

OXFORD PLANNING COMMISSION

MINUTES

MAY 7, 2024

The regular monthly meeting of the Oxford Planning Commission was called to order by the Chairman, Norman Bell, on Tuesday, May 7, 2024, at 2 p.m., in the meeting room of the Oxford Community Services Building.

Other commission members in attendance were Lucy Garliauskas, Cameron MacTavish, Steve Mroczek, along with Town Planner, Marilyn Williams. Audience members included Diane Ellor, Tom Costigan, and Tim Kearns.

The minutes of the meeting of April 2, 2024, were deferred for approval until next month's meeting so that the following corrections could be made: 1) Planning member Bruce Beglin, who arrived late, was present at the meeting, 2) the meeting began at 2:00 p.m., not 5:00 p.m., and 3) on page 1, 4th paragraph, 9th line, the word "accessibility" should be "sustainable".

The following permits were reviewed by the commission:

1. Permit #23-110, Megan and Hazen Marshall, 4480 Bachelors Point Road, replacement of single family dwelling including attached garage, swimming pool, and pool house. Ms. Williams stated that the application will meet the Critical Area requirements through the applicants' landscaping plan and that mitigation will need to meet the floodplain regulations as a portion of the new home will lie within the floodplain. Ms. Garliauskas asked how this footprint was different from the previous house that was on the property. Ms. Williams responded that it was considerably different as the original house was within the 100 ft. buffer. She added that she had sent out a notice to the adjoining property owners informing them about the plans for the in-ground swimming pool but had not received any comments back. Ms. Williams added that the house is about 54' from the side property line. Chairman Bell confirmed that he found no issues with regards to the setbacks and that it appeared as though the new house would be a foot or two within the buffer. Ms. Williams responded that the drawing is incorrect and will maintain the 100' buffer. The discussion ended with Ms. Williams pointing out that the landscape plan was fairly extensive, including mitigation for trees removed during demolition.
2. Permit #24-35, James and Diane Ellor, vacant lot Factory Street, request for construction of detached single family dwelling. Mr. MacTavish pointed out that the façade of the proposed house appeared to have its porch lining up with the house next door to it, and that it too would be facing Factory Street. Ms. Williams confirmed that the application met all setbacks and coverage, that it would be built to meet the flood plain regulations, and that an engineer is working on the stormwater plan. She also noted that the application was approved by the Historic District Commission and that no objections to the request had been made. Mr. MacTavish thanked Ms. Williams for her thorough preparation of the permits. No objections were made to either of the two applications which the Oxford Planning Commission reviewed.

Old Business

Discussion took place on the town's mini-grant program and sustainable community plan.

Planner Williams stated that she will soon need to go ahead and reapply for the mini-grant program that the town already qualifies for and was looking to the Planning Commission for suggestions. She noted that Cutts and Case Boatyard has already come forward with a request for a new roof and that she was looking to the commission for suggestions of any other businesses that may need exterior improvements. Mr. MacTavish suggested the mural along the side of the Oxford Market building. Member of the audience and Town Commissioner, Tom Costigan, spoke stating that there had been two failed attempts to get funding for the mural but that it had been through a private group that had tried to get the funding for the project through an arts grant. Chairman Bell clarified that it was the Oxford Community Center that tried to get the funding for it. He added that the mural represented the town's history and that it was good for tourism and business, adding that he thought it was a good opportunity to go after the money to preserve it through the mini-grant program. Planner Williams stated she had made copies from the website about the grant program and funding of projects so that the members could see what categories each request could fall into. Work for the mural could fall into the category of enhancing downtown main street. Chairman Bell suggested the old red building on the Oxford Yacht Agency property and Planner Williams suggested the Robert Morris Inn. Talk turned towards the town's Sustainable Community Plan whereby the need for charging stations and additional parking areas were raised. Planner Williams suggested setting up a meeting with the OBA as most individuals do not understand the mini-grant program or the Sustainable Community Plan. Chairman Bell agreed that was a good idea. In closing, Planner Williams asked the commission members that if they had any further ideas and/or comments to add to the sustainability plan, to let her know. She added that the next project will be the Oxford Comprehensive Plan. Chairman Bell stated the commission was still waiting to see the draft plan and that they had previously set up the 4th Thursday of every month to work on it. Planner Williams responded that she would look into that and would let them know when and if they will have to meet in a workshop setting.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Lisa Willoughby

Assistant Clerk