



AGENDA
BOARD OF ZONING APPEALS
WEDNESDAY, July 15, 2026
6:30 P.M.

Oxford Courthouse
118 W High Street

MEMBERS

Philip Russo, Chair

Gerald Yearwood
Matt Wyatt

Steve Chaffin, Vice Chair
Jon Creech, Secretary

STAFF

Sam Perry, Director, Community Development
Zachary Moore, City Planner/GIS Coordinator
Christopher Conard, Law Director

MEETING PROCEDURE: The Board of Zoning Appeals is a quasi-judicial board. Our primary function is to hear testimony and issue decisions. Unlike other City boards and commissions, we only hear relevant, sworn testimony from the Applicant, his/her duly appointed agent or attorney, and any other person with standing to testify in a particular matter. The Applicant has the right to cross-examine any testimony given. Our hearings are open to public attendance, but public comment, opinion and discussion are not considered testimony and will not be heard.

Please wait until you are recognized by the Chair, state your name and address so that your comments may be properly recorded. Applicants are to limit their testimony to fifteen (15) minutes, including any information presented by his/her duly appointed agent or attorney. This time limit may be extended if the Board requests or approves further testimony. Other persons with standing are encouraged to testify and ask questions about the nature of the appeal, but must be acknowledged by the Chair prior to speaking.

- I. Call to Order
- II. Approval of March 24, 2026 Minutes of the Regular Meeting 1
- III. New Business
 - BZA-2026-01, 222 N Elm Street, VARIANCE** to Section 1143.03(c), minimum front yard setback and Section 1143.03(d)(5)(B) minimum roof pitch, **Veite Design LLC c/o Nicholas Veite, Applicant/Agent** 4
- IV. Adjournment



OXFORD BOARD OF ZONING APPEALS

Meeting Minutes

Tuesday, March 24, 2026

<https://youtu.be/zTBUjpSgOCw>

Meeting procedure: The Board of Zoning Appeals is a quasi-judicial Board. Our primary function is to hear testimony and issue decisions. Unlike other City boards and commissions, we only hear relevant, sworn testimony from the Applicant, his/her duly appointed agent or attorney, and any other person with standing to testify in a particular matter. The Applicant has the right to cross-examine any testimony given. Our hearings are open to public attendance, but public comment, opinion and discussion are not considered testimony and will not be heard.

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Roll Call

Philip Russo, Chair

Steve Chaffin, Vice Chair

Matt Wyatt

Jonathin Creech, Secretary

Baljinnyam Dashdorj

[Time: 0:17](#)

A regular meeting of the Oxford Board of Zoning Appeals was called to order by Chair Philip Russo on Tuesday, March 24, 2026 at 6:30 p.m.

Members in attendance were Steve Chaffin and Jonathin Creech

Members excused: Baljinnyam Dashdorj, Matt Wyatt

Staff Members in Attendance

Mr. Zachary Moore, City Planner/GIS Coordinator, Mr. Christopher Conard, Law Director, Ms. Eunike Miller, Administrative Assistant

Staff Members Excused

Mr. Sam Perry, Director, Community Development

Approval of January 27, 2026 Minutes of the Regular Meeting

[Time: 0:45](#)

Motion – To approve the minutes as written

(Voice Vote) 1st Mr. Chaffin

2nd Mr. Creech

AYE: (3)

NAY: (0)

ABS: (0)

Old Business

BZA-2025-03

[Time: 1:11](#)

1. BZA-2025-03, 36 E High Street ADMINISTRATIVE APPEAL to Section 1137.10(c), replacement of changeable marquee signs with electronic message boards, Jack F. Grove, Appellant

Mr. Russo read the decision letter.

The Decision Letter was adopted as written.

(Voice Vote)

AYE: (3)

NAY: (0)

ABS: (0)

Motion to Adjourn Meeting at 6:47 p.m.

Time: 12:32

(Voice Vote) 1st Mr. Chaffin

2nd Mr. Creech

AYE: (3)

NAY: (0)

ABS: (0)

STAFF REPORT

Community Development – Board of Zoning Appeals

APPLICATION DETAILS

Applicant	Veite Design, c/o Nicholas Veite
Location	222 N Elm Street
Owner	Redhawks on Elm, LLC, c/o Javier Zuluaga
Action Request	Variances to <i>Section 1143.03(c)</i> minimum front yard setback and <i>Section 1143.03(d)(5)(B)</i> minimum roof pitch
Lot Size	5,056 square feet
Lot Width	58.5 feet
Current Use	Single-unit dwelling (used as a Lodging House for 6 total occupants)
Current Zoning	R-1MS Single-Family Residential Mile-Square District
Surrounding Land Uses	Multi-Family Residential across N Elm Street to the east; Single-Family Residential in all other directions

BACKGROUND

On behalf of the property owner, applicant/agent Veite Design is requesting two area/dimensional Variances to the Oxford Zoning Code for the purpose of constructing an addition onto an existing house located at 222 N Elm Street. The applicant requests Variances to: (1) reduce the required front yard setback from 16.5 feet to 9.1 feet in order to accommodate a porch expansion; and (2) reduce the minimum roof pitch from a 6:12 slope to, at the very least, a 3:12 slope.

The use of the subject property is considered a lodging house, as it is currently permitted under a valid City of Oxford Rental Permit to house up to 6 total occupants. However, from available records it appears only 4 rooms within the house have been used as bedrooms in the past, which would mean some of the bedrooms can accommodate double occupancy.

The property has been recognized as a lodging house as far back as November 2001, pursuant to a written, signed, and recorded legal housing agreement between the City of Oxford and the then-owners of the property. It is clear from the agreement that the land use is to be classified as non-conforming. *Section 1137.04(b)(5)* provides that when any non-conforming residential use with greater occupancy than allowed per the underlying zoning district experiences a *reconfiguration*, its approved occupancy must then be *reduced by at least 30%* or set to the maximum allowable in the underlying zoning district, whichever is

greater. **Section 1159.19(1)** defines a **reconfiguration** as *interior or exterior modification to change the layout of a building or to make substantial/structural repair or alteration.*

The grandfathered interior layout currently does not comply with the Oxford Property Maintenance Code (PMC). The Code Enforcement Officer has confirmed that if the proposed addition were allowed, it could bring the resulting interior layout into full conformance with the PMC, thereby increasing tenant safety.

DESCRIPTION

The applicant's requested Variances can be summarized as follows:

Requirement	Code Section	Standard	Proposal
VARIANCE #1 Minimum Front Yard Setback	1143.03(c)	20 feet typical (16.5 feet reduced)	9.1 feet
In the R-1MS District, any new principal buildings (or expansions thereto) are required to be set back at least 20 feet from the front lot line. The Zoning Code does however provide a special exception in Section 1141.03(c)(3)(B), which specifies that <i>an average front yard setback may be established when more than 50% of the lots have been developed within that block face</i>, provided however that the setback <i>shall, in no circumstances, be less than 16.5 feet</i>. Observing the block face, 3 out of the 4 lots have principal buildings on them, and the average front setback among the buildings equates to approx. 14.15 feet; therefore, it is clear the 16.5-foot reduced setback should apply in this circumstance. The existing porch already encroaches into the 16.5-foot setback, as the submitted plan shows it to be set back 9.1 feet from the front lot line. The applicant requests a Variance in order to extend the porch southward to occupy another 10 feet of width, thereby better aligning the porch architecturally with a planned addition to the building.			
VARIANCE #2 Minimum Roof Pitch	1143.03(d)(5)(B)	Main pitch: 6:12 Porch pitch: 4:12	Main pitch: 3:12 First floor rear: 4:12 Porch: 3:12
All Mile-Square Residential Districts – inclusive of the R-1MS District, which the subject property is zoned – are subject to a minimum roof pitch requirement. Section 1143.03(d)(5)(B) provides that <i>roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required with the exception of porch roofs that should have a minimum pitch ratio of 4 to 12</i>. In an architectural sense, roof pitch is simply a measure of slope – that being, a certain degree of rise over a certain span of width, most commonly expressed as the amount of rise over a 12-foot span. In other words, a rise of 12 feet over a span of 12 feet (a 12:12 pitch) would produce a steep 45-degree angle. A 6:12 pitch therefore occupies a middle ground between a completely flat roof and a 12:12 pitch. A summary of roof pitch-related deficiencies is provided below: Main Pitch: An addition to the house is proposed which would expand the building footprint by approx. 540 square feet, providing for expanded floor area on both the first floor and second floor of the house. The second story portion of the addition, which partially occupies the expanded footprint, is proposed to have a roof pitch sloped at a ratio of 3:12. One-Story Rear: At present there is a roof slope on the back side of the house supporting a one-story extrusion, which does not comply with the current regulation because its pitch is 4:12. The applicant proposes extending this one-story portion by a little over 11 feet in width, and by doing so, simply continue the same 4:12 pitch by extending the same roof plane outward.			

Porch: The existing porch presently does not comply with the minimum 4:12 pitch specific to porch roofs. The submitted plans show that the porch expansion is proposed at the same pitch as the existing portion, at a 3:12 slope.

PUBLIC COMMENTS

Notification was mailed to property owners within 200 feet and a sign was placed on the property.

As of the writing of this report, staff received one phone call from a nearby resident who lives on W Vine Street. The resident, who had received a courtesy notice in the mail from the Community Development Department, inquired as to the status of the property as a lodging house and when exactly it had become a lodging house. Staff informed the resident that the property had been classified as a non-conforming lodging house permitted for up to 6 occupants by way of a November 2021 agreement between previous property owners and the City. Staff further informed the inquiring resident that although the issue was brought to the attention of the applicant, the Variance application had not been revised in time to request additional Variances necessary to enable the retention of the grandfathered occupancy, and that if hypothetically the two requested Variances (to the front yard setback and minimum roof pitch) were approved and the owner decided to move forward with the project, it would likely necessitate reducing maximum occupancy from 6 to 4.

DEPARTMENT COMMENTS

Department	Respondent	Response
Economic Development	Seth Cropsenbaker, Economic Development Specialist	Not Returned
Engineering	Scott Otto, City Engineer	Returned without Comments
Fire	John Detherage, Fire Chief	Returned with Comments
<i>It appears the trees on the south side of the house will be too close and inhibit fire department access in an emergency. There will also likely be issues using ground ladders in that area.</i>		
Police	John Jones, Police Chief	Returned without Comments

BZA SITE HISTORY

There is no prior BZA case history available in City records for this property.

DECISION CRITERIA

In accordance with Oxford Zoning Code *Section 1139.02(c)(1)*, the burden of proof is upon the Applicant to **present reliable, probative and substantial evidence** that supports the request for Variances.

Furthermore, per Oxford Zoning Code *Section 1139.02(c)(2)*, the BZA must find that **practical difficulties** exist that would render strict application of the Code inequitable and prevent substantial justice.

This determination of whether practical difficulties exist shall be made **without regard to the existence of variances and nonconformities on other land, sites, or structures** not presently under consideration, unless evidence is introduced into the record for the purpose of showing a variance was previously granted or denied on a **similarly situated property**.

Pursuant to *Section 1139.02(c)(2)*, the Board shall use the following eight decision criteria (A-H) in its deliberation. See also the enclosed narrative addressing the review criteria from Mr. Veite. Two separate tables analyzing the eight decision criteria are provided, one for each requested Variance.

VARIANCE #1 – Minimum Front Yard Setback	
Criterion A	Whether the property in question will yield reasonable return or whether there can be any beneficial use of the property without the variance
Does not support granting the Variance	If the front yard setback Variance were denied, it would essentially mean the porch as presently exists could not be extended. This alone does not jeopardize the vested usage of the property; therefore, Criterion A does not yield any support.
Criterion B	Whether the variance is substantial
Supports granting the Variance	The existing porch already encroaches into the 16.5-foot setback by 7.4 feet. The reason for the Variance is to make for a more architecturally sound and harmonious appearance, and to enhance the functionality and usability of the existing porch amenity. Staff does not find the request to be substantial.
Criterion C	Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance
Supports granting the Variance	The proposed porch expansion will bring the property into closer harmony with the spirit of the Mile Square Design Guidelines by exemplifying more traditional architectural styling. Sometimes allowing structures to encroach too far into front yard setbacks creates an “imposing” presence on the street that is not as desirable or in keeping with neighborhood fabric. Since the area of additional coverage and setback will be an open air, unenclosed porch, the increased degree of “imposition” will be minimal and not negatively intrusive.
Criterion D	Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage)
Supports granting the Variance	Staff does not believe governmental services will be adversely impacted. Engineering and Police Department did not return comments on the application. Comments from the Fire Department, while noteworthy for the applicant/owner

	for future construction activity and potential conflicts that may result by expanding the building further south toward existing mature trees, do not have a rational nexus with respect to the front yard setback request at hand. Consider, for example, if the request had been for a reduction in a side yard setback; at that point, the zoning standard could be a direct affront to maintaining serviceability in consideration of trees or other obstacles. The fact of the matter is, the proposed addition would clearly comply with the required side yard setback requirement of 7.5 feet; therefore, Zoning alone should not be a mechanism by which the Fire Chief can request structural modifications or deviations.
Criterion E	Whether the property owner purchased the property with knowledge of the zoning restriction
Does not support granting the Variance	As the applicant admits in his letter, the property owner was not initially aware of the restriction.
Criterion F	Whether the property owners' predicament feasibly can be obviated through some method other than a variance
Supports granting the Variance	The only way to enable a more historically appropriate porch, without significant modification and/or partial demolition to the existing house, is through the Variance process. Though financial return on the property is not fully incumbent on granting the requested Variance, staff believes the desire to improve the property in this way constitutes a reasonably valid predicament that should be given weight.
Criterion G	Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance
Supports granting the Variance	The Zoning Code actually seeks to encourage reduced setbacks in established urban neighborhood blocks pursuant to <i>Section 1141.03(c)(3)(B)</i> , though stopping short of allowing a setback less than 16.5 feet by-right. In other words, the Code has "cold feet" over portions of property presumed to be located in vacated right-of-ways, believing they should generally remain clear of obstructions; in many cases, building in the 16.5-foot setback zone can be contradictory to the development character already present along a particular block. As the applicant points out, this house was originally constructed in 1898; therefore, the house as constructed predates zoning regulations. Since the existing porch is already non-conforming with respect to the front yard setback, staff views a modest extension (spanning 10 feet in overall width) to be a relatively benign and reasonable request that does not egregiously contradict the spirit of the regulations. In fact, the Zoning Code stresses that porches are a desirable architectural design element in the Mile Square area of the city, as they enhance the physical and social components of the neighborhood.
Criterion H	Any other relevant factor
Supports granting the Variance	This project aligns with the 2023 Comprehensive Plan in that it helps further the goal of fostering <i>smart growth and quality places</i> through objectives such as helping to <i>preserve and enhance the character of the built and natural environment</i> (Objective L2). Furthermore, the BZA has approved a similar front yard setback

	Variance in April 2023 (Case No. BZA-2023-02) to permit a porch replacement and expansion at 12/14 N Elm Street two blocks to the south; though it could be argued this prior precedent does not precisely conform to the notion of a “similarly situated property” as 12/14 N Elm Street falls under a different zoning classification (R-2MS as compared to R-1MS for the subject property).
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VARIANCE #2 – Minimum Roof Pitch	
Criterion A	Whether the property in question will yield reasonable return or whether there can be any beneficial use of the property without the variance
Does not support granting the Variance	As the applicant admits, the property will continue to yield return if the roof pitch Variance were not granted.
Criterion B	Whether the variance is substantial
Does not support granting the Variance	Staff takes issue with the 3:12 pitch proposed for the main roof plane directly above the proposed second story extension. It is the opinion of staff that this roofline, which would be plainly visible from the public right-of-way, would not align well with the architectural vernacular of this Victorian-era house; therefore, it is staff’s belief that the Variance would be substantial in nature.
Criterion C	Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance
Supports granting the Variance	Staff concurs with the applicant’s stance on this criterion. By approving this Variance, it would permit further investment in the property – and by extension, into the neighborhood.
Criterion D	Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage)
Supports granting the Variance	Staff does not believe governmental services will be adversely impacted. Engineering and Police Department did not return comments on the application. Comments from the Fire Department, while noteworthy for the applicant/owner for future construction activity and potential conflicts that may result by expanding the building further south toward existing mature trees, do not appear to have a rational nexus with respect to the roof pitch request at hand. As a follow-up to the initial comments received, staff asked the Fire Chief for an explanation as to how variation on roof pitch might hinder emergency services, and a response was not returned.
Criterion E	Whether the property owner purchased the property with knowledge of the zoning restriction
Does not support granting the Variance	As the applicant admits in his letter, the property owner was not initially aware of the restriction.

Criterion F	Whether the property owners' predicament feasibly can be obviated through some method other than a variance
Inconclusive	The applicant points out in his narrative letter that the project could not move forward without the Variance. While this could make for a compelling argument, staff does not believe enough evidence/justification is provided to draw a conclusion one way or another. The BZA may ask questions of the applicant during the hearing in order to obtain more evidence and develop a clearer stance on this criterion.
Criterion G	Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance
Does not support granting the Variance	It is clear that the Mile Square Design Guidelines are aiming to achieve more traditional architectural styles in older, more historical portions of the city. A common element in historical designs are steeper pitched roofs, especially when compared to hip-style roofs and "ranch" home designs that became abundant following World War II. A flatter roofline, as proposed, would be contradictory to the spirit of the roof pitch regulation embedded in the present Zoning Code.
Criterion H	Any other relevant factor
Supports granting the Variance	The closest precedent staff is aware of involved a property at 315 University Ave, where the BZA chose not to approve a minimum roof pitch Variance. This prior request involved what was described at the time as a "dormer addition" to the rear of the house; in this case, if the Variance had been granted, the non-compliant roof pitch <i>would not have been visible from the street</i>. The architect instead chose to withdraw the application and re-design the addition such that it would comply with the roof pitch requirement, which did happen to result in a visible roof extension from the street. It could be argued this prior case did not involve "similarly situated property," as the zoning district classification was different (R3MS, vs. R-1MS for the subject property), nor is there an apples-to-apples comparison based on visibility from the street. It should not be understated that from a health and safety standpoint, an addition project at this location would help bring the property into greater compliance with the Oxford Property Maintenance Code (PMC) – see the memorandum from Code Enforcement Officer Derick Snodderly included in the agenda packet. For example, one of the bedrooms is currently only accessible from another bedroom, which is not a compliant configuration. The interior layout and occupancy is currently grandfathered in place, per a 2001 housing agreement as mentioned earlier in the report. What may be key is determining whether a roof pitch Variance is <i>absolutely essential</i> to enabling an improvement project that could address outstanding PMC inconsistencies.

CONCLUSION

Consistent with the provisions of the Oxford Zoning Code inclusive of recent amendments, staff believes it would be improper to evaluate the totality of the evidence presented in this staff report and offer a determination as to whether such evidence should be considered sufficient to justify the granting of one or both of the requested Variances; to this end, staff has no “recommendation” to offer on the matter before the Board.

If the BZA determines that difficulties exist which are sufficient to warrant the granting of a Variance, it is recommended the BZA cite any new or different specific evidence not yet identified and approve the Variance request. If the BZA does approve the Variance it can make separate findings and attach any appropriate conditions it deems necessary in accordance with *Section 1139.02(d)(2)*.

SUBMITTED BY:



Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: July 1, 2026

BZA MOTION FOR VARIANCES

In the case of **BZA-2026-01** ...

1) Regarding the variance requested to *Section 1143.03(c)* for minimum front yard setback ...

Mr./Ms. _____ hereby moves that the Board adopt and make the following findings of fact:

- A. The property in question (**will / will not**) yield a reasonable return or (**can / cannot**) be used beneficially without the variances because:_____
- B. The variance (**is / is not**) substantial because:_____
- C. The essential character of the neighborhood (**would / would not**) be substantially altered by the variance and adjoining properties (**would / would not**) suffer a substantial detriment as a result of the variance because:_____
- D. The variance (**would / would not**) adversely affect the delivery of governmental services (i.e. water, sewer, garbage, etc.) because:_____
- E. The property owner (**did / did not**) purchase the property with knowledge of the zoning restriction because:_____
- F. The property owner's predicament (**can / cannot**) feasibly be obviated through some method other than a variance because:_____
- G. The spirit and intent behind the zoning requirement (**would / would not**) be observed and substantial justice done by granting the variance because:_____
- H. Other relevant factors, if any, considered include:_____

It is further moved that after considering and weighing these factors, the Board should find that practical difficulty (**is/is not**) shown sufficient to warrant granting the Variance requested, and that the Variance should be accordingly (**APPROVED / DENIED / APPROVED WITH THE FOLLOWING CONDITIONS**). The conditions for approval, if any, include:

Motion Seconded by: Mr. / Ms. _____.

Vote: Aye: _____ Nay: _____

2) Regarding the variance requested to *Section 1143.03(d)(5)(B)* for minimum roof pitch...

Mr./Ms. _____ hereby moves that the Board adopt and make the following findings of fact:

- I. The property in question (**will / will not**) yield a reasonable return or (**can / cannot**) be used beneficially without the variances because:_____
- J. The variance (**is / is not**) substantial because:_____
- K. The essential character of the neighborhood (**would / would not**) be substantially altered by the variance and adjoining properties (**would / would not**) suffer a substantial detriment as a result of the variance because:_____
- L. The variance (**would / would not**) adversely affect the delivery of governmental services (i.e. water, sewer, garbage, etc.) because:_____
- M. The property owner (**did / did not**) purchase the property with knowledge of the zoning restriction because:_____
- N. The property owner's predicament (**can / cannot**) feasibly be obviated through some method other than a variance because:_____
- O. The spirit and intent behind the zoning requirement (**would / would not**) be observed and substantial justice done by granting the variance because:_____
- P. Other relevant factors, if any, considered include:_____

It is further moved that after considering and weighing these factors, the Board should find that practical difficulty (**is/is not**) shown sufficient to warrant granting the Variance requested, and that the Variance should be accordingly (**APPROVED / DENIED / APPROVED WITH THE FOLLOWING CONDITIONS**). The conditions for approval, if any, include:

Motion Seconded by: Mr. / Ms. _____.

Vote: Aye: _____ Nay: _____



MEMORANDUM

Community Development Department
513-524-5209

TO: Nicholas Veite
Applicant

FROM: Derick Snodderly, CCEO
Certified Code Enforcement Officer

DATE: June 17, 2026

RE: **Variance #BZA-2026-01 | 222 N. Elm St.**

The subject application receives **RENTAL APPROVAL** with the following comments:

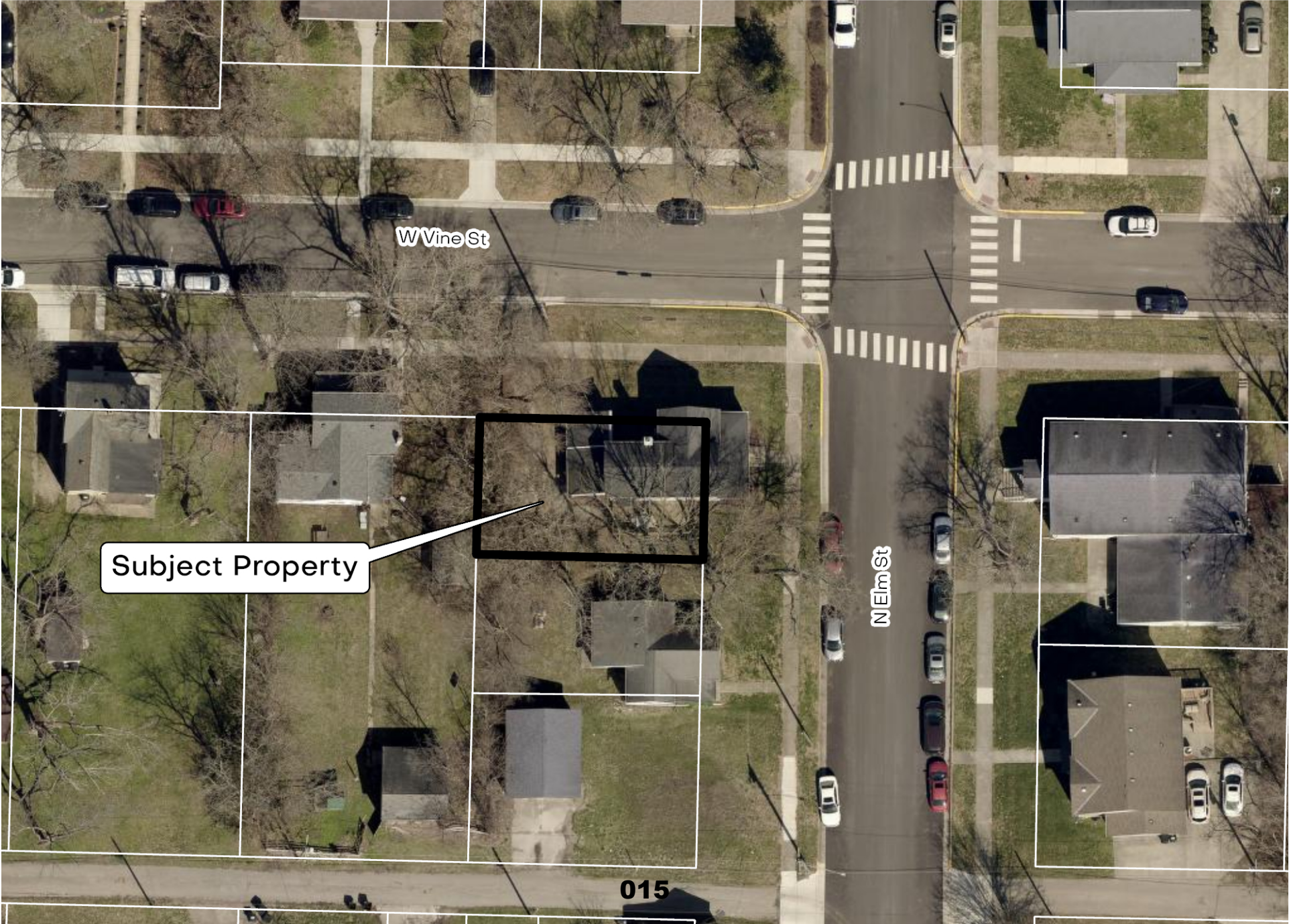
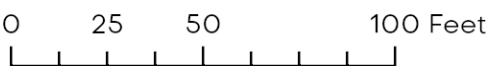
1. The grandfathered floor plan for 222 N. Elm St., approved by NIC in 1994, does not comply with the current City of Oxford Property Maintenance Code Section PMC 404.4.2 which states: *Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.* Specifically, the second-floor bedrooms. The proposed addition would bring the second-floor bedrooms into compliance with the current code, thus increasing tenant safety in case of an emergency.

Respectfully,

Derick Snodderly, CCEO
Code Enforcement Officer
dsnodderly@cityofoxford.org
513-524-5209

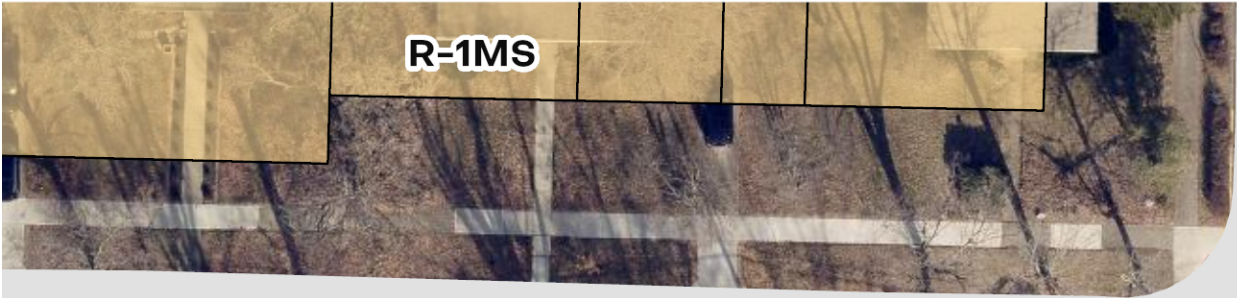
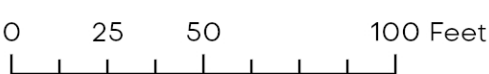
Aerial Map

 Site

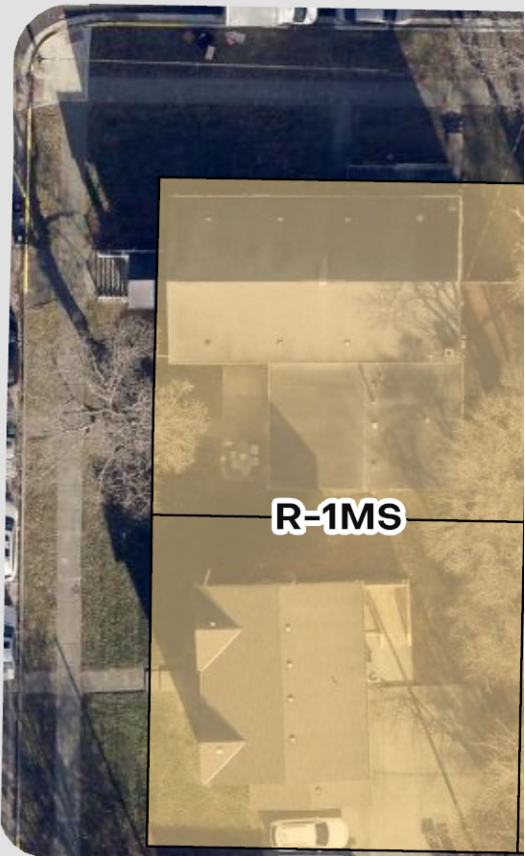
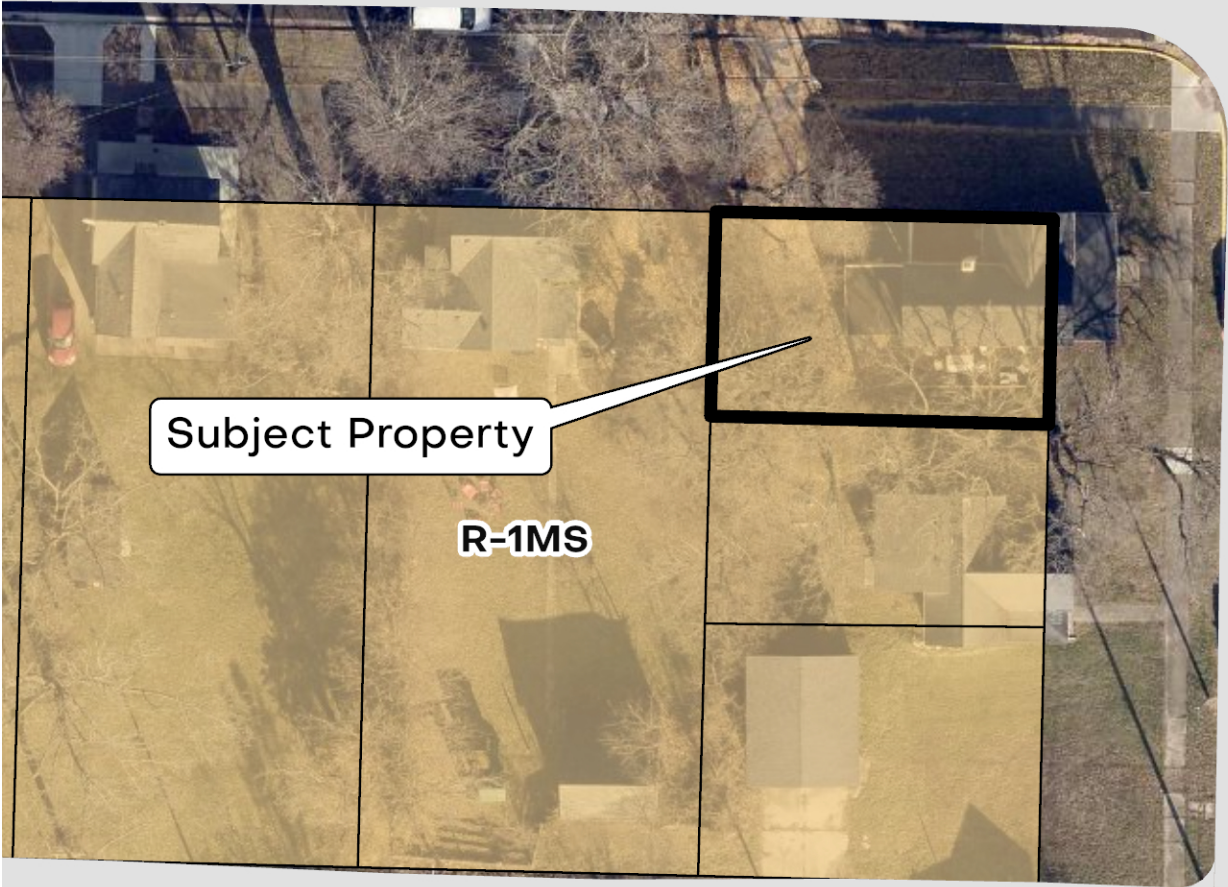


Current Zoning

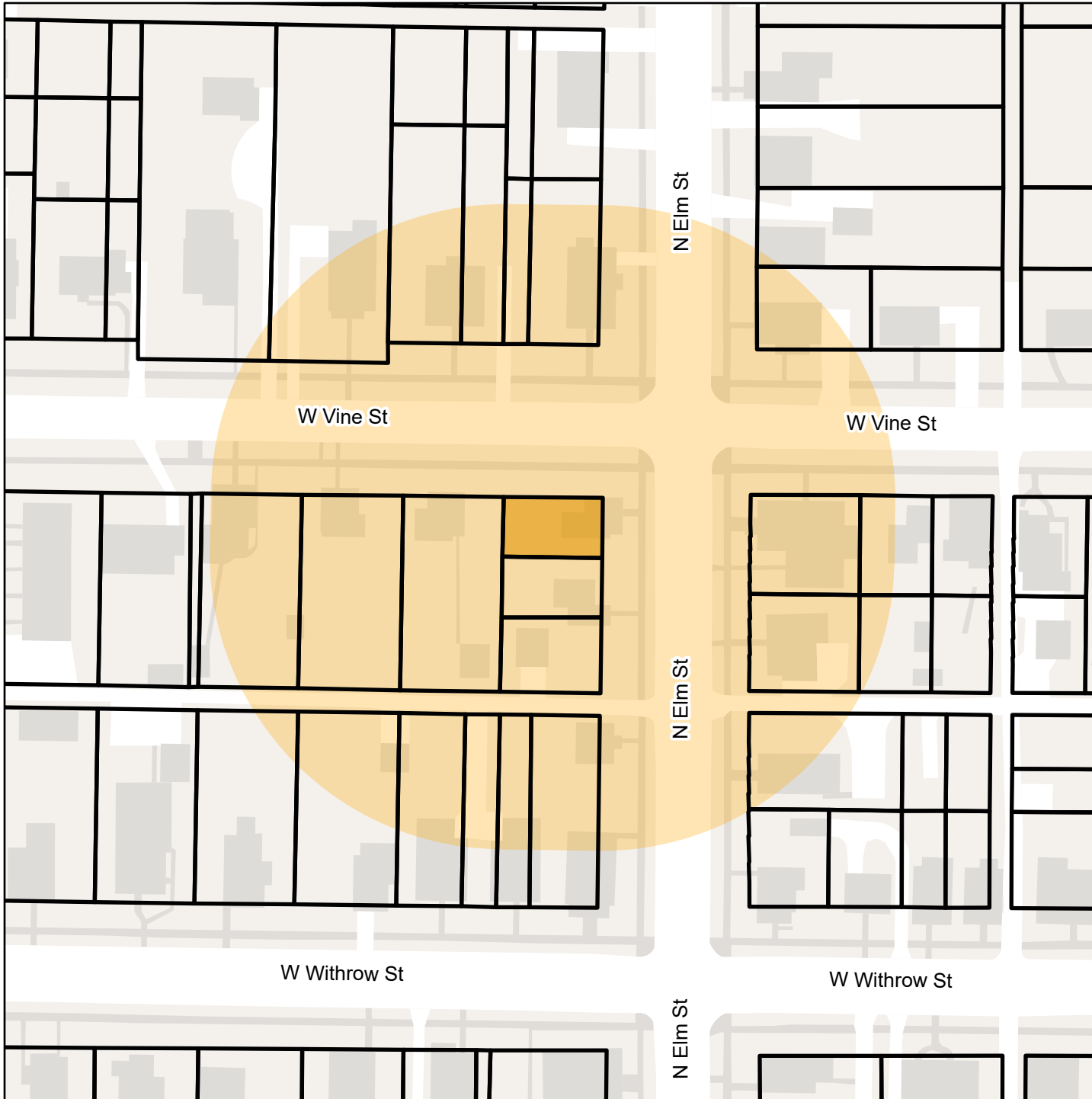
 Site



W Vine St



N Elm St



BZA-2026-01

Surrounding Property Owners Map

-  Oxford Corporate Boundary
-  Parcels
-  Case Boundary
-  200 Foot Buffer

100
 Feet

Date: 5/4/2026
10:03 AM



The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats, or a professional survey.



VARIANCE 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	
Total Site Acreage	Total Building Square Footage
Project Description	
Requested Variance(s) Cite Zoning Code Sections	Section 1143.03(d)(5)(B) provides that roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required with the exception of porch roofs that should have a minimum pitch ratio of 4 to 12

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
Applicant Company Name
Mailing Address
Email Address
Telephone Number

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

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

BOX 4 | ATTACHMENT CHECKLIST ☐ Submit all contents in PDF format. No printed copies are necessary.

☐ Narrative/Cover Letter addressing all components required by Section 1139.02(a)(1) – more information on Page 3 ☐ Site Plan(s) including all details and information required by Section 1139.02(a)(2) – more information on Page 3 ☐ Building Elevations of any proposed or modified structures, including dimensions and exterior material details ☐ Floor Plans of building interior(s), and/or typical floor plans if the project involves multiple residential units ☐ Photos of existing site conditions and surroundings ☐ Copy of Preliminary Zoning Review or Permit Zoning Review containing reference to Code section(s) where variance relief is now being requested 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.
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BOX 5 | APPLICANT SIGNATURE

<i>As the owner or owner's agent, I hereby agree all information contained in this application is true, accurate, and complete to the best of my knowledge. I acknowledge the application will first be checked by City staff for completeness prior to determining a hearing date with the Oxford Board of Zoning Appeals. I also acknowledge that one or more signs may be placed on the subject property advertising scheduled public hearings for this application, and assume responsibility for removing signs at the completion of the hearing(s).</i>	
Applicant Name (Print)	
Applicant Signature 	Date

Processing Fee

The appropriate processing fee amount will be determined during a completeness check by Community Development staff. It may take 1-2 business days for a completeness check to be performed. The applicant will receive a digital copy of a processing fee invoice via email once it is ready. Fees may be paid in-person by check or credit card in the Community Development Department located on the first floor of the Oxford Municipal Building, 15 S College Avenue, Oxford OH 45056. For credit card payments, the City accepts Visa, MasterCard, or Discover, and such payments may also be taken over the phone by calling Community Development at 513-524-5204.

Narrative/Cover Letter Requirements

For source text see Oxford Zoning Code [Section 1139.02\(a\)\(1\)](#)

- A description of the existing uses of the site.
- The zoning district in which the site is located.
- A description of the existing and proposed use.
- For a proposed commercial use, include: (1) a description of operations, including type of goods sold, services performed, and expected number of customers, clientele, delivery, and service vehicles; and (2) the hours of operation.
- The nature and magnitude of the requested Variance.
- The Code section from which the Variance is requested.
- Separate narrative statements that explain how the proposed Variance satisfies each of the Decision Standards required to grant a variance. If multiple Variances are being requested, including a separate list of narrative statements for each Variance sought.

Site Plan Requirements

For source text see Oxford Zoning Code [Section 1139.02\(a\)\(2\)](#)

- North arrow.
- Scale.
- Vicinity map.
- All existing and proposed lot lines within the site.
- Dimensions of all lots and of the entire site and any adjacent rights-of-way.
- Location, height, and use of all proposed and existing structures.
- Location and design of all proposed vehicle management areas.
- Location, size, and type of all proposed signs.
- Location, height, and type of all proposed screening and landscaping.
- Distances to residential zoning districts if within 1,000 feet.
- The use of land and location of structures on adjacent property and across adjacent rights-of-way.
- An indication of the regulation from which the Variance is requested.
- Other information as required by the Board of Zoning Appeals.

Decision Standards

For source text see Oxford Zoning Code [Section 1139.02\(c\)](#)

The Board of Zoning Appeals will consider the effect of the request on the public health, safety and welfare.

Variances shall be granted only upon a determination that **practical difficulties** exist with respect to the property in question that would render strict application of the Zoning Code unreasonable. This determination shall be made without regard to the existence of variances and nonconformities on other land, sites, or structures not presently under consideration.

In determining whether practical difficulties exist sufficient to warrant a variance, the Board shall consider and weigh the following factors¹:

- A. Whether the property in question will yield reasonable return of whether there can be any beneficial use of the property without the variance;
- B. Whether the variance is substantial;
- C. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
- D. Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage);
- E. Whether the property owner purchased the property with knowledge of the zoning restriction;
- F. Whether the property owners' predicament feasibly can be obviated through some method other than a variance;
- G. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.
- H. Any other relevant factor.

¹ The first seven factors are collectively known as the "Duncan standards" and are commonly referenced by municipal zoning jurisdictions in Ohio following the State Supreme Court's decision in [Duncan v Middlefield, 23 Ohio St. 3d 83 \(1986\)](#)

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Nicholas Veite

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Addition on existing home

(Application Description)

located at

222 N. Elm Street, Oxford, Ohio 45056

(Property Address/Location)

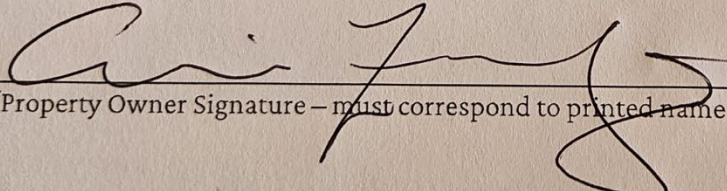
Thank you,

Javier Zuluaga

(Property Owner Printed Name – must be a person)

Redhawks On Elm llc

(Property Owner Company Name – if applicable)



(Property Owner Signature – must correspond to printed name above)

4/22/2026
(Date)



6392 Mullen Rd.
Cincinnati, Ohio 45247
513.309.7936
nick@veitedesign.com

May 26, 2026

Board of Zoning Appeals
City of Oxford
15 S. College Ave.
Oxford, Ohio 45056

Re: Variance of Front Yard Setback for Front Porch Extension

Board Members,

Please accept this letter as a formal request for a Board of Zoning Appeals hearing to consider a variance from the front yard setback requirements for a proposed front porch extension in the R-1MS Zoning District.

Constructed in 1898, the home has been a student rental property for the later portion of its life. The existing porch is limited in size and functionality and does not align well with the overall appearance of the home along with the room addition that will be constructed on the side of the front porch extension. The proposed project includes a modest extension of the front porch to improve usability and enhance the overall appearance. The extension will utilize materials consistent with the existing house and those found on surrounding homes to maintain compatibility with the neighborhood. This improvement will contribute positively to the streetscape and overall property value and function.

The front porch, existing and as proposed, would be located almost entirely in the 16.5 foot "vacated right-of-way". Revisions to the Zoning Code have increased the front yard setback requirement to now require 20'-0".

The variance code related to this project, per Preliminary Zoning Letter dated May 04 ,2026:

Section 1143.03(c) provides a minimum front yard setback of 20 feet for properties zoned R-1MS. Pursuant to **Section 1141.03(c)(3)(B)**, because this is an established block with other houses situated closer than 20 feet to the street right-of-way line, the minimum setback can be reduced down to 16.5 feet without requiring a Variance.

Section 1143.03(d)(5)(B) provides that roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required with the exception of porch roofs

that should have a minimum pitch ratio of 4 to 12. The elevations on Sheet A.4 show that the addition would have a 3:12 sloped roof, which does not comply with the minimum 6:12 ratio. The existing 4:12 roof plane in the rear which is being extended also does not comply. Roofs must have a minimum 6:12 pitch unless a Variance is approved

The following are responses to the decision standards listed in the application:

- A. Whether the property in question will yield reasonable return of whether there can be any beneficial use of the property without the variance
 - a. The property will continue to yield a return. The extension of the front porch and the side addition represents a voluntary investment of the historic property in which will enhance itself and the surrounding area.
- B. Whether the variance is substantial
 - a. The front porch setback variance is not substantial. The existing front porch is already past the setback, in which the extension will match the depth and not extend past the existing.
 - b. The addition roof variance is also not substantial. The existing house already has a rear addition in which the roof does not adhere, which we are matching.
- C. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance
 - a. The essential character of the neighborhood would be improved by the investment in this project and property.
- D. Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage)
 - a. No change in the delivery of utilities & government services is necessitated by this application.
- E. Whether the property owner purchased the property with knowledge of the zoning restriction
 - a. The property owner was not initially aware of the zoning restriction, learning about it through discussions with the Zoning staff.
- F. Whether the property owners' predicament feasibly can be obviated through some method other than a variance
 - a. Given the existing location of the house, the porch cannot be replaced/improved without a variance for the front setback.
 - b. The proposed addition is not possible to adhere to the roof slopes due to the existing condition of the house. The entire house / roof would need to be redone in a significant way in order to accommodate the new addition.
- G. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.
 - a. The spirit and intent of the zoning requirements are to maintain consistent setbacks, preserve neighborhood character, and prevent overcrowding of properties. The proposed front porch extension and room addition are modest in

scale and remain consistent with the pattern of development along the street, where similar projects and encroachments are common, as well as the existing residence has a rear addition that already has a lower slope than required.

H. Any other relevant factor.

- a. The project would have to be waived and not completed if the zoning code and variance were not granted. The overall goal of this project is to expand and provide better and adequate housing for students and others around campus.

Thank you for your time and consideration. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you very much,

Nicholas Veite

A handwritten signature in blue ink, appearing to read "Nicholas Veite", with a long horizontal flourish extending to the right.

GENERAL NOTES:
HOME PLANS DESIGNED IN COMPLIANCE WITH 2024 RESIDENTIAL CODE OF OHIO (RCO) ONE AND TWO FAMILY DWELLING CODE. ENERGY CODE COMPLIANCE BY USE OF ONBA ALTERNATIVE ENERGY CODE OPTION. SECTION 1112.4.4 COMPLIANCE PATH #2. PERFORM BLOWER TEST TO COMPLY WITH SECTION 112.2.4.2.2. TESTING SHALL OCCUR AFTER ROUGH IN AND INSTALLATION OF PENETRATIONS OF THE BUILDING ENVELOPE.

1. DESIGN LOADS

FIRST FLOOR	40 P.S.F. LIVE LOAD 10 P.S.F. DEAD LOAD
SECOND FLOOR	40 P.S.F. LIVE LOAD 10 P.S.F. DEAD LOAD
ROOF	20 P.S.F. SNOW 10 P.S.F. BOTTOM CHORD LIVE LOAD 15 P.S.F. DEAD LOAD
SOIL PRESSURE	1500 P.S.F.
GARAGE SLAB	60 P.S.F. LIVE LOAD
DECK / PORCH	40 P.S.F. LIVE LOAD 10 P.S.F. DEAD LOAD
WIND SPEED	115 MPH (EXPOSURE B)
MAXIMUM DEFLECTION LIMITS	FLOOR = $L / 360$ WALLS = $L / 240$ ROOF BEAMS = $L / 240$ EXPOSED RAFTERS WITH LESS THAN 3 / 12 PITCH = $L / 240$ EXPOSED RAFTERS WITH GREATER THAN 3 / 12 PITCH = $L / 180$

NOTE: VERIFY DESIGN LOADS WITH LOCAL CODES @ SITE CONDITIONS. CHECK WITH LOCAL BUILDING DEPARTMENT OFFICIALS OR SPECIFIC LOADING CONDITIONS.

CONTRACTOR IS TO VERIFY THAT THE SOIL & SITE CONDITIONS ARE IN ACCORDANCE WITH RCO 401. SOIL TESTING IS NOT THE RESPONSIBILITY OF THE DESIGNER. ALL DESIGN WORK IS BASED ON SOLID, WELL-DRAINING, AND NONEXPANSIVE SOIL WITH A MINIMUM BEARING CAPACITY OF 1500 P.S.I. IF SOIL AND SITE CONDITIONS DO NOT MEET THIS REQUIREMENT, ADDITIONAL ENGINEERING BY SOILS & STRUCTURAL ENGINEERS WILL BE REQUIRED PRIOR TO CONSTRUCTION. ADDITIONAL ENGINEERING IS NOT THE RESPONSIBILITY OF THE DESIGNER.

2. CONCRETE

- UNLESS OTHERWISE NOTED, ALL EXTERIOR SLABS ON GRADE (INCLUDING GARAGE SLAB) SHALL BE 3500 MINIMUM & INTERIOR SLABS SHALL BE 2500 P.S.I. MINIMUM (28 DAY COMPRESSIVE STRENGTH) CONCRETE ON 4" COMPACTED GRAVEL FILL. INTERIOR SLABS SHALL BE PLACED ON 6 MIL POLYETHYLENE VAPOR BARRIER.
- ALL FOUNDATION WALLS AND FOOTINGS SHALL BE 3500 P.S.I. (28 DAY COMPRESSIVE STRENGTH).
- FOUNDATION WALLS, GARAGE SLABS AND EXTERIOR CONCRETE SHALL HAVE 5% MINIMUM / 7% MAXIMUM AIR ENTRAINMENT.
- PROVIDE SLAB SAW CUT CONTROL JOINTS AT 12'-0" O.C. MAX.

3. FOUNDATIONS

- VERIFY DEPTH OF FROST FOOTINGS WITH LOCAL CODES.
- UNLESS OTHERWISE NOTED, FOUNDATION WALLS SHALL BE POURED CONCRETE, SEE REINFORCED FOUNDATION DETAILS.
- PROVIDE TERMITE CONTROL PROTECTION AS REQUIRED BY RCO 320.
- FOUNDATION DRAINAGE IS TO COMPLY WITH RCO 402.4. A SUMP PUMP MAY BE REQUIRED ON LEVEL SITE. CONTRACTOR IS TO VERIFY THAT FOUNDATION DRAINAGE IS INSTALLED AS REQUIRED BY SITE.
- THE FINISHED GRADE SHALL SLOPE AWAY FROM FOUNDATION WALLS 6" MIN. IN THE FIRST 10'-0" RUN. TOP OF GRADE AT BRICK AND STONE VENER WALLS TO BE HELD 4" MIN. BELOW FOUNDATION. VERIFY WEEP HOLES TO BE OPEN AND NOT COVERED BY FINISHED GRADE. TOP OF GRADE AT SIDING OR DRYVIT WALLS TO BE HELD 8" MIN. BELOW TOP OF FOUNDATION OR AS REQUIRED BY SIDING OR DRYVIT MFR.
- FOUNDATION WALLS THAT RETAIN EARTH AND ENCLOSE HABITABLE OR USABLE SPACES BELOW GRADE SHALL BE DAMPROOFED. WATERPROOFING SHALL BE USED IF A HIGH WATER TABLE AND/OR OTHER SEVERE SOIL CONDITIONS ARE KNOWN TO EXIST.

4. STRUCTURAL STEEL

- ALL STRUCTURAL STEEL SHALL CONFORM WITH ASTM SPEC. A-36.

5. CARPENTRY

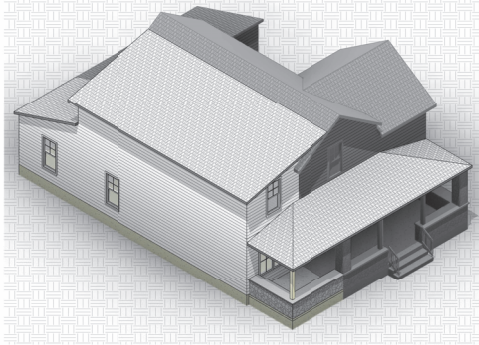
- UNLESS OTHERWISE NOTED, ALL 2X4 & 2X6 FRAMING LUMBER SHALL BE SPRUCE PINE FIR #2 OR EQUAL. ALL 2X8, 2X10, AND 2X12 FRAMING SHALL BE SOUTHERN PINE NO.1 GRADE. BRICK & BLOCKERS SHALL HAVE AN ALLOWABLE BENDING STRESS OF 1300 P.S.I. FOR ALL 2X10S AND 1250 P.S.I. FOR ALL 2X12S. FLOOR JOISTS SHALL HAVE A REPETITIVE BENDING STRESS OF 1500 P.S.I. FOR 2X10S AND 1440 FOR 2X12S. ALL 2X DIMENSIONAL LUMBER HEADERS ARE TO HAVE A MINIMUM OF (2) CRIPPLE STUDS @ EACH END UNLESS NOTED OTHERWISE.
- ALL WALL PLATES TO BE SPRUCE PINE FIR #2 OR EQUAL. MIN. FC = 425 P.S.I.
- GULF BEAM DESIGN VALUES ARE: FB = 2400 P.S.I., FV = 195 P.S.I., E = 1,800,000
- P.S.I. MEMBERS WITH EQUAL OR GREATER DESIGN VALUES MAY BE SUBSTITUTED. MINIMUM (3) CRIPPLE STUDS AT EACH END UNLESS OTHERWISE NOTED ON PLAN.
- LAMINATED VENEER LUMBER BEAMS (L.V.L.) DESIGN BASE VALUES ARE: FB = 2500 P.S.I., FV = 265 P.S.I., E = 1,300,000 P.S.I. FB VALUES MAY BE LESS THAN 2500 P.S.I. FOR BEAM SIZES GREATER THAN 12" TALL. VERIFY SPECS WITH MFR. MEMBERS WITH EQUAL OR GREATER DESIGN VALUES MAY BE SUBSTITUTED. MINIMUM (3) CRIPPLE STUDS AT EACH END UNLESS OTHERWISE NOTED ON PLAN. VERIFY MULTIPLE MEMBER CONNECTION WITH MANUFACTURER.
- GIRDER TRUSSES TO HAVE (1) 2X4 CRIPPLE STUD FOR EVERY 2225 POUNDS OF END REACTION. IN 2X4 WALLS & (1) 2X6 CRIPPLE STUD FOR EVERY 3500 POUNDS OF END REACTION. IN 2X6 WALLS. SEE TRUSS MFR. SPECS FOR LOADS. WHEN BEARING SPACES BELOW GRADE SHALL BE DAMPROOFED. WATERPROOFING SHALL BE USED IF A HIGH WATER TABLE AND/OR OTHER SEVERE SOIL CONDITIONS ARE KNOWN TO EXIST.
- PROVIDE SOLID BEARING TO FOUNDATION OR BEAM BELOW FOR ALL BEAMS, HEADERS & GIRDER TRUSSES. PROVIDE BLOCKING BETWEEN JOISTS.
- UNLESS OTHERWISE NOTED, PROVIDE:
 - DOUBLE HEADER JOISTS/TRIMMERS AT ALL FLOOR OPENINGS.
 - BLOCKING BETWEEN JOISTS UNDER PARALLEL PARTITIONS.
 - ALL HEADERS @ BEARING PARTITIONS TO BE (2) 2 X 12S UNLESS NOTED OTHERWISE.
 - 3 ROWS OF 2 X 3" CROSS BRIDGING @ 8'-0" O.C. MAX. SPACING PER JOIST SPAN.
 - FLOOR CONSTRUCTION: 3/4" A.P.A. RATED STURD-FLOOR, 20'0" C. T&G EXPOSURE 1.
 - PROVIDE FINE BLOCKING IN ACCORDANCE WITH RCO 402.8.
 - EXTERIOR WALLS SHALL BE SHEATHED FULLY WITH 7/16 PLYWOOD OR O.S.B. FOR WALLS GREATER THAN 96" TALL. ADDITIONAL PLYWOOD OR O.S.B. SHEETS MAY BE USED TO CREATE FULL HEIGHT SHEATHING. ALL SEAMS TO BE BACKED W/ BLOCKING EQUAL TO STUD SIZE. ATTACH SHEATHING TO STUDS W/ #8 NAILS AT 4 INCHES ON CENTER AT PANEL EDGES AND 12 INCHES ON CENTER AT INTERMEDIATE SUPPORTS. ALTERNATE OPTION, 7/16" PLYWOOD OR O.S.B. ATTACHED TO STUDS WITH #8 NAILS AT 3 INCHES O.C. AT PANEL EDGES & 12 INCHES ON CENTER AT INTERMEDIATE SUPPORTS. MAX. STUD SPACING 16" ON CENTER. INSTALL WEATHER RESISTANT MEMBRANE PER MFR. SPECS OVER ALL SHEATHING NOT WATER REPELLENT.
 - ALL INTERIOR WALLS & CEILINGS ARE TO BE COVERED WITH 1/2" MIN. GYPSUM BOARD. WITH METAL CORNER REINFORCING, TAPE, FLOAT AND SAND (3 COATS). GARAGE CEILINGS TO BE COVERED WITH GYPSUM BOARD AS NOTED, GYPSUM BOARD TO BE ATTACHED TO STUDS WITH ANY OF THE FOLLOWING: 90 NAILS, 120" WALLBOARD NAILS, OR #6 DRYVIT WALL SCREWS 1-1/4" LONG. WALL BOARD FASTENERS ARE TO BE 7 INCHES ON CENTER AT ALL STUDS AND PLATES.
 - IF MARBLE OR CERAMIC TILE FLOORING IS USED IN AREAS NOT NOTED ON PLAN, FLOOR TRIM WILL HAVE TO BE EVALUATED TO CONTROL JOIST DEFLECTION.
 - ALL INTERIOR PARTITIONS TO HAVE STUDS @ 16" O.C.
 - INTERIOR TRIM AND FINISHES TO BE SELECTED BY OWNER.
 - ALL WOOD TRIM AND SIDING APPLIED OVER WEATHER RESISTANT MEMBRANE TO BE BACKPRIMED.

6. MASONRY

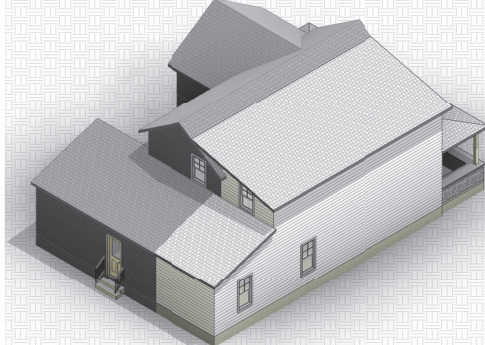
- MASONRY VENEER WALLS SHALL BE SEPARATED FROM THE SHEATHING BY AN AIR SPACE OF A MINIMUM 1".
- FLASHING SHALL BE LOCATED BENEATH THE FIRST COURSE OF MASONRY ABOVE FINISHED GRADE ABOVE THE FOUNDATION WALL OR SLAB AND AT OTHER POINTS OF SUPPORT INCLUDING ROOF INTERSECTIONS & UNTELS.
- WEEP HOLES SHALL BE PROVIDED AT MAX. SPACING OF 33" O.C. WEEP HOLES SHALL NOT BE LESS THAN 3/16" IN DIAMETER & SHALL BE LOCATED IMMEDIATELY ABOVE FLASHING.
- MASONRY VENEER SHALL BE ANCHORED TO THE SUPPORTING WALL WITH CORROSION-RESISTANT METAL TIES. EACH TIE SHALL BE SPACED NOT MORE THAN 16" O.C. HORIZONTAL & 24" O.C. VERTICAL. ADDITIONAL TIES SHALL BE PROVIDED AROUND ALL WALL OPENINGS GREATER THAN 16" IN EITHER DIRECTION. METAL TIES AROUND THE PERIMETER OF OPENINGS SHALL BE SPACED NOT MORE THAN 3 FEET ON CENTER AND PLACED WITHIN 12 INCHES OF THE OPENING.

7. MISCELLANEOUS

- UNLESS OTHERWISE NOTED, PROVIDE:
 - INSTALL CRAFT FACT INSULATION BATTS IN EXTERIOR WALLS OR INSTALL POLYETHYLENE VAPOR BARRIER AGAINST INSIDE (WARM IN WINTER SIDE) OF UNFACED BATT WALL INSULATION.
 - INSULATING DOUBLE GLAZING (U-VALUE .32 MAX) AT ALL EXTERIOR GLASS AREAS. INTERIOR AND EXTERIOR GLASS AREAS INCLUDING DOORS, PATIO DOORS & WINDOWS SHALL BE TEMPERED GLASS AS REQUIRED BY RCO 308.
 - IF WORKING DRAWINGS DO NOT PROVIDE SPECIFIC DETAIL AND WORKMANSHIP REQUIREMENTS IN AREAS INCLUDING BUT NOT LIMITED TO FLASHING, CAULKING, PAINTING, NAILING, SOLIDS, DRYVIT, WATERPROOFING, CONCRETE CURING PLACEMENT AND FINISHING, BUILDER IS RESPONSIBLE FOR PROVIDING SUPERVISED WORKMANSHIP IN ALL AREAS OF CONSTRUCTION.
 - IT SHALL BE THE OWNER'S RESPONSIBILITY TO REVIEW MATERIALS AND PRODUCTS SPECIFIED ON DRAWINGS (AND MATCH TO EXISTING BUILDING IF APPLICABLE) AND VERIFY THE SAME WITH CONTRACTOR PRIOR TO START OF CONSTRUCTION.
 - WINDOWS NOTED ON PLAN WILL BE:
 - WINDOW GRID PATTERNS MAY VARY WITH MANUFACTURER.
 - ALL EGRESS OR RESCUE WINDOWS FROM SLEEPING ROOMS MUST HAVE A MINIMUM NET CLEAR OPENING OF 5.7 SQUARE FEET. THE MINIMUM NET CLEAR OPENING HEIGHT DIMENSION SHALL BE 24". THE MINIMUM NET CLEAR OPENING WIDTH DIMENSION SHALL BE 20" AND MAX BALL HEIGHT OF 44" ABOVE FLOOR AS REQUIRED BY RCO 310.
 - WINDOW GLAZING IS TO HAVE U-6 OR NOT MORE THAN 0.32 MAX.
 - INSTALL AND FLASH WINDOW SILLING PER MFR. SPECS. ALL WALL AND ROOF PENETRATIONS SHALL BE FLASHED AND SEALED.
 - ALL EXTERIOR WALL PENETRATIONS ARE TO BE FLASHED OR CAULKED IN ACCORDANCE WITH SPECIFICATIONS PROVIDED BY EXTERIOR WALL SURFACE MFR. (I.E. BRICK, SIDING, OR DRYVIT, ETC.)
 - DRYVIT IS TO BE INSTALLED ACCORDING TO MFR. SPECS. REFER TO THE DRYVIT BUILDERS REFERENCE GUIDE "BUILDING SUCCESSFULLY WITH DRYVIT EPS" OR THE MOST CURRENT SPECS AVAILABLE FROM DRYVIT SYSTEMS, INC.
 - EXTERIOR SIDING TO BE INSTALLED OVER WEATHER RESISTANT MEMBRANE PER SIDING MFR. SPECS. FLASHING ON VERTICAL & HORIZONTAL SIDING JOINTS PER SIDING MFR. SPECS.
 - PROVIDE GFCI, AFCI, & TAMPER RESISTANCE RECEPTACLES @ ALL LOCATION REQUIRED PER 2023 NATIONAL ELECTRIC CODE.

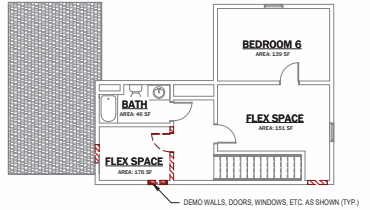


2 3D AXON VIEW 2

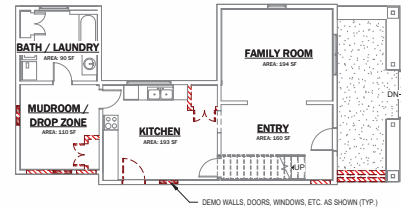


1 3D AXON VIEW 1

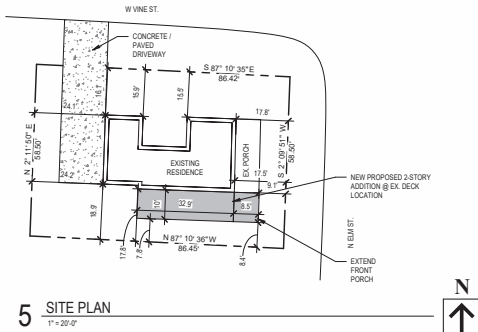
NOTE:
• 3D VIEWS ARE VISUAL ONLY AND DO NOT REPRESENT EXACT CONSTRUCTION OR PLANS



4 SECOND FLOOR - EXISTING / DEMO PLAN



3 FIRST FLOOR - EXISTING / DEMO PLAN



5 SITE PLAN

PROJECT SCOPE:
• NEW 2-STORY ROOM ADDITION @ EX. DECK LOCATION
• EXTEND FRONT PORCH TO ROOM ADDITION

SITE PLAN NOTE:
• SITE INFORMATION TAKEN FROM SURVEYED PLAN BY AEZ LAND SURVEYING LLC, DATED NOVEMBER 01, 2025

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ALL FEDERAL, STATE, AND LOCAL CODES, ORDINANCES, AND REGULATIONS, ETC. SHALL BE CONSIDERED AS PART OF THE SPECIFICATIONS OF THIS PROJECT. THEY ARE TO BE ADHERED TO EVEN IF THEY ARE IN CONFLICT WITH THE PLANS AND SPECIFICATIONS. THE DESIGN ASSURES NO RESPONSIBILITY FOR ANY PHASE OF CONSTRUCTION OR COMPLETED PROJECT.

NOTE:
• EXISTING HOUSE STRUCTURE & DETAILS BASED ON OBSERVATIONS MADE. HOUSE DETAIL PRIOR TO ANY DEMOLITION OR WORK. IF EXISTING CONDITIONS DIFFER OR IF SOIL CONDITIONS DO NOT MEET REQUIREMENTS, A STRUCTURAL OR SOL. ENGINEER MAY NEED TO BE INVOLVED.

DRAWING INDEX	
Sheet Number	Sheet Name
A.1	TITLE SHEET
A.2	FOUNDATION / FRAMING & FIRST FLOOR PLANS
A.3	SECOND FLOOR & ROOF PLANS
A.4	ELEVATIONS

Rev	Description	Date
CONSTRUCTION DOCUMENTS		
	PRELIMINARY SET	05/08/2026
	PERMIT SET	05/31/2026

TITLE SHEET

Drawn By: NDV
Checked By: NDV
Sheet Size: 24x36
Project #: 2026.06

222 N Elm St.
Oxford, OH 45056

Drawn By: NDV
Checked By: NDV
Sheet Size: 24x36
Project #: 2026.06

1. EXTERIOR SHEATHING REQUIREMENTS FOR 115 MPH WIND LOAD

SMOKE DETECTORS ARE REQUIRED IN EACH SLEEPING ROOM, OUTSIDE EACH SLEEPING AREA, AND ON EACH BUILDING LEVEL. ON EACH LEVEL, SMOKE ALARMS UTILIZING PHOTOELECTRIC AND IONIZATION TECHNOLOGIES SHALL BE INSTALLED.

AN APPROVED CARBON MONOXIDE DETECTOR SHALL BE INSTALLED OUTSIDE EACH SEPARATE SLEEPING AREA IN DWELLING UNITS WITH FUEL-FIRE APPLIANCES ARE INSTALLED OR IN DWELLING UNITS WHICH HAVE ATTACHED GARAGES.

VENT EXHAUST FANS TO OUTSIDE.

ELECTRIC LIGHTS SHALL COMPLY WITH IBC 104.1. NOT LESS THAN 80% OF THE PERMANENTLY INSTALLED LIGHTING SHALL CONTAIN ONLY HIGH-EFFICIENCY LAMPS.

TYPICAL INTERIOR WALL FINISHING: 2X4 U.N.O.

TYPICAL INTERIOR WALL FINISHING: 2X4 U.N.O.

NEW TUBESHOWER ENCLOSURES WITH GLASS SHALL BE TEMPERED.

1/2" CERAMIC TILE OVER GYP SHALL BE PROVIDED IF CERAMIC TILE IS USED AS A FINISH IN SHOWER/ENCL.

1/2" GYP W/ LEVEL 5 FINISH FLOOR FINISH PER

$$1/4^{\circ} = 1^{\circ}0$$

$$1/4^{\circ} = 1^{\circ} 00'$$

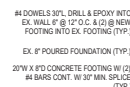
$$\Gamma = \Gamma_0$$


5 $\frac{3}{4}'' = 1'-0''$



FOUNDATION NOTES:

1. DO NOT SCALE DRAWINGS. FOUNDATION CONTRACTOR TO TAKE CARE TO NOTE LOCATION OF SILL PLATES FOR THE PURPOSES OF LOCATION OF THE ANCHOR BOLTS.
2. FOOTINGS: TYPICAL 20" X 8" W/ (2) #4 BARS CONTINUOUS. FOOTING TO BEAR ON SOLID UNDISTURBED EARTH OR ENGINEERED BACKFILL. BOTTOM OF FOOTING SHALL BE A MINIMUM 30" BELOW GRADE.
3. FOUNDATION WALLS ARE DESIGNED FOR A MAXIMUM 4'-0" UNBALANCED FILL FROM TOP OF FOOTING.
4. FOUNDATION WALLS TO BE WATERPROOFED WITH AN APPROVED WATERPROOFING SYSTEM.
5. ALL LUMBER IN CONTACT WITH CONCRETE TO BE PRESSURE TREATED, ALL FASTENERS, CONNECTORS, AND ANCHORS TO BE CORRUDED W/ PRESSURE TREATED LUMBER TO MEET JOINT CODES AND STANDARDS FOR CUMULATIVE TREATMENT.

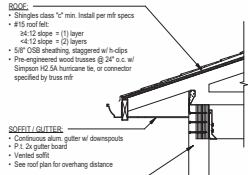


Rev	Description	Date
	CONSTRUCTION DOCUMENTS	
	PRELIMINARY SET	05/08/2026
	PERMIT SET	05/31/2026

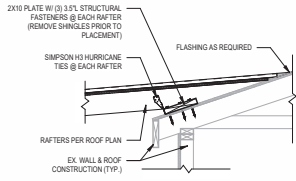
SECOND FLOOR & ROOF PLANS

Drawn By: NDV
Checked By: NDV
Sheet Size: 24x36
Project #: 2026.06

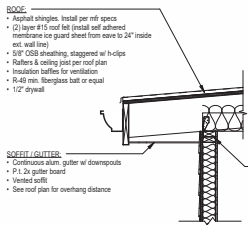
A.3



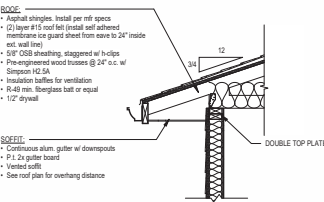
7 PORCH DETAIL
3/4" = 1'-0"



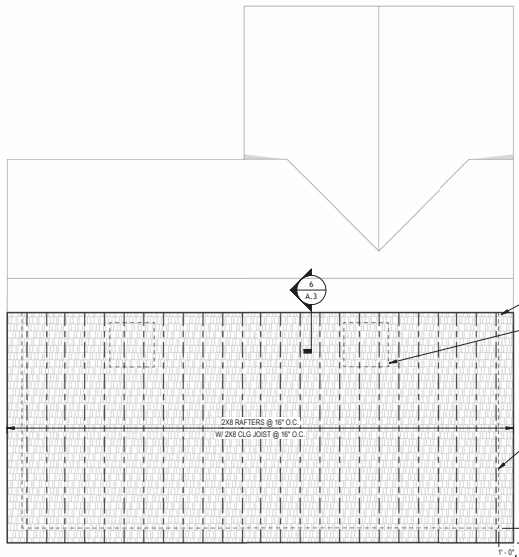
6 ROOF - EX. FRAME DETAIL
3/4" = 1'-0"



5 TYP. ROOF SECTION (RAFTER)
3/4" = 1'-0"



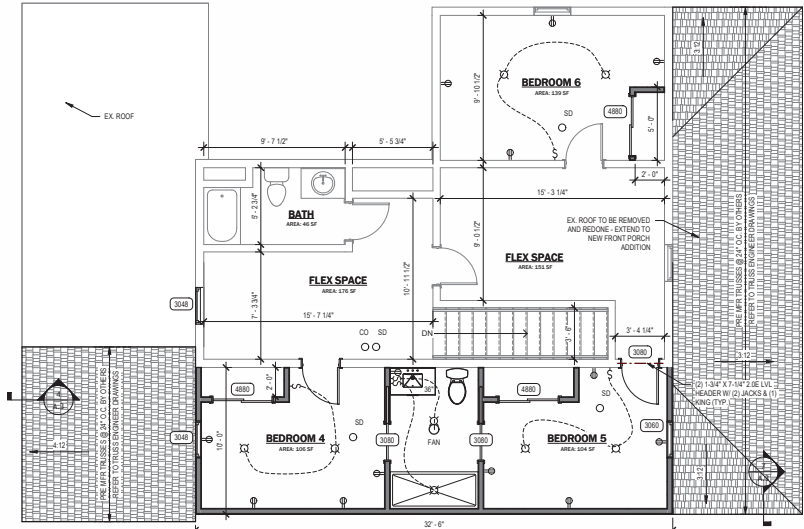
4 TYP. ROOF SECTION (TRUSS)
3/4" = 1'-0"



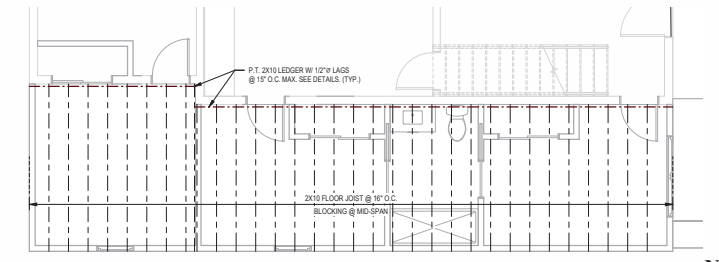
3 ROOF PLAN
1/4" = 1'-0"

ROOF PLAN NOTES:

- TRUSS SPECS PROVIDED BY MFR.
- ENGINEERED ROOF TRUSS DRAWINGS & LAYOUT SHEET WILL BE GIVEN TO THE FIELD INSPECTOR FOR USE @ THE FRAME INSPECTION.
- TRUSSES ARE NOT DESIGNED FOR ANY FUTURE STORAGE LOAD.
- PROFILES MAY NOT SHOW TOP CHORDS PLAT AS REQUIRED FOR HIP ROOFS. TRUSS MFR. TO LOCATE & FABRICATE TOP CHORDS AS REQUIRED.
- TRUSSES SHALL BE CONNECTED TO ALL PLATES OR BEAMS AT ALL BEARING LOCATIONS W/ SIMPSON H2.5A HURRICANE TIES OR APPROVED EQUAL TIE W/ EQUAL UPLIFT RATING OF 750 LBS. TRUSS DESIGN SHEETS SPECIFYING HIGHER AMOUNTS OF UPLIFT SHALL GOVERN SELECTION OF TIE. SIMPSON H2.5A HURRICANE TIES ARE APPROVED FOR UPLIFT VALUE OF 480 LBS. AS PLACED ON BOTH SIDES OF TRUSS TO DOUBLE VALUE OF UPLIFT CAPACITY (960 LBS.) FOR GREATER LOADS. THE USE OF THE SIMPSON HTS30 STRAPS ARE APPROVED FOR 1,240 LBS. OF UPLIFT CAPACITY. (2) STRAPS MAY BE USED TO DOUBLE CAPACITY (2,480 LBS.)



2 FLOOR PLAN - SECOND FLOOR
1/4" = 1'-0"



1 SECOND FLOOR FRAMING PLAN
1/4" = 1'-0"

Drawings For: Javier Zuluaga
Front Porch & Room Additions
222 N Elm St.
Oxford, OH 45056

Rev	Description	Date
CONSTRUCTION DOCUMENTS		
	PRELIMINARY SET	05/08/2026
	PERMIT SET	05/31/2026

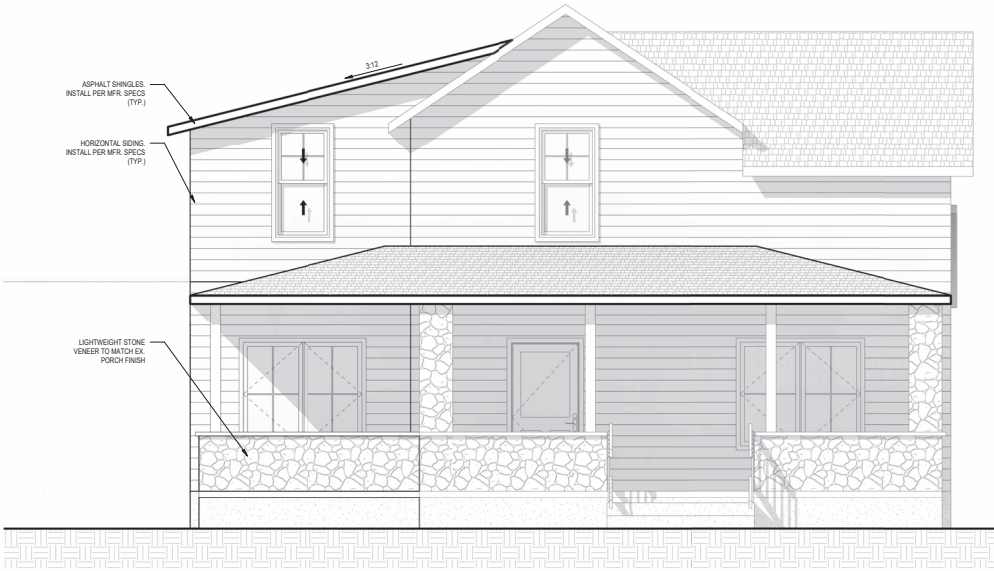
ELEVATIONS

Drawn By: NDV
Checked By: NDV
Sheet Size: 24x36
Project #: 2026.06

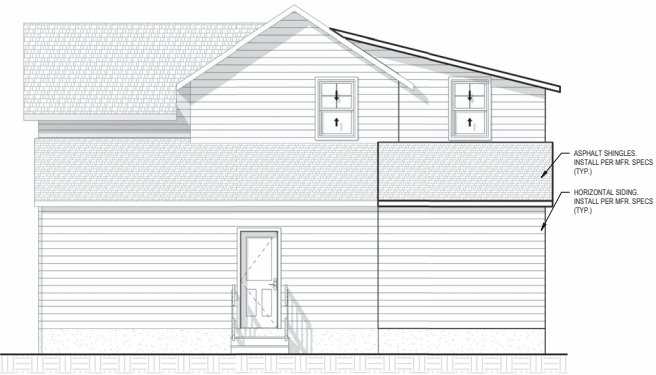
A.4



2 ELEVATION - SIDE
1/4" = 1'-0"



1 ELEVATION - FRONT
3/8" = 1'-0"



3 ELEVATION - REAR
1/4" = 1'-0"







Community Development Department
Preliminary Zoning Review
513-524-5204

November 20, 2025

Nicholas Veite
Veite Design
Cincinnati, OH

VIA EMAIL:
nick@veitedesign.com

RE: Preliminary Zoning Review for 222 N Elm Street – Building Addition

Dear Mr. Veite:

As requested, I have reviewed your plans received November 19, 2025, for a building addition to for an existing single-family dwelling located at 222 N Elm Street in Oxford, Ohio. The property is zoned R-1MS Residential Single-Family Mile-Square Residential District.

This is only a preliminary review based upon the details currently provided. A [Residential Building Permit application](#) is required to be submitted and approved by the City prior to commencement of any construction. Any differences in plans submitted at the time of Permit review may reveal new or revised comments different than those appearing below. This review only observes compliance with respect to the Oxford Zoning Code, and not to any other codes or regulations including but not limited to the Property Maintenance Code or Residential Code of Ohio.

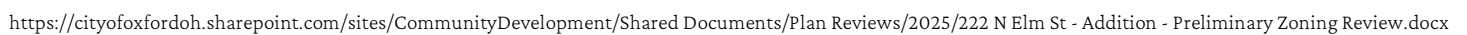
Preliminary comments on submitted plans are as follows:

1. **Section 1143.03(c)** provides a minimum front yard setback of 20 feet for properties zoned R-1MS. Pursuant to **Section 1141.03(c)(3)(B)**, because this is an established block with other houses situated closer than 20 feet to the street right-of-way line, the minimum setback can be reduced down to 16.5 feet without requiring a [Variance](#). **The proposed front porch extension is shown to be set back 9.1 feet from the front lot line, and therefore does not comply with the required 16.5-foot setback.**
2. **Section 1149.03(a)** provides that *all off-street parking and maneuvering areas shall be hard surfaced (includes concrete, asphalt, brick, stone, or bonded gravel)*. *Loose materials, including gravel, are not permitted*. The existing off-street parking area/driveway on the west side of the lot (accessed from W Vine Street) is currently non-conforming with respect to this provision, due to the presence of gravel. **Section 1149.02(c)(2)** provides that whenever an existing building is expanded by twenty five (25) percent or greater, the entire site must come into compliance with parking requirements. Therefore, in order for the proposed addition to be permitted, **the existing gravel driveway must be paved with a Code-compliant hard surface material**. New pavement can only occupy portions of the lot presently covered by gravel material (i.e., the driveway cannot be made any wider/bigger than it already is).

Please contact me if you have any questions.

Respectfully,

Zachary Moore, AICP
City Planner / GIS Coordinator
zmoore@cityofoxford.org
513-524-5204





Community Development Department
Preliminary Zoning Review
513-524-5204

May 4, 2026

Nicholas Veite
Veite Design
Cincinnati, OH

VIA EMAIL:
nick@veitedesign.com

RE: **Second** Preliminary Zoning Review for 222 N Elm Street – Building Addition

Dear Mr. Veite:

In response to your Variance application received April 23, 2026, I am sending the following letter. The subject of this letter is a building addition for an existing single-family dwelling located at 222 N Elm Street in Oxford, Ohio. The property is zoned R-1MS Residential Single-Family Mile-Square Residential District.

This is only a preliminary review based upon the details currently provided. A [Residential Building Permit application](#) is required to be submitted and approved by the City prior to commencement of any construction. Any differences in plans submitted at the time of Permit review may reveal new or revised comments different than those appearing below. This review only observes compliance with respect to the Oxford Zoning Code, and not to any other codes or regulations including but not limited to the Property Maintenance Code or Residential Code of Ohio.

Preliminary comments on submitted plans are as follows:

1. **Section 1143.03(c)** provides a minimum front yard setback of 20 feet for properties zoned R-1MS. Pursuant to **Section 1141.03(c)(3)(B)**, because this is an established block with other houses situated closer than 20 feet to the street right-of-way line, the minimum setback can be reduced down to 16.5 feet without requiring a [Variance](#). **The proposed front porch extension is shown to be set back 9.1 feet from the front lot line, and therefore does not comply with the required 16.5-foot setback.**
2. **Section 1143.03(d)(5)(B)** provides that *roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required with the exception of porch roofs that should have a minimum pitch ratio of 4 to 12.* The elevations on Sheet A.4 show that the addition would have a 3:12 sloped roof, which does not comply with the minimum 6:12 ratio. The existing 4:12 roof plane in the rear which is being extended also does not comply. **Roofs must have a minimum 6:12 pitch unless a [Variance](#) is approved.**

Please contact me if you have any questions.

Respectfully,

Zachary Moore, AICP
City Planner / GIS Coordinator
zmoore@cityofoxford.org
513-524-5204

ATTACHMENT: Reviewed Plans

