private real estate in the municipality by establishing zones, limiting the uses in each zone and limiting the height of buildings and the intensity of land use. ~~Structures containing more than three dwelling units, as defined within the most current edition of the Ohio Building Code, are prohibited within the incorporated area as described:~~

~~Situated in the City of Oxford, Butler County, State of Ohio, bounded and described as follows: Beginning at the intersection of Chestnut Street and Patterson Avenue; thence northwardly with the centerline of Patterson Avenue to a point, which was the 1976 North Corporate line; thence with the 1976 North Corporate line to a point in the centerline of Brown Road; thence southwardly with the centerline of Brown Road to a point in the centerline of Sycamore Street; thence westwardly with the centerline of Sycamore Street to a point in the centerline of Locust Street; thence with the centerline of Locust Street southwardly to a point in the intersection of the centerline of Chestnut Street and Locust Street; thence with the centerline of Chestnut Street eastwardly to the place of beginning; excepting the following area described as beginning at the intersection of Church Street and College Avenue; thence southwardly with the centerline of College Avenue to a point in the intersection of the centerline of Walnut Street and College Avenue; thence eastwardly with the centerline of Walnut Street; thence northwardly with the centerline of Campus Avenue to a point in the intersection of the centerline of Church Street; thence westwardly with the centerline of Church Street to the point of beginning.~~

~~This prohibition shall not apply to existing structures containing more than three dwelling units which shall be permitted to continue as nonconforming as long as said use is continued, but the same shall prohibit the future construction or establishment of structures containing more than three dwelling units;~~

(5) Adopt a subdivision platting ordinance and approve subdivision plats which conform thereto;

(6) Enact a comprehensive building code;

(7) Authorize the levy of taxes and the issuance of bonds as provided in this Charter;

(8) Adopt an annual appropriation ordinance based upon the annual budget;

(9) Appoint and remove the City Manager, establish the Manager's salary and appoint an acting City Manager when necessary;

(10) Appoint and remove the Director of Finance and establish such Director's salary;

(11) Appoint and remove the Director of Law and establish such Director's salary;

(12) Inquire into the conduct of any municipal officer or employee in the performance of public functions of such officer or employee;

(13) Make investigations of any office, department or agency of the municipality;

(14) Grant public utility franchises by vote of 2/3 of the members of Council;

(15) Employ a public accountant to make an audit of the financial affairs of the City whenever such an audit is deemed necessary;

(16) Provide for the employment of engineering and other professional services on a consulting basis when deemed necessary;

(17) Issue subpoenas for witnesses and to require the production of books and papers which may be necessary in the conduct of any hearings or investigation.

(18) Council shall have the power to appeal the decisions of its boards and commissions on an affirmative vote of five (5) members of Council.

~~**SECTION 2.12 UTILITY USERS LIABLE FOR OWN USES AND NOT FOR OTHERS.**~~

~~Tenants and property owners shall be liable only for their own utility use unless they have made an agreement between themselves to the contrary. New tenants and new property owners shall not be liable for the utility services provided to other prior tenants or owners or provided to other existing tenants unless they have made an agreement between themselves to the contrary.~~

ARTICLE III
ORDINANCES AND RESOLUTIONS

SECTION 3.01 ACTION OF COUNCIL.

The action of Council shall be by ordinance or resolution. On all matters of a general or permanent nature, or granting a franchise, or levying a tax, or appropriating money, or contracting an indebtedness,

or issuing bonds or notes, or for the purchase, lease or transfer of property, action shall be taken formally by ordinance in the manner hereinafter provided. Action on all other matters of a temporary or informal nature may be taken by resolution.

SECTION 3.02 ENACTMENT OF ORDINANCES.

Each proposed ordinance shall be introduced in writing by a member of the Council and in the form required for final adoption. The enacting clause shall be "The Council of the City of Oxford, Ohio, hereby ordains that…" Prior to introduction, a written copy of each proposed ordinance shall be provided to all members of Council and any member of the public requesting a copy.
The action proposed to be taken shall be fully and clearly set forth in the body of the ordinance. Each ordinance shall contain one subject only which shall be stated clearly in the title. No ordinance shall be passed without the concurrences of a majority of all members elected to Council, except that emergency ordinances, as hereinafter provided, shall require concurrence of 3/4 of all members elected to Council for passage. Ordinance shall be read by title only on two different days before they may be enacted. Council on motion adopted may require the second reading of a proposed ordinance in full. However, if an emergency is declared as hereinafter provided, or if by 3/4 vote of all members elected to Council, the reading by title on two different days is dispensed with, in which cases such ordinances may be read one time by title only and passed on the day of such reading. Final passage of all ordinances and resolutions shall be certified by the Mayor or Vice-Mayor and the Clerk of Council.

SECTION 3.03 EFFECTIVE DATE.

Ordinances providing for appropriations for current expenses of the municipality, or for public improvements petitioned for the owners of a majority of the foot frontage of property benefited and to be specially assessed for the cost thereof, or for raising revenue, or ordinances wherein an emergency is declared to exist, shall become effective immediately upon passage or at such later date as may be provided therein, and such ordinances shall not be subject to referendum. All other ordinances shall take effect 30 days after passage. An emergency ordinance as referred to herein is one which must be passed and made effective at once or in less than 30 days to meet an emergency in the operation of the City government, or which is necessary for the immediate preservation of the public peace, health, safety, morals or welfare. Each emergency ordinance must contain therein a separate section setting forth the reason for the emergency. No ordinance granting a franchise or fixing a rate to be charged by a public utility shall be passed as an emergency measure.

SECTION 3.04 PUBLICATION OF ORDINANCES.

All ordinances passed by the Council shall be published except as otherwise required by law, as used in this Section "published" shall mean to post copies thereof, or a summary of such adopted legislation, on the City's website and in ~~not less than three of the most~~ one public place~~s~~ in the City, as determined by the Council for a period of not less than ten days and to take such other actions as provided by Council. Failure to publish as required by this Section shall not invalidate any ordinance.

SECTION 3.05 INITIATIVE AND REFERENDUM.

The initiative and referendum powers, reserved to the people under the Ohio Constitution, shall be exercised in the manner provided by the Ohio Constitution, the laws of the State of Ohio and this Charter, except: that any initiative or referendum petition filed with the ~~Auditor~~ Clerk of Council of the City of Oxford shall contain the signatures of not less than ten percent of the voters who voted at the preceding election for the office of Governor; that when a petition having the required number of signatures is filed with the City ~~Auditor~~ Clerk of Council, it shall be held in the ~~Auditor's~~ Clerk's office for a period of 15 days before certification of the text of the proposed ordinance is made to the Board of Elections; that the committee designated by the petitioners to file said petition shall consist of five members. In all other respects, the procedure with reference to initiative and referendum petitions shall be the same as that provided by the Constitution, laws of the State of Ohio and this Charter. Whenever the Council is required to pass more than one ordinance to complete the legislation necessary to complete and pay for any public improvement, the referendum shall apply only to the first ordinance to be passed and not to any subsequent ordinance in the series relating thereto. Resolutions are not subject to referendum.

SECTION 3.06 ADOPTION OF STANDARD CODES BY REFERENCE.

The Council may adopt model or standard codes prepared and published by public or private agencies on such matters as building construction, plumbing, heating, ventilating, air conditioning, electric wiring, smoke regulation, fire prevention and other similar regulatory subjects by reference to the date and source of the code without reproducing the same in full in the ordinance. In all cases in which such a code shall be adopted by reference, publication of the code, at length, by the City, shall not be required. One copy of all such adopted codes shall be available for viewing at City offices.

ARTICLE IV
CITY MANAGER

SECTION 4.01 APPOINTMENT OF CITY MANAGER.

The Council shall appoint, by majority vote of all members elected thereto, an officer to the City who shall have the title of City Manager. The City Manager shall be chosen solely on the basis of executive and administrative qualifications, as judged by the adequacy of training and experience. At the time of appointment the City Manager need not be a resident of the city or state, but during tenure of office the City Manager shall reside in the municipality, unless Council approves residence outside the city. No council member shall be eligible for appointment as City Manager during the term for which elected, or for two years thereafter.

SECTION 4.02 CITY MANAGER'S DUTIES.

The City Manager shall be the chief executive and administrative officer of the municipality. The City Manager shall be responsible to the Council for proper administration of all affairs of the municipality, and to that end, subject to the provisions of this Charter, shall have authority and shall be required to:

(1) See that this Charter and the ordinances and resolutions of the City are faithfully observed and enforced;

(2) Appoint and remove all officers and employees of the City except those selected or appointed by Council, or as otherwise provided in this Charter;

(3) Insure the preparation of the tax budget and annual budget, submit them to Council for approval and administer the appropriations made by the Council;

(4) Prepare and submit monthly reports to the Council. Insure the preparation and submission to Council and the public annually, not later than March 31, a complete report on the finances and administrative activities of the municipality for the preceding year; which report shall be deemed to satisfy the requirements of Section 117.19, Revised Code of Ohio. Such annual report shall be published and distributed in the manner provided by ordinance;

(5) Formulate and arrange contract, franchises and agreements subject to the approval of Council. Sign as the official signatory of the City all legal documents on behalf of the City including, but not

limited to all contracts, bonds and notes on behalf of the City;

(6) Attend all meetings of Council unless otherwise directed by Council, and shall have the right to take part in the discussion of all matters coming before Council in such meetings, but shall have no vote;

(7) Serve as an ex-officio member (without vote) of all boards and commissions authorized under this Charter, except the ~~Civil Service Commission~~ Personnel Appeals Board;

(8) Delegate to subordinate officers and employees of the municipality any duties conferred upon the Manager by this Charter or by action of Council and hold them responsible for the faithful discharge of such duties;

(9) Perform such other duties, not inconsistent with this Charter, as may be required by the Council.

SECTION 4.03 ABSENCE OR DISABILITY OF CITY MANAGER.

The City Manager may designate, by letter filed with the Clerk of Council, any qualified administrative officer of the City to perform the duties of the City Manager during the temporary absence or disability of the City Manager. If such designation has not been made, and the City Manager is unable to perform such duties or to make such designation, the Mayor on an emergency basis may appoint an acting City Manager until the next Council meeting. Council may thereafter appoint any qualified administrative officer of the municipality to perform the duties of the City Manager until the City Manager shall return or the disability ceases.

SECTION 4.04 REMOVAL OF THE CITY MANAGER.

The City Manager shall serve for an indefinite term, subject to removal by the Council at any time by a majority vote of all members elected thereto. At least 30 days before such removal shall become effective, the Council shall adopt a preliminary resolution stating the reasons for the removal. The Manager may reply in writing and may request a public hearing, which shall be held not earlier than 20 days nor later than 30 days after the filing of the request, before the full Council. After such public hearing, if one is requested, and after full consideration, the Council may adopt a final resolution of removal. The Council may, at the time the preliminary resolution is passed, suspend the Manager from duty and designate an acting Manager but shall cause forthwith the payment of any salary due the Manager to the date of suspension of the

Manager. Unless such suspension and removal is for misconduct of the Manager involving moral turpitude, the Manager shall be paid a salary for the period of suspension and 30 days following the removal from office. In the case of voluntary resignation of the Manager, the Council and the Manager shall agree upon the effective date of the resignation.

SECTION 4.05 CONTRACT WITH THE CITY MANAGER.

Council shall have the right to negotiate and authorize the Mayor to sign on behalf of Council a contract of employment with the City Manager setting forth the terms of employment and separation from employment for the City Manager as deemed to be appropriate by Council. No term established herein shall establish an expectation of continued employment except as provided in the contract.

SECTION 4.06 RELATIONS BETWEEN COUNCIL AND MANAGER.

Except for the purpose of inquiry or investigation, the members of Council shall deal with the administrative employees of the municipality solely through the City Manager. No member of the Council shall interfere in the appointment or removal of officers or employees subordinate to the City Manager. In the event any member of Council is found by the Council to have violated this section, Council shall declare that seat vacant.

ARTICLE V
ADMINISTRATIVE DEPARTMENTS

SECTION 5.01 CREATION OF DEPARTMENTS.

The administrative functions of the City shall be carried on by a Department of Finance, and Department of Law and such other departments as may be created by ordinance, after consultation with the City Manager.

SECTION 5.02 DEPARTMENT HEADS.

Each City department shall be headed by a full-time or part-time director. With the exception of the Departments of Finance and Law, the City Manager shall appoint all department heads. The heads of the Departments of Finance and Law shall be appointed by the Council, in accordance with the provisions of this Charter. Each department head shall be an administrative officer of the City. Two or more departments may be headed by the same person and the City Manager may serve as the director of one or more departments in addition to the duties as Manager, when approved by Council.

SECTION 5.03 PERSONNEL

The Council shall have the authority to adopt personnel ordinances or personnel rules and regulations which modify, supplement, or supersede the laws of the State of Ohio and which, in the case of conflict, shall prevail over the laws of the State of Ohio.

All appointments and promotions of City employees shall be made on the basis of merit and fitness demonstrated through a competitive selection process to the extent practicable and except as otherwise provided by Council.

Exempt Positions:

(1) All elected officers.
(2) The Clerk of Council.
(3) The City Manager.
(4) Assistants to the City Manager
(5) The Directors of the departments.
(6) Assistants to the Directors.
(7) Chief of Police.
(8) Fire Chief.
(9) Members of boards and commissions appointed by Council.
(10) Unskilled labor, as defined by Council.
(11) Temporary employees of exceptional professional or scientific qualifications engaged as consultants for special work by the City.
(12) Seasonal and part-time employees.

Classified Service: The classified service shall comprise all positions not specifically included in this Charter in the unclassified service as exempt positions.

The City Manager shall provide rules for the determination of merit and fitness as the basis for appointment and promotion of classified personnel

Appointments for all positions in the classified service shall be made by the City Manager based on a competitive examination and on the basis of experience, character, and conduct. Appointments shall be made from a list of the five candidates ranked highest on the eligibility list for that position, provided five candidates qualify to be placed on the list.

Promotions for all positions in the classified service shall be made by the City Manager based on competitive examination and on records of merit, efficiency, character, conduct and seniority. Promotional examinations may be restricted to current employees or the City Manager may open the exam to qualified candidates from outside the City service.

Promotion appointments shall be made from a list of the three candidates ranked highest on the eligibility list for that position, provided three candidates qualify to be placed on the list.

No officer or employee in the classified service shall be demoted or removed except for cause and after a hearing, and the Council shall provide by ordinance for the enforcement of this provision and also for appeals to the Personnel Appeals Board for suspensions, demotions and removals by the City Manager.

An original appointment of a new employee shall not be deemed complete until a period of probation not to exceed twelve months has elapsed; except that in the police division said probationary period for sworn officers, shall not exceed eighteen months. Such probationary employee may be discharged at any time within the said probationary period, upon recommendation of the head of the department in which said probationer is employed, with the approval of the City Manager.

SECTION 5.04 EMPLOYEE HANDBOOK.

An employee Handbook shall be distributed among all divisions of the City. Pending adoption of revisions to the Employee Handbook by Council, the City Manager may establish temporary provisions of the Employee Handbook.

Subject to the provisions of this Charter, and after consultations with the City Manager, the Council shall approve and adopt an Employee Handbook, which shall provide in detail the organization of the municipal government, define the powers and duties of each organizational unit and determine the employee procedures to be followed. Amendments to, and revisions of, the Employee Handbook shall be made by Council only after consultation with the City Manager. Where the Employee Handbook is silent, the officers and employees of the City shall have and may exercise all powers and duties provided for similar officers and employees by the state law. However, provisions of the Employee Handbook shall supersede those of state law in cases of conflict.

SECTION 5.05 DEPARTMENT OF LAW.

The Director of the Department of Law shall be known as the City Attorney. The City Attorney shall be an attorney-at-law, admitted to practice law in the State of Ohio, and in good provisional standing. The City Attorney shall perform such duties as may be assigned to the office of the City Solicitor by law, as well as those imposed by the Charter and City Ordinance. The City Attorney shall be appointed by Council for an indefinite term of office.

SECTION 5.06 DEPARTMENT OF FINANCE.

The Council shall appoint a Director of Finance for an indefinite term of office. The Director of Finance shall be the fiscal officer of the City and shall be responsible for the accounting, collection and custody of public funds, and control over disbursements. The Director of Finance shall countersign all bonds and notes issued by the City and shall perform such other functions as may be assigned by ordinance or by order of the City Manager.

ARTICLE VI
TAXATION AND BORROWING

SECTION 6.01 LEVYING TAXES.

The Council shall have the power to levy taxes, without a vote of the electors, for the current operating expenses and other lawful municipal purposes, in the manner provided by the constitution and general laws of Ohio, subject to the limitations provided therein.

The authority of the Council to submit additional levies to a vote of the people under authority of the constitution or laws of the State of Ohio shall not be deemed impaired or abridged by reason of any provision contained in this Charter.

SECTION 6.02 SUBMISSION OF EXTRA LEVY TO VOTE.

The Council may at any time prior to the 15th day of September in any year declare by resolution, adopted by a vote of 2/3 of all the members thereof, that the amount of taxes which may be raised within the limitations of this Charter will be insufficient to provide an adequate amount for the necessary requirement of the City for current operating expenses, and other expenses payable from the general fund of the City, and such permanent improvements and equipment as shall have an estimated useful life of five years or more, and that it is necessary to levy taxes in excess of such limitation, in addition to the levies authorized and limited by this Charter, for the municipal purpose or purposes specified in such resolution. Such resolution shall specify the additional rate which it is necessary to levy, the purpose or purposes thereof, the number of years during which such rate shall be in effect and the date of the proposed election thereon. Such resolution shall be effective upon its adoption and shall be certified within five days thereafter to the election authorities, who shall place such question upon the ballot at the next succeeding November election. If a majority of those voting thereon vote for the approval of such additional levy, the Council shall, for a period not in excess of that prescribed in such resolution, make such levy, or such part thereof as it finds necessary, pursuant to such approval and certify the same to the County Auditor, to be placed on the tax list and collected as other taxes.

SECTION 6.03 POWER TO INCUR DEBT.

The Council may, by ordinance, issue general obligation bonds to an amount not exceeding that authorized by the general laws of Ohio, now in effect or hereafter enacted, for any purpose for which bond issues are authorized by state law. Issuance of general obligation bonds beyond the limitations imposed on Council by state law and the state constitution, shall be dependent upon the approval of such issuance by the voters, as provided by law. Mortgage revenue bonds, special assessment bonds and all other notes or bonds exempted by statute shall not be included in calculating the net debt.

SECTION 6.04 MORTGAGE REVENUE BONDS.

The Council may, by ordinance, issue mortgage revenue bonds for any purpose and in any total amount authorized by the state constitution or laws of Ohio.

SECTION 6.05 SPECIAL ASSESSMENTS.

Special assessments may be levied by Council to pay any part of the cost of any public work or improvement authorized by ordinance. Such assessments shall be made and levied in accordance with the provisions and subject to the limitations prescribed in the Revised Code of the State of Ohio.

SECTION 6.06 TAX ANTICIPATION NOTES.

The Council may, by ordinance, issue notes in anticipation of the collection of taxes on whatever conditions may seem reasonable. Such notes shall be paid from the tax receipts of the year in which they are issued.

SECTION 6.07 EMERGENCY BORROWING.

The Council may, by ordinance, borrow money and issue notes in case of public emergency as authorized by the Ohio Revised Code.

SECTION 6.08 PROCEDURE IN BOND ISSUES.

The procedure followed in authorizing and issuing bonds and notes and applying the proceeds shall be in accordance with the provisions of the Uniform Bond Law of the State of Ohio in effect at the time.

ARTICLE VII
FINANCE

SECTION 7.01 ANNUAL TAX BUDGET.

In the form and at the time required by law, the City Manager shall submit to the Council a tax budget for the ensuing fiscal year. For that purpose, at such time as the City Manager shall determine, the City Manager shall obtain from the head of each department or agency of the City plans for the work to be undertaken by such department during the next fiscal year, together with estimates of the cost of performing such work. The Department of Finance shall gather data from all departments and supply the City Manager with estimates of available revenue. From these data, the City Manager shall prepare the consolidated estimates for the annual tax budget. The Council shall consider these estimates and adopt them, with or without amendments, as the tax budget of the City for the ensuing year, and transmit them to the County Budget Commission in the form required by law.

SECTION 7.02 PREPARATION OF ANNUAL CITY BUDGET.

The City Manager shall prepare and submit to the Council each year a budget estimating the total contemplated work program and expenditures from each fund during the ensuing fiscal year. Expenditures shall not exceed the total recommended appropriations from each fund and the total estimated resources certified by the County Budget Commission and the County Auditor. Council may request the City Manager prepare a five (5) year planning budget. Such budget shall serve as the basis for the annual appropriation ordinance.

SECTION 7.03 OTHER PROCEDURES.

In all other respects the procedure for the preparation, advertising, hearing and adoption of the budget and the appropriation of municipal funds shall be governed by the general laws of the State of Ohio pertaining to such matters. Amendment to the annual appropriation ordinance shall be governed by the general laws of the State of Ohio pertaining to such matters.

SECTION 7.04 FISCAL YEAR.

The fiscal year of the City shall be the calendar year, beginning January 1 and ending December 31 each year.

SECTION 7.05 CAPITAL IMPROVEMENT RESERVE FUND.

Council may create and maintain a Capital Improvement Reserve Fund, and may from time to time transfer or appropriate thereto all moneys accruing to any other fund of the municipality not needed for the purposes of such fund and available for transfer under general law.

The unencumbered balance remains in the general fund of the municipality at the end of any fiscal year may also be transferred. Moneys in the

Capital Improvement Reserve Fund shall not be expended for any purpose except to purchase equipment, apparatus or other property, or to construct buildings, structures, roads and other property or public improvements, needed for the use of the municipality, or to pay bonded obligations of the municipality by means of transfer to its bond and interest retirement fund.

ARTICLE VIII
BOARDS AND COMMISSIONS

PERSONNEL APPEALS BOARD

SECTION 8.01 PERSONNEL APPEALS BOARD

There shall be a Personnel Appeals Board consisting of three qualified electors of the City who shall be appointed by the Council for three year terms. Council shall fill vacancies by appointment for the unexpired term. Each member shall neither hold nor be a candidate for any other public office nor be employed by the City.

The City and the Personnel Appeals Board shall have no jurisdiction over, nor be obligated to perform any duties with regard to employees of the Talawanda City School District.

SECTION 8.02 POWERS AND DUTIES

The Board shall have the power to hear and determine appeals of disciplinary actions, suspensions, demotions or removal of nonexempt employees if such matters are not resolved upon a hearing and determination by the City Manager.

The Board shall serve without compensation and shall hear appeals from any nonexempt employee who has successfully completed a probationary period, or applicant for non-exempt position who has successfully completed a probationary period, upon such issues as may be subject to appeal as defined by rules established pursuant to this section.
The board shall have the power to subpoena witnesses and require the production of records. The decision of the Board shall be final.

PLANNING COMMISSION

SECTION 8.03 PLANNING COMMISSION.

There shall be a City Planning Commission consisting of seven members, two of whom shall be members of Council, elected by Council for a term of one year; and five citizen members, appointed by Council from among the qualified electors of the city. The five citizen members shall

serve five year overlapping terms of office. Citizen members of the Planning Commission shall hold no other incompatible public office.

SECTION 8.04 POWERS AND DUTIES.

The Planning Commission may act as the Platting Commission of the municipality. As such, it shall provide for planning, zoning and regulations covering platting of all lands which are subject to control by the municipality, and shall cause an official map of such territories to be made. The Commission shall carry out the comprehensive plan and make such investigations, reports and recommendations relating to planning and the physical development of the City as it finds necessary and desirable.

BOARD OF ZONING APPEALS

SECTION 8.05 BOARD OF ZONING APPEALS.

There shall be a Board of Zoning Appeals consisting of five electors of the city, appointed by Council to serve for a term of three years. The Board shall establish its own rules of procedure and keep a record of its proceedings in all matters coming before the Board. No resolution overruling an action under or interpretation of the zoning ordinance by any administrative officer of the City shall be adopted except by the affirmative vote of three members of this board.

SECTION 8.06 POWERS AND DUTIES.

The board shall have the power to hear and determine appeals from refusal of building permits and to permit exceptions to and variations from the zoning regulations in individual cases as may be required to afford justice and avoid unreasonable hardship to property owners. The standards in all instances to be applied by the board shall be established by ordinance of Council.

RECREATION BOARD

SECTION 8.07 RECREATION BOARD.

There shall be a Recreation Board appointed by Council consisting of five members. Appointments shall be made for a three-year term of office. The Recreation Board shall recommend to Council future plans and development of playgrounds, parks and recreational facilities and programs for the City. The Recreation Director shall be appointed by the City Manager.

SECTION 8.08 OTHER BOARDS AND COMMISSIONS.

In addition to the foregoing boards and commissions, Council may create and abolish such other advisory boards, commissions and committees as may be deemed necessary.

SECTION 8.09 CITY MANAGER EX-OFFICIO MEMBER.

The City Manager or designee shall be an ex-officio member without vote of all boards and commissions created by or under authority of this Charter, except the Personnel Appeals Board.

SECTION 8.10 REMOVAL FROM OFFICE.

Council shall declare vacant an appointed official's office by a majority vote of all members of Council for any of the following reasons.

1. One who is absent without justifiable excuses for three (3) consecutive regular meetings.
2. One who shall be convicted of a crime involving moral turpitude or any felony.
3. One who shall be convicted of any other provision of the state laws as applicable to public officials for which the penalty includes forfeiture of office.

ARTICLE IX
NOMINATIONS AND ELECTIONS

SECTION 9.01 MUNICIPAL ELECTIONS.

The regular municipal election for the choice of members of the Council shall be held on the first Tuesday after the first Monday in November in the odd numbered years. The Council may, by resolution, order a special election at any time, the purpose of which shall be set forth in the resolution.

SECTION 9.02 CONDUCT OF ELECTIONS.

Both regular and special municipal elections shall be conducted by the Board of Elections of Butler County, Ohio, under the provisions of this Charter. Where the Charter is silent, the provisions of the state election law shall be followed.

SECTION 9.03 NOMINATIONS.

No primary election shall be held for the nomination of candidates for the Council. Nominations for the office of Council member shall be made by petition signed by not less than 50 nor more than 100 electors of the City. Petitions shall be the standard forms for the nomination of individual nonpartisan candidates for such office. Group petitions shall not be used. Petitions shall be filed with the Board of Elections in accordance with the current laws of the State of Ohio. An elector may sign only as many petitions as there are Council members to be elected at the municipal election for which the nominations are made.

SECTION 9.04 ACCEPTANCE AND VERIFICATION.

The signature of the candidate indicating acceptance of the nomination and willingness to serve if elected shall appear on each copy of the petition. The petition may be in a number of parts, but each part shall be verified under oath by the circulator, as required by law.

SECTION 9.05 BALLOTS.

The full names of all candidates nominated shall be printed on the official ballot without party designation. If two candidates with the same surname, or with names so similar as to be likely to cause confusion are nominated, the addresses of their places of residence shall be placed below their names on the ballot. The names of all candidates shall be rotated on the ballot as provided by law.

SECTION 9.06 WRITE-INS.

Only in the event that fewer candidates are nominated by petition than there are Council members to be elected at the ensuing election shall space be provided on the ballot for the writing in at the election of the names of additional persons.

SECTION 9.07 RECALL.

~~Members of Council may be removed from office before the expiration of their term by the qualified voters of the city. The procedure for such recall shall be that provided in the Ohio Revised Code.~~

The electors shall have the power to remove from office by a recall election any member of Council of the Municipality in the manner herein provided. A petition demanding removal may be filed with the Clerk of Council, who shall note thereon the name and address of the person filing the petition and the date of such filing, and deliver to such person a receipt therefor and attach a copy thereof to said petition. Such petition may be circulated in separate parts, but the separate parts shall be bound together and filed as one instrument. Each part shall contain the name and office of the person whose removal is sought

and a statement in not more than two hundred (200) words of the grounds for the removal. Such petition shall be signed by at least that number of electors which equals twenty-five per cent (25%) in number of the electors voting at the last preceding regular Municipal election. A petition is not valid after ninety (90) days from the date of the first signature. The petition shall comply with the general laws of the State, unless otherwise provided by this Charter. Within thirty (30) days after the day on which such petition shall have been filed, or refiled in response to a determination of insufficiency, the Clerk of Council shall determine whether it meets the requirements hereof. If the Clerk of Council shall find the petition insufficient, the Clerk of Council shall promptly certify the particulars in which the petition is defective, deliver a copy of such certificate to the person who filed the petition, and make a record of such delivery. Such person shall be allowed a period of ten (10) days after the day on which such delivery was made in which to make the petition sufficient. If the Clerk of Council shall find the petition sufficient, the Clerk of Council shall promptly so certify to Council, shall deliver a copy of such certificate to the member whose removal is sought, and shall make a record of such delivery. The Clerk of Council shall submit the certified petition to the Board of Elections. An election shall be held at the next primary or general election occurring more than ninety days from the date of the finding of sufficiency of the petition. At such recall election, this question shall be placed upon the ballot: "Shall (naming the member) be allowed to continue as a member of Council?", with the provision on the ballot for voting affirmatively or negatively, and in the event a majority of the vote is negative such member shall be considered as removed, such office shall be deemed vacant, and such vacancy shall be filled as provided in this Charter. The member removed at such recall election shall not be eligible for appointment to the vacancy created thereby. If the member is not removed at such recall election, no further recall petitions shall be filed against the member for a period of one (1) year following such election

ARTICLE X
GENERAL PROVISIONS

~~**SECTION 10.01 OFFICIAL BONDS.**~~

~~All officers and employees of the City whose duties require them to handle municipal and other public money or property shall furnish a corporate surety bond issued by a company authorized to do business in Ohio, to protect the City against loss due to their acts. The amount of the bond in each case shall be determined by Council and the premium on such bonds shall be paid from the funds of the City. All such bonds shall be filed with the Clerk of Council.~~

SECTION 10.021 PERSONAL INTEREST.

No member of the Council or any officer or employee of the City shall have any financial interest, direct or indirect, in any contract with or sale to the City of any materials, supplies or services, or any land or interest in land. A person who knowingly and willfully violates this section shall be guilty of malfeasance in office and upon conviction thereof shall be removed from office.
Any contract or agreement made in violation of this section shall be voidable at the election of the Council.

SECTION 10.032 REMOVAL FROM OFFICE; DISQUALIFICATION.

Whenever, in this Charter certain acts on the part of City officials are described as constituting malfeasance in office, the procedure for complaint, trial and judgment thereon shall be that prescribed in the Ohio Revised Code.

SECTION 10.043 AMENDMENTS TO THE CHARTER.

This Charter may be amended as provided in Article XVIII, Section 9, of the Ohio Constitution, by submission of a proposed amendment to the electors of the municipality and approved by a majority of those voting on the question of its adoption.
Such amendment may be initiated by either a vote of at least five (5) members of Council, or by petition to the Council signed by ten (10) percent of the voters who voted at the preceding election for the office of Governor.

At the first meeting of the Council in January 1996 and every ten (10) years thereafter, Council shall appoint a commission of not less than five (5), nor more than nine (9) electors of the municipality, to include one (1) but no more than two (2) current City Council members. It shall be the duty of the commission to review the existing Charter and make such recommendations for revision as it may see fit. The City Solicitor shall provide advice and counsel as needed by the Commission. The Commission shall submit its written report to Council at an open meeting not later than December 31 of the same year.
Thereupon, the Council may take such action as it deems warranted with respect to such recommendations.

In the event two (2) conflicting amendments to the Charter are approved at the same election by a majority of the total number of votes cast, the one receiving the highest number of affirmative votes shall be the amendment to the Charter.

SECTION 10.054 SEVERABILITY CLAUSE.

If any section or part of section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter, which would have been adopted without the

invalid portion of such invalidity could have been known at the time of its original adoption.

ARTICLE XI
TRANSITIONAL PROVISIONS

SECTION 11.01 SUCCESSION AND VESTED RIGHT.

The City of Oxford, under this Charter, is hereby declared to be the legal successor of the Village of Oxford, under the general laws of the State of Ohio; and as such it has title to all property, real, personal, and mixed, owned by its predecessor, including all moneys on deposit and all taxes in process of collection together with all accounts receivable and rights of action. Adoption of the Charter or any amendments of it shall not impair rights vested in the City nor discharge any liability previously incurred by the City.

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:	6/26/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	An Ordinance Authorizing The City Manager To Enter Into An Easement Agreement With The Board Of Education Of The Talawanda Local School District For The Planned Construction Of A Passenger Rail Platform. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	$2,700,000
ACCOUNT CODE:	141.720.63173
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:
The City will need to acquire real property and easements to begin construction of a passenger rail platform near the Chestnut Street Multi-Modal Station at Chestnut & Main. The City is working with four entities to acquire an agreement, real estate, or a temporary easement. The City has reached agreements with CSX Transportation, Inc. and with the Talawanda Local School District Board of Education (Board). The City still needs to finalize agreements with Ledger, LLC (owners of the SDS Pizza site) and Oxford Township (temporary easement only).

The City and Board have agreed to terms for the required land and temporary easement, with an agreed-upon value of $16,711.00. It is Staff's recommendation that the City Council approve this Ordinance and authorize payment to the Board of Education of the Talawanda Local School District for the real estate and temporary easements noted in this report's attachments.

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN EASEMENT AGREEMENT WITH THE BOARD OF EDUCATION OF THE TALAWANDA LOCAL SCHOOL DISTRICT FOR THE PLANNED CONSTRUCTION OF A PASSENGER RAIL PLATFORM.

WHEREAS, the Board of Education of the Talawanda Local School District owns real property in Oxford, Ohio 45056, identified as Parcel ID 3-WD, T 118586; and

WHEREAS, the Board of Education of the Talawanda Local School District wishes to grant a permanent construction easement to the City of Oxford (a legal description depicting the easement area is attached hereto as Exhibit A); and

WHEREAS, the Board of Education of the Talawanda Local School District and the City will enter into an Easement Agreement granting the construction easement that will include the area in Exhibit A; and

WHEREAS, the City Manager and Service Director recommend that the City Council of the City of Oxford ("Council") authorize the City Manager to accept the construction easement.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS THAT:

SECTION 1: Council has reviewed the construction easement and finds the same to be acceptable in form and finds it is in the best interest of the citizens of Oxford and the Board of Education of the Talawanda Local School District.

SECTION 2: The City Manager is authorized to execute the attached construction easement and the addendum and such other documents as may be required in same or substantially similar form in order to create the new easement as depicted in Exhibit A.

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)

ORC® REAL ESTATE SOLUTIONS FOR INFRASTRUCTURE

June 25, 2026

City of Oxford
101 East High Street
Oxford, OH 45056

Attn: Scott Otto, City Engineer

RE: BUT-Oxford Amtrak Station
Billing Package for Pcl. 3-WD, T

Dear Mr. Otto:

I have enclosed the following information, so the City of Oxford may start the process for payment regarding the above referenced parcel & project.

- Signed Contract for Sale and Purchase
- Executed W-9 Form
- Corporate Resolution

Please review the enclosed information and process a check to be made payable to Board of Education of the Talawanda Local School District, in the amount of $16,711.00.

Once the check has been processed, please return to this office at the address below.

Should you have any questions or need additional information, please feel free to call me at 513-247-0243 x 7005.

Respectfully,

Anna Lee Durastanti
Project Manager

c: Acquisition File

CONTRACT FOR SALE AND PURCHASE OF REAL PROPERTY
WITHOUT BUILDING(S)

PARCEL(S): 3-WD, T
118586

This Agreement is by and between the City of Oxford ["Purchaser"] and Board of Education of the Talawanda Local School District ["Seller"; "Seller" includes all of the foregoing named persons or entities]. Purchaser and Seller are referred to collectively in this Agreement as "Parties."

In consideration of the mutual promises, agreements and covenants herein contained the Parties contract as follows:

1. Price and Consideration

Purchaser shall pay to Seller the sum of $16,711.00, which sum shall constitute the entire amount of compensation due Seller for: (a) the real property to be conveyed, including all fixtures; (b) any and all damages to any residual lands of Seller; (c) Seller's covenants set forth herein; (d) any and all supplemental instruments reasonably necessary to transfer the title of the subject property; and (e) N/A.

Seller shall be exclusively responsible for all delinquent taxes and assessments, including penalties and interest, and for all other real estate taxes and assessments that are a lien as of the date on which this Agreement closes. The taxes and assessments for the current calendar year shall be prorated on an estimated basis to the date of acquisition of title or date of possession, whichever is earlier in time. Seller shall be responsible for any and all future installments of any special assessments levied and assessed against the real property, whether or not any such special assessment has been certified to the county auditor for collection, provided that such installments of special assessments shall be a lien on the subject real property as of the date of transfer of title. Purchaser may withhold in escrow a sufficient amount of the purchase money to satisfy the foregoing items to be paid by Seller; any balance remaining after such taxes, assessments, etc., are discharged shall be paid to Seller and any deficiency shall be the responsibility of Seller.

2. Estate Sold and Deed to Transfer

Seller, upon fulfillment of all the obligations and terms of this Agreement, shall sell and convey to Purchaser, its successors and assigns, the property which is more particularly described in Exhibit A attached hereto and by this reference incorporated herein, together with all improvements now located thereon and all fixtures of every nature now attached to or used with

said land and improvements including, but not limited to, driveways, signs, utility fixtures, shrubbery and trees.

If the rights, titles and estates described in Exhibit A constitute the fee simple in, to and of the real property, then such sale and conveyance by Seller shall be by a good and sufficient general warranty deed with, if applicable, full release of dower. In the event the rights, titles, and estates described in Exhibit A constitute something less than the fee simple of the real property, then such sale and conveyance by Seller shall be by a good and sufficient deed or other instrument regularly and ordinarily used to transfer such lesser rights, titles and estates with, if applicable, full release of dower.

3. Limited Access Parcels - Waiver of Abutters' Rights

If the property described in Exhibit A is designated by Purchaser as a limited access parcel, then Seller further agrees to release to Purchaser, its successors and assigns, any and all abutters' rights, including access rights, appurtenant to any remaining lands of Seller (from which the property described in Exhibit A is being severed) in, over, on, from and to the property described in Exhibit A.

4. Supplemental Instruments

Seller agrees to execute any and all supplemental instruments or documents necessary to vest Purchaser with the rights, titles and interests described in Exhibit A.

5. Warranty of Title

Seller shall, and hereby does, warrant that the property described in Exhibit A is free and clear from all liens and encumbrances whatsoever, except: (a) easements, restrictions, conditions and covenants of record; (b) all legal highways; (c) zoning and building laws, ordinances, rules and regulations; and (d) any and all taxes and assessments not yet due and payable.

6. Elimination of Others' Interests

Seller shall assist, in whatever manner reasonably possible under the circumstances, to procure and deliver to Purchaser releases and cancellations of any and all other rights, titles and interests in the property described in Exhibit A, such as, but not limited to, those belonging to tenants, lessees, mortgagees or others now in possession or otherwise occupying the subject premises, and all assessment claims against said property.

Seller and Purchaser agree that if a mortgagee of Seller or of a predecessor in title fails to cooperate with the efforts to obtain a release of that mortgagee's mortgage lien secured by the

property described in Exhibit A, then and in that event this Agreement shall become null and void and the parties to this Agreement shall be discharged and released from any and all obligations created by this Agreement; for the purposes of this provision, the term "fails to cooperate" shall include a demand or request by any such mortgagee for a fee to process such a release of that mortgagee's mortgage lien that Purchaser, in its sole discretion, deems to be excessive.

7. No Change in Character of Property

Seller shall not change the existing character of the land or alter, remove, destroy or change any improvement located on the property described in Exhibit A. If, prior to the date on which possession of the subject property is surrendered to Purchaser, the subject property suffers any damage, change, alteration or destruction then, and without regard to the cause thereof, Seller shall restore the subject property to the condition it was in at the time Seller executed this Agreement; in the alternative, Seller may agree to accept the abovementioned purchase price less the costs associated with such restoration. If the Seller refuses to either restore the premises or accept the decreased consideration as aforementioned, then Purchaser, at its option after discovery or notification of such damage, change, alteration or destruction, may terminate and cancel this Agreement upon written notice to Seller.

8. Offer to Sell

If Seller executes this Agreement prior to Purchaser, then this Agreement shall constitute and be an Offer to Sell by Seller that shall remain open for acceptance by Purchaser for a period of 20 days immediately subsequent to the date on which Seller delivers such executed Agreement to Purchaser. Upon Purchaser's acceptance and execution of this Agreement within said period of 20 days, this Agreement shall constitute and be a valid Contract for Sale and Purchase of Real Property that is binding upon the Parties.

9. Designation of Escrow Agent

Seller agrees that Purchaser may designate an escrow agent to act on behalf of the Parties in connection with the consummation and closing of this Agreement.

10. Closing Date

The consummation and closing of this Agreement shall occur at such time and place as the Parties may agree, but no later than 10 days after Purchaser notifies Seller in writing that Purchaser is ready to consummate and close this Agreement. Provided, however, in no event shall such

consummation and closing occur more than 120 days after the last date on which one of the Parties executes this Agreement.

11. Physical Possession of Structures Occupied by Seller

Seller shall surrender physical possession of the land and improvements to Purchaser not later than the date on which Purchaser tenders the purchase price to Seller.

12. Control of Property Occupied by Seller's Tenant(s)

Control of property occupied by Seller's tenant(s) shall be assumed by Purchaser on the date Purchaser tenders the purchase price to Seller. From that date forward, Purchaser shall be entitled to collect and retain as its own funds any and all rental payments thereafter made by such tenant(s). If any rents due under the lease(s) with Seller have been prepaid by Seller's tenant(s), then said prepaid rents shall be prorated to the date on which the purchase price is tendered by Purchaser, and said prepaid rents shall be paid to Seller and Purchaser in accordance with such proration.

13. Binding Agreement

Any and all of the terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of Seller and Purchaser and their respective heirs, executors, administrators, successors and assigns.

14. Multiple Originals

This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.

15. Entire Agreement

This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions or obligations whatsoever, either express or implied, other than herein set forth, shall be binding upon Seller or Purchaser.

16. Amendments and Modifications

No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by Seller and Purchaser.

IN WITNESS WHEREOF, the parties hereto, namely the City of Oxford and Board of Education of the Talawanda Local School District have executed this Agreement on the date(s) indicated immediately below their respective signatures.

BOARD OF EDUCATION OF THE TALAWANDA LOCAL SCHOOL DISTRICT

By: _____
DR. REBECCA HOWARD
: PRESIDENT

Date: 6-23-26

By: _____
DR. EDWARD THEROUX
: SUPERINTENDENT

Date: 6-25-26

By: _____
SHAUNNA TAFELSKI
: TREASURER

Date: 6.23.24

City of Oxford

_____
Scott Otto,
City Engineer

Date: _____

EXHIBIT A

LPA RX 851 WD
GWS
Ver. Date 07/30/25

Rev. 06/09

PID 118586

PARCEL 3-WD
BUT-OXFORD AMTRAK
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE
IN THE FOLLOWING DESCRIBED PROPERTY
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF OXFORD, BUTLER COUNTY, OHIO

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in Section 27, Town 5, Range 1, Congress Lands West of the Miami River, the City of Oxford, Butler County, Ohio and being part of Lot 716 of said City of Oxford and being part of Board of Education of Talawanda Local SD as recorded in Deed Book 1277, Page 191 of the Butler County Recorder's Office and being further described as follows:

Beginning at the northeast corner of Lot 3688 of said City of Oxford as recorded in Official Record 7980, Page 2396, said corner being on the south right of way of W. Chestnut Street; thence, departing said Lot 3688 and with the south right of way of said W. Chestnut Street, South 87° 25' 39" East, 269.84 feet to the southeast right of way of said CSX Transportation, Inc. being the northeast corner of Leger LLC as recorded in Official Record 7331, Page 1067 (Pt. Lot 716); thence, departing the south right of way of said W. Chestnut Street and with the southwest right of way of said CSX Transportation, Inc. and said Leger LLC, South 29° 16' 06" East, 236.70 feet to a set iron pin; thence, departing the southeast right of way of said CSX Transportation, Inc, and with the south line of said Leger LLC, North 87° 07' 31" West, 202.02 feet to a set iron pin said pin being the True Point of Beginning;

thence, from the True Point of Beginning thus found and departing said Leger LLC and through the lands of said Board of Education of Talawanda Local SD, South 02° 22' 35" West, 99.99 feet to a set iron pin on the north line of Township of Oxford land as recorded in Deed Book 1607, Page 523 (Pt. Lot 716);

thence, with said Township of Oxford land, North 87° 09' 28" West, 15.00 feet to a set iron pin on the east line of The Village of Oxford land as recorded in Deed Book 432, Page 170 (Pt. Plot 716)

thence, departing said Township of Oxford land and with said The Village of Oxford land, North 02° 22' 35" East, 100.00 feet to a set iron pin on the southeast corner of said Leger LLC;

thence, departing said The Village of Oxford land and with said Leger LLC, South 87° 07' 31" East, 15.00 feet to the True Point of Beginning.

Containing in all 0.034 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 0.034 acres, more or less, subject to all legal easements and rights of way.

The above-described area is part of currently assigned Butler County Auditor's Parcel Number H4100-115-000-014.

Basis of Bearings: NAD83(2011) Ohio State Plane Coordinates, South Zone (3402), U.S. Foot. Iron pins set are 3/4" diameter steel rods, 30" long, with a 2" diameter aluminum cap stamped "PS NO. 7568, BAYER BECKER".

The above description was prepared from a field survey and right of way plans on file at District 8 dated 07/30/2025 prepared by Bayer Becker under the direction of Jeffrey O. Lambert, Licensed Professional Surveyor #7568 in the State of Ohio.

EXHIBIT A

LPA RX 887 T
GWS
Ver. Date 07/28/25

Rev. 07/09

PID 118586

PARCEL 3-T
BUT-OXFORD AMTRAK
TEMPORARY EASEMENT FOR THE PURPOSE OF PERFORMING THE WORK NECESSARY TO PURPOSE OF TEMPORARY FOR 18 MONTHS FROM DATE OF ENTRY BY THE CITY OF OXFORD, BUTLER COUNTY, OHIO

[Surveyor's description of the premises follows]

Situated in Section 27, Town 5, Range 1, Congress Lands West of the Miami River, the City of Oxford, Butler County, Ohio and being part of Lot 716 of said City of Oxford and being part of Board of Education of Talawanda Local SD as recorded in Deed Book 1277, Page 191 of the Butler County Recorder's Office and being further described as follows:

Beginning at the northeast corner of Lot 3688 of said City of Oxford as recorded in Official Record 7980, Page 2396, said corner being on the south right of way of W. Chestnut Street; thence, departing said Lot 3688 and with the south right of way of said W. Chestnut Street, South 87° 25' 39" East, 269.84 feet to the southeast right of way of said CSX Transportation, Inc. being the northeast corner of Leger LLC as recorded in Official Record 7331, Page 1067; thence, departing the south right of way of said W. Chestnut Street and with the southwest right of way of said CSX Transportation, Inc. and said Leger LLC, South 29° 16' 06" East, 236.70 feet to a set iron pin, said pin being the True Point of Beginning;

thence, from the True Point of Beginning thus found, departing said Leger, LLC and continuing with the south right of way of said W. Chestnut Street South 29° 16' 06" East, 118.11 feet to the northeast corner of Township of Oxford land (Pt. Lot 716) as recorded in Deed Book 1607, Page 523;

thence, departing the southwest right of way of said CSX Transportation, Inc. and with said Township of Oxford land, North 87° 07' 29" West, 20.90 feet;

thence, departing said Township of Oxford land and through the lands of said Board of Education of Talawanda Local SD the following three courses: North 29° 19' 08" West, 113.44 feet;

thence, North 87° 07' 31" West, 157.48 feet;

thence, South 02° 22' 35" West, 95.90 feet to the north line of said Township of Oxford land;

thence, with said Township of Oxford land, North 87° 37' 25" West, 11.00 feet to a set iron pin;

thence, through the lands of said Board of Education of Talawanda Local SD North 02° 22' 35" East, 99.99 feet to the south line of said Leger, LLC;

thence, with said Leger, LLC, South 87° 07' 31" East, 187.02 feet to the True Point of Beginning.

Containing in all 0.088 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 0.088 acres, more or less, subject to all legal easements and rights of way.

The above-described area is part of currently assigned Butler County Auditor's Parcel Number H4100-115-000-014.

Basis of Bearings: NAD83(2011) Ohio State Plane Coordinates, South Zone (3402), U.S. Foot. Iron pins set are 3/4" diameter steel rods, 30" long, with a 2" diameter aluminum cap stamped "PS NO. 7568, BAYER BECKER".

The above description was prepared from a field survey and right of way plans on file at District 8 dated 07/30/2025 prepared by Bayer Becker under the direction of Jeffrey O. Lambert, Licensed Professional Surveyor #7568 in the State of Ohio.

RESOLUTION AUTHORIZING THE SALE OF REAL PROPERTY AND GRANT OF A TEMPORARY CONSTRUCTION EASEMENT

WHEREAS, the City of Oxford, Ohio (the "City") desires to acquire a certain parcel or parcels of land for highway purposes on and over certain lands, owned by the Board of Education of the Talawanda City School District (the "Board"), which is more particularly described in the Warranty Deed (the "Deed") attached hereto as Exhibit A (the "Property"); and

WHEREAS, the City also desires to acquire a temporary construction easement, which is more particularly described in the Temporary Easement attached hereto as Exhibit B (the "Temporary Construction Easement"); and

WHEREAS, the City will provide compensation the Board for the Property and the Temporary Construction Easement in the amounts stated in the Deed and Temporary Construction Easement; and

WHEREAS, the Board is permitted to convey the Property to the City via the Deed in accordance with Section 3313.41(C) of the Ohio Revised Code; and

WHEREAS, the Board desires to approve the sale of the Property and the granting of the Temporary Construction Easement to the City and authorize the Board President, Superintendent, and Treasurer to take all actions necessary to effectuate the same.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TALAWANDA CITY SCHOOL DISTRICT, as follows:

SECTION I

The Board, in accordance with Section 3313.41(C) of the Ohio Revised Code, hereby authorizes and approves the sale of the Property to the City in exchange for the amount stated in the Deed attached hereto as Exhibit A.

SECTION II

The Board hereby authorizes and approves the granting of the Temporary Construction Easement to the City in exchange for the amount stated in the Temporary Construction Easement attached hereto as Exhibit B.

SECTION III

The Superintendent, Treasurer, and Board President are hereby authorized and directed to take all necessary action to implement and execute the sale of the Property in accordance with Section 3313.41(C) of the Ohio Revised Code, to execute the Deed conveying the Property to the City, to execute the Temporary Construction Easement, and to execute any other documents necessary to complete the transactions contemplated herein that are not inconsistent with this Resolution.

SECTION IV

IT IS FOUND AND DETERMINED that all formal actions of this Board concerning or related to the adoption of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

Mr. Meade moved and Mr. Wyatt seconded the motion that the above Resolution be adopted.

Upon roll call and the adoption of the Resolution, the vote was as follows:

Yeas: 3 Nays: 1

ADOPTED this 14th day of May, 2026.

Treasurer

CERTIFICATE

The undersigned hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a meeting held on the 14th day of May, 2026, together with a true and correct extract from the minutes of said meeting to the extent pertinent to consideration and adoption of said Resolution.

Treasurer

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:	6/26/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	An Ordinance Authorizing The City Manager To Enter Into An Easement Agreement With Southwestern Ohio Seniors' Services, Inc., A Non-Profit Ohio Corporation Now Known As Maple Knoll Communities, Inc. For The Purpose Of An Easement For The Construction Of The (OATS) Oxford Area Trail System Phase VI. (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:	DRE MBD

DISCUSSION:
The Owners of the Knolls of Oxford have granted an easement to the City of Oxford, with zero compensation, for an easement to be used for the construction of the Oxford Area Trail System (OATS) Phase VI from Fairfield Road to Contreras Road. This easement was recorded with Butler County on March 6, 2025. Staff recommends approval of an Ordinance accepting the easement to create a record in the Oxford Book of Codified Ordinances.

STONE CREEK DR
OXFORD COMMUNITY
PARK

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN EASEMENT AGREEMENT WITH SOUTHWESTERN OHIO SENIORS' SERVICES, INC., A NON-PROFIT OHIO CORPORATION NOW KNOWN AS MAPLE KNOLL COMMUNITIES, INC. FOR THE PURPOSE OF AN EASEMENT FOR THE CONSTRUCTION OF THE (OATS) OXFORD AREA TRAIL SYSTEM PHASE VI.

WHEREAS, Southwestern Ohio Seniors' Services, Inc., a non-profit Ohio Corporation now known as Maple Knoll Communities, Inc., owns real property in Oxford, Ohio 45056, identified as Parcel ID H4100022000025; and

WHEREAS, Southwestern Ohio Seniors' Services, Inc., a non-profit Ohio Corporation now known as Maple Knoll Communities, Inc., wishes to grant a permanent construction easement to the City of Oxford (a legal description depicting the easement area is attached hereto as Exhibit A); and

WHEREAS, Southwestern Ohio Seniors' Services, Inc., a non-profit Ohio Corporation now known as Maple Knoll Communities, Inc., and the City will enter into an Easement Agreement granting the construction easement that will include the area in Exhibit A; and

WHEREAS, the City Manager and Service Director recommend that the City Council of the City of Oxford ("Council") authorize the City Manager to accept the construction easement.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS THAT:

SECTION 1: Council has reviewed the construction easement and finds the same to be acceptable in form and finds it is in the best interest of the citizens of Oxford and Southwestern Ohio Seniors' Services, Inc., a non-profit Ohio Corporation now known as Maple Knoll Communities, Inc.

SECTION 2: The City Manager is authorized to execute the attached construction easement and the addendum and such other documents as may be required in same or substantially similar form in order to create the new easement as depicted in Exhibit A.

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)

TRANSFER NOT NECESSARY
NANCY NIX, CPA
BY 03625 DEPT.
AUDITOR, BUTLER CO., OHIO

Recorded: 03/06/2025 09:38 AM Page: 1 of 9
File # 2025-00006882 Fee Amt: $95.00
BUTLER County, Ohio DANNY N. CRANK, Recorder
BK 10190 PG 729

LPA RE 806D
Rev. 02/2021

ED
LPA

EASEMENT

Southwestern Ohio Seniors' Services, Inc., a non-profit Ohio Corporation NKA Maple Knoll Communities, Inc., an Ohio non-profit Corporation, the Grantor(s), as a GIFT/DONATION to the Grantee, City of Oxford; does quit claim to the Grantee, its successors and assigns, an easement, which is more particularly described in Exhibit A, attached, the following described real estate:

PARCEL(S): Multi-Use Path Easement

BUT SW OHIO SENIORS SERVICES

SEE EXHIBIT A ATTACHED

Butler County Current Tax Parcel No. H4100022000025
Prior Instrument Reference: O.R. 5417 Pg. 467, Butler County Recorder's Office.

The property conveyed is being acquired by Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a Multi-Use Path Easement, as more fully set forth herein. The term "Multi-Use Path Easement" shall mean the area indicated on Exhibit A attached hereto and which shall be used for pedestrian, bicycle, and other non-motorized vehicle usage.

As consideration for the transfer of property without compensation to Grantor, Grantee, by its acceptance and recordation of this instrument, agrees as follows:

(A) All alternatives to a proposed alignment of the Multi-Use Path project shall be studied and considered pursuant to the "National Environmental Policy Act of 1969," 83 Stat. 852, 42 U.S.C.A. 4321 et seq., as amended.

(B) Acceptance of the donation shall not influence the environmental assessment of the Multi-Use Path project, including the decision relative to the need to construct the project or selection of its specific location.

(C) The donated interest shall revert to the Grantor or its successors or assigns if the interest is not required for the alignment chosen for the Multi-Use Path project after public hearings, if hearings are required, and adoption of the environmental document.

(D) Grantee shall be responsible, at Grantee's sole expense, for the construction of the improvements located in the Multi-Use Path Easement. It is further understood and agreed that any work done by Grantee, its agents, employees, or assigns, within the Multi-Use Path Easement shall be done in a good and workmanlike manner and will not interfere with the use of the surface of the ground on Grantor's adjoining land. Grantee agrees to restore Grantor's land located adjacent to the Multi-Use Path Easement, as nearly as possible, to the condition existing prior to the day of entry by Grantee, its employees, agents or assigns.

(E) Grantee agrees to provide all maintenance relative to the Multi-Use Path Easement, including but not limited to rubbish removal, and pavement maintenance and repair.

(F) To the extent permitted by then applicable law, Grantee agrees to indemnify Grantor for any injury, loss, claim or other liability for injury, loss or damage of any kind, including actual attorney's fees, arising out of or related in any manner to the grant of easement described herein or use of the Multi-Use Path Easement described herein. Grantee shall further, upon request by Grantor, provide a copy of the policy of general comprehensive liability insurance paid for and maintained by Grantee on the Multi-Use Path Easement, which policy shall name the Grantor as an additional insured.

(G) As consideration for the transfer of property without compensation by Grantor, Grantee, by its acceptance and recordation of this instrument, agrees that if at any time the property granted, or any part thereof, shall cease to be used for the purposes for which granted, namely as and for, or in connection with, a Multi-Use Path Easement that shall be open to the public without charge, then Grantee shall vacate its Multi-Use Path Easement over the property granted, or the relevant part thereof, to Grantor or Grantor's then current successor in interest of record at no cost.

IN WITNESS WHEREOF Southwestern Ohio Seniors' Services, Inc., a non-profit Ohio Corporation NKA Maple Knoll Communities, Inc., an Ohio non-profit Corporation has caused its name to be subscribed by Tim McGowan, its duly authorized President, and its duly authorized agent on the 4th day of March, 2025.

File # 2025-00006882 Page: 3 of 9
BK 10190 PG 731

SOUTHWESTERN OHIO SENIORS' SERVICES, INC., A NON-PROFIT OHIO CORPORATION NKA MAPLE KNOLL COMMUNITIES, INC., AN OHIO NON-PROFIT CORPORATION

By: Tim McGowan
TIM MCGOWAN
PRESIDENT

STATE OF OHIO, COUNTY OF BUTLER SS:

BE IT REMEMBERED, that on the 4th day of March, 2025, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Tim McGowan, who acknowledged being the President and duly authorized agent of Southwestern Ohio Seniors' Services, Inc., a non-profit Ohio Corporation NKA Maple Knoll Communities, Inc., an Ohio non-profit Corporation and who acknowledged the foregoing instrument to be the voluntary act and deed of said entity. No oath or affirmation was administered to Tim McGowan with regard to the notarial act.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

NOTARY PUBLIC STATE OF OHIO
SHIRL MILLER
Notary Public
State of Ohio
My Comm. Expires
July 14, 2028

Shirl Miller

NOTARY PUBLIC
My Commission expires: 7-14-2028

This document was prepared by: City of Oxford

SHIRL A. MILLER NOTARY PUBLIC, STATE OF OHIO

"EXHIBIT A"

Date: October 9, 2023

Description: Lot #3121
Multi-Use Path Easement

Location: City of Oxford
Butler County, Ohio

Situated in Section 21, Town 5, Range 1, Congress Lands West of the Miami River, the City of Oxford, Butler County, Ohio and being a 50' Multi-Use Path Easement in Lot 3231 of said City of Oxford as conveyed to Southwestern Ohio Seniors' Services, Inc. as recorded in Official Record 5417, Page 467 of the Butler County Recorder's Office and being taken 25' evenly off the following described centerline:

Commencing at the southwest corner of said Lot 3231 and being the southwest corner of said Section 21 and being on the centerline of Fairfield Road; thence, with said Section 21 and said Fairfield Road for the following two courses: 1) South 88° 03' 30" East, 1428.57 feet; 2) South 88° 04' 50" East, 35.40 feet to the **True Point of Beginning**;

thence, from the True Point of Beginning thus found, departing said Section 21 and said Fairfield Road and through said Lot 3231 for the following 26 courses:

1) North 02° 25' 11" East, 410.60 feet;
2) with a curve to the right, having a central angle of 73° 34' 01", a radius of 60.00 feet, an arc length of 77.04 feet, and a chord bearing North 39° 12' 11" East, 71.86 feet;
3) North 75° 59' 12" East, 7.17 feet;
4) with a curve to the left, having a central angle of 61° 34' 23", a radius of 60.00 feet, an arc length of 64.48 feet, and a chord bearing North 45° 12' 01" East, 61.42 feet;
5) North 14° 24' 49" East, 51.76 feet;
6) with a curve to the right, having a central angle of 24° 54' 39", a radius of 60.00 feet, an arc length of 26.09 feet, and a chord bearing North 26° 52' 09" East, 25.88 feet;
7) North 39° 19' 28" East, 122.52 feet;
8) with a curve to the left, having a central angle of 34° 52' 52", a radius of 100.00 feet, an arc length of 60.88 feet, and a chord bearing North 21° 53' 02" East, 59.94 feet;
9) North 04° 26' 37" East, 113.17 feet;
10) with a curve to the left, having a central angle of 32° 10' 24", a radius of 350.00 feet, an arc length of 196.54 feet, and a chord bearing North 11° 38' 35" West, 193.96 feet;
11) North 27° 43' 47" West, 167.67 feet;
12) with a curve to the right, having a central angle of 39° 00' 17", a radius of 225.00 feet, an arc length of 153.17 feet, and a chord bearing North 08° 13' 38" West, 150.23 feet;
13) North 11° 16' 30" East, 161.60 feet;
14) with a curve to the left, having a central angle of 34° 50' 42", a radius of 320.00 feet, an arc length of 194.61 feet, and a chord bearing North 06° 08' 51" West, 191.63 feet;
15) North 23° 34' 12" West, 89.32 feet;

16) with a curve to the right, having a central angle of 26° 25' 38", a radius of 150.00 feet, an arc length of 69.19 feet, and a chord bearing North 10° 21' 23" West, 68.57 feet to Point "A";

17) North 02° 51' 27" East, 203.08 feet;

18) with a curve to the right, having a central angle of 12° 06' 34", a radius of 330.00 feet, an arc length of 69.75 feet, and a chord bearing North 08° 54' 44" East, 69.62 feet;

19) North 14° 58' 01" East, 33.67 feet;

20) with a curve to the left, having a central angle of 12° 06' 40", a radius of 995.00 feet, an arc length of 210.32 feet, and a chord bearing North 08° 54' 41" East, 209.93 feet;

21) North 02° 51' 21" East, 46.25 feet;

22) with a curve to the left, having a central angle of 13° 14' 24", a radius of 100.00 feet, an arc length of 23.11 feet, and a chord bearing North 03° 45' 51" West, 23.06 feet;

23) North 10° 23' 03" West, 25.66 feet;

24) with a curve to the right, having a central angle of 23° 11' 20", a radius of 100.00 feet, an arc length of 40.47 feet, and a chord bearing North 01° 12' 37" East, 40.20 feet;

25) North 12° 48' 17" East, 30.50 feet to the south right of way of Contreras Road;

26) with said right of way, South 77° 13' 17" East, 62.08 feet to its terminus and being on said Lot 3231. The lines of said strip to be shortened or lengthened to the right of way of said Fairfield Road, the right of way of said Contreras Road and the boundary of said Lot 3231. Said easement contains 2.980 acres, more or less.

Together with a Multi-Use Path Easement in said Lot 3231 and described as follows:

Commencing at Point "A" as described above; thence, through said Lot 3231, North 87° 08' 33" West, 25.00 feet to the **True Point of Beginning;**

thence, continuing through said Lot 3231 for the following 7 courses:

1) with a curve to the left, having a central angle of 12° 28' 20", a radius of 175.00 feet, an arc length of 38.09 feet, and a chord bearing South 03° 22' 43" East, 38.02 feet;

2) North 87° 08' 33" West, 114.13 feet;

3) North 02° 51' 27" East, 30.00 feet;

4) South 87° 08' 33" East, 10.00 feet;

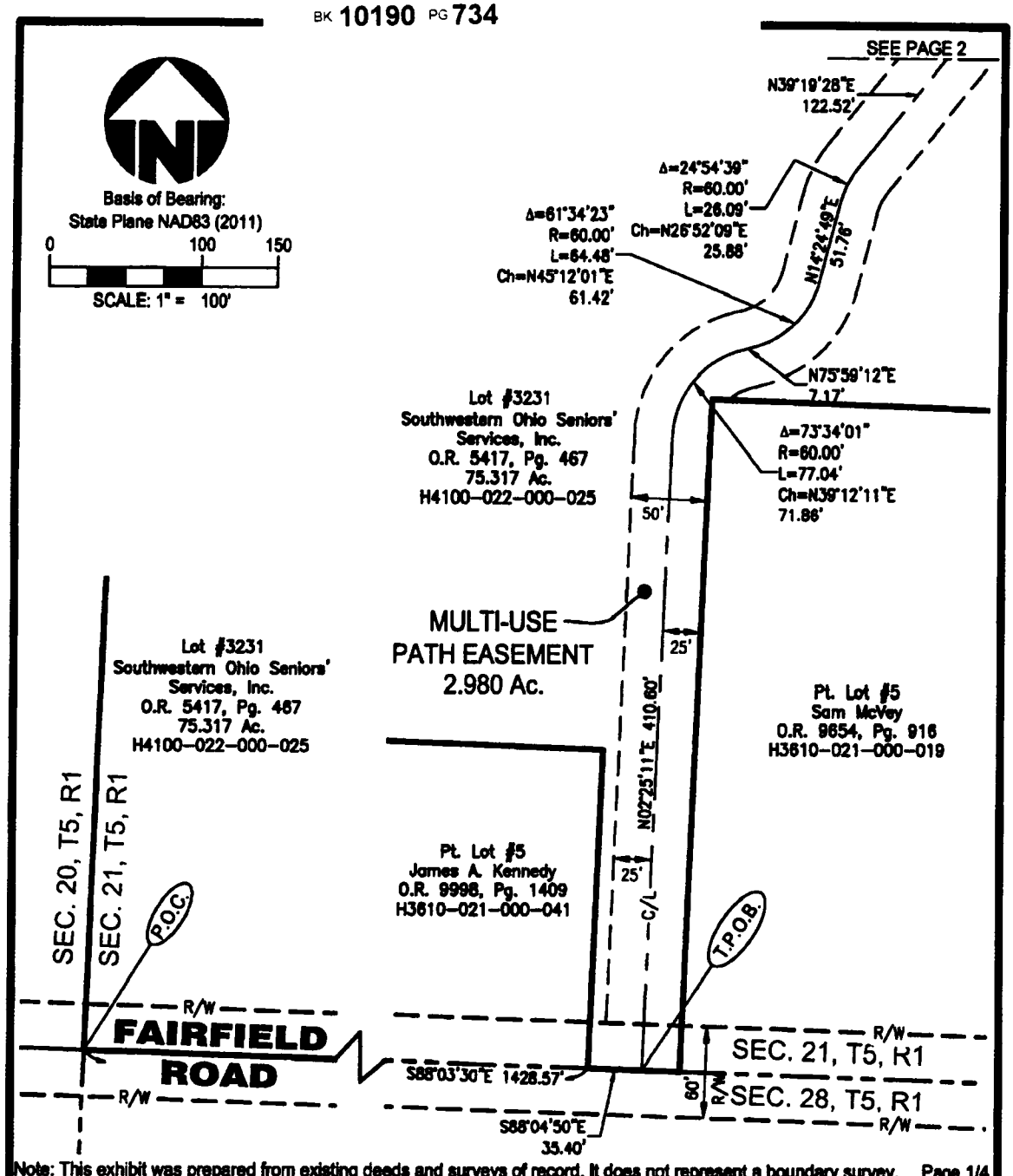
5) North 02° 51' 27" East, 95.00 feet;

6) South 87° 08' 33" East, 100.00 feet;

7) South 02° 51' 27" West, 87.21 feet to the **True Point of Beginning** containing 0.295 acres, more or less.

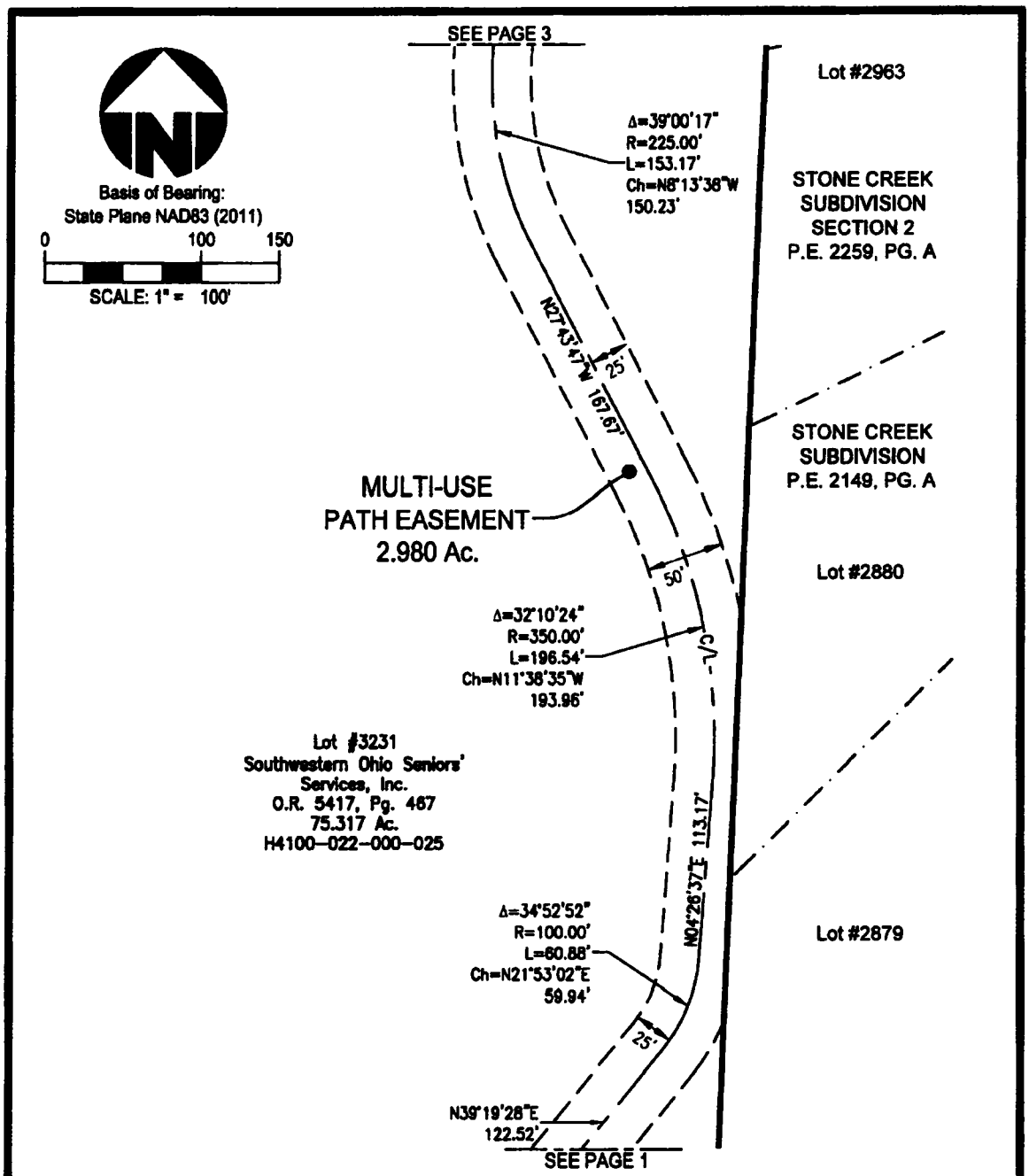
Basis of Bearings: NAD83(2011) Ohio State Plane Coordinates, South Zone (3402).

The above description was prepared from an easement exhibit made on October 9, 2023 under the direction of Jeffrey O. Lambert, Professional Surveyor #7568 in the State of Ohio.



Note: This exhibit was prepared from existing deeds and surveys of record. It does not represent a boundary survey. Page 1/4

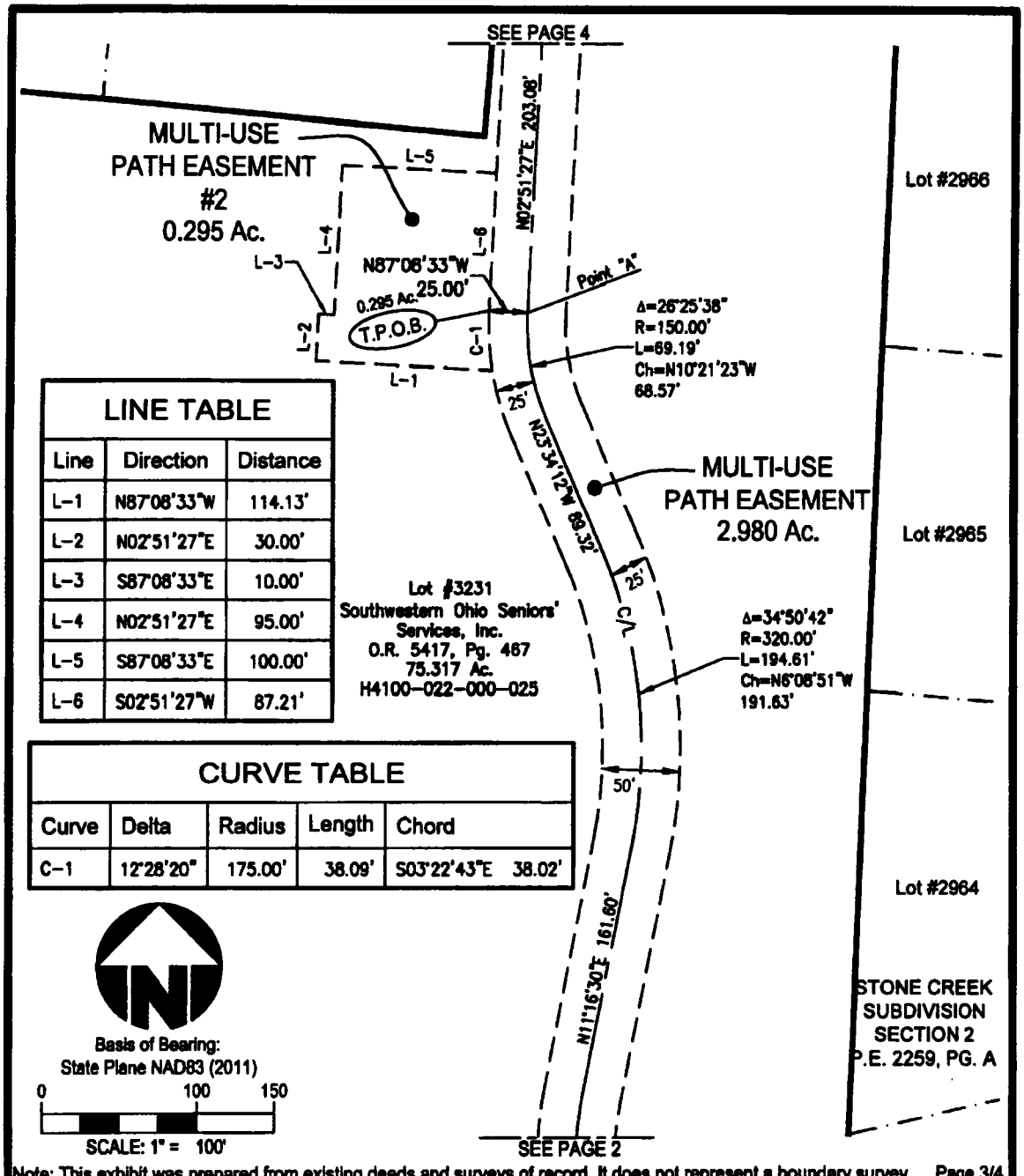
Drawing: 21-0070 ES	**LOT #3231 SOUTHWESTERN OHIO SENIORS' SERVICES, INC.**	bayer becker
Scale: 1" = 100'	CONGRESS LANDS WEST OF THE MIAMI RIVER	www.bayerbecker.com
Drawn by: PAH	SECTION 27, TOWN 5, RANGE 1	110 S. College Avenue, Suite 101
Checked By: j.o.l.	CITY OF OXFORD, BUTLER COUNTY, OHIO	Oxford, OH 45056 - 513.523.4270
Issue Date: 10-09-23	**EASEMENT EXHIBIT**	



Note: This exhibit was prepared from existing deeds and surveys of record. It does not represent a boundary survey. Page 2/4

Drawing: 21-0070 ES	**LOT #3231 SOUTHWESTERN OHIO SENIORS' SERVICES, INC.**
Scale 1" = 100'	CONGRESS LANDS WEST OF THE MIAMI RIVER
Drawn by: PAH	SECTION 27, TOWN 5, RANGE 1
Checked By: j.o.l.	CITY OF OXFORD, BUTLER COUNTY, OHIO
Issue Date: 10-09-23	**EASEMENT EXHIBIT**

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



LINE TABLE		
Line	Direction	Distance
L-1	N87°08'33"W	114.13'
L-2	N02°51'27"E	30.00'
L-3	S87°08'33"E	10.00'
L-4	N02°51'27"E	95.00'
L-5	S87°08'33"E	100.00'
L-6	S02°51'27"W	87.21'

CURVE TABLE				
Curve	Delta	Radius	Length	Chord
C-1	12°28'20"	175.00'	38.09'	S03°22'43"E 38.02'

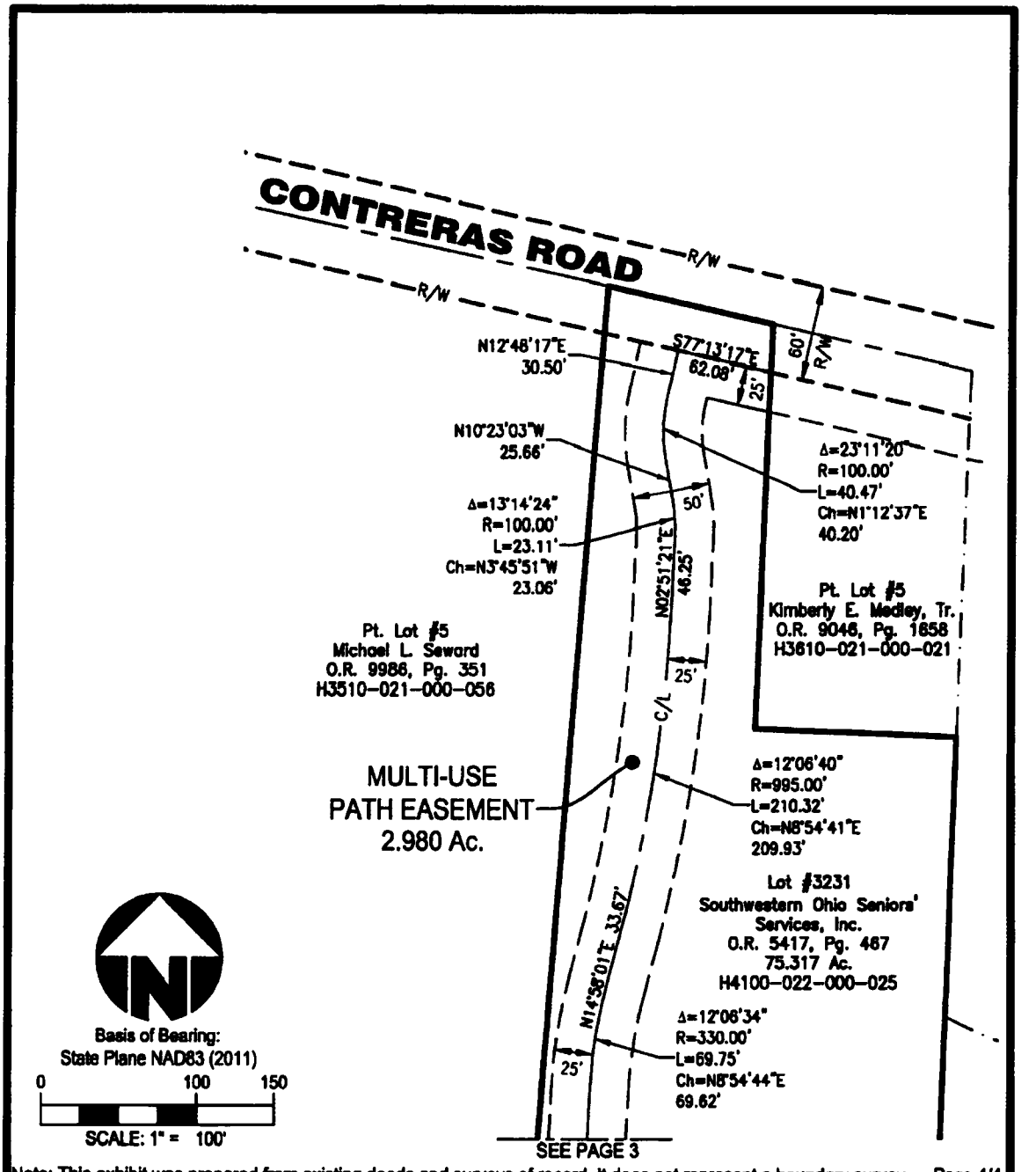
Note: This exhibit was prepared from existing deeds and surveys of record. It does not represent a boundary survey. Page 3/4

Drawing:	21-0070 ES
Scale	1" = 100'
Drawn by:	PAH
Checked By:	j.o.l.
Issue Date:	10-09-23

LOT #3231
SOUTHWESTERN OHIO SENIORS' SERVICES, INC.
CONGRESS LANDS WEST OF THE MIAMI RIVER
SECTION 27, TOWN 5, RANGE 1
CITY OF OXFORD, BUTLER COUNTY, OHIO

EASEMENT EXHIBIT

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



Note: This exhibit was prepared from existing deeds and surveys of record. It does not represent a boundary survey. Page 4/4

Drawing: 21-0070 ES	**LOT #3231 SOUTHWESTERN OHIO SENIORS' SERVICES, INC.**	bayer becker
Scale 1" = 100'	CONGRESS LANDS WEST OF THE MIAMI RIVER	www.bayerbecker.com
Drawn by: PAH	SECTION 27, TOWN 5, RANGE 1	110 S. College Avenue, Suite 101
Checked By: j.o.l.	CITY OF OXFORD, BUTLER COUNTY, OHIO	Oxford, OH 45056 - 513.523.4270
Issue Date: 10-09-23	**EASEMENT EXHIBIT**	

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:	6/26/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	An Ordinance Authorizing The City Manager To Enter Into An Easement Agreement With Clawson Properties I, LLC For The Purpose Of An Easement For The Construction Of The (OATS) Oxford Area Trail System Phase V. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	$7,532.00
ACCOUNT CODE:	144.490.64702
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:
The City has purchased a permanent and temporary easement from Clawson Properties I, LLC, allowing construction of the Oxford Area Trail System - Phase V in the general vicinity of Talawanda High School. The easements have been recorded with Butler County; Staff recommends the City Council accept these easements by Ordinance to create a record in the Oxford Codified Ordinances.

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN EASEMENT AGREEMENT WITH CLAWSON PROPERTIES I, LLC FOR THE PURPOSE OF AN EASEMENT FOR THE CONSTRUCTION OF THE (OATS) OXFORD AREA TRAIL SYSTEM PHASE V.

WHEREAS, Clawson Properties I, LLC owns real property in Oxford, Ohio 45056, identified as Parcel ID H4000134000005; and

WHEREAS, Clawson Properties I, LLC wishes to grant a permanent construction easement to the City of Oxford (a legal description depicting the easement area is attached hereto as Exhibit A); and

WHEREAS, Clawson Properties I, LLC and the City will enter into an Easement Agreement granting the construction easement that will include the area in Exhibit A; and

WHEREAS, the City Manager and Service Director recommend that the City Council of the City of Oxford ("Council") authorize the City Manager to accept the construction easement.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS THAT:

SECTION 1: Council has reviewed the construction easement and finds the same to be acceptable in form and finds it is in the best interest of the citizens of Oxford and Clawson Properties I, LLC.

SECTION 2: The City Manager is authorized to execute the attached construction easement and the addendum and such other documents as may be required in same or substantially similar form in order to create the new easement as depicted in Exhibit A.

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

_____
MAYOR

ADOPTED:
ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)

TRANSFER NOT NECESSARY
ROGER REYNOLDS, CPA
BY AL 3-4-22 DEPT.
AUDITOR, BUTLER CO., OHIO

Recorded: 03/04/2022 01:48 PM Page: 1 of 4
File # 2022-00010328 Fee Amt $50.00
BUTLER County, Ohio DANNY N. CRANK, Recorder
BK 9816 PG 962

LPA RE 804
Rev. 04/2021

E
LPA

EASEMENT

Clawson Properties I, LLC, the Grantor(s), in consideration of the sum of $7,523.00, to be paid by the City of Oxford, Ohio, the Grantee, does convey(s) to Grantee, its successors and assigns, an easement, which is more particularly described in Exhibit A attached, the following described real estate:

PARCEL(S): H4000134000005 Standard Highway Easement

BUT-OXFORD AREA TRAIL PHASE IV WESTSIDE CONNECTOR

SEE EXHIBIT A ATTACHED

Butler County Current Tax Parcel No. H4000134000005
Prior Instrument Reference: Book 7577, Page 1342, Butler County Recorder's Office.

Grantor(s), for themselves and their successors and assigns, covenant(s) with the Grantee, its successors and assigns, that they are the true and lawful owner(s) in fee simple, and have the right and power to convey the property and that the property is free and clear from all liens and encumbrances, except: (a) easements, restrictions, conditions, and covenants of record; (b) all legal highways; (c) zoning and building laws, ordinances, rules, and regulations; and (d) any and all taxes and assessments not yet due and payable; and that Grantor(s) will warrant and defend the property against all claims of all persons.

The property conveyed is being acquired by Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a public trail.

IN WITNESS WHEREOF Clawson Properties I, LLC has caused its name to be subscribed by James M. Clawson, its duly authorized Managing Member, and its duly authorized agent on the 24th day of February, 2022.

CLAWSON PROPERTIES I, LLC

By: James M. Clawson
JAMES M CLAWSON
MANAGING MEMBER

STATE OF OHIO, COUNTY OF Butler SS:

BE IT REMEMBERED, that on the 24th day of February, 2022, before me the subscriber, a Notary Public in and for said state and county, personally came the above named James M. Clawson, who acknowledged being the Managing Member and duly authorized agent of Clawson Properties I, LLC, and who acknowledged the foregoing instrument to be the voluntary act and deed of said entity. No oath or affirmation was administered to James M. Clawson with regard to the notarial act.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

NOTARIAL SEAL STATE OF OHIO

LEANN HENDRICKS
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires
03-26-2023

LeAnn Hendricks
NOTARY PUBLIC
My Commission expires: 3/26/23

This document was prepared by: the City of Oxford, Ohio

Environmental Design Group

Exhibit A
Easement for Trail Purposes
PID H4000134000005

Situated in the State of Ohio, County of Butler, Township of Oxford (T5N, R1E) and known as being part of Oxford Township Section 35 and further being part of land described in deed to Clawson Properties, LLC as recorded in book _____ page _____ of Butler County records and being more fully described as Follows:

Beginning at the Grantors Northwest Corner;

Thence S 88° 08' 09" E along the Grantors North line and the North line of said Section No. 35, 192.92 feet to the True Place of Beginning for the easement intended to be described herein;

Thence S 88° 08' 09" E along the Grantors North line and the North line of said Section No. 35, 40.04 feet;

Thence S 00° 28' 47" W, 190.09 feet;

Thence southeasterly 140.10 feet along the arc of a curve deflecting to the left having a radius of 180.00 feet and a chord of 136.59 feet that bears S 21° 49' 01" E;

Thence southeasterly 83.45 feet along the arc of a curve deflecting to the right having a radius of 220.00 feet and a chord of 82.96 feet that bears S 33° 14' 50" E;

Thence S 22° 22' 48" E, 5.18 feet;

Thence N 67° 37' 12" E, 10.00 feet;

Thence S 22° 22' 48" E, 10.00 feet;

Thence S 67° 37' 12" W, 10.00 feet;

Thence S 22° 22' 48" E, 17.00 feet;

Thence southeasterly 83.62 feet along the arc of a curve deflecting to the right having a radius of 170.00 feet and a chord of 82.78 feet that bears S 08° 17' 19" E;

Thence southeasterly 111.53 feet along the arc of a curve deflecting to the left having a radius of 180.00 feet and a chord of 109.75 feet that bears S 11° 56' 50" E;

Thence southeasterly 85.54 feet along the arc of a curve deflecting to the right having a radius of 420.00 feet and a chord of 85.39 feet that bears S 23° 51' 45" E;

CORPORATE
450 Grant Street / Akron, OH 44311
P 330.375.1390 / F 330.375.1590
TF 800.835.1390

CLEVELAND OFFICE
2800 Euclid Avenue, Suite 620
Cleveland, Ohio 44115

COLUMBUS OFFICE
88 East Broad Street, Suite 880
Columbus, Ohio 43215

envdesigngroup.com

Environmental Design Group

CORPORATE
450 Grant Street / Akron, OH 44311
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CLEVELAND OFFICE
2800 Euclid Avenue, Suite 620
Cleveland, Ohio 44115

COLUMBUS OFFICE
88 East Broad Street, Suite 880
Columbus, Ohio 43215

envdesigngroup.com

Thence S 17° 59' 45" E, 40.09 feet;

Thence N 72° 00' 15" E, 3.00 feet;

Thence S 17° 59' 45" E, 10.00 feet;

Thence S 72° 00' 15" W, 3.00 feet;

Thence S 17° 59' 145" E, 12.38 feet to the Grantor's south line;

Thence S 76° 32' 21" W along the Grantor's south line, 40.13 feet;

Thence N 17° 59' 45" W, 59.27 feet;

Thence northwesterly 77.39 feet along the arc of a curve deflecting to the left having a radius of 380.00 feet and a chord of 77.26 feet that bears N 23° 51' 45" W;

Thence northwesterly 136.31 feet along the arc of a curve deflecting to the right having a radius of 220.00 feet and a chord of 134.14 feet that bears N 11° 56' 50" W;

Thence northeasterly 63.94 feet along the arc of a curve deflecting to the left having a radius of 130.00 feet and a chord of 63.30 feet that bears N 18° 17' 19" W;

Thence N 22° 22' 48" W, 32.18 feet;

Thence northwesterly 68.28 feet along the arc of a curve deflecting to the left having a radius of 180.00 feet and a chord of 67.87 feet that bears N 33° 14' 50" W;

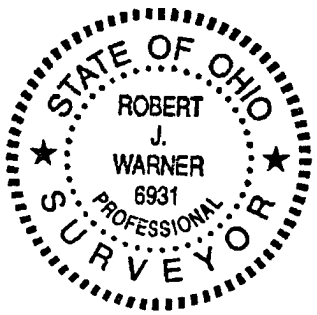
Thence northwesterly 171.23 feet along the arc of a curve deflecting to the right having a radius of 220.00 feet and a chord of 166.94 feet that bears N 21° 49' 01" W;

Thence N 00° 28' 16" E, 191.06 feet to the True Place of Beginning and containing 0.7324 acres of land.

Bearings are based on grid north in the Ohio State Plane Coordinate System South Zone NAD 83 (2011)

This description was prepared and reviewed by Robert J. Warner P.S. 6931 for Environmental Design Group, LLC based on a field survey by G. J. Berding Surveying, Inc. in June 2020.

Robert J Warner 6-18-2021
Robert J. Warner
P.S. 6931



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:	6/26/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	An Ordinance To Appropriate Certain Real Property Interests Owned By Ledger, LLC, With Interests By Others, For The BUT-Oxford Amtrak Station Project. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	$2,700,000
ACCOUNT CODE:	141.720.63173
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:
The City will need to acquire real property and easements to begin construction of a planned passenger rail platform near the Chestnut Street Multi-Modal Station at Chestnut & Main. The City is working with four entities to acquire an agreement, real estate, and/or a temporary easement. The City has reached agreements with CSX Transportation, Inc. and with the Talawanda Local School District Board of Education. The City still needs to finalize agreements with Ledger, LLC (owners of the SDS Pizza site) and Oxford Township (temporary easement only).

The City has retained OR Colan Associates, LLC to oversee fair-market-value negotiations with property owners affected by the project. At this point, negotiations have stalled, and the City must act to appropriate the portions of parcels needed for the project. Where possible, staff have made adjustments to design plans to minimize the impact on businesses and properties affected by the planned project.

In this case, the City requires a strip of land on the south side of the property, bordering property with Talawanda School District, to create an access pathway from the RTA Station to the planned rail platform. A temporary construction easement is also required for the project. A Fair Market Value for the land and easement was established at $49,650 and this offer was presented in February 2026 to the owners.

The City has reached agreements with Amtrak and CSX for the passenger rail platform. Design plans for the project are nearing completion, and the City will be ready to advertise for bids in the near future.

ORDINANCE NO.

AN ORDINANCE TO APPROPRIATE CERTAIN REAL PROPERTY INTERESTS OWNED BY LEDGER, LLC, WITH INTERESTS BY OTHERS, FOR THE BUT-OXFORD AMTRAK STATION PROJECT.

WHEREAS, the Oxford City Council, by Resolution No. 7838, declared its intention and the necessity of appropriating certain real property interests as described in said Resolution; and

WHEREAS, it is necessary to appropriate said real property interests to complete the BUT-Oxford Amtrak Station Project (the "Amtrak Project"); and

WHEREAS, the Amtrak Project will provide the citizens of Oxford with a safe, reliable transportation option; and

WHEREAS, the real property being appropriated by the City includes Parcel 2-W and 2-T, as more particularly described in Exhibits A & B attached hereto, which parcels are located at 7 E. Chestnut Street, Parcel ID No. H4100115000013 (collectively, the "Real Property").

NOW, THEREFORE, THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS:

SECTION 1: The City Council of Oxford, Ohio, by Resolution No. 7838 passed July 7, 2026, declared its intention to appropriate a fee simple interest in Parcel 2-W, more particularly described in Exhibit A attached hereto and incorporated herein by reference, and a temporary construction easement over Parcel 2-T, more particularly described in Exhibit B attached hereto and incorporated herein by reference, which parcels are located at 7 E. Chestnut Street, Parcel ID No. H4100115000013, which Real Property is owned by Ledger, LLC, for the Amtrak Project. Notice of the passage of the above-referenced Ordinance is being served upon the Real Property owner, or its agent, as well as any persons or entities in possession of, or persons or entities having a record interest in, the Real Property according to law.

SECTION 2: The Real Property described in Exhibits A and B, attached hereto and incorporated herein by reference, is being appropriated for a proper public purpose, as the Amtrak Project will promote the health, safety, welfare, and enjoyment of the citizens of Oxford.

SECTION 3: The names of those who have, claim to have, or may have any estate, title, or interest in the Real Property described in the attached Exhibits A and B are Ledger, LLC; any lienholders of record; and other persons or entities who declare or may declare an interest in the Real Property pursuant to law, including but not limited to the Butler County Treasurer, and the Butler County Auditor.

SECTION 4: The value of said appropriated property, including any residual damages, has been appraised at $49,650.00 by an independent certified real estate appraiser.

SECTION 5: The Law Director is hereby authorized and directed to deposit $49,650.00 with the Clerk of Courts of Butler County, Ohio, and to submit a Petition for Appropriation to the

Butler County Common Pleas Court requesting that the Court make inquiry into and assess the compensation to be paid for the appropriated Real Property, and to take all other actions necessary in connection with the appropriation proceedings.

SECTION 6: All actions taken by or on behalf of the City of Oxford in connection with the appropriation of the aforementioned property prior to the adoption of this Ordinance are hereby ratified.

SECTION 7: It is hereby found and determined that all formal actions of Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

EXHIBIT A

LPA RX 851 WD
GWS
Ver. Date 07/30/25

Rev. 06/09

PID 118586

PARCEL 2-WD
BUT-OXFORD AMTRAK
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE
IN THE FOLLOWING DESCRIBED PROPERTY
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF OXFORD, BUTLER COUNTY, OHIO

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in Section 27, Town 5, Range 1, Congress Lands West of the Miami River, the City of Oxford, Butler County, Ohio and being part of Lot 716 of said City of Oxford and being part of Leger LLC as recorded in Official Record 7331, Page 1067 and of the Butler County Recorder's Office and being further described as follows:

Beginning at the northeast corner of Lot 3688 of said City of Oxford as recorded in Official Record 7980, Page 2396, said corner being on the south right of way of W. Chestnut Street; thence, departing said Lot 3688 and with the south right of way of said W. Chestnut Street, South 87° 25' 39" East, 269.84 feet to the southeast right of way of said CSX Transportation, Inc.; thence, departing the south right of way of said W. Chestnut Street and with the southwest right of way of said CSX Transportation, Inc., South 29° 16' 06" East, 205.20 feet to a set iron pin, said pin being the True Point of Beginning;

thence, from the True Point of Beginning thus found, continuing with to the southeast right of way of said CSX Transportation, Inc., South 29° 16' 06" East, 31.50 feet to set iron pin at the northeast corner of Board of Education of Talawanda Local SD (Pt. Lot 716) as recorded in Deed Book 1277, Page 191;

thence, departing the southeast right of way of said CSX Transportation, Inc and with said Board of Education of Talawanda Local SD, North 87° 07' 31" West, 202.02 feet to a set iron pin on the east line of The Village of Oxford land as recorded in Deed Book 432, Page 170 (Pt. Lot 716);

thence, departing said Board of Education of Talawanda Local SD and with said The Village of Oxford land, North 02° 22' 35" East, 19.00 feet to a set iron pin;

thence, departing said The Village of Oxford land and through the lands of said Leger LLC the following two courses: South 87° 07' 31" East, 173.24 feet to a set iron pin;

thence, North 60° 40' 52" East, 14.41 feet to the True Point of Beginning.

Containing in all 0.087 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 0.087 acres, more or less, subject to all legal easements and rights of way.

The above-described area is part of currently assigned Butler County Auditor's Parcel Number H4100-115-000-013.

Basis of Bearings: NAD83(2011) Ohio State Plane Coordinates, South Zone (3402), U.S. Foot. Iron pins set are 3/4" diameter steel rods, 30" long, with a 2" diameter aluminum cap stamped "PS NO. 7568, BAYER BECKER".

The above description was prepared from a field survey and right of way plans on file at District 8 dated 07/30/2025 prepared by Bayer Becker under the direction of Jeffrey O. Lambert, Licensed Professional Surveyor #7568 in the State of Ohio.

EXHIBIT B

LPA RX 887 T

Rev. 07/09

Ver. Date 07/30/25

PID 118586

PARCEL 2-T
BUT-OXFORD AMTRAK
TEMPORARY EASEMENT FOR THE PURPOSE OF PERFORMING THE WORK NECESSARY TO PURPOSE OF TEMPORARY
FOR 18 MONTHS FROM DATE OF ENTRY BY THE CITY OF OXFORD, BUTLER COUNTY, OHIO

[Surveyor's description of the premises follows]

Situated in Section 27, Town 5, Range 1, Congress Lands West of the Miami River, the City of Oxford, Butler County, Ohio and being part of Lot 716 of said City of Oxford and being part of Leger LLC as recorded in Official Record 7331, Page 1067 of the Butler County Recorder's Office and being further described as follows:

Beginning at the northeast corner of Lot 3688 of said City of Oxford as recorded in Official Record 7980, Page 2396, said corner being on the south right of way of W. Chestnut Street; thence, departing said Lot 3688 and with the south right of way of said W. Chestnut Street, South 87° 25' 39" East, 269.84 feet to the southeast right of way of said CSX Transportation, Inc.; thence, departing the south right of way of said W. Chestnut Street and with the southwest right of way of said CSX Transportation, Inc., South 29° 16' 06" East, 125.07 feet to the True Point of Beginning;

thence, from the True Point of Beginning thus found, continuing with to the southeast right of way of said CSX Transportation, Inc., South 29° 16' 06" East, 80.13 feet to a set iron pin;

thence, departing the southeast right of way of said CSX Transportation, Inc, and through the lands of said Leger LLC the following two courses: South 60° 40' 52" West, 14.41 feet to a set iron pin;

thence, North 87° 07' 31" West, 173.24 feet to a set iron pin on the east line of The Village of Oxford land as recorded in Deed Book 432, Page 170 (Pt Lot 716);

thence, with said The Village of Oxford land, North 02° 22' 35" East, 181.02 feet to the south right of way of said W. Chestnut Street;

departing said The Village of Oxford land and continuing with the south right of way of said W. Chestnut Street, South 87° 25' 39" East, 10.00 feet;

thence, departing the south right of way of said W. Chestnut Street and through the lands of said Leger LLC the following four courses: South 02° 22' 35" West, 170.08 feet;

thence, South 87° 07' 31" East, 152.37 feet;

thence, North 29° 19' 08" West, 64.98 feet;

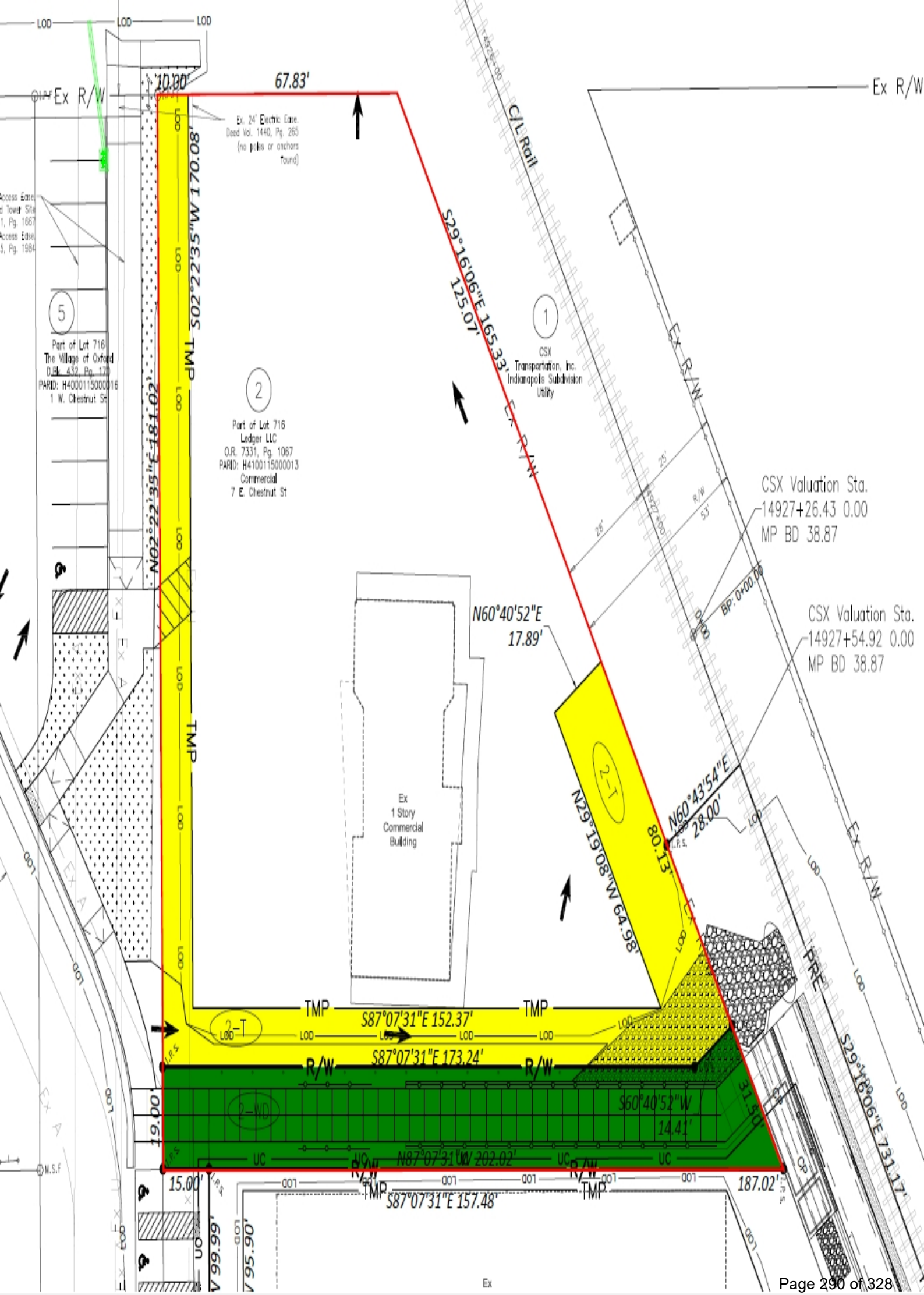
thence, North 60° 40' 52" East, 17.89 feet to the True Point of Beginning.

Containing in all 0.114 acres, gross, of which 0.000 acres is PRO (present road occupied), leaving a net take of 0.114 acres, more or less, subject to all legal easements and rights of way.

The above-described area is part of currently assigned Butler County Auditor's Parcel Number H4100-115-000-013.

Basis of Bearings: NAD83(2011) Ohio State Plane Coordinates, South Zone (3402), U.S. Foot. Iron pins set are 3/4" diameter steel rods, 30" long, with a 2" diameter aluminum cap stamped "PS NO. 7568, BAYER BECKER".

The above description was prepared from a field survey and right of way plans on file at District 8 dated 07/30/2025 prepared by Bayer Becker under the direction of Jeffrey O. Lambert, Licensed Professional Surveyor #7568 in the State of Ohio.


Ex R/W
67.83'
10.00'
Ex. 24' Electric Ease.
Deed Vol. 1440, Pg. 265
(no poles or anchors found)
C/L Rail
S29°16'06"E 165.33'
125.07'
Ex R/W
CSX Valuation Sta.
14927+26.43 0.00
MP BD 38.87
CSX Valuation Sta.
14927+54.92 0.00
MP BD 38.87
BP: 0+00.00
N02°22'35"E 181.02'
S02°22'35"W 170.08'
TMP
LOD
5
Part of Lot 716
The Village of Oxford
O.R. 432, Pg. 170
PARID: H4000115000016
1 W. Chestnut St
2
Part of Lot 716
Ledger LLC
O.R. 7331, Pg. 1067
PARID: H4100115000013
Commercial
7 E. Chestnut St
1
CSX
Transportation, Inc.
Indianapolis Subdivision
Utility
N60°40'52"E
17.89'
Ex
1 Story
Commercial
Building
2-T
N29°19'08"W 64.98'
80.13'
N60°43'54"E
28.00'
M.P.S.
TMP
S87°07'31"E 152.37'
S87°07'31"E 173.24'
R/W
2-WD
S60°40'52"W
14.41'
31.50'
19.00'
UC
N87°07'31"W 202.02'
15.00'
S87°07'31"E 157.48'
187.02'
PRE
S29°16'06"E 731.17'
M.S.F
Ex

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:	6/26/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3844 Supplemental Budget Ordinance Number 4 To Make Supplemental Appropriations For Fiscal Year 2026. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE/HR

DISCUSSION:

dISCUSSION:

Issue 1: $12,510.00 – General Fund (110)

To make adjustment to appropriations for the contract to clean the uptown public restroom.

Issue 2: $16,312.77 – Water Capacity Benefit Fund SW (384)

To make adjustment to budgeted revenue $16,313.00 to account for the transfer to the Water Improvement Fund for balancing purposes to the County.

Issue 3: $21,072- General Fund (110)

To make adjustment to appropriations for the clean up contract for 521 N Beech St. This will be sent to Butler County as an assessment.

Issue 4: $9,120.00 – Capital Equipment Fund (140)

To make adjustment to budgeted revenue and appropriations to account for a grant from the Oxford Community Foundation for the uptown improvements. (Lights, street pole banners, etc.)

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3844 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 4 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2026.

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:

Water Capacity Benefit Fund 384	16,313.00
Capital Equipment Fund 140	9,120.00

SECTION 3: The following increase/(decrease)in expenditures be made:

General Fund 110	12,510.00
General Fund 110	21,072.00
Capital Equipment Fund 140	9,120.00

SECTION 4: In all other respects, Ordinance No. 3844 shall remain in full force and effect.

SECTION 5: This ordinance 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:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	6/6/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	An Ordinance Approving The Final Subdivision Application And Plat For An Area Referred To As "Lake Forest" Consisting Of 4 Lots Situated On 97.292 Acres Currently Addressed As 1701, 1983, & 1986 Lake Forest Drive, 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 Presented
CITY MANAGER/DEPT HEAD APPROVAL:	DRE SP

DISCUSSION:

*A 2021 memo regarding Traffic Study information has been added to the attachments for this case, per public comment during 1st reading.

4 Leaf Development LLC currently owns approximately 97 acres of land located due east and south of The Annex housing complex, and accessed most directly from 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. 47 acres is R-2A (Two-Family Residential), and approx. 20 acres is R-4 (Multi-Family Residential).

On September 16, 2025, City Council approved two Ordinances: (1) Ord. No. 3836, to rezone approx. 18 acres from the R-4 (Multi-Family Residential) District to the R-2A (Two-Family Residential) District; and (2) Ord. No. 3837, to approve a Preliminary Subdivision for a new single-family residential development entitled "Lake Forest Cove" to be situated, in large part, on the acreage rezoned from R-4 to R-2A. The Preliminary Subdivision had been approved subject to 12 conditions, 6 of which dealt with

waivers to the Planning & Zoning Code. The rezoning from R-4 to R-2A was necessary in order for Lake Forest Cove to be approved as an "Open Space Residential Development" pursuant to ***Section 1101.5*** of the Oxford Subdivision Regulations.

Following Council approvals in September 2025, a Construction Drawings application was submitted to the Community Development office in early January 2026. The purpose of such applications is for City departments – inclusive of engineering and zoning authorities – to review more precise details for planned street- and utility-related infrastructure, in anticipation of an eventual Final Subdivision application. As of March 30, 2026, Construction Drawings for Lake Forest Cove Section 1 have been approved by all pertinent City departments.

Following approval of the Construction Drawings, two Final Plat applications were submitted to the Community Development office in mid-April 2026. The first of these two applications (corresponding to Case No. PC-2026-03) is for a Final Plat that is simply titled as "Lake Forest." The second application (corresponding to Case No. PC-2026-04) is for a subsequent Final Plat corresponding only to a roughly 18 acre portion of the 97 acres, for which actual construction/development is presently being sought and pursued by 4-Leaf as "Lake Forest Cove Section 1" consisting of 34 single-family residential lots and 2 open space lots.

The approval and recording of the submitted "Lake Forest" Final Plat under Case No. PC-2026-03 would enable the splitting up of the roughly 97 acres owned by 4-Leaf Development LLC into four (4) distinct tracts as follows: (1) Lot 1, to comprise 11.663 acres of land situated west of Lake Forest Drive; (2) Lot 2, to comprise 17.870 acres of land situated east of Lake Forest Drive; (3) Lot 3, to comprise 17.462 acres of land situated east of Lake Forest Drive; and (4) Lot 4, to comprise 49.922 acres of land situated generally to the northeast of Lake Forest Drive. Additionally, this "Lake Forest" Final Plat would also dedicate 0.375 acres of right-of-way for the purpose of extending Lake Forest Drive approximately 250 feet northward to serve a planned clubhouse for the presently proposed development; this street extension may also serve as a potential outlet for additional development further to the north, should it ever come to fruition at a future point in time.

Staff finds that the subject "Lake Forest" Final Plat is a necessary foundational step to enable successful recording of the Lake Forest Cove Section 1 Final Plat. Splitting up the 97 acres into four (4) large tracts helps "set the stage" for future development to come. Of the four (4) tracts proposed, Lot 3 – totaling 17.462 acres in size – would be most immediately re-subdivided as Lake Forest Cove Section 1. If development were to ever be proposed on one or more of the remaining tracts (Lots 1, 2, or 4), new Preliminary Subdivision approval(s) would be required under the current Planning & Zoning Code.

City staff recommends Council **approve** of the "Lake Forest" Final Plat via the corresponding Ordinance.

ORDINANCE NO.

AN ORDINANCE APPROVING THE FINAL SUBDIVISION APPLICATION AND PLAT FOR AN AREA REFERRED TO AS "LAKE FOREST" CONSISTING OF 4 LOTS SITUATED ON 97.292 ACRES CURRENTLY ADDRESSED AS 1701, 1983, & 1986 LAKE FOREST DRIVE, OXFORD, OHIO 45056, WITH CONDITIONS.

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.203, the City of Oxford Community Development Department received from 4-Leaf Development LLC the Final Subdivision Application for the "Lake Forest" Final Plat consisting of 4 lots situated on 97.292 acres currently identified by three different addresses: 1701, 1983, & 1986 Lake Forest Drive, Oxford Ohio, 45056 ("Exhibit A"); and

WHEREAS, Bayer Becker, the engineering firm working on behalf of 4-Leaf Development LLC to prepare the necessary legal instruments to enable the platting and development of the referenced territory, has convinced City staff that approval and recording of the subject "Lake Forest" Final Plat is a necessary first step in order to enable the approval and recording of the Lake Forest Cove Section 1 Final Plat comprising 17.462 acres which is the subject of a separate but related Ordinance; and

WHEREAS, approval and recording of the subject "Lake Forest" Final Plat will, in effect, result in the splitting of 97.292 acres of land into four (4) distinct lots as follows: (1) Lot 1, to comprise 11.663 acres of land situated west of Lake Forest Drive; (2) Lot 2, to comprise 17.870 acres of land situated east of Lake Forest Drive; (3) Lot 3, to comprise 17.462 acres of land situated east of Lake Forest Drive and planned in the near future to be further subdivided as Lake Forest Cove Section 1; and (4) Lot 4, to comprise 49.922 acres of land situated generally to the northeast of Lake Forest Drive; and

WHEREAS, the "Lake Forest" Final Plat would also dedicate 0.375 acres of right-of-way for the purpose of extending Lake Forest Drive approximately 250 feet further north, for which the responsibility of construction would fall to the developer for Lake Forest Cove Section 1; and

WHEREAS, on September 16, 2025, the Oxford City Council by Ordinance No. 3837 approved a Preliminary Subdivision for Lake Forest Cove consisting of 34 residential lots and 2 open space lots, subject to 12 conditions; and

WHEREAS, the Lake Forest Cove Preliminary Subdivision approved by City Council in September 2025 was only pertinent to the extent of territory now slated to become Lot 3 in the subject "Lake Forest" Final Plat; therefore, any further development or (re)platting of Lots 1, 2, or 4 as depicted on the subject "Lake Forest" Final Plat will first require approval of one or more new and separate Preliminary Subdivision approvals, or other comparable approval(s) as may be required by future pertinent planning & zoning regulations of the City of Oxford; and

WHEREAS, the Community Development Director finds that the proposed "Lake Forest" Final Plat meets the requirements of Oxford Codified Ordinance Section 1101.203 and further finds the proposed Final Plat to be a necessary foundational step for the Lake Forest Cove Section 1 Final Plat which is the subject of a separate but related Ordinance; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve the Final Subdivision Application and Plat attached hereto as "Exhibit A" for the "Lake Forest" Final Plat with the following conditions:

1. The Final Subdivision shall be valid for one year from the City Council Ordinance date. All recordings shall be completed, and construction of the infrastructure improvements started, within this one-year time period.

2. The subject Final Plat shall be revised to address any outstanding City staff comments or concerns – including, but not necessarily limited to, typographical errors – prior to being signed by City officials and returned to the developer for recording.

3. Following developer submission of a plat mylar to the City offices for the purpose of obtaining signatures from City officials, the subject "Lake Forest" Final Plat shall not be released to the developer for recording until it has been shown that all remaining requirements pertinent to the Lake Forest Cove Section 1 Final Plat – including, but not necessarily limited to, the filing of financial security and review of HOA documentation – have been met.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the Final Subdivision Application and Plat for the "Lake Forest" Final Plat consisting of 97.292 acres with the conditions set forth above.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

PREPARED BY: PLANNING STAFF

INTRODUCED BY: MICHAEL SMITH

CHECKED BY: LAW

FINAL 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 Cove	
Subdivision Name Lake Forest	
Total Site Acreage 128.3883	Proposed Number of Lots/Parcels 4

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 West Spring St. Oxford, OH 45056
Email Address pam@hoteldevelopment.com
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 John Bayer
Company Name Bayer Becker
Mailing Address 6900 Tylersville Rd. Suite A. Mason,OH 45040
Email Address JohnBayer@Bayerbecker.com
Telephone Number 513-366-6600

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

☑ **Cover Letter** providing a written description of the request

☑ **Proposed Record Plat** including all pertinent details as required by *Attachment E* of the Oxford Subdivision Regulations – more information on Page 3. (A printed **mylar** will later need to be submitted in order to obtain signatures from City officials, following Council approval and prior to recording with Butler County.)

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 consistency with departmental requirements prior to determining a first meeting date with the Oxford City Council.

Applicant Name (Print)	James M Clawson
Applicant Signature	James M. Clawson
Date	3/20/2026

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.

Record Plat Requirements For source text, see Oxford Subdivision Regulations *Attachment E*

Record Plat shall show the following: (Cover Sheet showing whole subdivision layout with specific Phase delineated for recording. Second sheet should show specifics required.)

A. Name of Subdivision and Vol./Bk. ____ Pg. ____ for plat.

B. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.

C. North arrow, scale and date.

D. Boundary lines, size and tract of whole site and each individual lot in square feet and acres along with the linear measurement thereof.

E. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including parcel and lot numbers, including Deed Bk. & Pg. numbers within 200 feet of the site.

F. Locations, dimensions, widths and names of existing streets, alleys, lots, railroads, right-of-ways, easements, and parks.

G. Location, dimensions, widths and names of proposed streets and alleys.

H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.

I. All new utility easements shall be shown. Water lines, gas lines, electric lines, telephone lines, sanitary sewer and detention/retention.

J. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.

K. The zoning district in which the site is located and statement certifying that the subdivision satisfies all applicable requirements of the zoning district governing the use of the land at the time of approval.

L. Building setback lines and dimensions.

M. Lot numbers secured from the County Auditor.

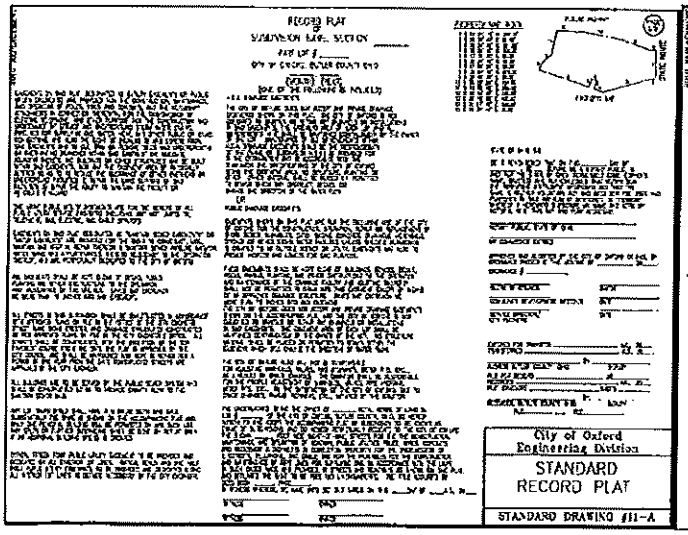
N. Restrictions and covenants included in the deeds to the lots of the subdivision (HOA Documents). Reference to such instrument shall be made on the plat as well as a Bk. ____ Pg. ____ reference to fill-in.

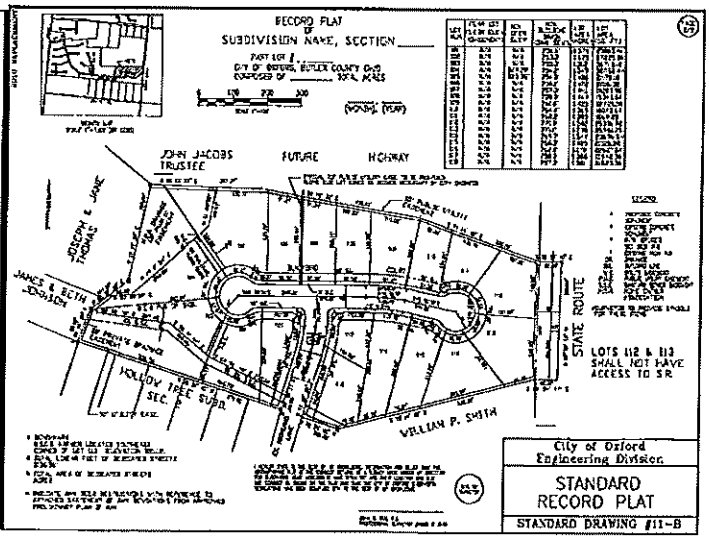
O. Reference City Ordinance No.'s from Preliminary Subdivision, and any Planned Development, approvals.

P. Acknowledgment by the owner or owners of the plat restrictions including dedication of public streets, parks, alleys and granting required easements (Requires notarized signatures).

Q. Approval and acceptance clause for the signatures of City Representatives.

See also the **Standard Record Plat** in Oxford Subdivision Regulations *Attachment H*. Snapshots below:





LAKE FOREST

PART OF LOTS 3716 & 3718
SECTIONS 25 & 36, TOWN 5, RANGE 1 CLWoMR
CITY OF OXFORD
BUTLER COUNTY, OHIO

DEDICATION STATEMENT:

The undersigned, being the owner of the City of Oxford and part of lots 3716 and 3718 of the City of Oxford as recorded in Official Record 7669, Page 950 and Official Record 7662, Page 780 of the Butler County Recorder's Office and and located in Sections 25 & 36, Town 5, Range 1, Congress Lands West of the Miami River, the city of Oxford, Butler County, Ohio, does hereby assent to and adopt the accompanying plat of subdivision to be known as Lake Forest and does hereby dedicate to the public forever, in accordance with the laws in such cases made and provided, the streets and roadways as shown on said plat, and declare the same to be free and unencumbered.

The title was acquired by: Official Record 7669, Page 950 & Official Record 7662, Page 780

Owner: 4-Leaf Development, LLC

Signature: _____

Printed name & title: _____

State of: _____

County of: _____

Be remembered that on this ____ day of _____, 2026, before the undersigned, a notary public in and for said county and state, personally came 4-Leaf Development, LLC, as represented by _____ its _____, who acknowledged the signing and execution of the foregoing instrument to be his voluntary act and deed. In testimony whereof, I have hereunto set my hand and affixed my notarial seal on the day and year last aforesaid.

Notary Public: _____

my commission expires: _____

Lienholder: _____

Signature: _____

Printed name & title: _____

State of: _____

County of: _____

Be remembered that on this ____ day of _____, 2026, before the undersigned, a notary public in and for said county and state, personally came _____ as represented by _____ its _____, who acknowledged the signing and execution of the foregoing instrument to be his voluntary act and deed. In testimony whereof, I have hereunto set my hand and affixed my notarial seal on the day and year last aforesaid.

Notary Public: _____

my commission expires: _____

UTILITY EASEMENTS:

Easements on said plat, designated as utility easements, are provided for the construction, maintenance, and operation of poles, wires and conduits, and the necessary attachments in connection therewith, for the transmission of electric, telephone, cable television, and other purposes; for the construction and maintenance of service and underground storm water drains, pipelines for supplying gas, water, heat, and other public or quasi-public utility functions together with the necessary lateral connections; the right of ingress to and egress from said easements; and to cut, trim, or remove trees and undergrowth or overhanging branches within said easement or immediately adjacent thereto. No buildings or other structures may be built within said easements, nor may the easement area be physically altered so as to 1) reduce the clearance of either overhead or underground facilities; 2) impair the land support of said facilities; 3) impair the ability to maintain the facility or 4) create a hazard.

The above public utility easements are for the benefit of all public utility providers including, but not limited to Duke Energy, Cincinnati Bell, Spectrum and Frontier Communications.

The above easements are also provided for other uses as designated and shall be used for the construction of storm water drains, open channels, public and private sewers, pipelines for the supplying of water, cable television and for any other public or quasi public utility or function, conducted, maintained or performed by ordinary methods beneath or above the surface of the ground together with the right of ingress and egress over and across lots to and from said easements.

GRANT OF UTILITY EASEMENT:

For valuable consideration, we, the undersigned ("grantor") do hereby permanently grant to Duke Energy Ohio/Kentucky, Inc. and their parent entity (or entity controlling both entities), their respective subsidiaries or affiliate entities, and any other provider of utility services ("grantee") their successors and assigns, forever, non-exclusive easements, as shown on the within plat and designated as designed "Utility Easements" for the construction, operation, maintenance, repair, or replacement of any and all necessary fixtures for the overhead or underground distribution of gas, electric, telephone, telecommunications or other utilities ("grantee facilities" or "facilities"). The grantee shall have the right of ingress and egress and also the right to cut, trim or remove any trees, undergrowth or overhanging branches within the utility easements or immediately adjacent thereto. No buildings or other structures may be built within the utility easements area, nor may the utility easements area be physically altered to (1) reduce the clearances of either overhead or underground facilities; (2) impair the land support of grantee facilities; (3) impair the ability to maintain the facilities or; (4) create a hazard. To have and to hold the easement forever. We acknowledge having the full power to convey this utility easement and will defend the same against all claims.

Also hereby granted to Duke Energy Ohio/Kentucky, Inc. and its subsidiaries, successors, and assigns is the right to laterally extend, repair, and maintain natural gas services to serve individual lots as constructed by the original builder allowing disturbance only over existing service lines necessary for the repair only on the lot on which the service is located. Reconstruction or relocation is permissible only with the written permission of the parcel owner and said utility provider to a mutually agreeable location. No part of the utility easements shall encumber existing buildings or adjoining lots.

CITY OF OXFORD WATER & SEWER NOTES:

It is understood that the City of Oxford will not be able to issue any connection permits or building permits until the Ohio Environmental Protection Agency (EPA) has approved the plans for the proposed extensions of the public water and sewer systems within this subdivision, unless on-site systems are proposed and approved.

All buildings to be served by the public sewer system shall be constructed so as to provide a minimum of four (4) feet of vertical separation between the public sanitary sewer, at the point of connection, and the lowest building level served by a gravity sewer connection. In addition, said building level shall be at least one foot (1') above the lowest point of free-overflow (non-sealed manhole cover) upstream of any treatment facility or wastewater pumping facility that receives the discharge from said building. Said minimum service levels shall be recorded on the "as-built" plans for the development which will be kept on file in the office of the City Engineer.

Private driveways, parking lots and other paved areas, earthen berms, or structures should not be constructed over private water or sewer service lines within the public road right-of-way or within easement areas for the public utilities. Should this occur, the property owner shall be held responsible for the protection and repair of and for providing access to any curb stops, meter pits, manholes, cleanouts, etc. installed in conjunction with these private service lines and for any damage or restoration of the paved surfaces or structures that may result from the future operation, maintenance, repair or replacement of said service lines and appurtenances.

Easements on said plat, designated as "sanitary sewer easements" or "water main easements" are provided for the right to construct, use, maintain and keep in repair thereon a sanitary sewer pipeline and/or water mains and appurtenances thereto necessary to the operation thereof.

The City Engineer does not accept any responsibility for the relocation, repair or replacement of any other utility installed within five (5) feet of the centerline of any sanitary main sewer or water main.

Sanitary sewer laterals, which shall include all pipe and appurtenances from the building to the public sewer main, and the connection to the public sewer main shall be considered private and the responsibility of the property owner to maintain. The connection to the sewer would be any piping that extends out from the main barrel of the sewer main.

All lots shown hereon shall be served by public sanitary sewers and water.

All buildings to be served by the public sewer system shall be constructed as to provide gravity flow to the sanitary sewer main.

Roof drains, foundation drains, and other clean water connections to the sanitary sewer system are prohibited.

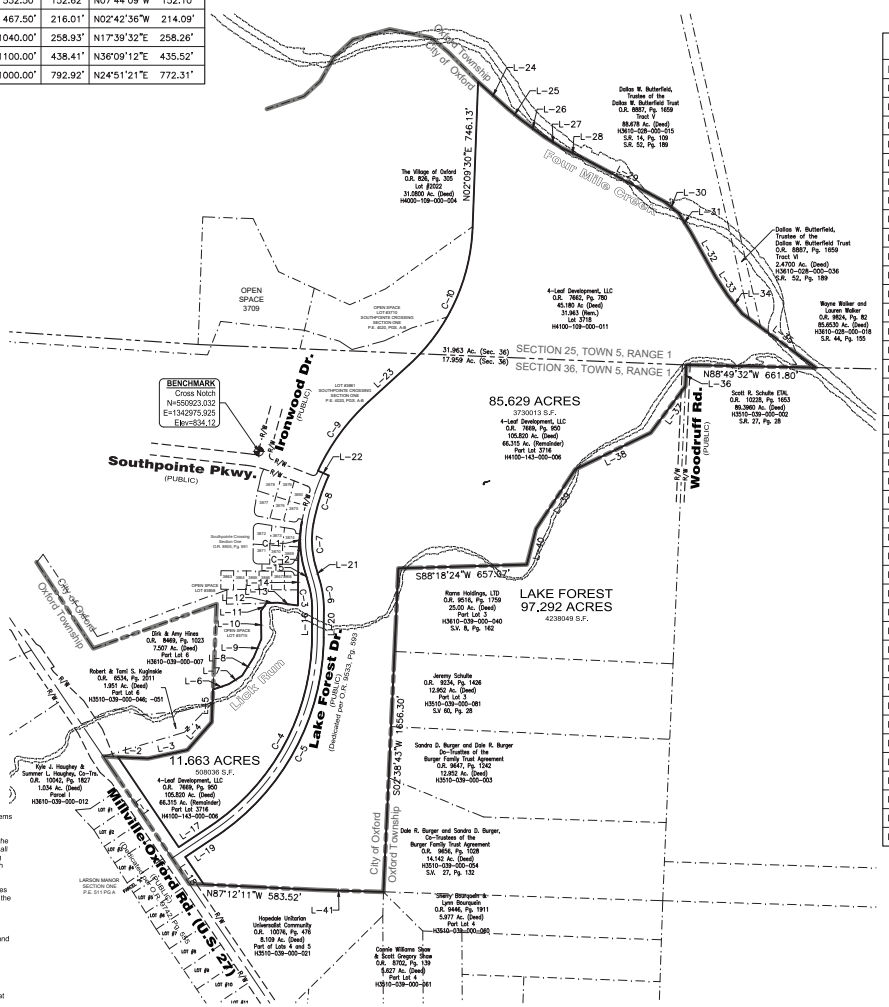
High water tables are apparent in this area. If basements are constructed, it is the responsibility of the builder to take special precautions to ensure the basement stays dry.

Regardless if located within the utility easement or not, repair or replacement of water service lines from the outlet side of the copper setter to the building is the responsibility of the property owner or homeowner's association. The City of Oxford is responsible to maintain the water service line and appurtenances from the water main to the outlet side of the copper setter only.

PLAT ALTERATIONS:

Any change to or alteration of this plat, including the splitting of any lot to create a new building site, shall require planning commission approval as a replat.

CURVE TABLE				
Curve	Delta	Radius	Length	Chord
C–1	10°03'05"	1100.00'	192.97'	N05°30'03"E 192.73'
C–2	26°28'23"	527.50'	243.73'	S02°42'36"E 241.57'
C–3	16°25'18"	472.50'	135.42'	S07°44'09"E 134.96'
C–4	55°47'35"	1172.50'	1141.75'	S28°22'18"W 1097.17'
C–5	55°47'35"	1232.50'	1200.17'	N28°22'18"E 1153.31'
C–6	16°25'18"	532.50'	152.62'	N07°44'09"W 152.10'
C–7	26°28'24"	467.50'	216.01'	N02°42'36"W 214.09'
C–8	14°15'53"	1040.00'	258.93'	N17°39'32"E 258.26'
C–9	22°50'08"	1100.00'	438.41'	N36°09'12"E 435.52'
C–10	45°25'51"	1000.00'	792.92'	N24°51'21"E 772.31'



LINE TABLE		
Line	Direction	Distance
L–1	N34°01'03"W	556.04'
L–2	S87°14'56"E	153.88'
L–3	N77°52'38"E	206.18'
L–4	N41°06'02"E	188.80'
L–5	N02°23'54"E	167.37'
L–6	N70°59'47"E	85.38'
L–7	N57°36'25"E	80.70'
L–8	N32°22'25"E	110.14'
L–9	N22°37'31"E	102.20'
L–10	N00°44'30"W	143.90'
L–11	N35°24'04"E	49.34'
L–12	N88°11'02"E	56.88'
L–13	S81°47'13"E	104.46'
L–14	N00°28'30"E	238.26'
L–15	S15°56'48"E	82.73'
L–16	S00°28'30"W	139.17'
L–17	S56°16'05"W	192.03'
L–18	N34°01'03"W	169.33'
L–19	N56°16'05"E	191.73'
L–20	N00°28'30"E	139.17'
L–21	N15°56'48"W	82.73'
L–22	N66°13'53"W	60.01'
L–23	N47°34'16"E	282.77'
L–24	S48°03'38"E	207.23'
L–25	S50°21'41"E	87.13'
L–26	S53°21'14"E	145.99'
L–27	S57°51'20"E	105.60'
L–28	S64°06'20"E	126.72'
L–29	S61°51'20"E	465.96'
L–30	S51°36'20"E	91.08'
L–31	S32°21'20"E	117.48'
L–32	S29°05'03"E	263.99'
L–33	S33°20'57"E	108.93'
L–34	S38°24'27"E	122.09'
L–35	S53°43'34"E	466.06'
L–36	S02°32'42"W	108.46'
L–37	S36°38'55"W	297.00'
L–38	S64°06'05"W	428.95'
L–39	S33°25'50"W	363.00'
L–40	S14°34'46"W	189.88'
L–41	N88°16'21"W	335.78'

CITY OF OXFORD NOTES:

The City of Oxford does not accept any Private Drainage Easements shown on this plat and is not obligated to maintain or repair any channels or installations in said easements. The easement area of each lot and all improvements in it shall be maintained continuously by the owner of the lot, in accordance with the standard and specifications of the City Engineer. Within the easement area, no structure, planting or other material shall be placed or permitted to remain which may obstruct, retard, or change the direction of the water flow. The Maintenance of the detention areas is the responsibility of the owner of the land on which they are located.

The City of Oxford also will not be responsible for adjusting manholes, valves, fire hydrants, meter pits, etc. as a result of grade changes. The grantor shall be responsible for the proper adjustment of manholes, valves, fire hydrants, meter pits, etc. to the satisfaction of the city of Oxford, due to grade changes, paving, repaving, etc. initiated by the grantor.

All easements shall be kept clear of decks, pools, planting and other obstructions to the operation and maintenance of the utilities. Eaves may encroach no more than 18" into any easement.

All streets in said subdivision shall be constructed in accordance with approved plans on file in the office of the City Engineer, street name signs erected, and drainage structures constructed as per approved plans on file in the City Engineer's office. All streets shall be constructed within one year from the date the plat is approved by the City Council, and shall be maintained and kept in repair for a period of one year from the date the constructed streets are approved and accepted by the City Engineer.

SHEET INDEX

1) Title Sheet
2-3) Plat

ENGINEER / SURVEYOR

Bayer Becker
110 South College Avenue, Suite 101
Oxford, Ohio 45056
(513) 523-4270

OWNER

4-Leaf Development, LLC
125 West Spring Street
Oxford, Ohio 45056
(513-524-9500)

VICINITY MAP

N.T.S.

CITY OF OXFORD

Clerk of Council — Date

Mayor — Date

Community Development Director — Date

City Engineer — Date

BOARD OF HEALTH

This plat is subject to present and future regulations of the Butler County Board of Health.

BUTLER COUNTY AUDITOR

Entered for transfer _____ a.d., 2026.

Transferred _____ a.d., 2026.

Auditor, Butler County, Ohio — by: _____ Deputy

BUTLER COUNTY RECORDER

Filed for record _____ at _____

Recorded _____ Pages _____

Official Record _____ Pages _____

Recorder, Butler County, Ohio — by: _____ Deputy

File _____ Fee _____

PARCEL NUMBER H4100-109-000-011

Deed Reference: Official Record 7662, Page 780 (Part of Tract IV)

Original Acres (Lot #3718): 31.963 acres (45.180 Deed)

Lake Forest: 31.0983 acres (Section 25)
Remaining Acres: 0.000 acres

PARCEL NUMBER H4100-143-000-006

Deed Reference: Official Record 7669, Page 950 (Part of Parcel II)

Original Acres (Lot #3716): 85.629 acres (105.820 Deed)

Lake Forest: 85.629 acres (Section 36)
Remaining Acres: 0.000 acres

PARCEL NUMBER H4100-143-000-006

Deed Reference: Official Record 7669, Page 950 (Part of Parcel II)

Original Acres (Lot #3716): 11.663 acres (105.820 Deed)

Lake Forest Cove, Section 1: 11.663 acres (Section 36)
Remaining Acres: 0.000 acres

SURVEYORS CERTIFICATION

I hereby state to the best of my knowledge, information and belief that the accompanying plat is the correct return of a survey made under my direction for "Lake Forest" monuments are set and their location and size are correct as shown on the plat and that the City of Oxford Subdivision Regulations have been complied with to the best of my knowledge.

Thomas M. Edwards, P.S. — Date
Professional Surveyor #8941
in the State of Ohio

Basis of Bearing:
O.R. 9533, Pg. 593
0 300 450
SCALE: 1" = 300'

Item	Revision Description	Date	Drawn	Chk'd
1	Revise per City of Oxford Comments	3-03-26	BJR	TME

LAKE FOREST
PART OF LOTS 3716 & 3718
SECTIONS 25 & 36, TOWN 5, RANGE 1 CLWoMR
CITY OF OXFORD
BUTLER COUNTY, OHIO
RECORD PLAT

bayer becker
Surveying • Civil Engineering
110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

Drawing: 24-0257 RP
Drawn by: BJR
Checked By: TME
Issue Date: 3-3-26
Sheet: 1/3

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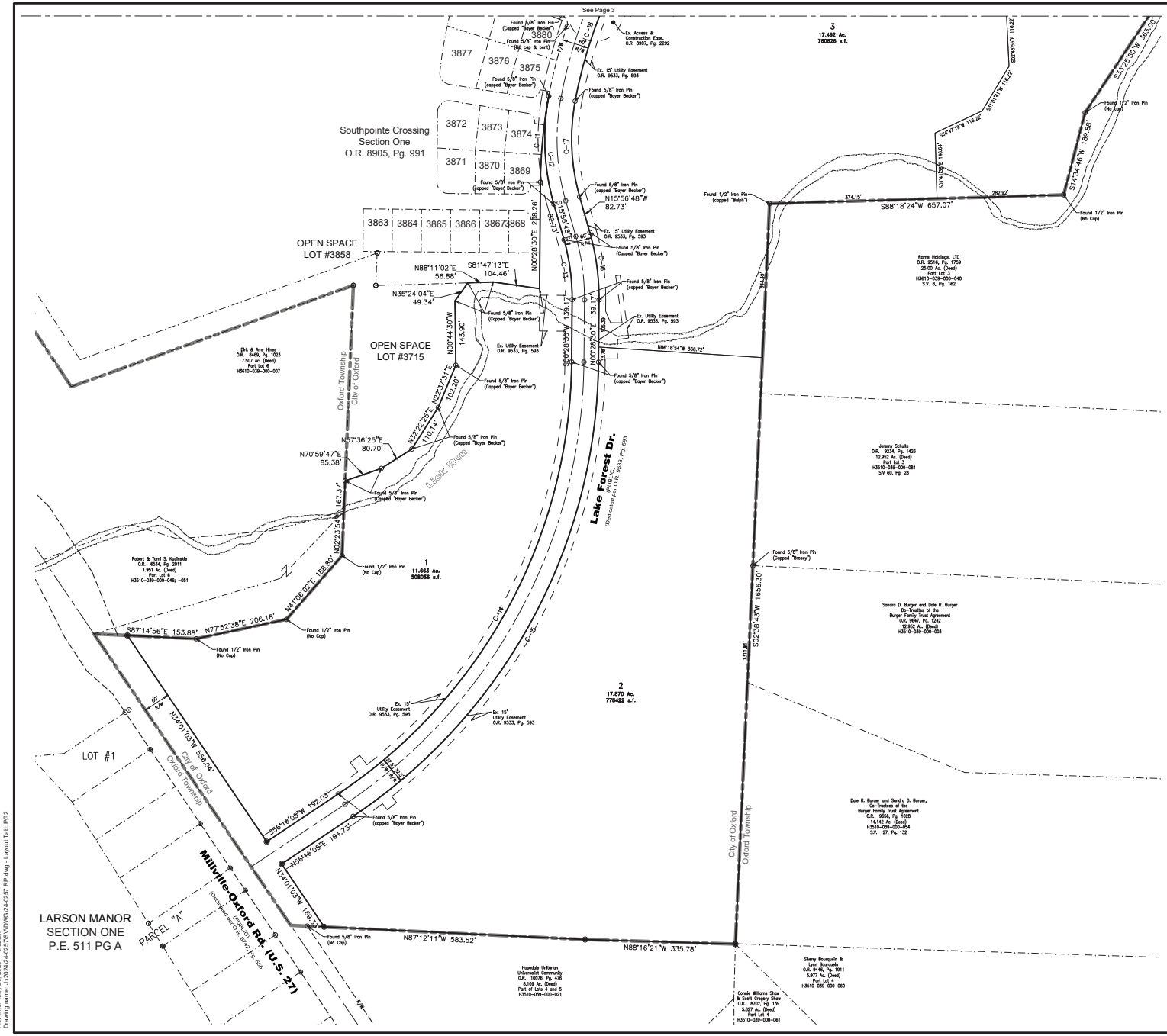
Plot time: May 20, 2026 - 10:50am
Drawing name: J:\2024\24-0257\SV\DWG\24-0257 RP.dwg - Layout Tab: PG1



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Curve	Delta	Radius	Length	Chord
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C–22	9°00'08"	1100.00'	172.83'	N47°04'12"E 172.65'
C–23	4°36'10"	1040.00'	83.55'	S27°05'34"W 83.52'
C–24	11°46'03"	370.00'	75.99'	S35°16'41"W 75.86'

LEGEND:

- Found Iron Pipe
- Found MAG Nail
- Found MAG Spike
- Found 5/8" Iron Pin (cap as noted)
- Set 1"x30" Iron Pin (Capped "Bayer Becker")

BENCHMARK:

Found Cross Notch near the northwest corner of intersection of Southpointe Parkway and Ironwood Drive
Elevation = 834.12

CENTERLINE LENGTH

Lake Forest Drive: 256.29 l.f.

TOTAL ACREAGE

Total Lots:	96.917 acres
Total Open Spaces:	0.000 acres
Total Right-of-Way:	0.375 acres
Total Lake Forest:	97.292 acres

SURVEY NOTES:

1.) Basis of Bearings: Dedication & Easement Plat for Lake Forest Drive, Official Record 9533, Page 593.

2.) Previous deeds of record as shown hereon.

3.) Monumentation is in good condition unless otherwise shown.

4.) Lines of occupation where they exist generally agree with boundary lines unless otherwise shown on plat.

5.) All documents used as shown.

Item	Revision Description	Date	Drawn	Chk'd
1	Revise per City of Oxford Comments	5-20-26	BJR	TME

LAKE FOREST

PART OF LOTS 3716 & 3718
SECTIONS 25 & 36, TOWN 5, RANGE 1 CLWoMR
CITY OF OXFORD
BUTLER COUNTY, OHIO

RECORD PLAT

bayer becker
Surveying & Mapping
110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

Drawing:	24-0257 RP
Drawn by:	BJR
Checked By:	TME
Issue Date:	3-3-26
Sheet:	2/3

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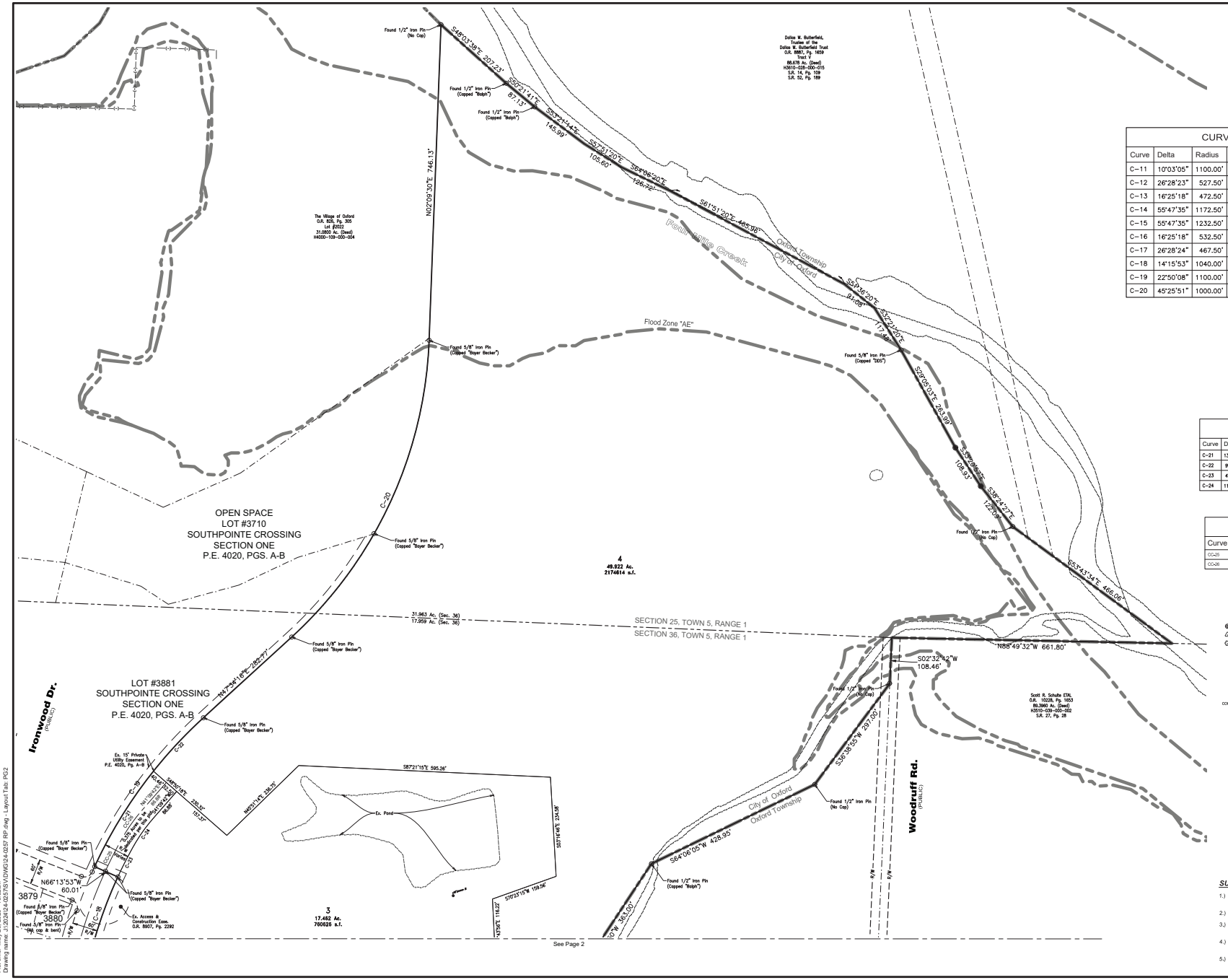
Plot time: May 20, 2026 - 10:52am
Drawing name: J:\2024\24-0257\SV\DWG\24-0257 RP.dwg - Layout Tab: PG2



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C-20	45°25'51"	1000.00'	792.92'	N24°51'21"E 772.31'

CURVE TABLE				
Curve	Delta	Radius	Length	Chord
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C-22	9°00'08"	1100.00'	172.83'	N47°04'12"E 172.65'
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C-24	11°46'03"	370.00'	75.99'	S35°16'41"W 75.86'

CL CURVE TABLE				
Curve	Delta	Radius	Length	Chord
CC-25	4°38'02"	1072.20'	86.74'	N27°04'38"E 86.71'
CC-26	11°46'03"	402.20'	82.67'	N35°16'41"E 82.52'

LEGEND:

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- Found MAG Spike
- Found 5/8" Iron Pin (cap as noted)
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SURVEY NOTES:

1.) Basis of Bearings: Dedication & Easement Plat for Lake Forest Drive, Official Record 9533, Page 593.
2.) Previous deeds of record as shown hereon.
3.) Monumentation is in good condition unless otherwise shown.
4.) Lines of occupation where they exist generally agree with boundary lines unless otherwise shown on plat.
5.) All documents used as shown.

Basis of Bearing: O.R. 9533, Pg. 593
SCALE: 1" = 100'

Item	Revision Description	Date	Drawn	Chk'd
1	Revise per City of Oxford Comments	5-20-26	BJR	TME

LAKE FOREST
PART OF LOTS 3716 & 3718
SECTIONS 25 & 36, TOWN 5, RANGE 1 CLWoMR
CITY OF OXFORD
BUTLER COUNTY, OHIO
RECORD PLAT

boyer becker
SURVEYING & MAPPING
110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

Drawing: 24-0257 RP
Drawn by: BJR
Checked By: TME
Issue Date: 3-3-26
Sheet: 3/3

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Plot time: May 20, 2026 - 10:52am
Drawing name: J:\2024\24-0257\SV\DWG\24-0257 RP.dwg - Layout Tab: PG2

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Community Development Department
City Council Action Letter
513-524-5204

September 17, 2025

VIA EMAIL:
jim@hoteldevelopment.net
ettareed@bayerbecker.com

Jim Clawson
4 Leaf Development LLC
125 W Spring Street
Oxford, OH 45056

RE: PC-2025-09, 1701 Lake Forest Drive, ZONING MAP AMENDMENT, 17.95 acres from Multi-Family Residential (R-4) District to Single- and Two-Family Residential (R-2A) District, **Jim Clawson, Applicant**

PC-2025-10, 1701 Lake Forest Drive, PRELIMINARY SUBDIVISION, 34 single-family lots, **Jim Clawson, Applicant**

Dear Mr. Clawson:

On September 16, 2025, the Oxford City Council voted 6-0 (1 absent) to approve your Zoning Map Amendment request and Preliminary Subdivision application for the property located at 1701 Lake Forest Drive. The Preliminary Subdivision was approved with the following conditions and waivers:

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.

The corresponding Ordinances (No. 3836, 3837) are attached to this letter.

The Preliminary Subdivision approval is valid for three (3) years per Oxford Subdivision Regulations ***Section 1101.2(201)(D)***.

Should you have any questions related to this action, please contact the Community Development Department at 513-524-5204.

Respectfully,

Eunike Miller

Eunike Miller
Administrative Assistant
Community Development Department

Cc: File

ORDINANCE NO. 3836

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.

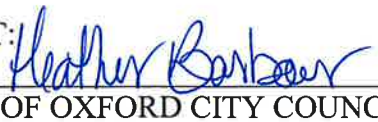
SECTION 2: Based on the Planning Commission recommendation, the City Manager and Community Development Director also recommend that the Official Zoning Map be amended to R-2A for approximately 18 acres of land generally located at 1701 Lake Forest Drive.

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: SEPTEMBER 16, 2025

ATTEST: 

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: COMMUNITY DEVELOPMENT STAFF

CHECKED BY: LAW

ORDINANCE NO. 3837

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.

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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: SEPTEMBER 16, 2025

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: PLANNING STAFF

CHECKED BY: LAW

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Memo

Service Department
Engineering Division
513/524-5208

TO: Douglas R. Elliott, Jr.
City Manager

FROM: Scott Otto, P.E.
City Engineer SAO

RE: Lake Forest Drive Residential Development
Traffic Impact Study

DATE: February 9, 2021

A Traffic Impact Study (TIS) for Southpointe Residential Development was completed in December 2017 for the new roadway that is now known as Lake Forest Drive. The location of the intersection of the proposed roadway with US 27 is located partially outside of City of Oxford corporation limits therefore the consultant who completed the study, Bayer Becker, coordinated with the Ohio Department of Transportation (ODOT) to establish the parameters of the study. The TIS included peak hour traffic counts of the existing conditions at the time of the study and analysis of the projected build out of the land served by the proposed roadway, including projected traffic in the year 2039. The TIS was based on a projected development of 116 Single Family Dwelling Units (DU's) and 90 Senior Adult Housing DU's for a total of 206 DU's. Per the requirements of ODOT, a Level Of Service (LOS) analysis of the proposed intersection with US 27 was performed for the peak hour existing and build out conditions.

Based on the analysis contained in the TIS, the recommended and now constructed road improvements to accommodate the year 2039 build out were as follows:

- Construct the proposed roadway
- Provide a 175' southbound left-turn storage lane on US 27
- Provide one (1) eastbound lane for ingressing traffic
- Provide one (1) westbound lane for egressing traffic
- Install a stop sign traffic control device in the westbound new roadway approach to the intersection

The two recently proposed developments off Lake Forest Drive will have a total of 57 DU's, well below the projected full build out of 206 DU's. The road improvements already constructed are sufficient to accommodate these two developments according to this TIS. Any future development after what has already been presented can have up to at least 149 DU's and remain at or under the 206 DU's used for the TIS. If proposed development of over 149 DU's is presented in the future, an additional TIS should be considered.

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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	6/6/2026
COUNCIL MEETING DATE:	July 7, 2026
AGENDA TITLE:	An Ordinance Approving The Final Subdivision Application And Plat For Lake Forest Cove Section 1 Consisting Of 36 Lots Situated On 17.462 Acres Currently Addressed As 1701 Lake Forest Drive, 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 Presented
CITY MANAGER/DEPT HEAD APPROVAL:	DRE SP

DISCUSSION:

This Final Subdivision request is related to Case No. PC-2026-03, which involves the splitting of 97 acres owned by 4-Leaf Development LLC into 4 separate tracts/parcels; only 1 of these 4 proposed tracts (Lot 3) currently possesses Preliminary Subdivision authorization to be further subdivided. The remaining tracts (Lots 1, 2, and 4) would require new and separate Preliminary Subdivision approval(s) in order to actually be developed; if the time comes that one or more of these three remaining Lots would be further subdivided, it would need to be prepared as a *replat* of the "Lake Forest" Final Plat approved under Case No. PC-2026-03.

The residential subdivision actively being pursued is to be named "Lake Forest Cove" and entails a total of 34 single-family residential lots together with 2 open space lots to be owned and maintained by a Homeowners Association (HOA). LFC Development LLC is the entity that will serve as developer for Lake Forest Cove. All new lots are to be situated along 2 new public streets, proposed to be named Timber Cove Trail and E Southpointe Parkway (serving as an extension of the existing Southpointe Parkway). Approval and recording of the Lake Forest Cove Section 1 Final Plat would enable the

dedication of 50-foot wide right-of-ways to serve these two new streets. The proposed Final Plat substantially conforms to the Preliminary Subdivision Plat approved by Council on September 16, 2025.

City staff recommends Council **approve** of the Lake Forest Cove Section 1 Final Plat via the corresponding Ordinance.

ORDINANCE NO.

AN ORDINANCE APPROVING THE FINAL SUBDIVISION APPLICATION AND PLAT FOR LAKE FOREST COVE SECTION 1 CONSISTING OF 36 LOTS SITUATED ON 17.462 ACRES CURRENTLY ADDRESSED AS 1701 LAKE FOREST DRIVE, OXFORD, OHIO 45056, WITH CONDITIONS.

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.203, the City of Oxford Community Development Department received from LFC Development LLC the Final Subdivision Application and Final Plat for the Lake Forest Cove Section 1 subdivision consisting of 36 lots situated on 17.462 acres currently attributed, in part, to the address 1701 Lake Forest Drive, Oxford Ohio, 45056 ("Exhibit A"); and

WHEREAS, on September 16, 2025, the Oxford City Council by Ordinance No. 3837 approved a Preliminary Subdivision for Lake Forest Cove subject to 12 conditions; and

WHEREAS, the submitted Final Plat proposes a total of 34 residential lots together with 2 open space lots, consistent with what the Preliminary Subdivision Plat approved in September 2025 had reflected; and

WHEREAS, the Community Development Director finds that the Final Plat meets the requirements of Oxford Codified Ordinance Section 1101.203 and further finds the Final Plat substantially corresponds to the Preliminary Subdivision for Lake Forest Cove approved by Council in September 2025; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve the Final Subdivision Application and Plat attached hereto as "Exhibit A" for Lake Forest Cove Section 1 with the following conditions:

1. The Final Subdivision shall be valid for one year from the City Council Ordinance date. All recordings shall be completed, and construction of the infrastructure improvements started, within this one-year time period.

2. As necessary, the applicant shall update and/or re-file construction drawings along with any necessary cost estimates for approval by applicable City departments.

3. As necessary, the applicant shall file with the City a suitable form of financial security in order to guarantee the construction of any public improvements. The Record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

4. Consistent with Condition #6 of Ordinance No. 3837 approved in September 2025, HOA documentation shall be reviewed by the City Law Director prior to recording.

5. The Final Plat shall be revised to address any outstanding City staff comments or concerns – including, but not necessarily limited to, typographical errors – prior to being signed by City officials and returned to the developer for recording.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the Final Subdivision Application and Plat for Lake Forest Cove Section 1 consisting of 17.462 acres with the conditions set forth above.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

PREPARED BY: PLANNING STAFF

INTRODUCED BY: MICHAEL SMITH

CHECKED BY: LAW

FINAL 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 Dr	
Subdivision Name Lake Forest Cove	
Total Site Acreage 17.56	Proposed Number of Lots/Parcels 36

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 LFC Development, LLC
Mailing Address 125 West Spring St. Oxford, OH 45056
Email Address pam@hoteldevelopment.com
Telephone Number 513-524-9500

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

Property Owner Name Jim Clawson
Property Owner Company Name 4-Leaf Development LLC
Mailing Address 125 West Spring St. Oxford, OH 45056
Email Address pam@hoteldevelopment.net
Telephone Number

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

Architect/Engineer Name John Bayer
Company Name Bayer Becker
Mailing Address 6900 Tylersville Rd. Suite A. Mason,OH 45040
Email Address JohnBayer@Bayerbecker.com
Telephone Number 513-366-6600

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

☑ **Cover Letter** providing a written description of the request

☑ **Proposed Record Plat** including all pertinent details as required by *Attachment E* of the Oxford Subdivision Regulations – more information on Page 3. (A printed **mylar** will later need to be submitted in order to obtain signatures from City officials, following Council approval and prior to recording with Butler County.)

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 consistency with departmental requirements prior to determining a first meeting date with the Oxford City Council.

Applicant Name (Print) James M. Clawson	
Applicant Signature James M. Clawson	Date 3/20/26

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.

Record Plat Requirements For source text, see Oxford Subdivision Regulations *Attachment E*

Record Plat shall show the following: (Cover Sheet showing whole subdivision layout with specific Phase delineated for recording. Second sheet should show specifics required.)

A. Name of Subdivision and Vol./Bk. ____ Pg. ____ for plat.

B. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.

C. North arrow, scale and date.

D. Boundary lines, size and tract of whole site and each individual lot in square feet and acres along with the linear measurement thereof.

E. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including parcel and lot numbers, including Deed Bk. & Pg. numbers within 200 feet of the site.

F. Locations, dimensions, widths and names of existing streets, alleys, lots, railroads, right-of-ways, easements, and parks.

G. Location, dimensions, widths and names of proposed streets and alleys.

H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.

I. All new utility easements shall be shown. Water lines, gas lines, electric lines, telephone lines, sanitary sewer and detention/retention.

J. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.

K. The zoning district in which the site is located and statement certifying that the subdivision satisfies all applicable requirements of the zoning district governing the use of the land at the time of approval.

L. Building setback lines and dimensions.

M. Lot numbers secured from the County Auditor.

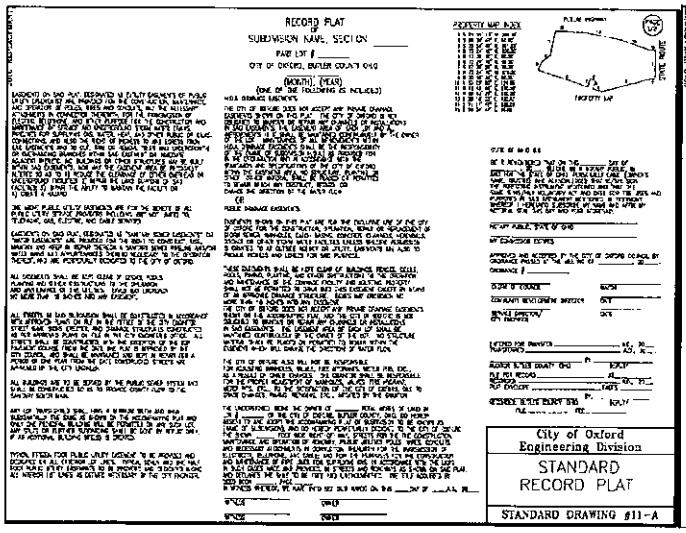
N. Restrictions and covenants included in the deeds to the lots of the subdivision (HOA Documents). Reference to such instrument shall be made on the plat as well as a Bk. ____ Pg. ____ reference to fill-in.

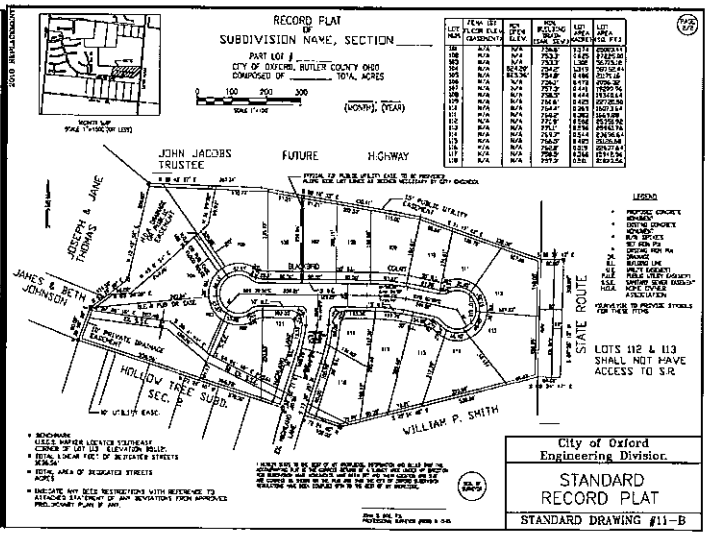
O. Reference City Ordinance No.'s from Preliminary Subdivision, and any Planned Development, approvals.

P. Acknowledgment by the owner or owners of the plat restrictions including dedication of public streets, parks, alleys and granting required easements (Requires notarized signatures).

Q. Approval and acceptance clause for the signatures of City Representatives.

See also the **Standard Record Plat** in Oxford Subdivision Regulations *Attachment H*. Snapshots below:





LAKE FOREST COVE SECTION 1

BEING A RE-PLAT OF LOT 3
LAKE FOREST, O.R. _____, PG. _____
SECTION 36, TOWN 5, RANGE 1 CLWoMR
CITY OF OXFORD
BUTLER COUNTY, OHIO

DEDICATION STATEMENT:

The undersigned, being the owner of Lot 3 of the City of Oxford and located in Sections 36, Town 5, Range 1, Congress Lands West of the Miami River, the City of Oxford, Butler County, Ohio, does hereby assent to and adopt the accompanying plat of subdivision to be known as Lake Forest Cove, Section 1 and does hereby dedicate to the public forever, in accordance with the laws in such cases made and provided, the streets and roadways as shown on said plat, and declare the same to be free and unencumbered.

The title was acquired by: Official Record ____, Page ____

Owner: LFC Development, LLC

Signature: _____

Printed name & title: _____

State of: _____

County of: _____

Be remembered that on this ____ day of _____, 2026, before the undersigned, a notary public in and for said county and state, personally came LFC Development, LLC, as represented by _____ its _____, who acknowledged the signing and execution of the foregoing instrument to be his voluntary act and deed. In testimony whereof, I have hereunto set my hand and affixed my notarial seal on the day and year last aforesaid.

Notary Public: _____

my commission expires: _____

Lienholder: _____

Signature: _____

Printed name & title: _____

State of: _____

County of: _____

Be remembered that on this ____ day of _____, 2026, before the undersigned, a notary public in and for said county and state, personally came _____ as represented by _____ its _____, who acknowledged the signing and execution of the foregoing instrument to be his voluntary act and deed. In testimony whereof, I have hereunto set my hand and affixed my notarial seal on the day and year last aforesaid.

Notary Public: _____

my commission expires: _____

UTILITY EASEMENTS:

Easements on said plat, designated as utility easements, are provided for the construction, maintenance, and operation of poles, wires and conduits, and the necessary attachments in connection therewith, for the transmission of electric, telephone, cable television, and other purposes; for the construction and maintenance of service and underground storm water drains, pipelines for supplying gas, water, heat, and other public or quasi-public utility functions together with the necessary lateral connections; the right of ingress to and egress from said easements; and to cut, trim, or remove trees and undergrowth or overhanging branches within said easement or immediately adjacent thereto. No buildings or other structures may be built within said easements, nor may the easement area be physically altered so as to 1) reduce the clearance of either overhead or underground facilities; 2) impair the land support of said facilities; 3) impair the ability to maintain the facility or 4) create a hazard.

The above public utility easements are for the benefit of all public utility providers including, but not limited to Duke Energy, Cincinnati Bell, Spectrum and Frontier Communications.

The above easements are also provided for other uses as designated and shall be used for the construction of storm water drains, open channels, public and private sewers, pipelines for the supplying of water, cable television and for any other public or quasi public utility or function, conducted, maintained or performed by ordinary methods beneath or above the surface of the ground together with the right of ingress and egress over and across lots to and from said easements.

GRANT OF UTILITY EASEMENT:

For valuable consideration, we, the undersigned ("grantor") do hereby permanently grant to Duke Energy Ohio/Kentucky, Inc. and their parent entity (or entity controlling both entities), their respective subsidiaries or affiliate entities, and any other provider of utility services ("grantee") their successors and assigns, forever, non-exclusive easements, as shown on the within plat and designated as designed "Utility Easements" for the construction, operation, maintenance, repair, or replacement of any and all necessary fixtures for the overhead or underground distribution of gas, electric, telephone, telecommunications or other utilities ("grantee facilities" or "facilities"). The grantee shall have the right of ingress and egress and also the right to cut, trim or remove any trees, undergrowth or overhanging branches within the utility easements or immediately adjacent thereto. No buildings or other structures may be built within the utility easements area, nor may the utility easements area be physically altered to (1) reduce the clearances of either overhead or underground facilities; (2) impair the land support of grantee facilities; (3) impair the ability to maintain the facilities or; (4) create a hazard. To have and to hold the easement forever. We acknowledge having the full power to convey this utility easement and will defend the same against all claims.

Also hereby granted to Duke Energy Ohio/Kentucky, Inc. and its subsidiaries, successors, and assigns is the right to laterally extend, repair, and maintain natural gas services to serve individual lots as constructed by the original builder allowing disturbance only over existing service lines necessary for the repair only on the lot on which the service is located. Reconstruction or relocation is permissible only with the written permission of the parcel owner and said utility provider to a mutually agreeable location. No part of the utility easements shall encumber existing buildings or adjoining lots.

CITY OF OXFORD WATER & SEWER NOTES:

It is understood that the City of Oxford will not be able to issue any connection permits or building permits until the Ohio Environmental Protection Agency (EPA) has approved the plans for the proposed extensions of the public water and sewer systems within this subdivision, unless on-site systems are proposed and approved.

All buildings to be served by the public sewer system shall be constructed so as to provide a minimum of four (4) feet of vertical separation between the public sanitary sewer, at the point of connection, and the lowest building level served by a gravity sewer connection. In addition, said building level shall be at least one foot (1') above the lowest point of free-overflow (non-sealed manhole cover) upstream of any treatment facility or wastewater pumping facility that receives the discharge from said building. Said minimum service levels shall be recorded on the "as-built" plans for the development which will be kept on file in the office of the City Engineer.

Private driveways, parking lots and other paved areas, earthen berms, or structures should not be constructed over private water or sewer service lines within the public road right-of-way or within easement areas for the public utilities. Should this occur, the property owner shall be held responsible for the protection and repair of and for providing access to any curb stops, meter pits, manholes, cleanouts, etc. installed in conjunction with these private service lines and for any damage or restoration of the paved surfaces or structures that may result from the future operation, maintenance, repair or replacement of said service lines and appurtenances.

Easements on said plat, designated as "sanitary sewer easements" or "water main easements" are provided for the right to construct, use, maintain and keep in repair thereon a sanitary sewer pipeline and/or water mains and appurtenances thereto necessary to the operation thereof.

The City Engineer does not accept any responsibility for the relocation, repair or replacement of any other utility installed within five (5) feet of the centerline of any sanitary main sewer or water main.

Sanitary sewer laterals, which shall include all pipe and appurtenances from the building to the public sewer main, and the connection to the public sewer main shall be considered private and the responsibility of the property owner to maintain. The connection to the sewer would be any piping that extends out from the main barrel of the sewer main.

All lots shown hereon shall be served by public sanitary sewers and water.

All buildings to be served by the public sewer system shall be constructed as to provide gravity flow to the sanitary sewer main.

Roof drains, foundation drains, and other clean water connections to the sanitary sewer system are prohibited.

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 the basement stays dry.

Regardless if located within the utility easement or not, repair or replacement of water service lines from the outlet side of the copper setter to the building is the responsibility of the property owner or homeowner's association. The City of Oxford is responsible to maintain the water service line and appurtenances from the water main to the outlet side of the copper setter only.

PLAT ALTERATIONS:

Any change to or alteration of this plat, including the splitting of any lot to create a new building site, shall require planning commission approval as a replat.

CURVE TABLE					
Curve	Delta	Radius	Length	Chord	
C–1	16°25'18"	532.50'	152.62'	N07°44'09"W	152.10'
C–2	26°28'24"	467.50'	216.01'	N02°42'36"W	214.09'
C–3	18°52'03"	1040.00'	342.47'	N19°57'37"E	340.93'
C–4	11°46'03"	370.00'	75.99'	N35°16'41"E	75.86'

LINE TABLE		
Line	Direction	Distance
L–1	N00°28'30"E	105.39'
L–2	N15°56'48"W	82.73'
L–3	N41°09'42"E	86.88'
L–4	S48°50'18"E	157.37'
L–5	N45°51'14"E	236.75'
L–6	S87°21'15"E	595.26'
L–7	S03°16'46"E	234.58'
L–8	S70°23'15"W	159.56'
L–9	S02°43'56"E	116.22'
L–10	S31°01'41"W	116.22'
L–11	S64°47'19"W	116.22'
L–12	S01°41'36"E	146.64'
L–13	S88°18'24"W	374.15'
L–14	S02°38'43"W	344.49'
L–15	N86°18'54"W	366.72'

CITY OF OXFORD NOTES:

The City of Oxford does not accept any Private Drainage Easements shown on this plat and is not obligated to maintain or repair any channels or installations in said easements. The easement area of each lot and all improvements in it shall be maintained continuously by the owner of the lot, in accordance with the standard and specifications of the City Engineer. Within the easement area, no structure, planting or other material shall be placed or permitted to remain which may obstruct, retard, or change the direction of the water flow. The maintenance of the detention areas is the responsibility of the owner of the land on which they are located.

The City of Oxford also will not be responsible for adjusting manholes, valves, fire hydrants, meter pits, etc. as a result of grade changes. The grantor shall be responsible for the proper adjustment of manholes, valves, fire hydrants, meter pits, etc. to the satisfaction of the city of Oxford, due to grade changes, paving, repaving, etc. initiated by the grantor.

All easements shall be kept clear of decks, pools, planting and other obstructions to the operation and maintenance of the utilities. Eaves may encroach no more than 18" into any easement.

All streets in said subdivision shall be constructed in accordance with approved plans on file in the office of the City Engineer, street name signs erected, and drainage structures constructed as per approved plans on file in the City Engineer's office. All streets shall be constructed within one year from the date the plat is approved by the City Council, and shall be maintained and kept in repair for a period of one year from the date the constructed streets are approved and accepted by the City Engineer.

PUBLIC DRAINAGE EASEMENTS:

Easements shown on this plat are for the exclusive use of the City of Oxford for the construction, operation, repair or replacement of storm sewer, manholes, catch basins, concrete channels, headwalls, ditches or other storm water facilities unless specific permission is granted to an outside agency or utility. Easements are also to provide ingress and egress for said purpose.

These easements shall be kept clear of buildings, fences, decks, pools, paving, planting, and other obstructions to the operation and maintenance of the Drainage facility and abutting property shall not be permitted to drain into this easement except by means of an approved drainage structure. Eaves may encroach no more than 18 inches into any easement.

The City of Oxford does not accept any Private Drainage Easements shown on the accompanying plat, and the City of Oxford is not obligated to Maintain or repair any channels or installations in said easements. The easement area of each lot shall be maintained continuously by the owner of the lot. No structure material shall be placed or permitted to remain within the easement which will change the direction of water flow.

The City of Oxford also will not be responsible for adjusting manholes, valves, fire hydrants, meter pits, etc., as a result of grade changes. The grantor shall be responsible for the proper adjustment of manholes, valves, fire hydrants, meter pits, etc., to the satisfaction of the City of Oxford, due to grade changes, paving, repaving, etc., initiated by the grantor.

PARCEL NUMBER

Deed Reference: Official Record _____, Page ____

Original Acres (Lot #3): 17.462 acres (17.462 Deed)

Lake Forest Cove, Section 1: 17.462 acres (Section 36)

Remaining Acres: 0.000 acres

SHEET INDEX

1) Title Sheet
2) Plat

ENGINEER / SURVEYOR

Bayer Becker
110 South College Avenue, Suite 101
Oxford, Ohio 45056
(513) 523-4270

OWNER

LFC Development, LLC
125 West Spring Street
Oxford, Ohio 45056
(513-524-9500)

VICINITY MAP

N.T.S.

CITY OF OXFORD

Clerk of Council _____ Date _____

Mayor _____ Date _____

Community Development Director _____ Date _____

City Engineer _____ Date _____

BOARD OF HEALTH

This plat is subject to present and future regulations of the Butler County Board of Health.

BUTLER COUNTY AUDITOR

Entered for transfer _____ a.d., 2026.

Transferred _____ a.d., 2026.

_____ by: _____
Auditor, Butler County, Ohio Deputy

BUTLER COUNTY RECORDER

Filed for record _____ at _____

Recorded _____ Pages _____

Official Record _____ Pages _____

_____ by: _____
Recorder, Butler County, Ohio Deputy

File _____ Fee _____

CONSERVATION AREA

The Conservation Area, being the entirety of Lot 4260, is to be maintained by the owner as perpetual open space for protection and preservation of natural features, inclusive of topography, vegetation, and water resources. use and maintenance of the area is subject to the following provisions and restrictions:

1. No grading, clearing, excavation or development is allowed, except as described under note 2 below, including but not limited to: dwellings, storage buildings, fencing, driveways, patios and other paved areas, pools, tile fields, septic systems, wells, and other structures or improvements of any kind.
2. Grading, clearing, excavation, paving and development are permitted for construction, installation, repair, maintenance and replacement of a multi-use path generally extending from the Lake Forest Drive right-of-way to the east Southpointe Parkway right-of-way between Lots 4238 & 4239.
3. Trimming of trees and shrubs to prevent overgrowth is allowed, but the total clearing of existing vegetation is prohibited.
4. Eradication of invasive species of plant vegetation, inclusive of noxious weeds, is allowed.
5. Wild flowers, perennial beds, shrubs, ground cover and/or other comparable vegetation not considered a noxious weed or invasive species may be replaced.
6. Removal of dead or fallen trees is allowed, including removal of diseased trees or any found infested with insects determined by applicable state or federal authorities as too threatening and detrimental to remain.
7. Waste, garbage and unsightly or offensive materials are not permitted and may not be accumulated within the conservation area.

H.O.A. EASEMENT NOTES AND COVENANTS & RESTRICTIONS:

The lots shown hereon shall be subject to the covenants, conditions and restrictions for Lake Forest as originally recorded in Official Record _____ page _____ of the Butler County Recorder's Office and may be further amended from time to time.

The City of Oxford does not accept any H.O.A. (Homeowners Association) Utility & Drainage Easements shown on this plat. The City of Oxford is not obligated to maintain or repair any channels or installations in said easements. The easement area of each lot and all improvements in it shall be maintained continuously by the H.O.A. Maintenance of all improvements within H.O.A. Utility & Drainage Easements shall be the responsibility of the Lake Forest Cove Homeowners Association, LLC as provided for in the declaration and in accordance with the standards and specifications of the City Engineer. Within the easement area, no structure, planting, or other material shall be placed or permitted to remain which may obstruct, retard, or change the direction of the water flow.

SURVEYORS CERTIFICATION

I hereby state to the best of my knowledge, information and belief that the accompanying plat is the correct return of a survey made under my direction for "Lake Forest Cove, Section 1" monuments are set and their location and size are correct as shown on the plat and that the City of Oxford Subdivision Regulations have been complied with to the best of my knowledge.

_____ Date
Thomas M. Edwards, P.S.
Professional Surveyor #8941
In the State of Ohio

Basis of Bearing:
O.R. 9533, Pg. 593

0 300 450
SCALE: 1" = 300'

Item	Revision Description	Date	Drawn	Chk'd
1	Revised per City of Oxford Comments	3-23-26	BJR	TME

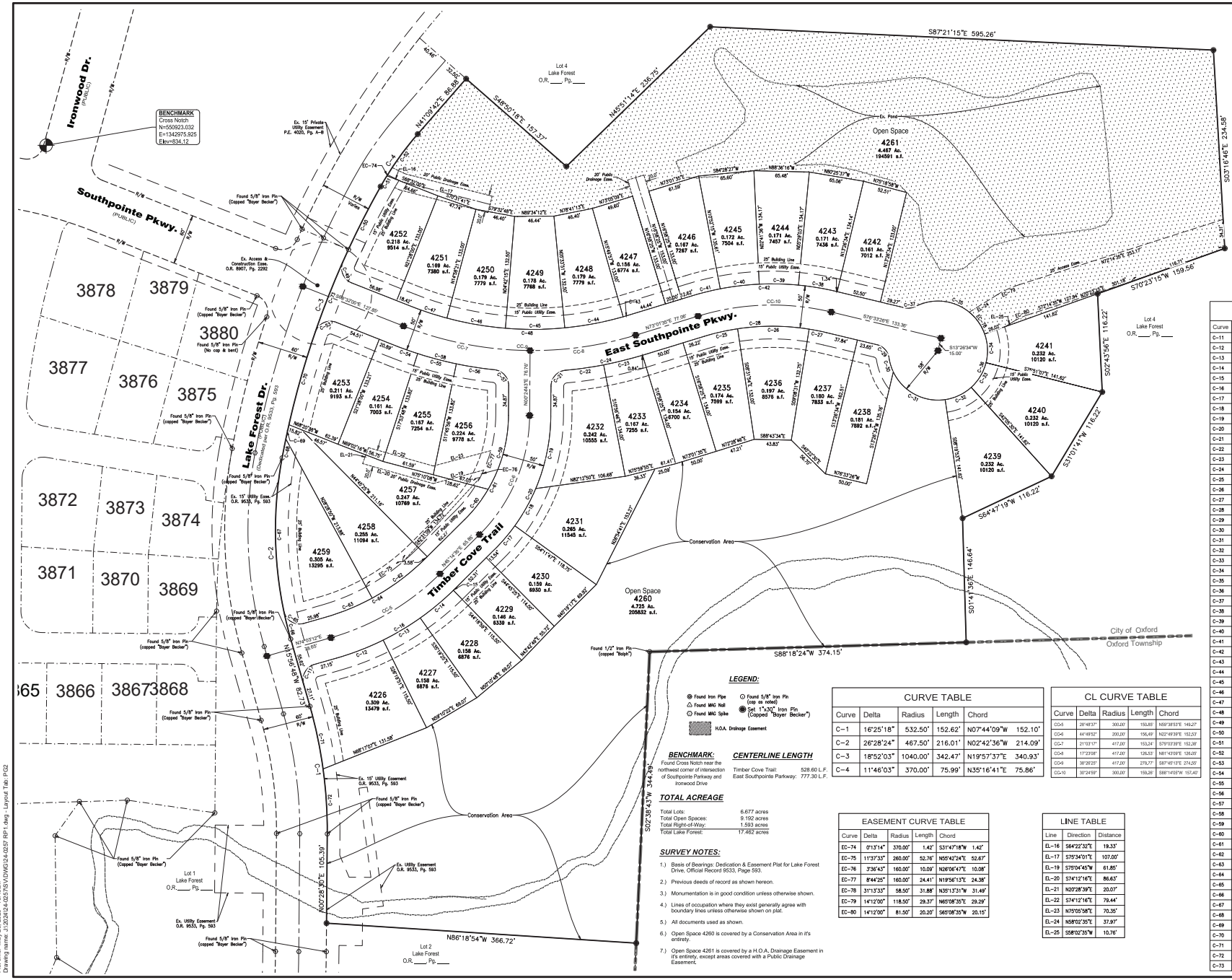
LAKE FOREST COVE
SECTION 1
BEING A RE-PLAT OF LOT 3
LAKE FOREST, O.R. _____, PG. _____
SECTION 36, TOWN 5, RANGE 1 CLWoMR
CITY OF OXFORD
BUTLER COUNTY, OHIO
RECORD PLAT

bayer becker
Engineering | Surveying
110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

Drawing: 24-0257 RP1
Drawn by: BJR
Checked By: TME
Issue Date: 3-23-26
Sheet: 1/2

THIS DRAWING AND ALL INFORMATION, DESIGN, DETAILS CONTAINED HEREIN ARE THE PROPERTY OF BAYER BECKER AND SHALL NOT BE REPRODUCED, USED, DISTRIBUTED OR DISCLOSED IN ANY MANNER WITHOUT THE EXPRESS WRITTEN PERMISSION OF BAYER BECKER. ANY UNAUTHORIZED USE SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO BAYER BECKER. COPYRIGHT © 2026 BAYER BECKER

Plot time: May 20, 2026 - 10:39am
Drawing name: J:\2024\24-0257\5VID\VDWG\24-0257 RP1.dwg - Layout Tab: PG1



LEGEND:

- Found Iron Pipe
- Found MAG Nail
- Found MAG Spike
- Found 5/8" Iron Pin (cap as noted)
- Set 1"x30" Iron Pin (Capped "Bayer Becker")
- H.O.A. Drainage Easement

BENCHMARK:

Found Cross Notch near the northwest corner of intersection of Southpointe Parkway and Ironwood Drive

CENTERLINE LENGTH

Timber Cove Trail: 528.60 L.F.
East Southpointe Parkway: 777.30 L.F.

TOTAL ACREAGE

Total Lots:	6.677 acres
Total Open Spaces:	9.192 acres
Total Right-of-Way:	1.593 acres
Total Lake Forest:	17.462 acres

SURVEY NOTES:

1.) Basis of Bearings: Dedication & Easement Plat for Lake Forest Drive, Official Record 9533, Page 593.

2.) Previous deeds of record as shown hereon.

3.) Monumentation is in good condition unless otherwise shown.

4.) Lines of occupation where they exist generally agree with boundary lines unless otherwise shown on plat.

5.) All documents used as shown.

6.) Open Space 4260 is covered by a Conservation Area in it's entirety.

7.) Open Space 4261 is covered by a H.O.A. Drainage Easement in it's entirety, except areas covered with a Public Drainage Easement.

CURVE TABLE

Curve	Delta	Radius	Length	Chord	
C-1	16°25'18"	532.50'	152.62'	N07°44'09"W	152.10'
C-2	26°28'24"	467.50'	216.01'	N02°42'36"W	214.09'
C-3	18°52'03"	1040.00'	342.47'	N19°57'37"E	340.93'
C-4	11°46'03"	370.00'	75.99'	N35°16'41"E	75.86'

CL CURVE TABLE

Curve	Delta	Radius	Length	Chord
CC-5	28°48'37"	300.00'	150.85'	N59°38'53"E 149.27'
CC-6	44°49'52"	200.00'	156.49'	N22°49'39"E 152.53'
CC-7	21°07'17"	417.00'	153.74'	S75°03'39"E 152.86'
CC-8	11°23'08"	417.00'	126.53'	N81°43'09"E 126.09'
CC-9	38°26'25"	417.00'	279.77'	S87°45'13"E 274.60'
CC-10	30°24'59"	300.00'	159.28'	S88°14'05"W 157.40'

EASEMENT CURVE TABLE

Curve	Delta	Radius	Length	Chord	
EC-74	0°13'14"	370.00'	1.42'	S31°47'18"W	1.42'
EC-75	11°37'33"	260.00'	52.76'	N55°42'24"E	52.67'
EC-76	3°36'43"	160.00'	10.09'	N26°06'47"E	10.08'
EC-77	8°44'25"	160.00'	24.41'	N19°56'13"E	24.38'
EC-78	31°13'33"	58.50'	31.88'	N35°13'31"W	31.49'
EC-79	14°12'00"	118.50'	29.37'	N65°08'35"E	29.29'
EC-80	14°12'00"	81.50'	20.20'	S65°08'35"W	20.15'

LINE TABLE

Line	Direction	Distance
EL-16	S64°22'32"E	19.33'
EL-17	S75°34'01"E	107.00'
EL-19	S75°04'45"W	61.85'
EL-20	S74°12'16"E	86.63'
EL-21	N20°28'39"E	20.07'
EL-22	S74°12'16"E	79.44'
EL-23	N75°05'58"E	70.35'
EL-24	N58°02'35"E	37.97'
EL-25	S58°02'35"W	10.76'

CURVE TABLE

Curve	Delta	Radius	Length	Chord
C-11	90°00'00"	19.00'	29.85'	N29°03'12"E 26.87'
C-12	10°23'03"	325.00'	58.90'	N68°51'40"E 58.82'
C-13	8°59'34"	325.00'	51.01'	N59°10'22"E 50.96'
C-14	8°59'34"	325.00'	51.01'	N50°10'48"E 50.96'
C-15	0°26'27"	325.00'	2.50'	N45°27'49"E 2.50'
C-16	28°48'37"	325.00'	163.42'	N59°38'53"E 161.71'
C-17	9°26'22"	225.00'	37.07'	N40°31'24"E 37.03'
C-18	12°52'24"	225.00'	50.55'	N29°22'01"E 50.45'
C-19	22°31'06"	225.00'	88.43'	N11°40'16"E 87.86'
C-20	44°49'52"	225.00'	176.05'	N22°49'39"E 171.59'
C-21	84°31'23"	19.00'	28.03'	N42°40'24"E 25.56'
C-22	5°52'52"	442.00'	45.37'	N81°59'40"E 45.35'
C-23	6°01'39"	442.00'	46.50'	N76°02'25"E 46.48'
C-24	11°54'31"	442.00'	91.87'	N78°58'50"E 91.70'
C-25	8°26'31"	275.00'	40.52'	N77°14'50"E 40.48'
C-26	17°40'25"	275.00'	84.83'	S89°41'42"E 84.49'
C-27	4°18'04"	275.00'	20.64'	S78°42'27"E 20.64'
C-28	30°24'59"	275.00'	145.99'	N88°14'05"E 144.28'
C-29	68°01'32"	19.00'	22.56'	S42°32'40"E 21.26'
C-30	16°56'27"	58.50'	17.30'	S17°00'07"E 17.23'
C-31	72°51'32"	58.50'	74.39'	S61°54'07"E 69.48'
C-32	33°45'37"	58.50'	34.47'	N64°47'19"E 33.97'
C-33	33°45'37"	58.50'	34.47'	N31°01'41"E 33.97'
C-34	33°45'37"	58.50'	34.47'	N02°43'56"W 33.97'
C-35	9°22'00"	58.50'	99.41'	N68°17'45"W 87.88'
C-36	288°26'51"	58.50'	294.51'	N27°14'41"E 68.40'
C-37	40°25'19"	19.00'	13.40'	S83°13'55"W 13.13'
C-38	7°57'31"	325.00'	45.14'	N80°32'11"W 45.11'
C-39	8°10'39"	325.00'	46.39'	N88°36'16"W 46.35'
C-40	8°10'39"	325.00'	46.39'	S83°13'05"W 46.35'
C-41	6°06'10"	325.00'	34.62'	S76°04'40"W 34.60'
C-42	30°24'59"	325.00'	172.53'	S88°14'05"W 170.51'
C-43	1°08'28"	392.00'	7.81'	S73°35'49"W 7.81'
C-44	10°16'06"	392.00'	70.25'	S79°18'06"W 70.16'
C-45	10°16'06"	392.00'	70.25'	S89°34'12"W 70.16'
C-46	10°16'06"	392.00'	70.25'	N80°09'42"W 70.16'
C-47	6°29'39"	392.00'	44.43'	N71°46'50"W 44.41'
C-48	38°26'25"	392.00'	263.00'	N87°45'13"W 258.09'
C-49	9°26'12"	19.00'	30.66'	N22°17'54"W 27.44'
C-50	5°27'27"	1040.00'	99.06'	N26°39'55"E 99.02'
C-51	2°17'02"	370.00'	14.75'	S30°32'10"W 14.75'
C-52	9°29'01"	370.00'	61.24'	S36°25'12"W 61.17'
C-53	9°26'12"	19.00'	30.66'	N65°13'54"E 27.44'
C-54	3°34'12"	442.00'	27.54'	S70°19'06"E 27.54'
C-55	6°07'52"	442.00'	47.30'	S75°10'08"E 47.28'
C-56	5°52'36"	442.00'	45.33'	S81°10'22"E 45.31'
C-57	84°31'23"	19.00'	28.03'	S41°50'59"E 25.56'
C-58	15°34'40"	442.00'	120.17'	S76°19'20"E 119.80'
C-59	29°59'42"	175.00'	91.61'	S15°24'34"W 90.57'
C-60	14°50'10"	175.00'	45.31'	S37°49'30"W 45.19'
C-61	44°49'52"	175.00'	136.93'	S22°49'39"W 133.46'
C-62	16°16'35"	275.00'	78.12'	S53°22'52"W 77.86'
C-63	12°32'02"	275.00'	60.16'	S67°47'11"W 60.04'
C-64	28°48'37"	275.00'	138.28'	S59°38'53"W 136.83'
C-65	94°08'26"	19.00'	31.22'	N58°52'35"W 27.82'
C-66	4°08'26"	467.50'	33.78'	S13°52'35"E 33.78'
C-67	22°19'57"	467.50'	182.22'	S00°38'23"E 181.07'
C-68	1°15'26"	1040.00'	22.82'	S11°09'19"W 22.82'
C-69	0°56'40"	1040.00'	17.14'	S12°15'22"W 17.14'
C-70	6°16'06"	1040.00'	113.78'	S15°51'45"W 113.72'
C-71	8°08'23"	532.50'	75.65'	S11°52'36"E 75.59'
C-72	8°16'56"	532.50'	76.97'	S03°39'57"E 76.91'
C-73	4°56'23"	1040.00'	89.67'	S21°28'00"W 89.64'

Basis of Bearing: O.R. 9533, Pg. 593

SCALE: 1" = 100'

Item	Revision Description	Date	Drawn	Chk'd
1	Revised per City of Oxford Comments	3-23-26	BJR	TME

LAKE FOREST COVE SECTION 1

BEING A RE-PLAT OF LOT 3
LAKE FOREST O.R. ___ PG. ___
SECTIONS 17 & 18, T3N, R3E, T.C.L.W.G.M.R.
CITY OF OXFORD
BUTLER COUNTY, OHIO

RECORD PLAT

bayer becker
Surveying & Mapping
110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

Drawing: 24-0257 RP1
Drawn by: BJR
Checked By: TME
Issue Date: 3-23-26
Sheet: 2/2

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Plot time: May 20, 2026 - 10:40am
Drawing name: J:\2024\24-0257\DWG\24-0257 RP1.dwg - Layout Tab: PG2

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Community Development Department
City Council Action Letter
513-524-5204

September 17, 2025

VIA EMAIL:
jim@hoteldevelopment.net
ettareed@bayerbecker.com

Jim Clawson
4 Leaf Development LLC
125 W Spring Street
Oxford, OH 45056

RE: PC-2025-09, 1701 Lake Forest Drive, ZONING MAP AMENDMENT, 17.95 acres from Multi-Family Residential (R-4) District to Single- and Two-Family Residential (R-2A) District, **Jim Clawson, Applicant**

PC-2025-10, 1701 Lake Forest Drive, PRELIMINARY SUBDIVISION, 34 single-family lots, **Jim Clawson, Applicant**

Dear Mr. Clawson:

On September 16, 2025, the Oxford City Council voted 6-0 (1 absent) to approve your Zoning Map Amendment request and Preliminary Subdivision application for the property located at 1701 Lake Forest Drive. The Preliminary Subdivision was approved with the following conditions and waivers:

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.

The corresponding Ordinances (No. 3836, 3837) are attached to this letter.

The Preliminary Subdivision approval is valid for three (3) years per Oxford Subdivision Regulations ***Section 1101.2(201)(D)***.

Should you have any questions related to this action, please contact the Community Development Department at 513-524-5204.

Respectfully,

Eunike Miller

Eunike Miller
Administrative Assistant
Community Development Department

Cc: File

ORDINANCE NO. 3836

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.

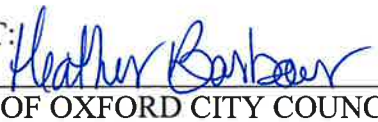
SECTION 2: Based on the Planning Commission recommendation, the City Manager and Community Development Director also recommend that the Official Zoning Map be amended to R-2A for approximately 18 acres of land generally located at 1701 Lake Forest Drive.

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: SEPTEMBER 16, 2025

ATTEST: 

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: COMMUNITY DEVELOPMENT STAFF

CHECKED BY: LAW

ORDINANCE NO. 3837

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: SEPTEMBER 16, 2025

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: PLANNING STAFF

CHECKED BY: LAW