

STAFF:

Sam Perry, AICP is the **Community Development Director**. Sam provides executive oversight over all Department affairs. He serves as the primary staff liaison to the Historic & Architectural Preservation Commission and Oxford Parking & Transportation Board. Sam also represents the overall City organization at committee meetings for the Ohio Kentucky Indiana (OKI) Regional Council of Governments.



Zachary Moore, AICP is the **City Planner & GIS Coordinator**. Zachary takes a leading role in fulfilling the duties of Zoning Administrator with respect to the Oxford Zoning Code. Zach is the primary staff liaison to the Board of Zoning Appeals. He also oversees the City's ESRI ArcGIS systems and data, coordinating with other staff and departments as needed.



Derick Snodderly is the **Code Enforcement Officer**. Derick's primary duties include conducting annual inspections of fraternity houses as well as biennial inspections of all other rental units registered with the City. He also follows up on complaints from the public on issues involving property maintenance or zoning. Derick is certified by the International Code Council as an enforcement officer and inspector.



Eunike “Eni” Miller and Rebecca “Becky” Kolb are **Administrative Assistants**. They are responsible for a variety of tasks, including processing of applications, communication with applicants, attending board & commission meetings for the purpose of preparing minutes, and front desk coverage including fielding general inquiries from the public. Becky has scheduled her retirement for early 2025.



Reena Murphy is the **Sustainability Coordinator**. Though Reena's position is housed under the umbrella of the City's Manager's Office, her work station is located inside the Community Development office; therefore, she will further assist front line staff while performing citywide functions for her role.



Benjamin Braeutigam is our new Part-Time Inspector. Ben assists Code Enforcement Officer Derick Snodderly with Tobacco Retailer compliance, Rental Inspections, and Zoning/Property Maintenance Code Enforcement.



BUILDING PERMIT ACTIVITY:

The Community Development Department serves as a clearinghouse for most building-related permits, including those for new building construction, modifications to existing buildings, electrical work, mechanical/HVAC work, and many other types of projects. The Department contracts with National Inspection Corporation (NIC) for review of plans for consistency with State-level codes, as well as to perform on-site inspections.

In 2024, a total of 382 building permits were issued, for a total estimated construction value of \$22.2 million. The Department collected \$310,800 in fees for these permits.

RENTAL INSPECTION PROGRAM:

The Community Development Department conducts regular inspections of all rental units inside the city limits. Property owners are required to obtain a permit in order for any residential unit to be rented out for compensation.

To remain in good standing, owners must renew their permits annually and have units undergo an inspection every 18-24 months.

Since 2010, approximately 5,100 units within the city have obtained a rental permit at least once. **In 2024, a total of 4,248 rental inspections were conducted.** The Department collected approximately \$200,000 in fees for these permits.

TOBACCO RETAILER LICENSING:

In 2024, our department took on the role of implementing the new Tobacco Retailer Licensing Program, which is supported by a temporary grant from Interact For Health of Greater Cincinnati. All 23 retailers are licensed and will need to maintain licensure to be in good standing with the City of Oxford. Our department will collaborate with the Oxford Police Department to minimize sales to under age purchasers.

Award-winning Mapping Applications & Systems

The City relies on [geographic information system](#) (GIS) technology to store and display data critical to City functions. Data is stored in the form of map “layers” which can be exhibited on any series of paper maps, or made available in a more interactive fashion through web-based mapping applications. A robust collection of GIS data has been generated and maintained for nearly two decades and includes such layers as address points, zoning district boundaries, and an inventory of infrastructure assets (e.g., utility lines, manholes, hydrants). Throughout most of this history, layers have been stored on the city’s local network server. 2024 saw continued efforts to migrate many of the City’s “authoritative” layers over to ArcGIS Online. The cloud-based environment offers improvements to accessibility, as well as more robust analysis and presentation capabilities. The department helps to maintain over 15 interactive maps and 10 static/print maps. There were two notable new mapping applications in 2024:

- [Planning The Northern Arc](#) – This map was used by the Oxford Parking & Transportation Advisory Board to analyze and recommend the most feasible Oxford Area Trail route to City Council. **This map won second place at the 2024 Ohio GIS conference for dynamic mapping tools.**
- [Oxford Cemetery](#) – In 2024, the City partnered Robbyn Abbitt, GIS coordinator for Miami University, in converting 4,300 paper records and taking 6,300 headstone photographs. The map will eventually be used for city staff to manage the records and for the public to access the historical information.

BOARD & COMMISSION ACTIVITY:

The **Planning Commission** is charged with overseeing growth and development in Oxford. Responsibilities vary from reviewing zoning map changes, site plans and other major development applications, to serving as stewards for the city’s local planning and zoning regulations.

Per the City Charter, the Commission consists of seven members, two of whom are members of Council, plus five volunteer members who reside in Oxford and are appointed by Council to serve.

In 2024, a total of **22 cases** were submitted by applicants (developers, architects, and city staff, etc.) for Planning Commission consideration. Arguably the **three top cases in 2024 were Tractory Supply, Habitat for Humanity and Alley Lot Development policy.**

- [PC-2024-01](#), 5728 College Corner Pike, CONDITIONAL USE, new Tractor Supply Co. store, MSP Properties of Ohio L.P., c/o Mitchol Pappan, Applicant/Agent Approved 6/18 Ordinance No. 3769
- [PC-2024-02](#), 219 W Walnut Street, LOT CONSOLIDATION, Part of Lot #202, 0.125 acres, Jim Clawson, Applicant Approved 4/9

- PC-2024-03, ZONING TEXT AMENDMENT, to require primary residence for Transient Guest Lodging, Sam Perry, Applicant Approved 8/20 Ordinance No. 3774
- PC-2024-04, 5142 College Corner Pike, LOT SPLIT, Part of Lot #3861, new lot totaling 0.1472 acres, Thomas Edwards, Applicant/Agent ADM Approval 1/28/25 – no plat required
- PC-2024-05, 5500 College Corner Pike, CONDITIONAL USE, dog training facility, Scott Webb, Architect, Applicant/Agent Approved 8/20 Ordinance No. 3772
- PC-2024-06, South Farm Section IV, PRELIMINARY AND FINAL PLANNED DEVELOPMENT, 25 single-family lots, J.A. Development c/o Joe Cristo, Applicant/Agent Approved 8/20 Ordinance No. 3773
- PC-2024-07, South Farm Section IV, PRELIMINARY SUBDIVISION, 25 single-family lots, J.A. Development c/o Joe Cristo, Applicant/Agent Approved 8/20 Ordinance No. 3773
- PC-2024-08, 5728 College Corner Pike, PRELIMINARY SUBDIVISION, Tractor Supply Co. Store, MSP Properties of Ohio L. P., Applicant/Agent Approved 10/1 Ordinance No. 3777
- PC-2024-09, 5728 College Corner Pike, FINAL SUBDIVISION, Tractor Supply Co. Store, MSP Properties of Ohio L. P., Applicant/Agent Approved 10/1 Ordinance No. 3777
- PC-2024-10, 6610 Brookville Road, MINOR AMENDMENT to Final Planned Development, entrance monument sign, Mehdi Moazen, Applicant/Agent ADM Approval 8/22
- PC-2024-11&12, 309 & 315 N Main Street, LOT SPLIT AND CONSOLIDATION, Part of Lots #247, 248 & 3691, new lot totaling 0.222 acres, Robert Bolin, Applicant/Agent ADM Approval 8/22
- PC-2024-13, 110 S Locust Street, CONDITIONAL USE, Indoor entertainment facility, Scott Webb, Architect, Applicant/Agent Approved 12/17 Ordinance No. 3793
- PC-2024-14, South Farm Section IV, FINAL SUBDIVISION, 14 lots for single-family homes, J.A. Development c/o Joe Cristo, Applicant/Agent Approved 11/19 Ordinance No. 3780
- PC-2024-15, 115 W Walnut Street, LOT CONSOLIDATION, Part of Lots #99 & 100, new lot totaling 0.1072 acres, Walnut Street Professionals Inc., Applicant ADM Approval 10/15
- PC-2024-16, 601, 603, 607 W Chestnut Street, FINAL SUBDIVISION, 35 lots for townhomes, Adam Nelson, Habitat for Humanity, Applicant/Agent
- PC-2024-17, 601, 603, 607 W Chestnut Street, PRELIMINARY & FINAL PLANNED DEVELOPMENT, 35 lots for townhomes, Adam Nelson, Habitat for Humanity, Applicant/Agent
- PC-2024-18, 601, 603, 607 W Chestnut Street, PRELIMINARY SUBDIVISION, 35 lots for townhomes, Adam Nelson, Habitat for Humanity, Applicant/Agent

- PC-2024-19, ZONING TEXT AMENDMENT, to facilitate a new site plan review process for alley lots that do not have frontage on public street, Sam Perry, Applicant
- PC-2024-20, ZONING TEXT AMENDMENT, to increase allowable floor area for retail services from 10,000 to 20,000 square feet in the Uptown Zoning District, Seth Cropsenbaker, Applicant
- PC-2024-21, 315 University Avenue, LOT CONSOLIDATION, new lot totaling 0.18 acres, Butch Becker, Applicant/Agent ADM Approval 12/24
- PC-2024-22, 131 Willow Lane, LOT CONSOLIDATION, new lot totaling 0.23 acres, Ken Kist, Applicant/Agent ADM Approval 12/27

The **Historic & Architectural Preservation Commission** is charged with protecting and enhancing structures, sites, and areas that are reminders of past eras, events, and persons important in local, state, or national history. The HAPC oversees the City's historic and architectural preservation code, which is embedded within the Oxford Zoning Code. The HAPC frequently references its Uptown Historic District Building Inventory as well as Architectural Design Guidelines when reviewing applications for Certificates of Appropriateness (COAs), which are required for any exterior change to structures falling within any one of the City's three historic districts. The bulk of applications considered usually center around the Uptown business core.

The HAPC consists of seven members, including one member of the Planning Commission and one Council representative. Two member positions turned over in 2024.

In 2024, a total of **19 cases** were submitted for HAPC consideration. The majority of these cases were devoted to considering new business signage in the Uptown area. Arguably **two of the most noteworthy cases were the approval of a new building design for 110 East High Street, and the approval of an exterior design for a new public restroom in the MLK Uptown Park.**

- HAPC-2024-01, 2 W High Street, CERTIFICATE OF APPROPRIATENESS, Pre-Application Review of Uptown Restroom Concepts, Sam Perry, Applicant
- HAPC-2024-02, 22 N College Avenue, CERTIFICATE OF APPROPRIATENESS, new freestanding sign, Signery2, Applicant/Agent Administratively Approved 3/4/2024
- HAPC-2024-03, 127 W Church Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Shana Rosenberg, Applicant/Agent Administratively Approved 3/15/2024
- HAPC-2024-04, 131 W High Street, CERTIFICATE OF APPROPRIATENESS, alteration to 3-story mixed use building – venting/roll-up doors, Robert Humphrey, Architect, Applicant/Agent Approved 4/10/2024
- HAPC-2024-05, 48 E Park Place, CERTIFICATE OF APPROPRIATENESS, awning and sign, Emily Kinser, Applicant/Agent Administratively Approved 3/21/2024

- HAPC-2024-06, 110 E High Street, CERTIFICATE OF APPROPRIATENESS Pre-Application, new four-story mixed-use building, Emily Lubbers, Applicant/Agent
- HAPC-2024-07, 21-23 E High Street, CERTIFICATE OF APPROPRIATENESS, mural of the east and west wall of the alley, Joseph Prescher, Applicant/Agent
Approved 5/8/2024
- HAPC-2024-08, HAPC-2024-08, 105 S College Avenue, CERTIFICATE OF APPROPRIATENESS Pre-Application, new single-family home, Scott Webb, Architect, Applicant/Agent
- HAPC-2024-09, 200 E High Street, CERTIFICATE OF APPROPRIATENESS, tower windows replacement, Thomas I. Converse, Applicant/Agent Administratively Approved 6/13/2024
- HAPC-2024-10, 110 E High Street, CERTIFICATE OF APPROPRIATENESS, demolition and new four-story mixed-use building, Emily Lubbers, Applicant/Agent
Approved 7/15/2024
- HAPC-2024-11, 35 E Church Street, CERTIFICATE OF APPROPRIATENESS, fill in ramp, extend existing patio, Robert Humphrey, Architect, Applicant/Agent
 - Administratively Approved 7/26/2024
- HAPC-2024-12, 35 E High Street, CERTIFICATE OF APPROPRIATENESS, window replacement facing the alley, Stan Miller, Applicant/Agent Administratively Approved 7/29/2024
- HAPC-2024-13, 16 S Campus Avenue, CERTIFICATE OF APPROPRIATENESS, hanging sign, Geneva Blackmer, Applicant Administratively Approved 9/27/2024
- HAPC-2024-14, 129 W Walnut Street, CERTIFICATE OF APPROPRIATENESS, replacement of front porch columns, John Broering, Applicant/Agent
 - Administratively Approved 10/14/2024
- HAPC-2024-15, 151 W High Street, CERTIFICATE OF APPROPRIATENESS, wall sign, Klusty Sign, Applicant/Agent Administratively Approved 11/26/2024
- HAPC-2024-16, 48 E Park Place, CERTIFICATE OF APPROPRIATENESS, fence around patio, Casey Rensel, Applicant/Agent Administratively Approved 11/25/2024
- HAPC-2024-17, 122 S Campus Avenue, CERTIFICATE OF APPROPRIATENESS, window replacements, Jim McGrath, Applicant Withdrawn
- HAPC-2024-18, 45 E High Street, CERTIFICATE OF APPROPRIATENESS, screening around rooftop HVAC units, Robert Humphrey, Applicant/Agent
 - Administratively Approved 2/4/2025
- HAPC-2024-19, 35 W High Street, CERTIFICATE OF APPROPRIATENESS, wall sign, Jonah Prost, Applicant/Agent Administratively Approved 2/4/2025

The **Board of Zoning Appeals** is a quasi-judicial board charged with making case-by-case determinations on variances (i.e., official relief from code requirements), as well as to render decisions on appeals of administrator determinations. Per the City Charter, the BZA consists

of five volunteer city residents who are appointed by Council to serve terms of three years. Three member roles turned over in 2024.

2024 was another light year for BZA. The Board convened only three times to hear a total of five cases, all of which were for variance requests.

- BZA-2024-01, 207-209 W Collins Street, VARIANCE to Section 1143.03(c) maximum front yard coverage, Scott Webb Architect, Applicant/Agent Withdrawn
- BZA-2024-02, 131 Willow Lane, VARIANCE to Section 1149.06(b)(1) limit to front yard parking, Scott Webb, Architect, Applicant/Agent Approved 8/27/24
- BZA-2024-03, 417 E Withrow Street, VARIANCE to Section 1143.07(c) overall lot coverage, Scott Webb, Architect, Applicant/Agent Withdrawn
- BZA-2024-04, 5445 College Corner Pike, VARIANCES to Section 1149.07(b)(3) maximum parking in front of principal structure and Section 1149.07(e)(4)(K) parking maneuverability, Scott Webb, Architect, Applicant/Agent Did not need variances
- BZA-2024-05, 315 University Avenue, VARIANCE to Section 1143.07(d)(5)(B) minimum roof pitch, Scott Webb, Architect, Applicant/Agent Withdrawn
- BZA-2024-06, 417 E Withrow Street, VARIANCE to Section 1143.07(c) overall lot coverage, Scott Webb, Architect, Applicant/Agent Approved 1/28/25

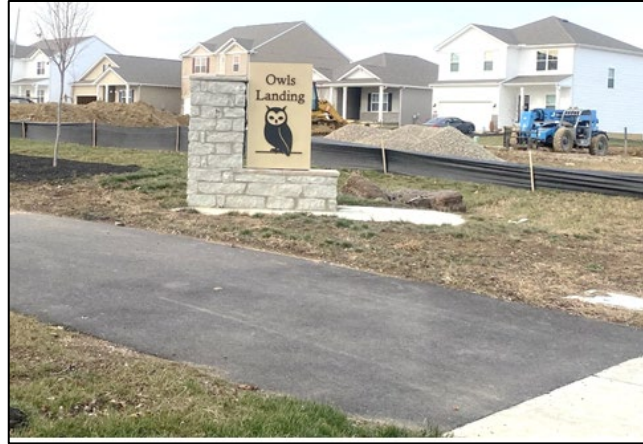
The **Board of Building Appeals** consists of five members appointed by City Council and hears appeals of any person affected by a decision of the Code Enforcement Officer with respect to Oxford's local Property Maintenance Code, which is derived from the International Property Maintenance Code. The board did not convene at all in 2024 due to no cases being heard.

The **Oxford Parking & Transportation Board** serves in an advisory capacity to City Council on matters regarding parking- or transportation-related projects and policies. The board consists of seven members, including one member of Council, one appointed by the Planning Commission, one appointed by the Environmental Commission, one Chamber of Commerce representative, and three citizen members appointed by Council. OPTAB convened on 6 occasions in 2024. A stated within the GIS section of this report, **a major highlight for this Board was the feasibility analysis and associated map, which resulted in the City Council's approval of a single route alignment for the Oxford Area Trail Northern Arc area.**

NOTABLE NEW PROJECTS:

Owls Landing Subdivision

2024 saw significant progress on construction of public and private infrastructure to support the new Owls Landing subdivision as well as a trail connection to the Community Park. Once completed, the subdivision will contain a total of 86 new single-family homes. Apart from the supportive infrastructure, homebuilder DR Horton has constructed over 20 homes in the development and counting.

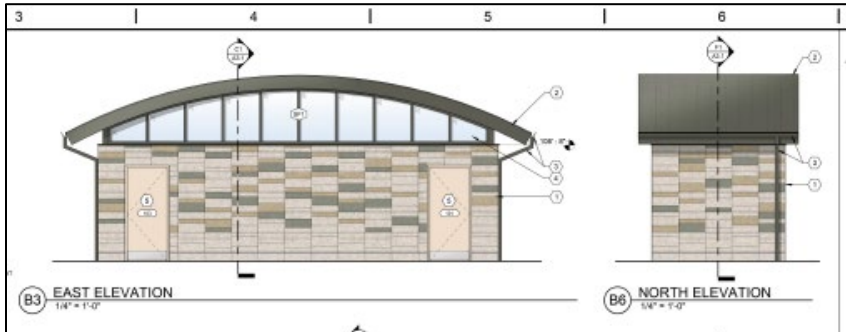


- **Morning Sun Road / Sycamore Street New Construction:** Two buildings began construction at this intersection in late fall 2024. The addresses are 5111 and 5115 Morning Sun Road. These are the first developments within the Neighborhood Business Zoning District. These are mixed-use buildings which means that they will have commercial and residential usage allowed. Below is a December 2024 photo of the progress of the foundation work, looking Northeasterly.



- **New Uptown Public Restroom:** Following Council authorization, city staff began working with App Architecture Inc., to design a new Uptown Public Restroom in the Dr. Martin Luther King Jr. Park. Below is the building design facing east, which is intended to match the architecture of the Pavillion in the Oxford Memorial Park and would allow space for changeable public art panels. If design and bidding are successful, construction is planned for Spring/Summer 2025. The restroom is being

funded by the Chamber, Enjoy Oxford, Ohio DNR and Community Development Block Grant. It is a required bathroom facility to coincide with the existing splash pad fountain replacement.



- **Holiday Inn** -- under construction for an 83-room hotel to be completed by the end of 2025. The location is 5470 College Corner Pike, directly across from Wild Berry. Photo below of December 2024 progress, looking North.



- **Fairfield Inn by Marriott** -- under construction for a 92 room hotel at 5186 Morning Sun Road. Also accessed by North Campus Ave. Photo of December 2024 progress below, looking North.

