



AGENDA
BOARD OF ZONING APPEALS
TUESDAY, August 25, 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-2026-02, 102 S Locust Street, VARIANCE to Section 1143.12(c)(2)(A) front yard setback, Scott Webb, Architect, Applicant/Agent** 4
 - BZA-2026-03, 5081 Red Cloud Court, VARIANCE to Section 1141.01.(a)(4) to permit play equipment in front yard, Northern Equities Group, c/o Brian J. Hughes, Applicant/Agent** 23
- 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	Scott Webb, Architect
Location	102 S Locust Street
GovWell Record No.	VARI-06-0003
Owner	Uptown Investments LTD
Action Request	Variance to Section 1143.12(c)(2)(A) minimum front yard setback to allow construction of a three-season room addition to enhance dining space
Lot Size	14,850 square feet
Lot Width	110 feet
Current Use	Restaurant
Current Zoning	GB General Business
Surrounding Land Uses	Small shopping center (LaRosa's, Oxford Spirits, Shandon Steel) to the north; car wash & laundromat to the east; entertainment facility (Oxford Puzzle & Putt) to the south; veterinary care clinic (Animal Care Clinic) to the west

BACKGROUND

On behalf of the property owner, applicant/agent Scott Webb is requesting a Variance to the Oxford Zoning Code for the purpose of constructing a three-season room addition onto the front of El Burrito Loco, a local Mexican restaurant located at 102 S Locust Street. Presently, an outdoor dining patio is situated directly in front of the restaurant, within the front yard area. The purpose of the requested Variance is to reduce the required setback from 35 feet to 16 feet, so that the patio area may be enclosed with a three-season room addition. Expanding the building in this way would enhance the quality of the existing dining space, offering greater protection from the elements.

The property has been granted Variances on two previous occasions: (1) when the building was originally built in 2003; and (2) when the outdoor patio was added in 2015. An initial request for a reduction in the required front yard setback from 35 feet minimum to 30 feet (a reduction of 5 feet) had been granted by the Oxford BZA on July 16, 2003. Therefore, the building presently sits 30 feet back from the front lot line along S Locust Street. The addition is proposed to encroach an additional 14 feet into the front yard along Locust.

DESCRIPTION

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

Requirement	Code Section	Standard	Proposal
Front Yard Setback	1143.12(c)(2)(A)	35 feet	16 feet
The property is zoned General Business GB District. Within the GB District, the typical minimum front yard setback is 35 feet. As previously stated, the restaurant had been granted a Variance in 2003 to construct its building 30 feet from the front lot line instead of the 35 feet typically required. The addition is proposed to encompass a footprint roughly 40 feet in width by 14 feet in depth, thereby measuring approximately 560 square feet in area.			

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 has not received any phone calls, emails, or comments from any members of the public on this request.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Seth Copenbaker, Economic Development Specialist	Reviewed with Comments
<i>Economic Development staff approve the petition and plans for BZA approval of a variance allowing for the development of a 3-season enclosure at 102 S. Locust "El Burrito Loco". The addition of this amenity is supported by the City of Oxford Comprehensive Plan, specifically E2-A1 "Support business startups and local entrepreneurship" E4-A1 "Create events and activities that drive economic impact" L2-A3 "Explore opportunities for expanded outdoor dining" This project represents a positive development for the economy of the City of Oxford. Providing an improved space valued by the Comprehensive Plan and expanding available service to a local business during times and seasons of weather not favorable for a strictly outdoor use.</i>		
Engineering	Scott Otto, City Engineer	Reviewed without Comments
Fire	John Detherage, Fire Chief	Reviewed with Comments
<i>Number of tables shown in drawing exceeds allowable occupancy. [Note from Staff Report author: occupancy can be adjusted as necessary at the Building Permit stage.]</i>		
Police	John Jones, Police Chief	Reviewed without Comments

BZA SITE HISTORY

Past BZA case history for the subject property is outlined in the table below:

Case No.	Request(s)
BZA-2003-09	Variances – Front Yard Setback, Number of Parking Spaces, Parking Setback
The petitioner for this request was Dan Wespiser, and came at a time prior to construction of the new restaurant. Three distinct Variances were requested: (1) to adjust the required front yard setback from 35 feet to 30 feet; (2) to reduce the number of required on-site parking spaces from 24 to 17; and (3) to eliminate the need to comply with a 6-foot parking setback from the north property line. At its meeting on July 16, 2003, the Board voted 5-0 to grant all three Variances.	
BZA-2010-06	Variance – Front Yard Setback for Deck
The petitioner for this request was DAE Designs c/o David Eaton. The request was for the construction of a deck in the front yard for the purpose of expanding dining space. At its meeting on July 21, 2010, the Board voted 4-1 to deny the requested front yard setback Variance.	
BZA-2015-09	Variance – Front Yard Setback for Deck (Re-attempt)
The petitioner for this request was Scott Webb Architect. Much like in 2010, El Burrito Loco again attempted to gain approval for construction of a dining deck in the front yard area of the property. The proposal was for a deck measuring 40 feet in width by 14 feet in depth, set back 16 feet from the front lot line. At its meeting on May 20, 2015, the Board voted 3-2 to grant the requested front yard setback Variance. Ultimately, the approved “deck” ended up being constructed as a concrete <u>patio</u> enclosed by aluminum fencing roughly 4 feet in height.	

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. Webb.

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	The denial of this Variance request would not fundamentally jeopardize the continued use of this building and property as a restaurant. The outdoor patio could continue to be legally used for dining patrons, albeit without an overhead covering.

Criterion B	Whether the variance is substantial
Does not support granting the Variance	The present requirement is for a 35-foot front setback, which has been approved by the BZA in the past to be reduced to 30 feet, therefore representing a variation of roughly 14% (5 feet ÷ 35 feet). Decreasing the minimum setback instead to 16 feet would increase the degree of variation to roughly 46% (16 feet ÷ 35 feet). Staff finds this degree of variation to be mathematically 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 surrounding area is defined by commercial business and structures oriented primarily around automobile access & convenience. The structure immediately to the south at 110 S Locust St, which currently houses Oxford Puzzle & Putt, is likely positioned in near-perfect adherence to the presently required 35-foot front setback. The shopping center building housing LaRosa's and Oxford Spirits is also similarly situated. Another good example of a compliant front setback nearby is the Miami University and Community Federal Credit Union (MUCFCU) location at 31 Lynn Avenue, built in 2019. Despite the stark difference between the proposed setback for El Burrito Loco and other existing compliant structures in the general area, staff does not believe the reduced front setback will be a detriment to other properties in the vicinity. While contrary to the existing character of the area, it would arguably help the corridor/area transition into one that is more urban in character, as is recommended by the 2023 Oxford Tomorrow Comprehensive Plan.
Criterion D	Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage)
Supports granting the Variance	Governmental services are unlikely to be adversely impacted. The Fire Chief's comment regarding tables/occupancy does not have a direct bearing or nexus with respect to the front yard setback request at hand. While the City Engineer chose not to offer formal comments, Community Development staff did speak with him regarding a potential grade separation project between S Locust St and the CSX railroad nearby, which is still listed as a future infrastructure improvement in the 2008 Oxford Thoroughfare Plan. This project is not currently planned in the City's Capital Improvement Plan (CIP), and there is no funding currently earmarked for it. Observing the existing landscape along S Locust St, if an improvement project along these lines were to ever come to fruition, the City Engineer agreed it seems unlikely grading impacts would reach out as far as El Burrito Loco to the point where acquisition and potential destruction of the planned addition would be necessary.
Criterion E	Whether the property owner purchased the property with knowledge of the zoning restriction
Does not support granting the Variance	The applicant specifies in his letter that the property owner had limited zoning knowledge when first purchasing the property. According to Auditor records, transfer to the current owner occurred in 2009. Additionally, the business had not contemplated the addition of an outdoor patio when first opening.

Criterion F	Whether the property owners' predicament feasibly can be obviated through some method other than a variance
Supports granting the Variance	The predicament at hand is to increase the functionality of the outdoor dining space by providing additional shelter/enclosure, therefore improving potential seating capacity at times when inclement weather is being experienced. There is no other way to resolve this predicament absent Variance approval to reduce the front yard setback.
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	While the request at hand may be somewhat contradictory to the <i>initial</i> spirit and intent of the 35-foot front setback provision when first imposed on this area of town circa-2003, staff believes permitting an additional Variance now would constitute substantial justice, given supportive evidence attributed to other decision criteria.
Criterion H	Any other relevant factor
Supports granting the Variance	The present request strongly aligns with the future vision of the area as articulated in the 2023 Oxford Tomorrow Comprehensive Plan. The character type identified on the Future Land Use Map (FLUM) for the S Locust St business area is "Mixed Use Center," defined as places supporting a mix of commercial, retail, hospitality, and civic uses, and which embody strong design and placemaking principles. Walkability is promoted, and narrower setbacks from the street are implicit in the conceptual image provided for this Character Type as found on page 47 of the Plan; a copy of this page is included as an attachment to this report. ED Specialist Seth Copenbaker also provides substantial evidence of support from the Comprehensive Plan in other ways, inclusive of Objective L2-A3 which voices support for expanded outdoor dining.

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 a Variance; 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:

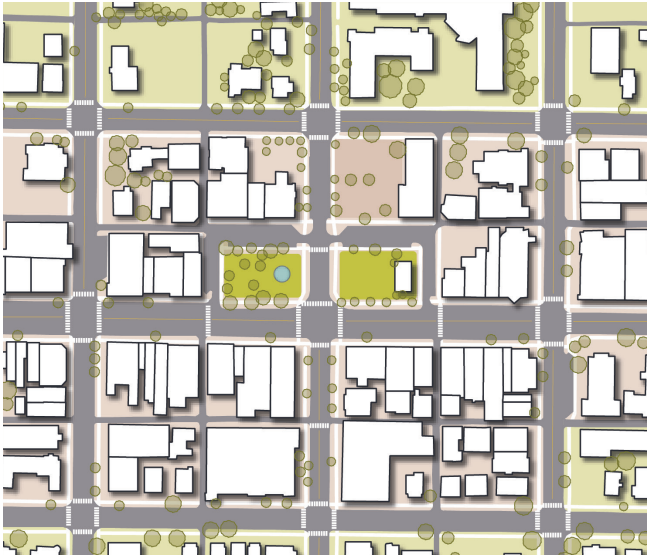


Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: August 17, 2026

Urban Core

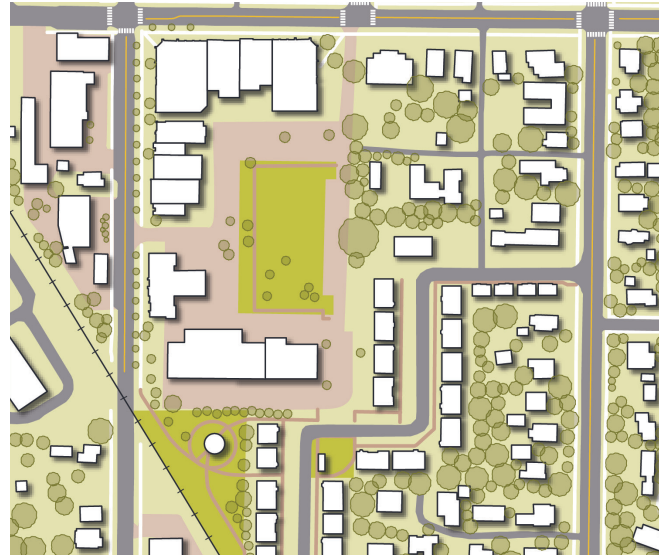
Description: Anchored by the Uptown Historic District, the Urban Core is defined by the traditional character of High Street. This area contains predominantly Italianate-style mixed-use buildings with retail or commercial uses on the first floor and multi-family residential above. This area also includes civic uses, small parks and plazas, and hospitality uses.



Primary Uses	Traditional Main Street mix of uses, including retail, commercial, and multi-family residential
Secondary Uses	Civic uses, parks, plazas, hospitality
Access & Connections	Pedestrian-oriented environment with ample sidewalks, safe crossings, and a compact grid street network; a network of alleys bisect blocks
Parking	Integrated parking through on-street spots, structured parking, and rear surface lots
Open Space	Central public park/plaza

Mixed Use Center

Description: The Mixed Use Center describes a type of development that embodies strong design and placemaking principles. This character type is intended for a concentration of employment-based uses, like commercial, retail, hospitality, and civic uses. These uses should be supported by multi-family residential where appropriate as well as small public spaces.



Primary Uses	Mix of commercial, retail, hospitality, and civic uses
Secondary Uses	Small parks and open spaces, multi-family residential
Access & Connections	Walkable and connected roadway network with sidewalks/pathways
Parking	Side or rear surface parking, on-street parking on public streets
Open Space	Small public parks and open spaces

BZA MOTION FOR VARIANCES

In the case of **BZA-2026-02** ...

1) Regarding the variance requested to *Section 1143.12(c)(2)(A)* 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: _____

Aerial Map

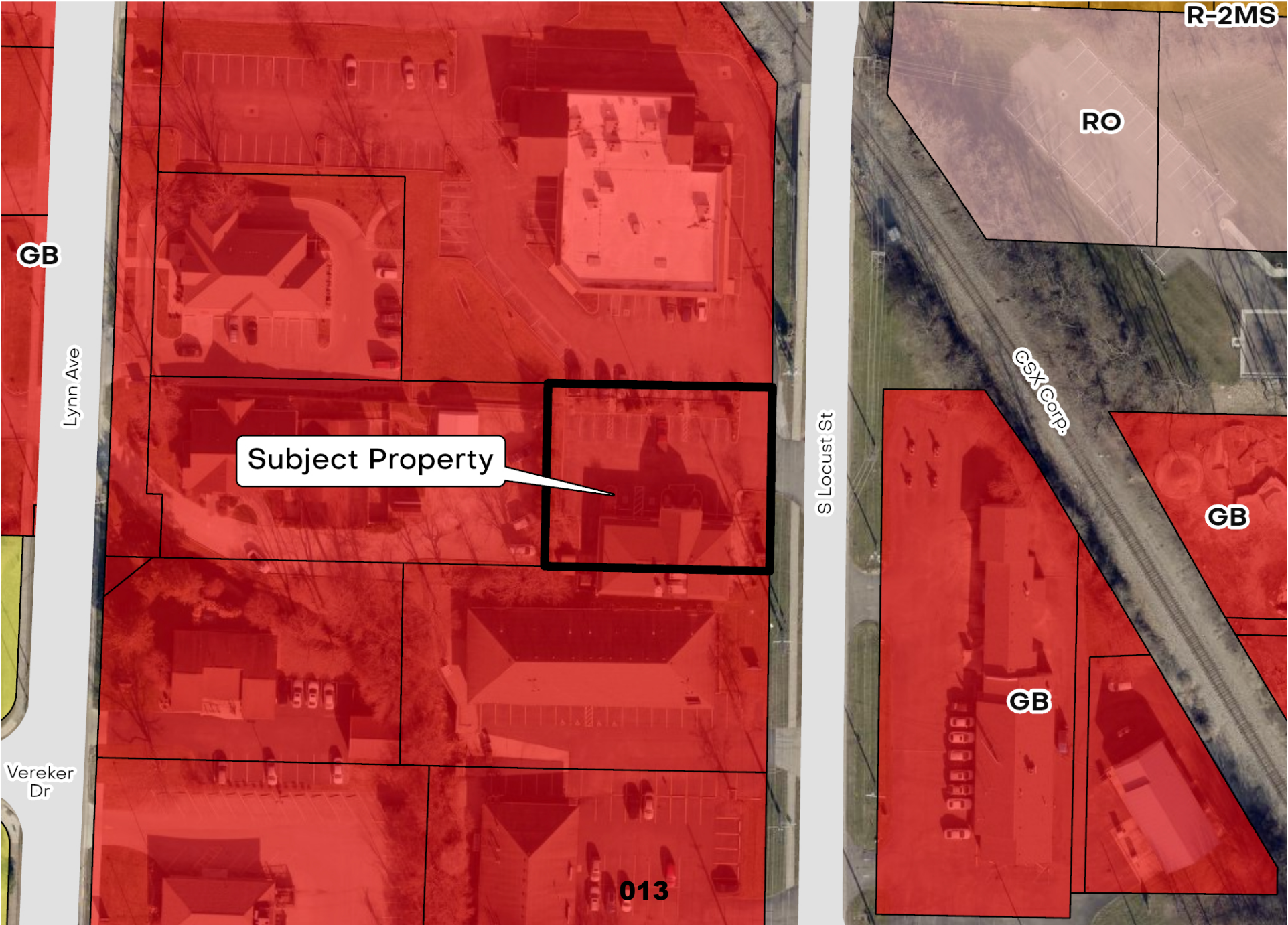
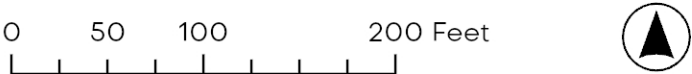
 Site

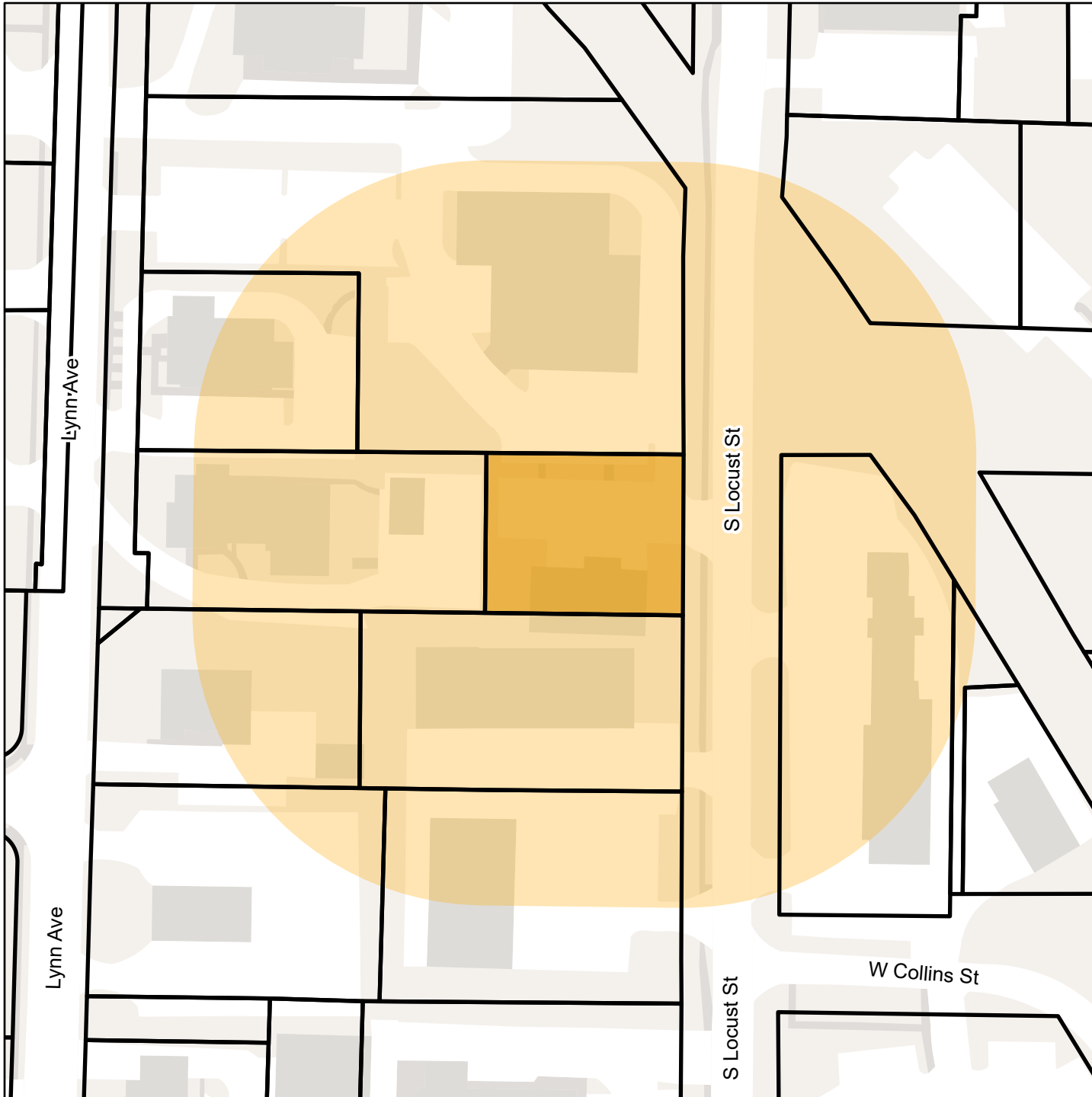
0 50 100 200 Feet



Current Zoning

 Site





BZA-2026-02

Surrounding Property Owners Map

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

100
 Feet

Date: 7/16/2026
10:56 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.



Record Report for Variance #VARI-26-0003

Record Overview

Record Number: VARI-26-0003

Record Type: Variance

Record Status: In Progress / Pending BZA Decision

Record Submitted At: Friday June 26, 2026

Record Address: 102 S Locust St, Oxford, OH 45056

Record Owner: Zachary Moore

Record Applicant User: Scott Webb

Record Applicant Company: Scott Webb, Architect

Form Submission

Property Address/Location:

102 S Locust St, Oxford, OH 45056

Total Site Acreage: 0.3409

Total Building Square Footage: 3500

Project Description:

New Roof over existing outdoor patio

Requested Variance(s):

1143.12(c)(2)A - Front Yard Setback

Applicant:

Scott Webb, Architect, Scott Webb

103 W Walnut St.

Oxford, OH 45056

scott@scottwebbarchitect.com, (513) 523-3838

Property Owner:

Uptown Investments LTD, David Wespiser

2 S. 3rd Street #400

Hamilton, OH 45011

dave@hoteldevelopment.net, (513) 524-9500

Applicant Name: Scott Webb

Applicant Signature:

Signed in GovWell: Friday June 26, 2026, 1:19pm

Uptown Investments, LLC
125 West Spring Street
Oxford, Ohio 45056
513-523-7263

LETTER OF AGENCY

June 25, 2026

City of Oxford
15 South College Avenue
Oxford, OH 45056

To Whom It May Concern:

Please be advised that Scott Webb, Architect, has permission to represent our interest with the Board of Zoning Appeals and act on our behalf for all matters as it relates to the roof over the existing outdoor patio at El Burrito Loco.

Thank you,

Signed: 
David Wespiser, Managing Member
Uptown Investments, LLC

Date: 6/25/26

Board of Zoning Appeals
City of Oxford
15 South College Avenue
Oxford, Ohio 45056



SCOTT
WEBB

ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Variance to Front Yard Setback
Proposed New Roof Structure to
Cover Existing Patio Area
El Burrito Loco
102 S Locust Street

July 24, 2026

Board Members

Please accept this letter as a formal petition for a Board of Zoning Appeals review hearing for a variance to the front yard setback requirement for a new 3-Season, enclosed structure replacing the existing outdoor patio at Burrito Loco, 102 South Locust Street.

The Patio was approved through a variance in 2015, and has been a successful addition to this business. The owners would now like to cover this patio for shade, and to extend the seating opportunities through rain and extend their outdoor dining season.

1143.12(c)(2)A Front Yard Setback.

The existing building currently sits along the front yard setback line along Locust Street with parking provided along its entrance façade. The owners would like to provide an exterior Dining Deck for their customers, but the only available location is to the West along Locust Street in the setback area.

The following responses address the decisions standards outlined in the application:

- a) *Whether the property in question will yield reasonable return or whether there can be any beneficial use of the property without the variance;*

While the building has been yielding a return, the owners would like to offer additional options for their customers.

- b) *Whether the variance is substantial;*

The variance is not substantial, as the area is currently being used for seating with a landscape buffer to the street.

- 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*

The essential character of the neighborhood would be not be altered, as most all neighboring buildings violate this front yard setback, with parking, vacuums, or buildings. Extending the season for this business will continue to add life to this commercial area benefitting other businesses.

- d) *Whether the variance would adversely affect the delivery of governmental services (i.e., water, sewer, garbage);*

The requested variance would not affect the delivery of governmental services as all utilities are existing on the site.

- e) *Whether the property owner purchased the property with knowledge of the zoning restriction;*

The property was purchased with limited knowledge of the zoning requirements. The outdoor seating area was not contemplated when the business opened.

- f) *Whether the property owners' predicament feasibly can be obviated through some method other than a variance;*

A variance was required and granted in 2015 for this eating area. The owners are aware an additional variance is required to create a new enclosed dining room in this location.

- g) *Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance;*

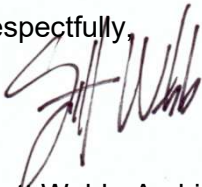
The spirit and intent of the Zoning Code is observed, with the building line remaining consistent in the area. The proposed 3-Season Dining Room Addition is designed to remain secondary to the main building with regard to massing, enclosure, roof pitch, and materials.

- h) *Any other relevant factor;*

This proposed project aligns with the goals of the Comprehensive Plan, encouraging infill and reinvestment within the City and encouraging economic development.

Thank you for your consideration of this application. If you have any questions or need any additional information, please call.

Respectfully,

A handwritten signature in dark ink, appearing to read 'Scott Webb', is written over a light blue horizontal line.

Scott Webb, Architect

El Burrito Loco

102 S Locust Street

Site Pictures



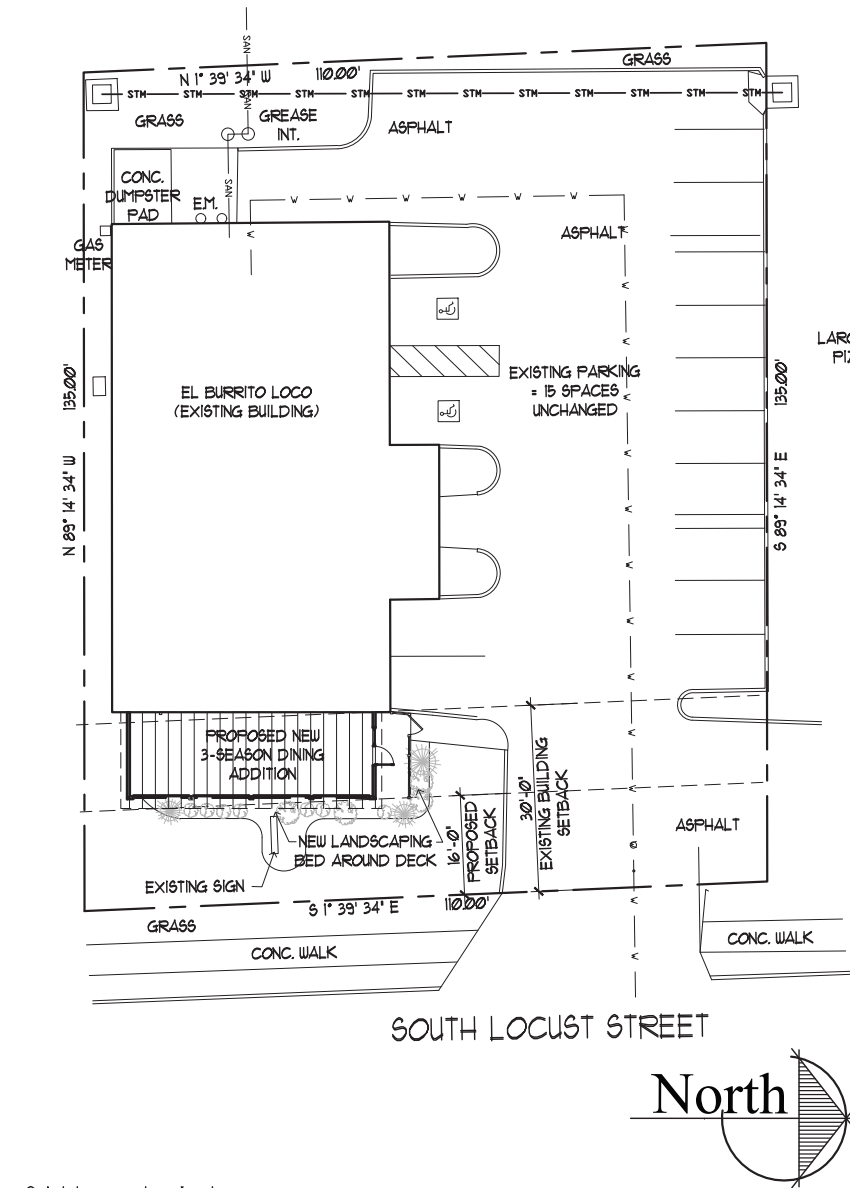
Existing Building along S Locust Street



Entry Corner



Southeast Corner



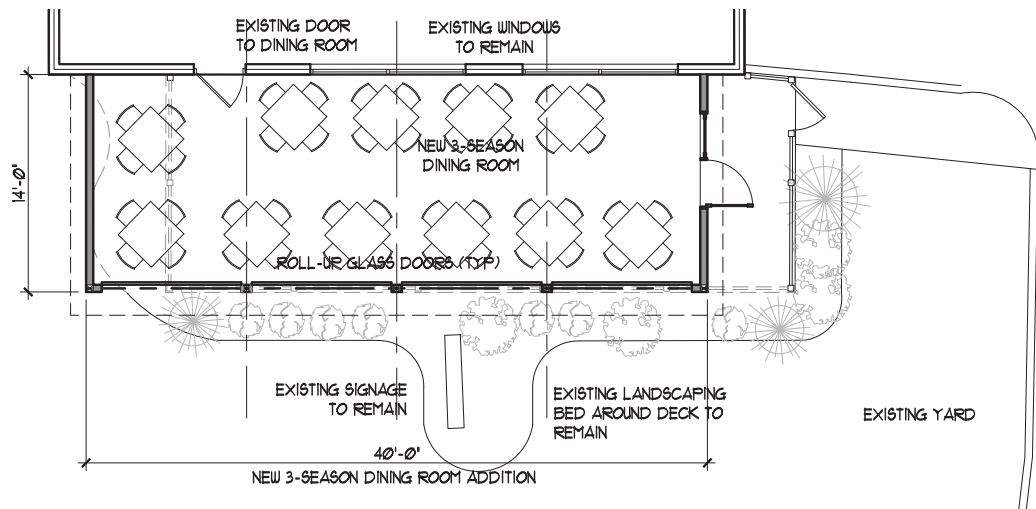
SITE PLAN

1" = 20'-0"



DATE	July 24, 2016
REVISIONS	

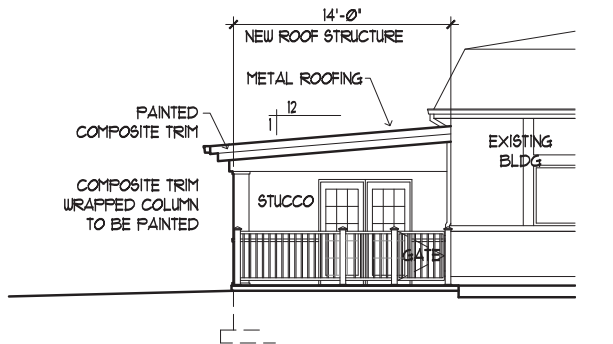




FLOOR PLAN

PARTIAL PLAN SHOWING EXISTING PATIO AREA

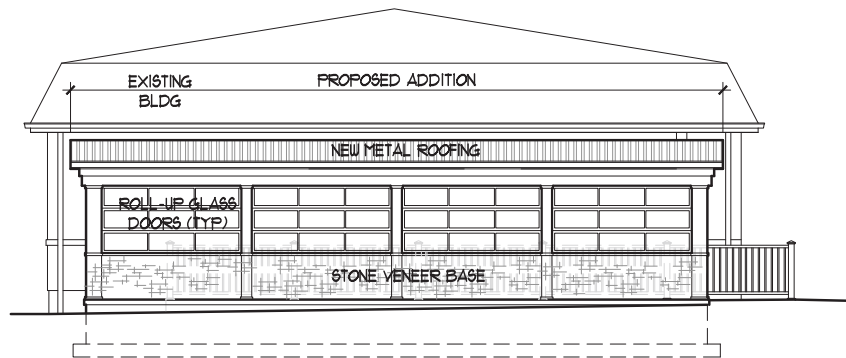
1/8" = 1'-0"



ELEVATION

NORTH/ENTRY SIDE FACING NORTH

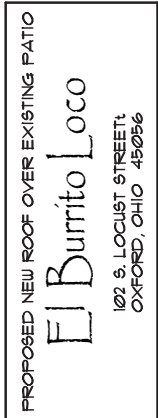
1/8" = 1'-0"



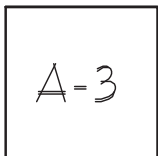
ELEVATION

EAST SIDE FACING LOCUST STREET

1/8" = 1'-0"



DATE	
July 24, 2016	
REVISIONS	

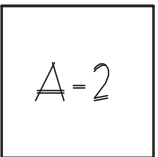




PROPOSED 3-SEASON DINING ROOM ADDITION



DATE	
July 24, 2016	
REVISIONS	



STAFF REPORT

Community Development – Board of Zoning Appeals

APPLICATION DETAILS

Applicant	Northern Equities Group, c/o Brian Hughes
Location	5081 Red Cloud Court (Talawanda Grove Apartments)
GovWell Record No.	VARI-26-0004
Owner	Solu Oxford LLC, c/o Brian Hughes
Action Request	Variance to Section 1141.01(a)(4) to permit play equipment in front yard
Lot Size	Lot No. 3288 (eastern parcel): 7.148 acres Lot No. 3289 (western parcel): 7.428 acres Total (both parcels): 14.576 acres
Lot Width	261.24 feet along Oxford Milford Rd / US 27
Current Use	Multi-family dwellings / apartment complex
Current Zoning	R-4 Multi-Family Residential District
Surrounding Land Uses	Outpatient medical offices (Kettering Health Oxford) to the south; Talawanda High School & bus garage to the west; Single-family residential homes across US 27 to the east; Undeveloped/vacant land to the north

BACKGROUND

The apartment complex situated on the north side of University Park Blvd, previously known as Prime at Oxford, experienced a change in ownership in July of this year and has since been rebranded as the Talawanda Grove Apartments. On behalf of the new property owner, applicant Brian Hughes is requesting a Variance to the Oxford Zoning Code in order to install two new pieces of play equipment within an existing fenced area near University Park Blvd. The existing fenced enclosure, initially planned as a dog park, was installed by the previous owner/operator in early 2023.

The Oxford Zoning Code states that while new play equipment does not require a Zoning Permit, it is only permitted in either a side or rear yard and not within any front yard area. Therefore, a Variance is necessary in order to allow for the installation of the new equipment in a compliant fashion. The applicant proposes a small swing set and kids' slide to be situated within the fenced area, which is presently covered with mulched material.

DESCRIPTION

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

Requirement	Code Section	Standard	Proposal
Play Equipment Location	1141.01(a)(4)	Side Yard or Rear Yard Only	Front Yard
Section 1141.01 of the Oxford Zoning Code regulates accessory uses and structures. Provisions found within subsection (a) regulate accessory uses located in Residential Districts. The subject property is zoned R-4 Multi-Family, which is a Residential District. Division (4) specifies certain accessory uses which are exempted from requiring a Zoning Permit, provided they are situated in either a side yard or rear yard. Any area of a lot which is not attributed to a side yard or rear yard would, by definition, have to be a front yard. Examples of exempted accessory uses which are automatically permitted within side and rear yards only include swings or play sets , sandboxes, gardens, clotheslines, inflatable pools, trellises, outdoor fire pits or chimneys, and wood piles. Additionally, the Code expressly allows birdbaths, fountains, flagpoles, and statues in any yard, including a front yard, without a permit.			

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 has not received any phone calls, emails, or comments from any members of the public on this request.

DEPARTMENT COMMENTS

Below are comments from City department representatives:

Department	Respondent	Response
Economic Development	Seth Copenbaker, ED Specialist	Reviewed with Comments
<i>While the addition of a playground and/or playground equipment doesn't have a direct impact on economic development within the City of Oxford, it does signal vital implications for Oxford. The addition of playground equipment could facilitate and encourage the inclusion of non-student residents at Talawanda Grove Apartments. Additional housing options for non-students in Oxford is necessary for the current health and future growth of the Oxford economy.</i>		
Engineering	Scott Otto, City Engineer	Reviewed without Comments
Fire	John Detherage, Fire Chief	Reviewed without Comments
Police	John Jones, Police Chief	Reviewed without Comments

BZA SITE HISTORY

Past BZA case history for the subject property is outlined in the table below:

Case No.	Request(s)
BZA-1996-04	Variances – Reduction of Parking Spaces, More than One Building On a Lot
The apartment complex on this site – originally named Indian Trace – was built in the late 1990s. Prior to construction, the developer (Associated Land Group LLC) had sought Variances from the Board of Zoning Appeals on two matters: (1) to reduce the required amount of off-street parking (the Code at the time required 2.5 spaces per dwelling unit); and (2) to permit the construction of more than one principal building on a single lot. At its meeting on April 18, 1996, the Board voted 4-1 to deny the off-street parking Variance and voted 5-0 to approve the principal building Variance. Had the principal building Variance not been granted, the project would have required approval as a Planned Unit Development (PUD).	

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. Hughes.

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	A denial of the requested Variance would not jeopardize the vested use of the property as a multi-family apartment complex.
Criterion B	Whether the variance is substantial
Supports granting the Variance	Given the circumstances and context, staff does not believe the present request is 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	The Talawanda Grove apartment complex exists in an area of the city that is relatively undeveloped; the closest nearby land uses are Talawanda High School and a Kettering Health medical facility. The existing fence enclosure is situated approximately 42 feet from street pavement along University Park Blvd. The playground would be for the use of residents, and not the general public.

Criterion D	Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage)
Supports granting the Variance	City departments had an opportunity to review the request, and none voiced sentiments against it. The granting of this Variance is not expected to have any adverse impact on governmental services.
Criterion E	Whether the property owner purchased the property with knowledge of the zoning restriction
Supports granting the Variance	There is no indication to staff there was prior awareness of the restriction at the time the new owner purchased the property. City staff was contacted by Mr. Hughes on July 15 with a question concerning proper steps/permitting for play equipment in the former dog park area. During this call, staff revealed that there was a Code issue with respect to situating play equipment in the dog park since it was technically considered part of the front yard.
Criterion F	Whether the property owners' predicament feasibly can be obviated through some method other than a variance
Inconclusive	While it is clear that play equipment is normally prohibited in any front yard, there are potentially other areas more internal to the subject property where a playground may be installed without issue. No evidence has been offered to this regard; therefore, this criterion is rated as inconclusive.
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	Although the relevant standard of the Zoning Code technically applies to all sites/uses in residential zoning districts, it is probably safe to say that the prohibition of front yard play equipment is primarily meant to apply in a single-family residential subdivision context, where houses are situated on individual lots and any private play equipment (swing sets, etc.) is kept in back yards situated to the rear of houses. Therefore, although the present request does not literally comply with the wording of the text, it could be argued it may not actually contradict the spirit; or, perhaps the Code could be deemed "silent" on the matter of open space or amenity areas for children living in multi-family housing.
Criterion H	Any other relevant factor
Supports granting the Variance	As the Economic Development Specialist points out, a new playground could serve as a welcomed amenity for non-student residents. This sentiment aligns with Objective H1 of the Oxford Tomorrow Comprehensive Plan, to <i>expand housing options for all life stages</i> .

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 a Variance; 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: August 10, 2026

BZA MOTION FOR VARIANCES

In the case of **BZA-2026-03** ...

1) Regarding the variance requested to *Section 1141.01(a)(4)* to permit play equipment in a front yard ...

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:

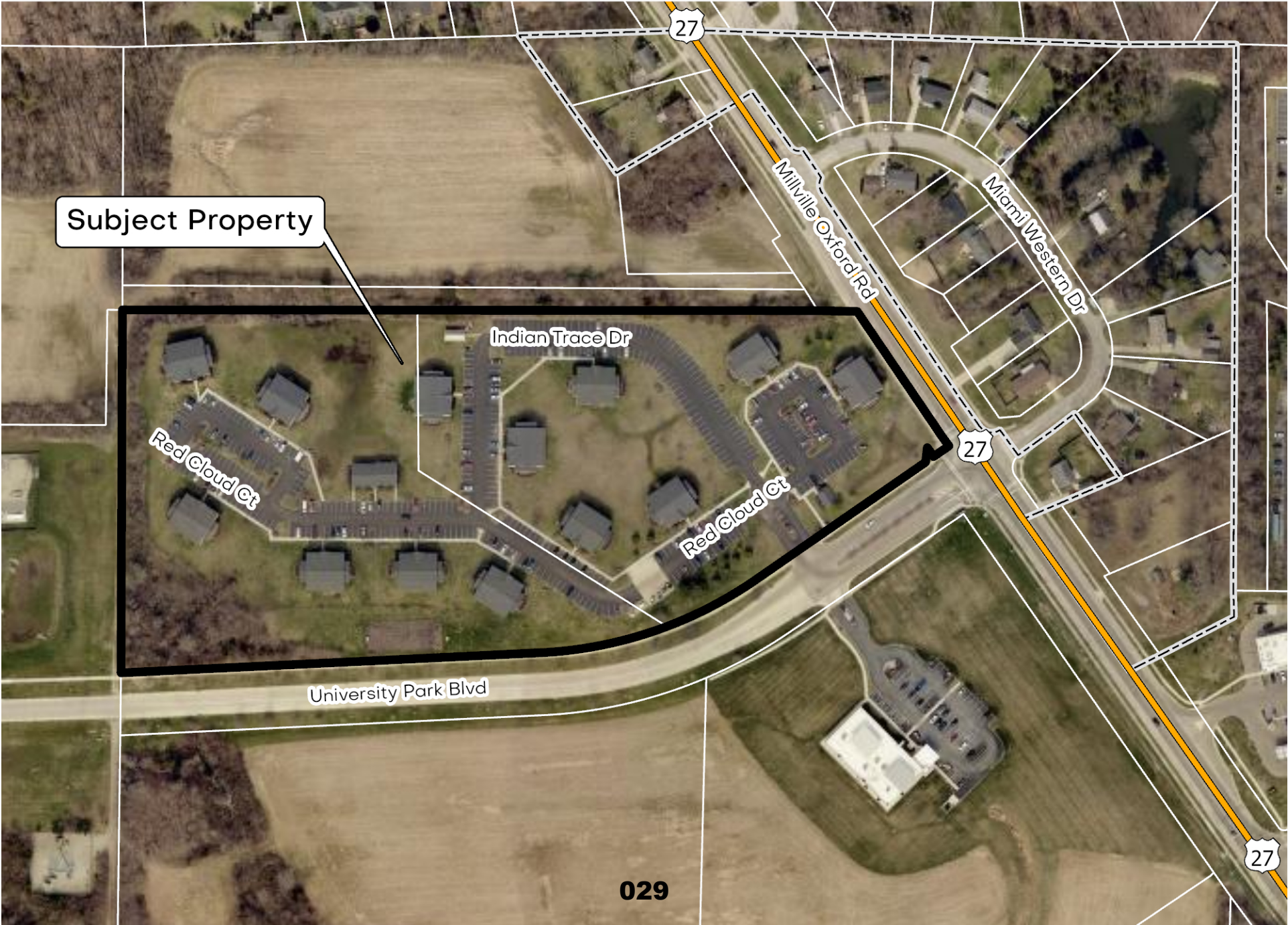
Motion Seconded by: Mr. / Ms. _____.

Vote: Aye: _____ Nay: _____

Aerial Map

 Site

0 100 200 400 Feet



Subject Property

Indian Trace Dr

Red Cloud Ct

Red Cloud Ct

University Park Blvd

Milville Oxford Rd

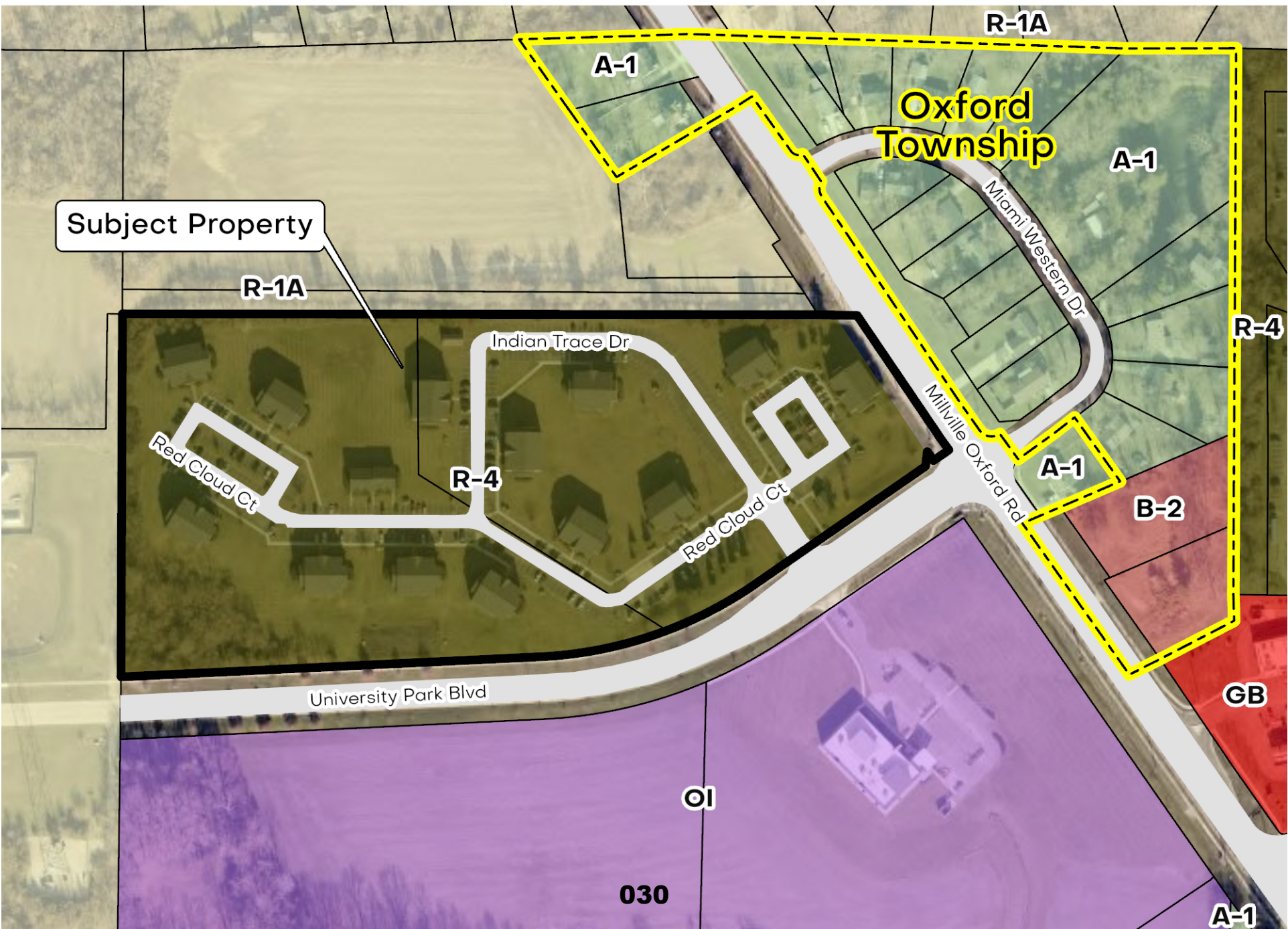
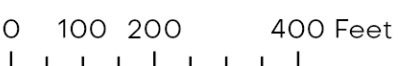
Miami Western Dr

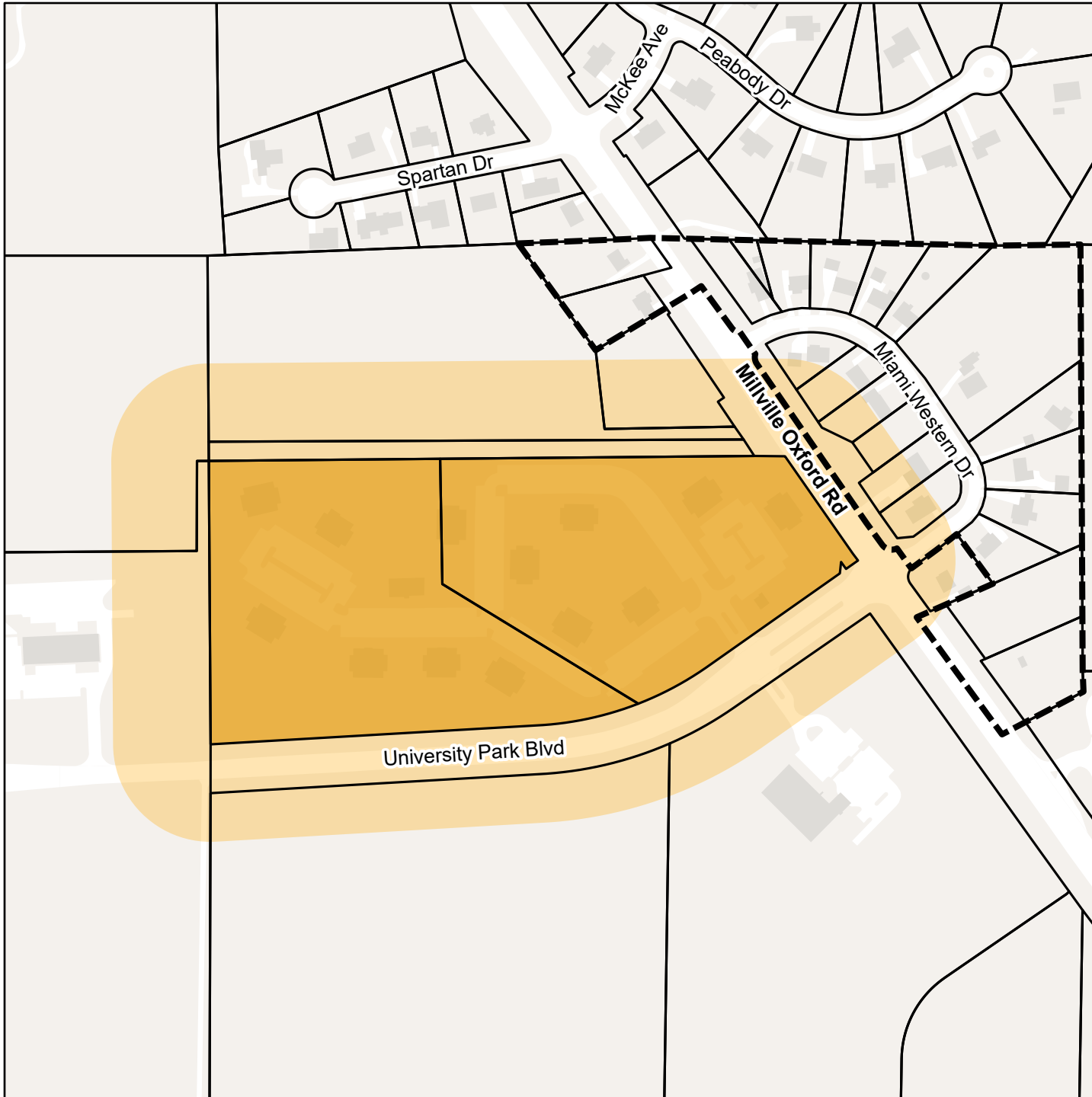
029

27

Current Zoning

 Site





BZA-2026-03

Surrounding Property Owners Map

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

310
 Feet

Date: 7/27/2026
3:41 PM



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.



Record Report for Variance #VARI-26-0004

Record Overview

Record Number: VARI-26-0004

Record Type: Variance

Record Status: In Progress / Pending BZA Decision

Record Submitted At: Thursday July 23, 2026

Record Address: 5081 Red Cloud Ct, Oxford, OH 45056

Record Owner: Zachary Moore

Record Applicant User: Brian Hughes

Record Applicant Company: Northern Equities Group on behalf of Solu Oxford LLC

Form Submission

Property Address/Location:

5081 Red Cloud Ct, Oxford, OH 45056

Total Site Acreage: 15.18

Total Building Square Footage: 181194

Project Description:

Looking to modify what is currently a dog park area into a play area for children and the remaining area (separately fenced) to remain an area for dogs. We would like to add (2) play structures for the play area. One a swing set and the other a multi purpose play structure with rubber mulch.

Requested Variance(s):

Looking to be able to place the (2) pieces of playground equipment in what is defined as a front yard. Please refer to Sections 1159.25 (1) (A) and 1141.01 (a) (4).

Applicant:

Talawanda Grove Apartments, Brian Hughes
39000 Country Club Drive
Farmington Hills, MI 48331
bjhughes@noreq.com, (248) 921-1066

Property Owner:

Solu Oxford LLC, Brian Hughes
39000 Country Club Drive
Farmington Hills, MI 48331
bjhughes@noreq.com, (248) 921-1066

Applicant Name: Brian J. Hughes

Applicant Signature:

July 21, 2026

Mr. Zachary Moore, AICP
City Planner/GIS Coordinator
101 E. High Street
Oxford, OH 45056



NORTHERN
EQUITIES
GROUP

39000 COUNTRY CLUB DRIVE
FARMINGTON HILLS, MI 48331
(248) 848-6400 FAX (248) 848-6700
www.noreq.com

Re: Request for a Variance – Board of Zoning Appeals

Dear Mr. Moore:

We are looking to install two pieces of playground equipment in what is currently a dog park area. I am attaching cut sheets for what is proposed for the two pieces. The area would be modified with fencing to accommodate both uses. I am requesting a variance to install the two pieces, understanding the location of the current dog park area is considered a front yard. Per your preliminary zoning review letter dated July 20, 2026, you call out that Section 1159.25 (1) (A) defines a front yard and Section 1141.01 (a) (4) provides that play structures are only permitted in side or rear yards.

We feel the playground area would be a nice amenity to Talawanda Grove Apartments as there are families that live in the community. We would also be adding picnic tables and benches for the residents. Spacing and installation will be professionally done with rubber mulch around the equipment for safety purposes.

Understanding the definition of the front yard, it appears when inside the community that it is located behind existing apartment buildings. That said it does abut University Park Boulevard and thus a "front" yard.

This playground area would only be for the use of the residents and not for the public.

I appreciate your time.

Best,



Brian J. Hughes, LEED AP BD+C
Senior Vice President
Northern Equities Group on behalf of Solu Oxford LLC

Attachments



07/20/2026

Cantilever Swing Set

Brand: Playground Equipment

Regular Price: MSRP \$2,392.46

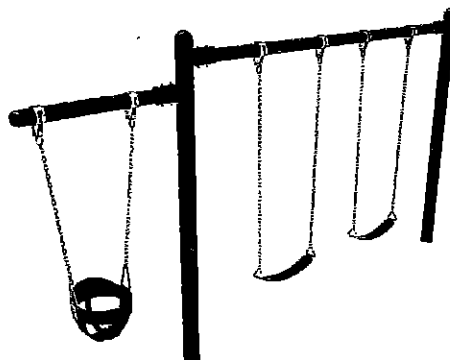
Sale Price: \$1,784.00

Features:

- Galvanize and colors (if shown) resistant to rust, fading, and cracking
- Ships with all required installation hardware
- Long-term warranties available on key components
- Suitable for schools, parks, daycares, churches, and other high-traffic environments

Materials:

- Galvanized steel tubing for vertical supports finished with powder-coating, if shown
- Powder-coated finish on metal, if shown, for corrosion and UV resistance
- High tensile aluminum or steel fittings ensure secure frame connections
- Slash proof belt seats feature internal steel inserts for durability
- Galvanized and/or stainless steel hardware throughout
- UV-stabilized, fade-resistant plastics to resist sun damage
- Plastisol coated chains prevent pinching and provide comfortable soft grip
- Rotomolded plastic seats, if shown, are UV stabilized to resist fading and cracking
- Commercial-grade construction: built for high-traffic parks and schools with rugged components that stand up to daily use.
- Low-maintenance design: weatherproof materials wipe clean easily and minimize downtime



Specification Details:

- Requires level installation surface; site must be cleared and graded
- Concrete footings required for secure in ground anchoring of posts
- Professional installation recommended
- Installation hardware included; surfacing materials are not included
- Must be installed over compliant safety surfacing (e.g., engineered wood fiber, rubber mulch, poured rubber, turf)
- Surfacing must meet ASTM safety standards for fall height and impact attenuation

Customize:

- 1-2 bucket swings for younger children
- 2-4 Belt swings
- Blue or green are standard options
- Custom Colors: Customize the colors of your playground equipment. Color options can be viewed [here](#)

Product Specifications:

- Age Range: 6 Months to 12 Years
- Equipment Weight: 368 lb
- Fall Height: 96 in
- Installed Dimensions: 2 Belt / 1 Bucket: 5' x 15' 11" 2 Belt / 2 Bucket: 5' x 20' 5" 4 Belt / 1 Bucket: 5' x 27' 5" 4 Belt / 2 Bucket: 5' x 31' 3"
- Use Zone: 2 Belt / 1 Bucket: 32' x 27' 8" 2 Belt / 2 Bucket: 32' x 31' 11" 4 Belt / 1 Bucket: 32' x 39' 2" 4 Belt / 2 Bucket: 32' x 43' 5" Top Rail: 8'
- Cantilever Arm: 7'
- Post Diameter: 5 in
- Minimum Borders: 30
- Quick Ship

Description:

The Elite Cantilever Swing Set, ideal for children aged preschool and up, is a beautifully crafted outdoor play structure that combines safety, inclusivity, and fun. Available in Pacific Blue and Rainforest Green, this swing set features a unique design that includes 1-2 bucket swings for younger children and 2-4 belt swings for older kids, allowing different ages to enjoy together.



07/20/2026

Discovery Center Seedling Playground With Roof

Brand: Ultra Play Systems

Regular Price: MSRP \$6,354.00

Sale Price: \$5,381.00

Play Events:

ADA Accessible Commercially compliant to CPSC and ASTM standards Choose 8" Ground Spike or 2" Anchor Bolt mounting (Included) Optional Inground mounting package sold separately Available in Natural or Multi-Color

Features:

Designed for corrosion resistance and UV protection
Beautiful colors resistant to rust, fading, and cracking
Slip-resistant, moisture-sealed deck surfaces for safer play
ADA-compliant with inclusive ground-level components or transfer stations
Supports both in-ground and surface mounting for flexible installation
Ships with all required installation hardware
Long-term and lifetime warranties available on key components
Suitable for schools, parks, daycares, churches, and other high-traffic environments

Materials:

Galvanized steel tubing for vertical supports finished with powder-coating
Powder-coated finish on all metal for corrosion and UV resistance
HDPE (High-Density Polyethylene) plastic for slides, roofs, and panels
Plastic parts formed using roto-molding or blow-molding methods
Decks and platforms (if shown) are made from PVC-coated perforated steel
Galvanized or stainless steel hardware throughout
UV-stabilized plastics to resist sun damage

CERTIFICATIONS & STANDARDS:

ADA Accessible
Commercially compliant to CPSC and ASTM standards

Specification Details:

Requires level installation surface; site must be cleared and graded
Can be installed in-ground or surface-mounted depending on site needs Professional installation recommended
Installation hardware included; surfacing materials are not included
Must be installed over compliant safety surfacing (e.g., engineered wood fiber, rubber mulch, poured rubber, turf)
Surfacing must meet ASTM safety standards for fall height and impact attenuation

Customize:

Choose 8" Ground Spike or 2" Anchor Bolt mounting (included)
Optional In-Ground mounting package sold separately
Available in Natural or Multi-Color

Product Specifications:

Age Range: 6 to 24 months
Capacity: 8 to 10
Equipment Weight: 502 lb
Use Zone: 14 ft x 13.75 ft
Post Diameter: 3.5 in
Slide Count: 1
Deck Count: 2
Elevated Components: 2
Ground Level Components: 2
Quick Ship

Description:

A top-selling Discovery Center playground and play set unit offers a compact design with maximum play value for smaller play spaces. This two-deck structure features a multitude of activities for the youngest 6-month old to the-busiest 23-month old, while offering nature inspired detail integrated throughout the structure.



July 21, 2026

Mr. Zachary Moore, AICP
City Planner/ GIS Coordinator
101 E. High Street
Oxford, OH 45056

Dear Mr. Moore:

Subject: Authorization to Act on Behalf of Solu Oxford LLC

I, Adam M. Lutz, am the manager of Solu Oxford LLC, the legal owner of the property located at: 5081 Red Cloud Court, Oxford, OH 45056
Parcel ID: H4100-134-000-008 ; H4100-134-000-009

As manager, I hereby authorize Brian J. Hughes of Northern Equities Group, to act on my behalf in matters related to management for the above-referenced property. This authorization includes, but is not limited to:

- Preparing and submitting application materials
- Communicating with city/county staff and officials
- Attending public hearings and meetings
- Signing documents necessary to process the variance request

This authorization shall remain in effect unless revoked in writing by me.

I affirm that I am the rightful owner of the property and have the authority to grant this authorization.

SOLU OXFORD LLC,
a Delaware limited liability company

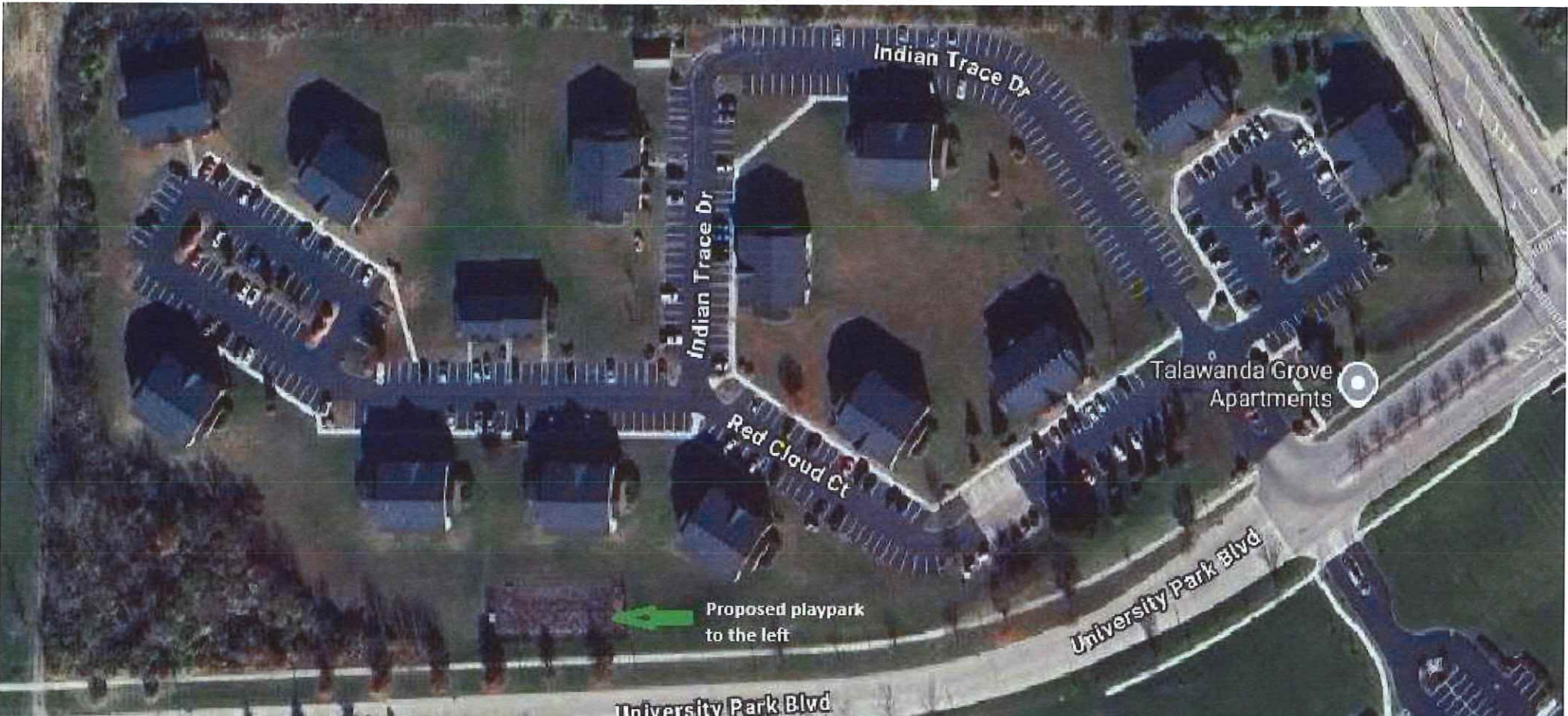
By: _____

Adam Lutz

Its: Manager

Owner's Address: 380 N. Old Woodward Ave,
Birmingham, MI 48009

Owner's Phone / Email: alutz@lutzco.com 248-432-3202





07/20/2026

Cantilever Swing Set

Brand: Playground Equipment

Regular Price: **MSRP \$2,392.46**

Sale Price: \$1,784.00

Features:

Galvanize and colors (if shown) resistant to rust, fading, and cracking
Ships with all required installation hardware
Long-term warranties available on key components
Suitable for schools, parks, daycares, churches, and other high-traffic environments

Materials:

Galvanized steel tubing for vertical supports finished with powder-coating, if shown
Powder-coated finish on metal, if shown, for corrosion and UV resistance
High tensile aluminum or steel fittings ensure secure frame connections
Slash proof belt seats feature internal steel inserts for durability
Galvanized and/or stainless steel hardware throughout
UV-stabilized, fade-resistant plastics to resist sun damage
Plastisol coated chains prevent pinching and provide comfortable soft grip
Rotomolded plastic seats, if shown, are UV stabilized to resist fading and cracking
Commercial-grade construction: built for high-traffic parks and schools with rugged components that stand up to daily use.
Low-maintenance design: weatherproof materials wipe clean easily and minimize downtime



Specification Details:

Requires level installation surface; site must be cleared and graded
Concrete footings required for secure in ground anchoring of posts
Professional installation recommended
Installation hardware included; surfacing materials are not included
Must be installed over compliant safety surfacing (e.g., engineered wood fiber, rubber mulch, poured rubber, turf)
Surfacing must meet ASTM safety standards for fall height and impact attenuation

Customize:

1-2 bucket swings for younger children
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Custom Colors: Customize the colors of your playground equipment. Color options can be viewed [here](#)

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Use Zone: **2 Belt / 1 Bucket: 32' x 27' 8"** **2 Belt / 2 Bucket: 32' x 31' 11"** **4 Belt / 1 Bucket: 32' x 39' 2"** **4 Belt / 2 Bucket: 32' x 43' 5"** **Top Rail: 8'**
Cantilever Arm: 7'
Post Diameter: **5 in**
Minimum Borders: **30**
Quick Ship

Description:

The Elite Cantilever Swing Set, ideal for children aged preschool and up, is a beautifully crafted outdoor play structure that combines safety, inclusivity, and fun. Available in Pacific Blue and Rainforest Green, this swing set features a unique design that includes 1-2 bucket swings for younger children and 2-4 belt swings for older kids, allowing different ages to enjoy together.



07/20/2026

Discovery Center Seedling Playground With Roof

Brand: Ultra Play Systems

Regular Price: **MSRP \$6,354.00**

Sale Price: \$5,381.00

Play Events:

ADA Accessible Commercially compliant to CPSC and ASTM standards Choose
8" Ground Spike or 2" Anchor Bolt mounting (included) Optional inground
mounting package sold separately Available in Natural or Multi-Color

Features:

Designed for corrosion resistance and UV protection
Beautiful colors resistant to rust, fading, and cracking
Slip-resistant, moisture-sealed deck surfaces for safer play
ADA-compliant with inclusive ground-level components or transfer stations
Supports both in-ground and surface mounting for flexible installation
Ships with all required installation hardware
Long-term and lifetime warranties available on key components
Suitable for schools, parks, daycares, churches, and other high-traffic environments

Materials:

Galvanized steel tubing for vertical supports finished with powder-coating
Powder-coated finish on all metal for corrosion and UV resistance
HDPE (High-Density Polyethylene) plastic for slides, roofs, and panels
Plastic parts formed using roto-molding or blow-molding methods
Decks and platforms (if shown) are made from PVC-coated perforated steel
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CERTIFICATIONS & STANDARDS:

ADA Accessible
Commercially compliant to CPSC and ASTM standards

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Product Specifications:

Age Range: 6 to 24 months
Capacity: **8 to 10**
Equipment Weight: **502 lb**
Use Zone: **14 ft x 13.75 ft**
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Slide Count: **1**
Deck Count: **2**
Elevated Components: **2**
Ground Level Components: **2**
Quick Ship

Description:

A top-selling Discovery Center playground and play set unit offers a compact design with maximum play value for smaller play spaces. This two-deck structure features a multitude of activities for the youngest 6-month old to the busiest 23-month old, while offering nature inspired detail integrated throughout the structure.



July 20, 2026

Brian J. Hughes, LEED AP BD+C
Northern Equities Group
39000 Country Club Drive
Farmington Hills, MI 48331

VIA EMAIL:
bjhughes@noreq.com

RE: Preliminary Zoning Review for Talawanda Grove Apartments (formerly Prime at Oxford) – New Play Equipment

Dear Mr. Hughes:

In response to your inquiry initially received by phone on July 15, 2026, I am sending the following letter. I understand you represent the new ownership interest in the multi-family apartment complex previously referred to as Prime at Oxford, which is now being re-branded as Talawanda Grove Apartments. While the structures within this complex use Indian Trace Dr and Red Cloud Ct for addressing, the main entrance is situated off of University Park Blvd.

You explained an interest in installing two pieces of play equipment within an area just north of University Park Blvd, which is currently enclosed by chain-link fencing and previously used as a dog park. Furthermore, the new equipment is to be restricted for use only by the residents of the apartment complex, and not by the public at-large. Product flyers for the two pieces of proposed play equipment are attached to this letter.

The image below captures the general area where the new equipment is anticipated to be installed:



Preliminary comments on submitted plans are as follows:

1. [Section 1141.01\(a\)\(4\)](#) provides that *swings or play sets* are only permitted in the side or rear yards, and do not require a [zoning] permit. Furthermore, [Section 1159.25\(1\)\(A\)](#) defines a front yard as a space extending the full width of the lot between any building and the front lot line and measured perpendicular to the building at the closest point to the front lot line. Because the former dog park area, wherein the play equipment is proposed to be installed, is situated within

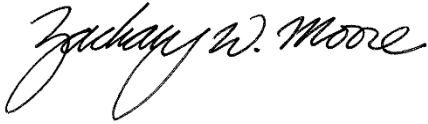
the front yard area (and not any other area construed as a side or rear yard), it cannot be approved as being compliant with the Oxford Zoning Code.

This is only a preliminary review based upon the details currently known or provided. A [Commercial Building Permit](#) application is required to be submitted and approved by the City prior to commencement of any work. Any differences in plans submitted at the time of Permit review may reveal new or revised comments different than those appearing above.

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 Ohio Building Code (OBC).

Please contact me if you have any questions.

Respectfully,

A handwritten signature in black ink that reads "Zachary W. Moore". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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