



Town of Oxford – Planning Commission

A G E N D A
March 31st, 2026

The next PLANNING COMMISSION regular meeting will be held in person at
101 Market Street on March 31st, 2025 at 2:00 p.m.

All are welcome to join the meeting in person or view the meeting virtually at the following link:
https://townhallstreams.com/towns/oxford_md

Oxford Planning Commission
P.O. Box 339
Oxford, MD 21654

2nd/last Tuesday of the month
2:00 p.m.
Oxford Municipal Bldg.

Monthly Meeting beginning at 2:00 p.m.

February 24th, 2026 Meeting Minutes Approval

No Permit Necessary Notifications:

- 206 E Strand - Ranson – Reroofing
- 410 S Morris - Gray – Reroofing

Building Permit Applications:

- 100 South Street - Taylor - Driveway replacement

Utility Applications:

- 504 S Morris – Oxford Inn - Fuel Tank Installation
- 508 S Morris – Gebauer - HVAC
- 102 Sinclair – Pfeffermann - 500 Gallon fuel tank removal

Comprehensive Plan Acceptance:

- Approval of Comprehensive Plan for Submission to Commissioners for Adoption

Building Permit Application Legal Review:

- Hinckley Marina - New Building (principal structure determination/height restriction)

Permit Review Schedule:

- Building permits, complex applications, any ground disturbances – Last Tuesday
- Standalone utilities, tree removals, fences, interior only, simple permit mods – May be placed on 2nd Tuesday meeting at Chair's discretion

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**Planning Commission Meeting
Meeting Minutes
February 24, 2026**

Present

Attending the meeting were Planning Commission Chair Lucy Garliauskas, Leslie Kelley, Steve Mroczek, Skip Case, and Town Clerk Ashley Samonisky.

No Permit Necessary Notifications:

200 Factory Street – Graham – New Roof Notification
206 S Morris – Konopacz – New Roof Notification

Building Permit Applications:

101 East Street, The Simpsons sought approval for seventeen (17) roof mounted solar panels on the roof of the larger accessory structure (on left side of property when viewed from street). The building was inspected by a licensed architect and determined to be in acceptable condition for the mounting of the panels. This property previously installed solar panels on the main residence in the summer of 2025. Roof mounted solar does not contribute additional lot coverage or impervious surface for the parcel.

- **Steve Mroczek made a motion to approve the solar panels on the accessory structure. Leslie Kelly seconded the motion. All were in favor, the motion carried.**

200 Factory Street, The Grahams sought approval to install a 100-gallon LP propane tank on the rear of the residence when viewed from Wilson Street. The proposed location is behind the garage and will not be visible from the street, and does not require HDC review.

Discussions were held on the required setback from the property line.

- **Steve Mroczek made a motion to approve the installation of the propane tank pending appropriate measurements. Skip Case seconded the motion. All were in favor, the motion carried.**

508 South Morris, The Gebauers sought approval to: 1) install a woodstove in the new addition of the home. The proposed location is in the new family space towards the rear of the home. The applicant is also requesting to install an elevator in the home. The applicant was approved last year for a new addition, and the space for the elevator shaft was included in the approved designs as a future amenity. The goal was to install an elevator further down the road; however the applicant is now proposing to install the elevator while the rest of the building is already under construction. As these two features are interior work only, they will not affect setbacks, lot coverage, or stormwater/floodplain considerations.

- **Steve Mroczek made a motion to approve the woodstove and elevator installations. Leslie Kelly seconded the motion. All were in favor, the motion carried.**

Tree Removal Applications:

All approved removals will require a 1:1 replacement of native tree stock of at least 6 feet tall and 2-inch caliper. Plantings must be staked and mulched and will be inspected in the spring.

103 Richardson, The Pijakwas sought approval for removal of six trees.

- **Steve Mroczek made a motion to approve the tree removal. Skip Case seconded the motion. All were in favor, the motion carried.**

312 N Morris, The Martiens sought approval for a single tree removal.

- **Skip Case made a motion to approve the tree removal. Steve Mroczek seconded the motion. All were in favor, the motion carried.**

106 Myrtle, The Clancys sought approval for a single tree removal.

- **Steve Mroczek made a motion to approve the tree removal. Skip Case seconded the motion. All were in favor, the motion carried.**

Comprehensive Plan Work Session:

The Planning Commission transitioned into a Comprehensive Plan Work Session. The whole session can be viewed on www.oxfordmd.gov via Town Hall Streams.

Adjournment

- **Steve Mroczek made a motion to adjourn the meeting. Leslie Kelly seconded the motion. All were in favor, the motion carried.**



Town of Oxford – Historic District Commission

March 19, 2026

Barbara and Robert Ranson
206 E Strand
Oxford, MD 21654

Dear Mr. and Mrs. Ranson,

Thank you for submitting an application to replace the existing asphalt shingles on your home with new asphalt roofing shingles to match the existing color on the property located at 206 E Strand. It was determined that this project falls under maintenance and repairs and does not require a permit per Zoning Ordinance **§10.01-Building Permits.-C.1**. However, as this property is located in the Historic District, it was referred to the Chair of the Historic District Commission for review. It was determined that as no change is to be made to the color (Grey) or material (asphalt shingle) of your roofing materials, no formal HDC hearing is required.

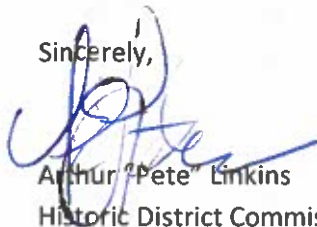
Any materials stockpile must be located completely on the parcel and not in the public right-of-way. No dumpster/roll off has been approved as part of this project. The contractor(s) will be required to take all debris away with them in their work trucks.

This application has been approved with the following conditions:

1. Your approval is based on the stated requirements. Any changes to your plans, materials, or scope of work shall require re-review, an amendment or modification, and possibly a building permit.
2. You may not place any materials or roll off/dumpster in the public right of way or on the street.
3. Construction must begin within six months and must be completed within one year from the date of this letter.

Should you have any questions, please contact the Town Office.

Sincerely,



Arthur "Pete" Linkins
Historic District Commission Chair



Town of Oxford – Historic District Commission

March 26, 2026

Patricia and Russ Gray
410 S Morris Street
Oxford, MD 21654

Dear Mr. and Mrs. Gray,

Thank you for submitting an application to replace the existing asphalt shingles on your home with new asphalt roofing shingles to match the existing color on the property located at 410 S Morris Street. It was determined that this project falls under maintenance and repairs and does not require a permit per Zoning Ordinance **§10.01-Building Permits.-C.1**. However, as this property is located in the Historic District, it was referred to the Chair of the Historic District Commission for review. It was determined that as no change is to be made to the color (Grey) or material (asphalt shingle) of your roofing materials, no formal HDC hearing is required.

Any materials stockpile must be located completely on the parcel and not in the public right-of-way. No dumpster/roll off has been approved as part of this project. The contractor(s) will be required to take all debris away with them in their work trucks.

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Should you have any questions, please contact the Town Office.

Sincerely,

Arthur "Pete" Linkins
Historic District Commission Chair

BOARD MEETING:
2ND AND LAST TUESDAY OF EACH MONTH
(410) 226-5122



101 Market Street
P.O. Box 339
Oxford, Maryland 21654

Town of Oxford – Planning Commission

STAFF REPORT

DATE OF MEETING: March 31, 2026

OWNER: Myles Taylor
100 South Street
Oxford, MD 21654

PROPERTY ADDRESS: 100 South Street

TAX MAP: 400 **PARCEL:** 516 **ZONING:** R2

LOT SIZE: 4,745 sq. ft. **CRITICAL AREA:** IDA **FLOODPLAIN:** X

PURPOSE OF REQUEST: This request is to modify the existing driveway as follows: 1) remove the High Street Pavers in the parking area and replace with white gravel, and add three rows of granite cobble stone (mimicking neighbor's driveway) border, and 2) repair the slate wall on South Street and remove existing gravel, and replace with white gravel and three rows of granite cobble stone, again mimicking the neighbor's driveway.

There is to be no change of dimensions of the parking area, therefore no new impervious will be created.

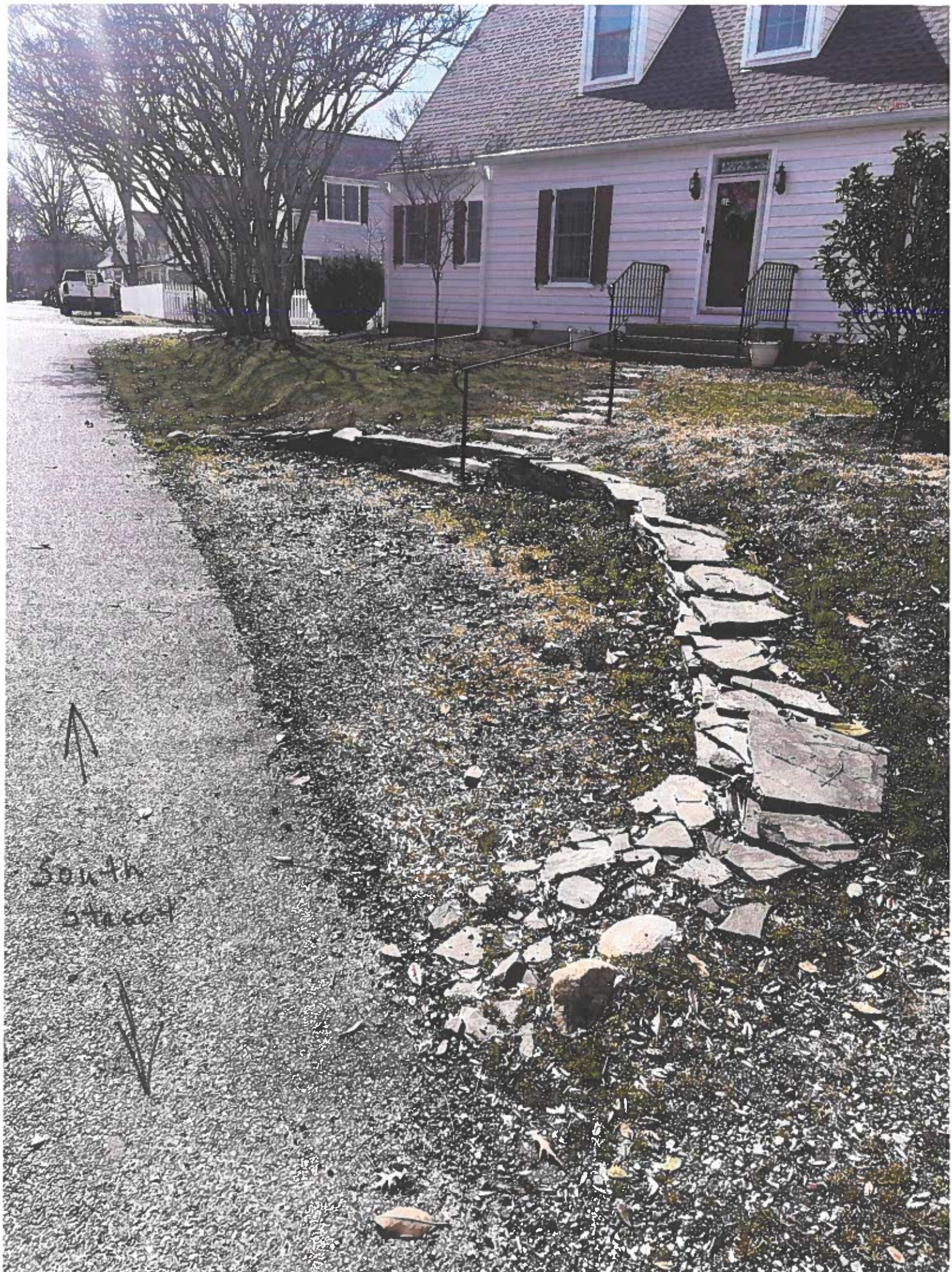
STAFF COMMENTS:

As this constitutes a change of materials and design, HDC approval will also be required.

Ashley Samonisky
Clerk/Planner

Attachments





South Street







Neighbor
propose Same Thing

High street



Town of Oxford – Planning Commission

STAFF REPORT

DATE OF MEETING: March 31, 2026

OWNER: JV Oxford MD LLC
114 Bay Street, Bldg. C
Easton, MD 21601

PROPERTY ADDRESS: 504/506 S Morris Street – Oxford Inn

TAX MAP: 400 **PARCEL:** 774 **FLOODPLAIN:** Partial/AE-5 (LOMA)

LOT SIZE: 7,155 sq./ft. **CRITICAL AREA:** IDA **ZONING:** C2

PURPOSE: This application is for the installation of a 500-gallon, underground LP Tank to service the business.

STAFF COMMENTS: The applicant is seeking a permit for the installation of a 500-gallon, underground LP Tank, and to dig a trench to install the line from the tank to the building. The tank will service the kitchen appliances.

Per Town Code:

§32.11 - Fuel Storage Requirements.

1. In all districts, tanks with a capacity of 300 gallons or greater used for the storage of flammable liquids shall be underground in a leak proof containment structure.
2. Natural Gas tanks larger than 100 lb. shall be underground in a leak proof containment structure.
3. All such installations must be approved by the State Fire Marshal and must be installed consistent with EPA Guidelines.

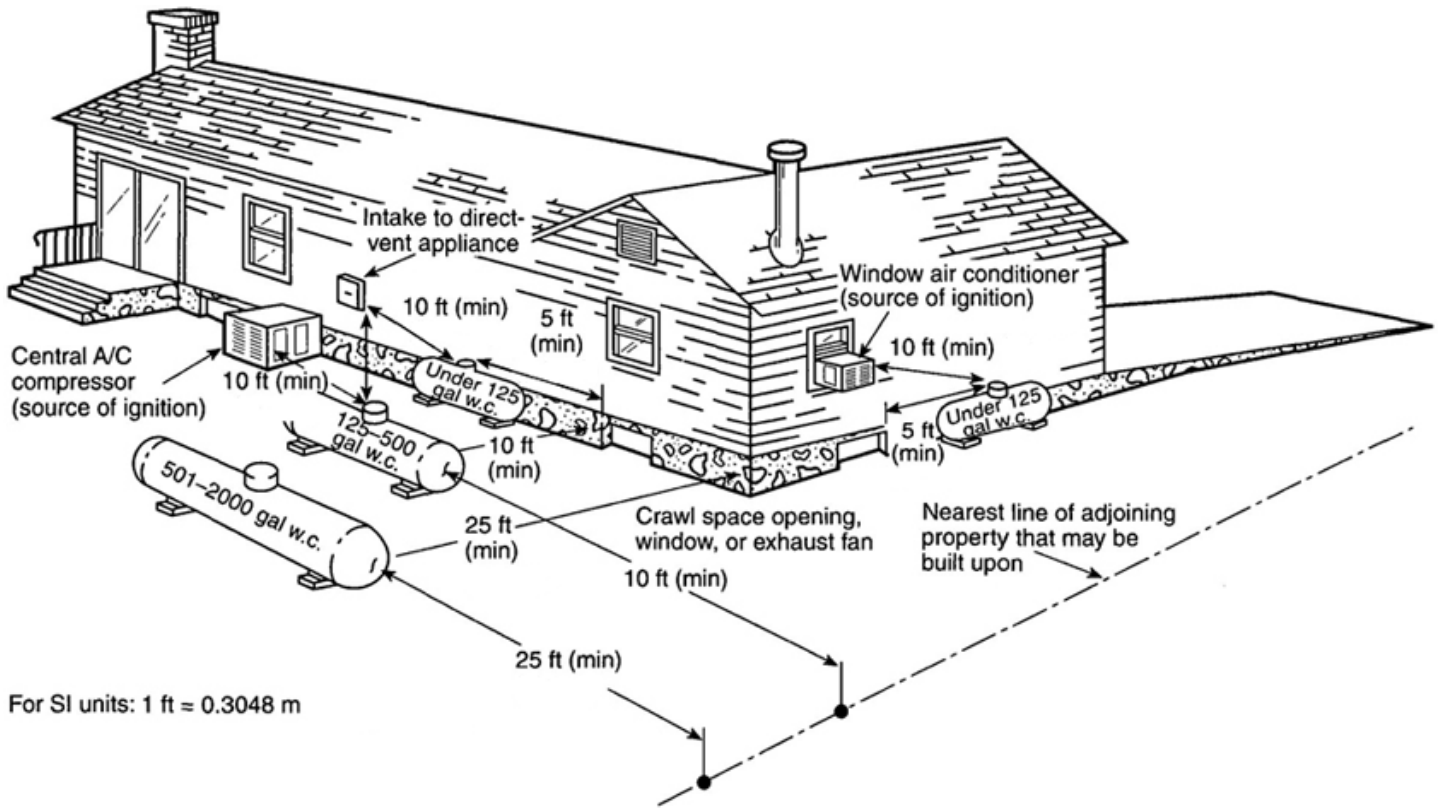
Per safety requirements, underground tanks must be at least ten (10) feet away from:

- Property lines
- Crawl spaces openings, windows, or exhaust fans
- Sources of ignition (HVAC units, etc.)

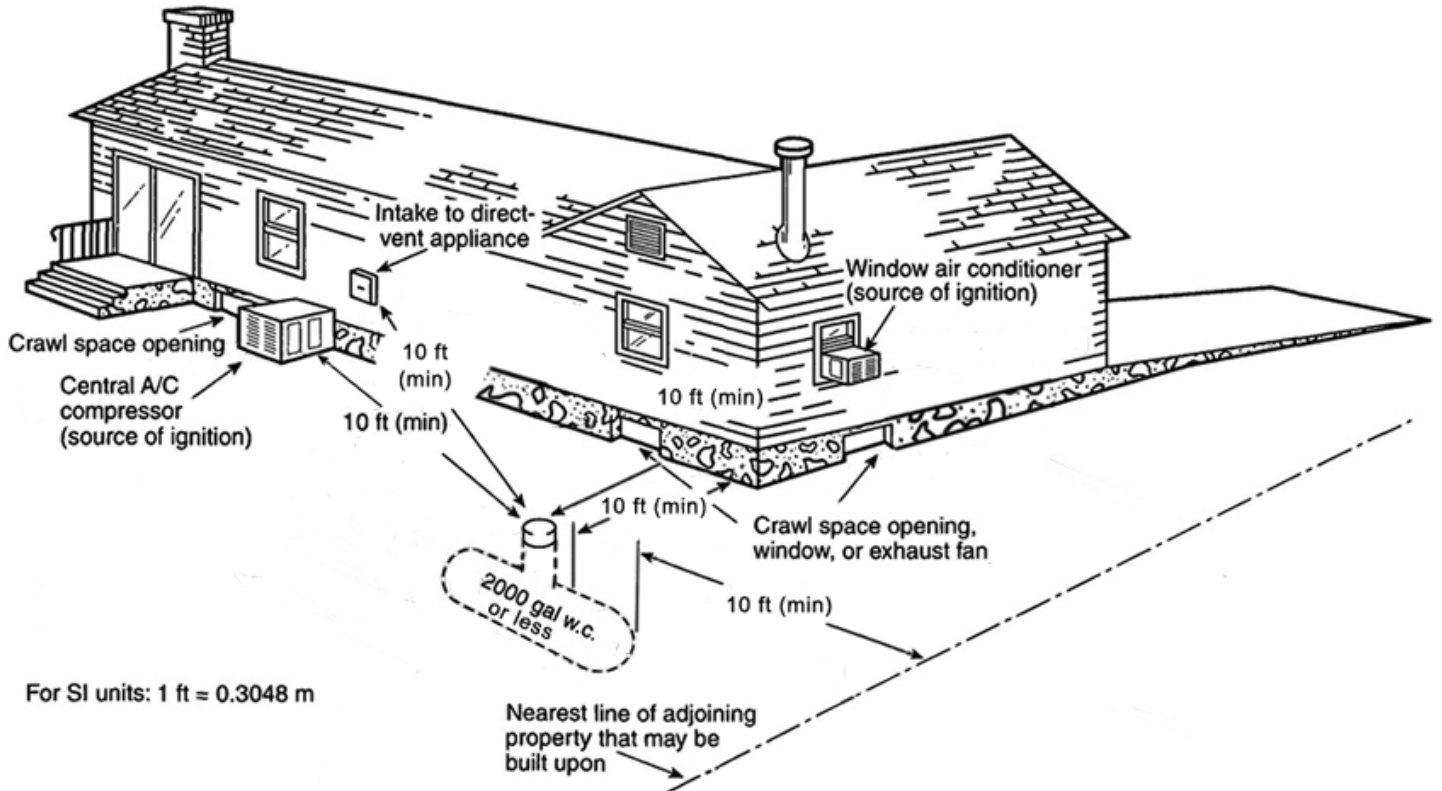
Ashley Samonisky
Clerk/Planner

Attachments

ABOVE GROUND PROPANE TANKS



UNDERGROUND PROPANE TANKS



BOARD MEETING:
2ND AND LAST TUESDAY OF EACH MONTH
(410) 226-5122



101 Market Street
P.O. Box 339
Oxford, Maryland 21654

Town of Oxford – Planning Commission

DATE OF MEETING: March 31, 2026

OWNER: Peter and Ann Marie Gebauer
498 Caisson Road
Fredericksburg, VA 22405

PROPERTY ADDRESS: 508 South Morris Street

TAX MAP: 400 **PARCEL:** 775 **ZONING:** R1

LOT SIZE: 6,000 sq/ft **CRITICAL AREA:** IDA **FLOODPLAIN:** AE-5 Partial

PURPOSE OF REQUEST: This application is for the HVAC permit for the necessary work in the previously approved addition to the existing single-family residence.

STAFF COMMENTS: This application is for the HVAC permit for the installation of: 1) a new heat pump system for the first floor, 2) a ducted mini split HVAC system for upstairs addition, and 3) the installation of bathroom vent fans for the single-family residence, with the addition previously approved at the August 5, 2025 Planning Commission Meeting.

This project will also require a plumbing permit to be applied for at a future time.

Ashley Samonisky
Clerk/Planner

Attachments

PERMIT # 25-45

Town of Oxford
Oxford, Maryland
Phone - 410-226-5122



BUILDING PERMIT

Type of Construction ELEVATION / ADDITION

Issued To PETER / ANN MARIE GEBAUER
508 S. MORRIS ST.

ADDRESS

INSPECTIONS

Footer Trench <u>✓</u>	Plumbing <u>✓</u>
Foundation <u>✓</u>	Insulation <u>✓</u>
Framing <u>✓</u>	Final <u>✓</u>
Other <u>ELEVATION</u>	Floodplain _____

NOTE: Electrical Inspections are required by Talbot County Code.

IMPORTANT

Construction must be initiated within six months and completed within one year.

8.9.25

Date Issued

[Signature]
Authorized Town of Oxford Representative

THIS PERMIT MUST BE POSTED AT SITE OF PROJECT

BOARD MEETING:
2ND AND 4TH TUESDAY OF EACH MONTH
(410) 226-5122



101 Market Street
P.O. Box 339
Oxford, Maryland 21654

Town of Oxford – Planning Commission

August 7, 2025

Peter and Ann Marie Gebauer
498 Caisson Road
Fredericksburg, VA 22405



Dear Peter and Ann Marie,

Enclosed please find a copy of your approved permit #25-45, for 508 South Morris Street, Oxford, MD 21654, to elevate the existing residence, and construct 1,952 square feet of additional space consisting of two covered decks, a pervious deck, a new front porch sitting further away from the floodplain, and a 1,364sq/ft two-story living space. You must display the enclosed permit card conspicuously on-site at all times during the construction period.

This permit has been approved with the following conditions:

1. Inspections are required for the elevation and trenches, footing, foundation, framing, plumbing, HVAC, and electrical of the new addition.
2. Your permit approval is based on the stated requirements and plans approved by the Planning Commission. Any changes to your plans or scope of work shall require a permit amendment and re-review.
3. The height of the home/addition to its peak is limited to 30'
4. Please note that your permit has been approved with the condition that your construction does not exceed the maximum lot coverage allowance of 40% of the property.
5. Your permit approval is based on the construction of a rain garden stormwater management feature in the side front yard.
6. A Certificate of Occupancy is required to be issued by the building official before this residence may be used or occupied.
 - a. All electrical and other final inspections must be completed and submitted to the Town Office before a Certificate of Occupancy will be issued.
 - b. The approved Stormwater Mitigation Features must be constructed to specifications and inspected before the Certificate of Occupancy will be issued.
 - c. Any outstanding fees must be paid to the Town Office before a Certificate of Occupancy will be issued.
7. If a dumpster is to be used for construction debris, it must comply with the Town's Zoning Code §8.04 and must be placed on the property. It cannot be placed in the street or public right of way.
8. Silt fencing shall be installed around the entire Limits of Disturbance (LOD).
9. This permit does not include plumbing or HVAC installation. Separate permits are required from the Town.

BOARD MEETING:
2ND AND 4TH TUESDAY OF EACH MONTH
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101 Market Street
P.O. Box 339
Oxford, Maryland 21654

10. This permit does not include electrical work. A separate permit must be submitted through Talbot County/MDIA.
11. You must ensure that all subcontractors obtain necessary licenses, permits, and inspections.
12. Construction must begin within six months and must be completed within one year from the date of issuance.
13. You must provide a copy of the contractor's quote for the proposed work/additions prior to breaking ground on the project.

To schedule the required inspections, please call the Town Office at (410) 226-5122 at least 24 hours in advance of the day on which you would like your inspection to be made.

Should you have any questions, please contact the Town Office.

Sincerely,

Lucy Garliauskas
Planning Commission Chair

Enclosures: Permit Card

BOARD MEETING:
2ND AND LAST TUESDAY OF EACH MONTH
(410) 226-5122



101 Market Street
P.O. Box 339
Oxford, Maryland 21654

Town of Oxford – Planning Commission

DATE OF MEETING: March 31, 2026

OWNER: Irene Crowe and Guy Pfeffermann
3520 Leland Street
Chevy Chase, MD 20815

PROPERTY ADDRESS: 102 Sinclair Street

TAX MAP: 400 **PARCEL:** 397 **ZONING:** R1

LOT SIZE: 12,958 sq/ft **CRITICAL AREA:** IDA **FLOODPLAIN:** AE-5

PURPOSE OF REQUEST: This application is for the removal of an underground 500-gallon fiberglass fuel tank at an existing single-family residence.

STAFF COMMENTS: This application is for the removal of an underground 500-gallon fiberglass fuel tank at an existing single-family residence.

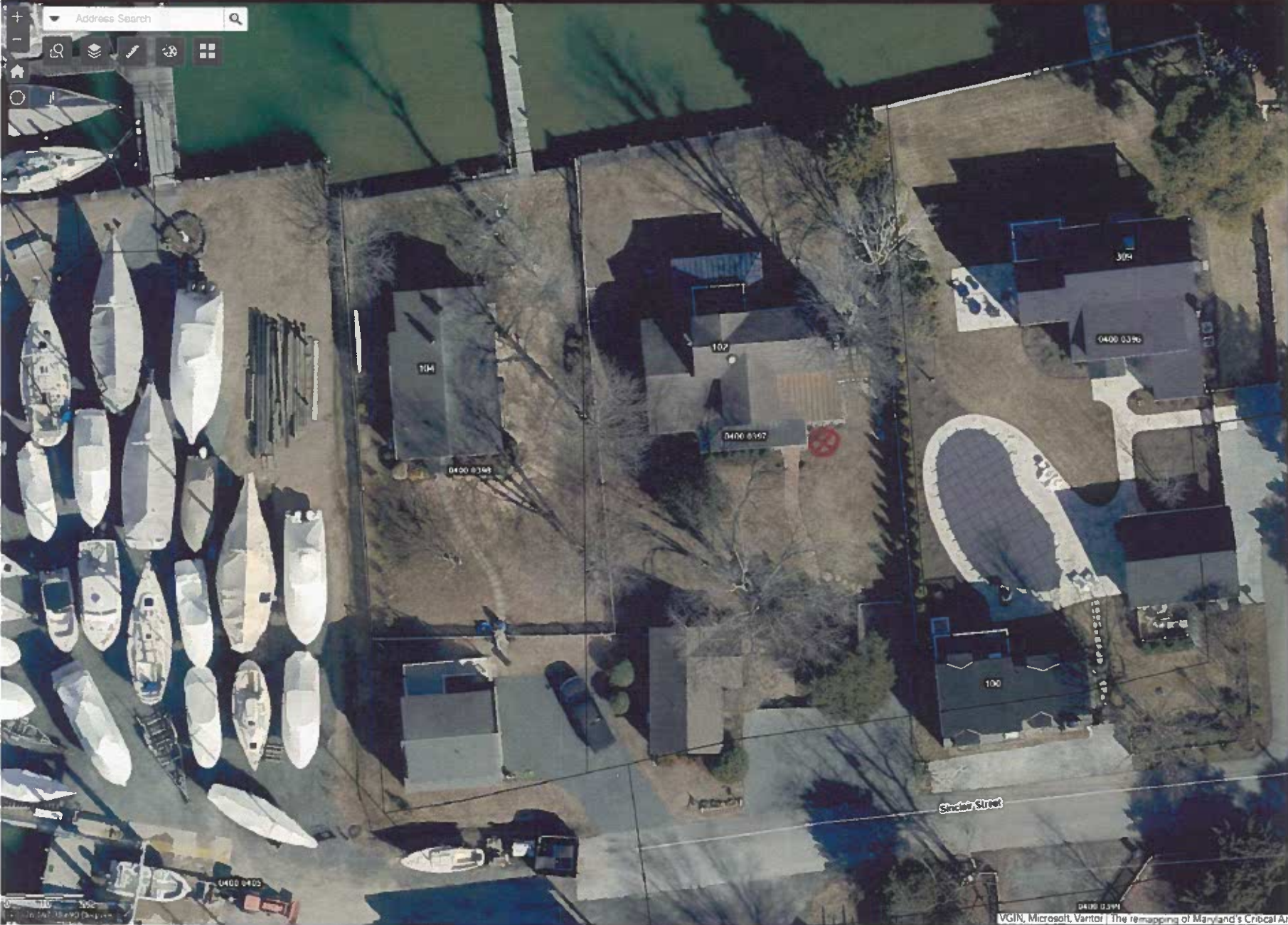
- The applicant must comply with any and all applicable Maryland Department of the Environment (MDE) conditions and requirements for the removal of an underground storage tank (UST) of this size for residential properties.
- In the event of a leak or spill, the contractor will provide the appropriate notifications to the Town and/or MDE; for inspection of the hole and testing (if necessary and appropriate) before filling back in; and provide an appropriate final report to MDE.
- Any contaminated soil from the tank removal will be transported to an appropriate disposal facility as directed by MDE.

Ashley Samonisky
Clerk/Planner

Attachments

Address Search

Map navigation icons: Home, Search, Layers, Measure, Full Screen, and a grid icon.





OXFORD PLANNING COMMISSION LEGAL REVIEW

DATE OF MEETING: March 31, 2026

OWNER: Hinckley's - Bachelor Point Holdings
1 Little Harbor Landing
Portsmouth, RI 02871

PROPERTY ADDRESS: 26106 Bachelors Harbor Drive

TAX MAP: 0053 **PARCEL:** 0086 **ZONING:** M

LOT SIZE: 17.750 Acres **CRITICAL AREA:** LDA/RCA **FLOODPLAIN:** No

PROJECT SUMMARY:

The applicants are proposing to build an additional workshop/storage building immediately next to an existing workshop building and match its dimensions. The proposed dimensions are 60ft x 83.2ft x 30ft tall at the ridge.

ZONING CONCERNS:

Height restriction non-compliance:

The proposed building is 30 feet tall, which is higher than permitted by the Town Zoning Ordinance. Section 29. "M" Maritime Industrial District of the Oxford Zoning Ordinance sets the height restriction for the Marine zoned parcels as the same as for the R1 zones – accessory structures can be no higher than **eighteen (18) feet**.

§29.04 - Height Regulations.

The same height regulations shall apply as for the R-1 district. (See § 21.04.)

§21.04 - Height Regulations.

A. No principal structure or building shall exceed a Building Height of 30 feet. These height limitations shall not apply to: steeples, flagpoles, or essential services as described in § 7.00, or stick TV antennas.

C. Accessory Structures-Building Height and Setback.

No accessory structure shall exceed a Building Height of 18 feet. Accessory structures that exceed 16 feet in Building Height shall require an increased Setback from side lot lines and rear lot lines as follows:

- 1. An accessory structure 17 feet in Building Height shall have a minimum setback of 4 feet.*
- 2. An accessory structure 18 feet in Building Height shall have a minimum setback of 6 feet.*

Definitions:

Principal structure. The primary or predominant structure on any lot or parcel. For residential parcels or lots, the principal structure is the primary dwelling.

Accessory. A structure that is detached from a principal structure, located on the same lot, and clearly incidental and subordinate to the principal structure.

Accessory use or structure. A use or structure which is;

- 1. clearly incidental to and customarily found in connection with, the principal use or structure;*
- 2. is subordinate to and serves the principal use or structure;*
- 3. is located on the same lot as the principal use or structure;*
- 4. facilitates access by the handicapped; and*
- 5. contributes to the comfort, convenience, or necessity of occupants of the principal building or principal use, such as decks, tool sheds, garages, etc. No accessory building or structure shall be permitted on a lot without a dwelling except as provided in Section 32.01(2).*

LEGAL REVIEW COMMENTS:

The definition of principal structure is “[t]he primary or predominant structure on any lot or parcel. For residential parcels or lots, the principal structure is the primary dwelling.” The second sentence is not intended to permit more than one commercial principal structure. Rather, it is to require that the primary dwelling be the principal structure on residential properties. There are many more types of commercial principal structures so it makes sense that the definition does not include limiting language for commercial properties. However, with that being said, the definition limits a principal structure to a (singular) **primary or predominant structure**, not *structures*.

The Planning Commission does not have the authority to approve permits in violation of the Zoning Ordinance; including the allowance of more than one Principal Structure on a parcel, regardless of zoning district.

During the March 10th Planning Commission meeting, members discussed allowable permissible principal structures in the plural sense, seemingly concluding that a property may contain more than one principal structure. However, Section 27.01 merely gives examples of permissible principal uses and structures. The inclusion of an “s” on the end of use and structure in Section 27.01 does not mean that a property can construct more than one. The Zoning Ordinance does not contemplate more than one principal structure on any lot, residential, marine, or commercial. Rather, the definition makes clear that there may be one primary or predominant structure and thus, any and all remaining structures must be accessory.

When evaluating a new application, the Planning Commission is not required to rely on or be bound by prior permits that may have been issued through administrative error, mistake, or in violation of the zoning code, including permits granted through an improper, or lack of, a height variance. Such prior approvals do not establish a legal precedent or entitlement to additional nonconforming structures if they were issued incorrectly or unlawfully.

POTENTIAL RESOLUTION:

The Zoning Ordinance limits who may file an appeal of a Planning Commission decision via Section 11.05 to an affected property owner, his agent or contract purchaser, or any property owner within 100' of said property who is allegedly aggrieved. The issuance of an improper permit such as this places the applicant at risk of appeal and legal action should a neighbor be aggrieved.

As the application was approved in error, due to the Zoning Ordinance not permitting more than one principal structure per parcel the permit would be void as the Planning Commission mistakenly applied the law. Even if the applicant builds the structure based on the improper approval, there is no vesting argument for the property owner because there is no vesting in an invalidly issued permit.

The Planning Commission can withdraw the improper/illegal approval under the grounds of *Mistake of Law*.

It is recommended that the applicant pursue a height variance through the Board of Appeals to protect the property and the business from potential legal action.

Proposed Location of New Building

Talbot County Land Use Application





OXFORD PLANNING COMMISSION

Resolution 26-01PC – Acceptance of Comprehensive Plan and Recommendation for Adoption by the Commissioners of Oxford

WHEREAS, it is the duty of the Planning Commission, pursuant to the Land Use Article of the Annotated Code of Maryland, to complete a comprehensive plan review to guide the physical development of the Town, and to review the adopted comprehensive plan once every 10 years and update it as necessary; and

WHEREAS, the Town of Oxford Planning Commission has undertaken a comprehensive planning process to update the community's land use, transportation, housing, economic development, and community facilities goals; and

WHEREAS, the process included extensive public participation, including public meetings, surveys, and works sessions from March 2025 – November 2025 ensuring the plan reflects the community's vision; and

WHEREAS, the Planning Commission has reviewed the proposed Comprehensive Plan, and held a public hearing on November 12, 2025, and incorporated comments and feedback from citizens and the Maryland Department of Planning; and

WHEREAS, the Planning Commission has reviewed the proposed Comprehensive Plan and finds it to be in the best interest of the community.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Oxford, that:

The Oxford Planning Commission accepts this final Plan and acknowledges that it is consistent with the scope of work and requirements set by the Maryland Department of Planning (MDP). The 2045 Comprehensive Plan, including all maps, text, data, and policies contained therein, is hereby formally recommended for adoption by the Commissioners of the Town of Oxford as the long-range guide for land use and development.

RECOMMENDED FOR ADOPTION BY THE COMMISSIONERS OF THE TOWN OF

OXFORD this ____ day of _____, 20____.

Lucy Garliauskas, Chair

Leslie Kelly

Raymond “Skip” Case

Cameron MacTavish

Russell Gray

Steve Mroczek

ATTEST:

Ashley Samonisky, Town Clerk

Exhibit A : 2045 Town of Oxford Comprehensive Plan