

OXFORD PLANNING COMMISSION

MINUTES

JULY 7, 2015

The regular monthly meeting of the Oxford Planning Commission was called to order by the chairman, David Baker, on Tuesday, July 7, 2015 in the meeting room of the Oxford Community Services Building.

Other commission members in attendance were Stephen Mroczek and James Reed. Also in attendance was Administrator/Clerk-Treasurer, Cheryl Lewis.

The minutes of the meeting of May 5, 2015 were approved and accepted as distributed.

The following building permit was reviewed by the Planning Commission:

#15-27, Jennifer Stanley, 221 South Street, accessory structure for boat storage. Mrs. Stanley, along with her builder, John Labat, and designer, Dennis Buttner, were present to discuss the application. Mrs. Stanley explained the purpose of the building was to store a series of kayaks that the children in her OK Kids Camp use during the summer. Mr. Buttner explained the building would be 16' x 17', closed on three sides but open on the south side, covered in cedar siding with "T" battens, and 16' in height. Mr. Baker acknowledged that the building would be located within the buffer area of the critical areas but that the Critical Area Commission had also reviewed the request and found that if the Planning Commission were to determine there was no other suitable location for the structure outside the 50 foot BMA setback, and if the accessory structure were not to exceed 500 sq. ft. within the 50 setback within the Buffer, then a variance process would not be warranted and the applicant could locate the structure within the 23.8' from the water that she was seeking. Mrs. Stanley explained to the commission that she would like to set the building back further from the water but it has to be accessible for the Oxford Kids Camp kids to carry the kayaks to the water and this location was the closest to where the children normally launch the boats. Mr. Reed made a motion to approve the permit as submitted. The motion was seconded by Mr. Mroczek and unanimously carried with all in favor.

REQUEST FOR LOT LINE REVISION

Mrs. Stanley, along with her engineer, Perry Otwell, met with the commission to discuss her lot line revision of combining 5 existing parcels into 1, located at the corners of Town Creek Road and Third Street. Mr. Otwell explained this was more of a bookkeeping process as the land is in conservation and can't be developed. Mrs. Stanley added that the property had never been resurveyed and that there had been a question about drainage at one time. The new survey now clearly shows the location of the existing storm drain pipes. Mr. Reed made a motion to

approve the lot line revision as submitted. The motion was seconded by Mr. Mroczek and unanimously carried with all in favor.

A last minute request was received by the town office from the Cooperative Oxford Laboratory with a request for a sign to be placed at the Causeway, 48" W x 54" tall, and attached to salt treated painted white posts with picket fence facing on top, along with another sign, located just outside the Oxford Lab gate, to be an 8" x 16" oval attached to 4 pickets. Administrator Lewis explained that the town was going to work with the lab as to where to place the requested signage at the Causeway and that she would need to take the permit request to the Commissioners because of the lab wishing to place one of their signs on town property. The area that Administrator Lewis and the Oxford Lab representative were looking at would be between the recycle bin area and the area in front of the Causeway Park swings. Mr. Baker suggested that the HDC be given a chance to look at the request as a courtesy. Administrator Lewis agreed to email the members a copy. Mr. Reed made a motion to approve the request subject to the Commissioners final approval. The motion was seconded by Mr. Mroczek and unanimously carried.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Lisa Willoughby
Assistant Clerk