

PART 2. OXFORD DEVELOPMENT- 2022-2024.

Two years ago.

1. COMMISSIONERS OF OXFORD Regular Meeting Minutes April 26, 2022

Bob Rauch, representing Rodney Spring the owner of two parcels consisting of approximately 15.5 acres directly south of and adjoining the town's Public Works facility, approached the Commissioners to request consideration of annexation of the properties for development.

Rauch stated the annexation is consistent with the town and counties comprehensive plans, is listed as Tier 2 for water and sewer, in the Special Flood Hazard Area, and has been a point of discussion over the years. He would like to present a petition for annexation with a concept plan, and there was a desire to determine what the town wants and do they support the idea of annexation. Current zoning is Town Residential and they would be seeking R1C or R1. Rauch provided information from the Comp Plan, and offered numerous other statements regarding the town's regulations. Following discussion of the possible annexation and process, Lewis noted that there would be multiple steps, which would include the Planning Commission and public involvement, and recommended that any proposed development should be clarified prior to annexation so that a proper Annexation Agreement would be prepared inclusive of all costs and expectations. She stated after the office completed the initial investigation, an annexation process specific to the request could be detailed. Attorney Ryan stated the town would need to review any proposed development prior to annexation in order to determine the level of services like water and sewer that would be required, along with addressing roads and fire service, etc. Further discussion was held regarding possible development and what the needs of the town would be. The Commissioners stated they would review the prior annexation information, review water and sewer and other services availability, and a developed process, over the next month.

ATTORNEY Ryan noted that the County Council had a resolution on the agenda of their meeting this evening that basically stated when a property within a municipal incorporation wanted to go to the county for a water and sewer amendment, which is a requirement to connect new hookups or add infrastructure, the current application procedures would not apply to the county.

Currently the municipality is the certifying agent of water and sewer changes within their boundaries. This new language, in effect, allows the county to initiate an amendment to the water and sewer plan within an incorporated municipality without seeking approval from the municipality.

Ryan stated that the Town of Easton had submitted a letter opposing the resolution, she had submitted a letter on behalf the Town of Oxford, and a letter on behalf the Town of Trappe, and that Easton Utilities had also submitted a letter opposing the language. Ryan said she did not think the intent was to take rights away from the towns, and that it was most likely a drafting error that could be addressed, but it was important the opposition to be on the record.

2. Letter from Rauch, August 2022.

<https://talbotcountymd.gov/uploads/File/publicworks/Comp%20water%20and%20sewer/Rauch%20CWSP%20Update%20-%20Meeting%20Request%20Letter%20-%20Oxford.pdf>

3. COMMISSIONERS OF OXFORD Regular Meeting Minutes September 27, 2022

PUBLIC COMMENTS Dick Deerin had inquired as to whether there had been any further talk of annexation for development and was told that at this time there were no discussions taking place. It was noted that the first thing the Planning Commission would be reviewing as part of the update to the Comprehensive Plan would be the Land Use Map, which would be a good time for the public to provide their feedback.

4. COMMISSIONERS OF OXFORD Regular Meeting Minutes December 13, 2022

NEW BUSINESS Lewis provided information in reference to the update to the Talbot County Comprehensive Water and Sewer Plan, stating the county intends to first do a Report of the Review for the current plan and will then enter into the more formal update of the actual plan. **A request was sent to the town, for the town to provided their preferred future Water and Sewer designations outside of the incorporated boundary.**

Lewis said she had discussed the request with the Planning Commission at their last meeting and after a lengthy discussion **the Planning Commission had determined that they would prefer there be no designations as part of the Report of the Review**, allowing them to complete at least the land use phase of Oxford's Comprehensive Plan Update which is currently underway.

This would allow the town time to review and make their own growth decisions, amend the State required Water and Sewer Tier Map designations, and then forward the town's designations to the County for incorporation in the County Update.

Commissioners Wells motion to approve the drafted letter to Talbot County with 3 nonsubstantive changes, Commissioner Costigan seconded the motion, all were in favor, and the motion carried. A final letter would be prepared for signature.

5. COMMISSIONERS OF OXFORD Regular Meeting Minutes March 28, 2023

Lewis reminded those present that the Oxford Planning Commission is **currently working** on the update to the Oxford Comprehensive Plan in posted work sessions, pointing out the work notes that were posted around the room, and stating that the first public meeting to receive input from citizens on what Oxford's potential growth area should look like would be held in May, with information to be posted on the town website closer to the date.

6. COMMISSIONERS OF OXFORD Regular Meeting Minutes April 11, 2023

TOWN MANAGER Lewis reminded all that the Planning Commission was working on the update to the Comprehensive Plan, after which they will be reviewing the Zoning Code.

COMMISSIONER COMMENTS Commissioner Costigan expressed his concerns with the Poplar Hill Farm development that is slated on the Oxford Road in Easton, noting the number of units and the volume of anticipated traffic. He, along with several other Oxford residents, attend a joint Talbot County/Town of Easton meeting at the Avalon Theatre. He stated that it was not his intent as a commissioner to influence Easton town officials, but if other Oxford citizens were as concerned as he was, they can find information on the Talbot County website, and should contact the Talbot County Council members with their concerns regarding the proposed approval to extend growth allocation for this project. Council member emails are listed on the county website.

7. COMMISSIONERS OF OXFORD Regular Meeting Minutes April 25, 2023

Commissioner Wells noted the meeting to be held April 26, 2023 at 10 am to continue the update to the Comprehensive Plan. Lewis noted the Planning Commission has been reviewing monthly and the next days meeting will be a review of drafted Water – Sewer Service extension maps in preparation for a Public Meeting to be held later in May.

8. COMMISSIONERS OF OXFORD Regular Meeting Minutes May 9, 2023

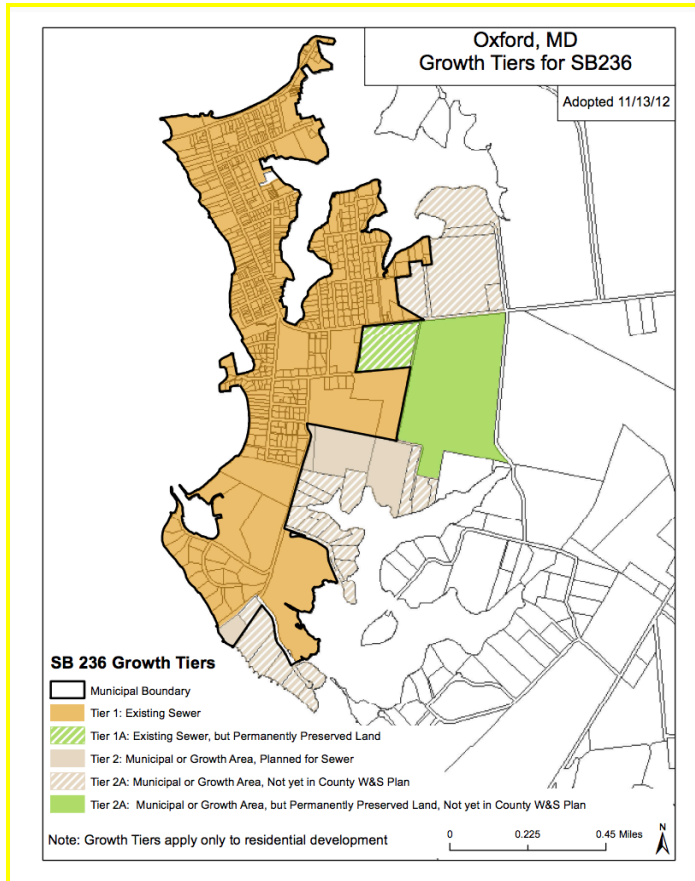
Lewis provided the Planning Commission's annual report of new residential construction to the Maryland Department of Planning.

Planner Brophy has prepared the letter of report, which includes the addition of one new residential structure in town, **notes that the Upgrade to the 2010 Comprehensive Plan is underway,** demonstrates the approval of the Planning Commission as required, and demonstrates that the report was provided to the Town Commissioners as required. The report will be forwarded to the **MDP.**

ANNOUNCEMENTS The Planning Commission as a component of their Update to the Comprehensive Plan effort will be hosting an **Open House on May 17th** from 10 am to noon and 2 pm to 4 pm (corrected to be 4 pm to 6 pm.)

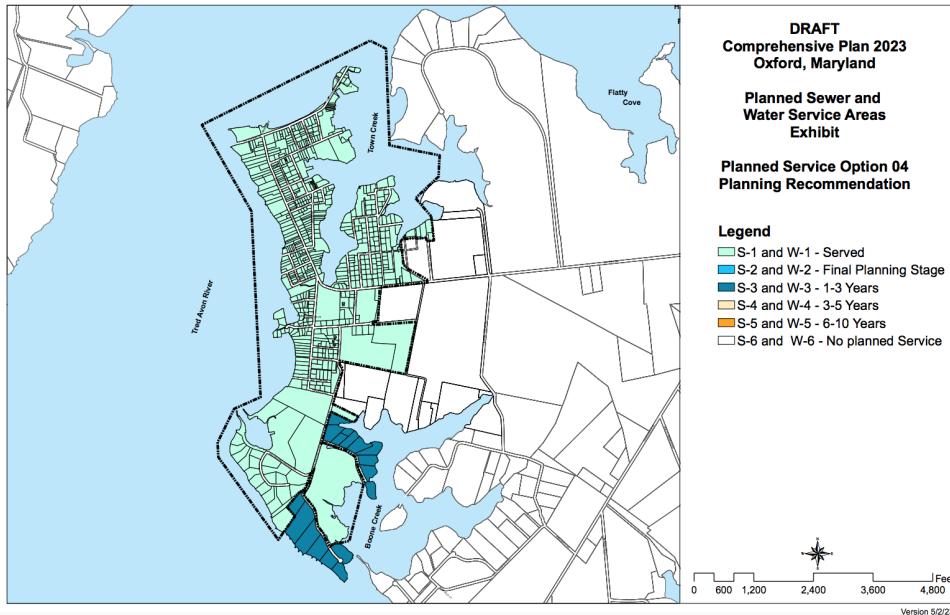
9. COMMISSIONERS OF OXFORD Regular Meeting Minutes July 11, 2023

NEW BUSINESS President Costigan proposed introduction of A RESOLUTION OF THE TOWN OF OXFORD TO ADOPT AN AMENDED GROWTH TIER MAP FOR THE TOWN OF OXFORD WHICH COMPORTS WITH THE REQUIREMENTS OF THE SUSTAINABLE GROWTH AND AGRICULTURAL PRESERVATION ACT OF 2012, adding that the intent was not to vote on the resolution, but to approve introduction. Manager Lewis provided the history behind the State Tier Map legislation requiring adoption of a Tier Map, stating that the Town's adopted 2012 Tier Map was not a component of the 2010 Comprehensive Plan, but would be included in the Updated Comprehensive Plan that the Planning Commission is currently working on.



Lewis briefly explained Water and Sewer Comprehensive Planning, which is the responsibility of the County, who is currently reviewing and proposing Tier Maps for the individual jurisdictions. For this reason, the Planning Commission took up the review of the Tier Map at the beginning of their process in order to determine the town's future growth desires prior to developing the remaining components of the Comprehensive Plan and to be able to respond to the County's request regarding an Oxford Tier Map.

The Planning Commission was recommending the map option presented with this resolution following numerous Planning workshops, which included an Open House, where public comments were solicited, with a large majority of comments supporting Option 4, the map that has been presented here.



Lewis stated the Tier Map has been provided to the Maryland Department of Planning for their comments, as required by law, and although there has been email correspondence regarding historic annexations, a comment letter regarding the growth area found on the tier map has not been provided yet. Once MDP comments have been received, the Resolution would be eligible for consideration of adoption. Lewis requested consideration of a vote to introduce allowing for the posting of the resolution and map online for public review. Commission Greer motioned to introduce Resolution 2307 as presented, Commissioner Delean-Botkin seconded the motion, all were in favor, and the motion carried.

11. COMMISSIONERS OF OXFORD Regular Meeting Minutes July 25, 2023

Lewis notified the Commissioners that the Tier Map as attached to introducing Resolution 2307 was still under review at the Maryland Department of Planning. She said that although they were working on reconciling some differences related to some old annexations on their mapping, they seemingly have not taken issue with the Tier Map itself as proposed. It is hopeful the town will receive their comments by the next meeting. Lewis noted that the Planning Commission will be moving forward with their update to the Oxford Comprehensive Plan based on their suggested map and that once

the Commissioners have approved the Resolution and Sewer Tier Map, it would be forwarded to Talbot County, who is currently working on their Report to the 2002 Talbot County Comprehensive Water and Sewer Plan, after which they will move into the Comprehensive update to the same plan.

12. COMMISSIONERS OF OXFORD Regular Meeting Minutes August 8, 2023

With regards to Resolution **2307** adopting the **Oxford Sewer Tier Map**, Lewis said she was still awaiting a final response from the Maryland Department of Planning on the tier map, stating that a positive response is required prior to adoption by the Commissioners. She did say that the town and state do now agree on the current town boundary, after some clarification was provided. MDP has also provided their thoughts on the proposed Tier Map, suggesting the town's growth area may be too restrictive and the town may want to identify other areas for future growth to align with the County Plans. Lewis responded to the state explaining the Planning Commissioners and involved citizens had reached the current proposed mapping, and with the current development pressures in the county, they were not comfortable having expanded growth areas other than what has been submitted. Lewis acknowledged the states concerns about the future, but also noted that the Comprehensive Plan is to be reviewed every 10 years and if the citizens felt different in 10 years, the Tier Map could be adjusted. A final response has been requested from MDP, as per the MDP regulations it is necessary to receive either a comment letter or no comment.

13. COMMISSIONERS OF OXFORD Regular Meeting Minutes August 22, 2023

Lewis notified the Commissioners that the Sewer Tier Map introduced as Resolution **2307** has been found acceptable by the Maryland Department of Planning following their review, it has been posted online for quite some time, and is now available for adoption. Commissioner Greer motioned to adopt Resolution **2307 A** Resolution of the Town of Oxford to Adopt an Amended Growth Tier Map for the Town of Oxford which comports with the requirements of the Sustainable Growth and Agricultural Preservation Act of 2012, Commissioner DeleanBotkin seconded the motion, all were in favor, and the motion carried.

14. COMMISSIONERS OF OXFORD Regular Meeting Minutes September 26, 2023

Additionally, as we going through the Comprehensive Plan update, we need to include a housing element which addresses how we as a town can affirmatively further fair housing, which presents the potential for a review committee if you have citizens who are interested in furthering fair housing. A committee that could recommend goals and objectives would assist in meeting the requirements. Info will be provided to the Planning Commission for their workshop the next morning.

15. OXFORD PLANNING COMMISSION MINUTES FEBRUARY 6, 2024

The regular monthly meeting of the Oxford Planning Commission was called to order by the Chairman, Norman Bell, on Tuesday, February 6, 2024, at 2:00 p.m., in the meeting room of the Oxford Community Services Building.

The regular monthly meeting of the Oxford Planning Commission was called to order by the Chairman, Norman Bell, on Tuesday, February 6, 2024, at 2:00 p.m., in the meeting room of the Oxford Community Services Building. Other commission members in attendance were Steve Mroczek, Lucy Garliauskas, and Bruce Beglin, along with Town Manager Cheryl Lewis.

A workshop meeting of the Oxford Planning Commission was held on Thursday, January 25, 2024.

16. The Commissioners Meeting was held in the Oxford Commissioners meeting room on Tuesday, Jan 23, 2024.

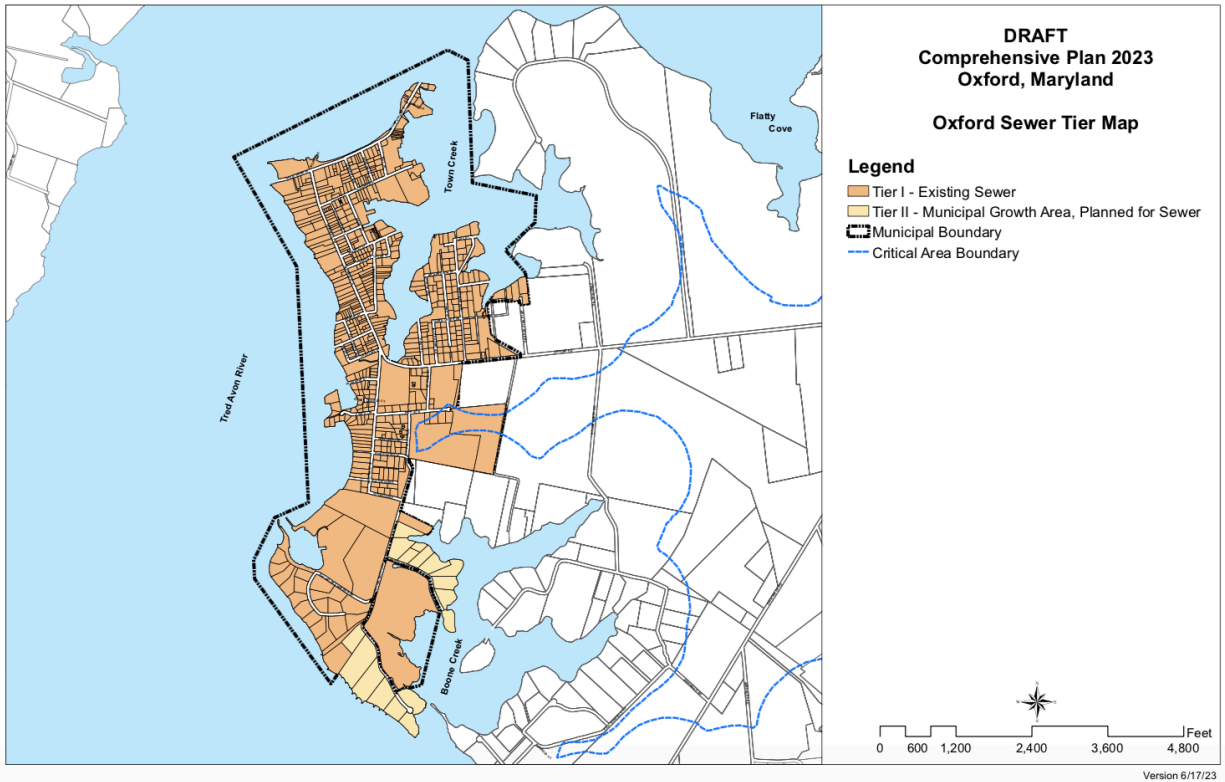
She noted the Planning Commission would be reviewing the final components of their first review of the Update to the Comprehensive Plan on Thursday at their normal 10 am workshop.

17. OXFORD PLANNING COMMISSION MINUTES FEBRUARY 6, 2024

A workshop meeting of the Oxford Planning Commission was held on Thursday, January 25, 2024, in the meeting room of the Oxford Community Services Building, to review and address environmental and resilience concerns to the updated version of the Town of Oxford's Comprehensive Plan.

The meeting ended with Chairman Bell stating that the members could discuss this further at their next meeting. Manager Lewis stressed that the plan needed to be finalized by the end of the year. She added that the Comprehensive Plan was being worked on and that she will have something for the members to review soon.

18. “The Current Oxford Water and Sewer Tier Map was adopted by the Commissioners of Oxford on August 22, 2023 following the public process detailed below and will be incorporated into the 2024 Comprehensive Plan final updated once completed.” (From the town website.)



OXFORD WATER AND SEWER TIER MAP 082223

<https://oxfordmd.net/wp-content/uploads/2023/10/2308-Res-Growth-Tier-Map-2023a.pdf>

This is what's on the Town Website as of June

Update to the Oxford Comprehensive Plan 2023

Update December 2023 – *The Planning Commission held numerous work sessions on the Update to the Comprehensive Plan during calendar year 2023. The efforts are currently being reviewed and compiled by staff and will be incorporated into a draft of the updated plan to be provided to the Planning Commission for review in a future Planning Commission Meeting.*

The Planning Commission continues to have monthly work sessions and dates for future meetings will be placed on the calendar.

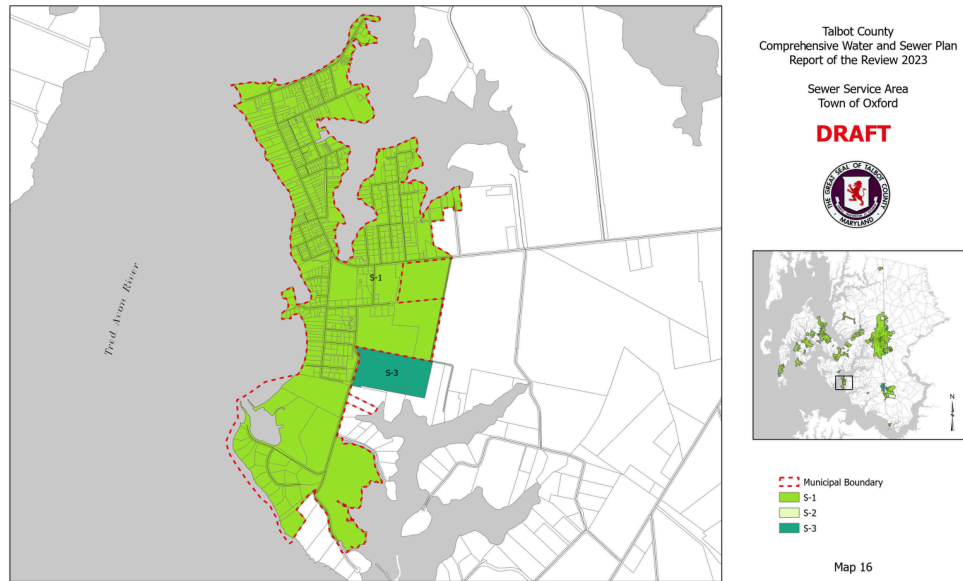
The most recent work sessions were hold on August 23, 2023 at 10 am, September 28, 2023 at 10 am and October 26, 2023 at 10 am. In these meetings the commissioners have been going through each Chapter of the 2010 plan, reviewing and identifying areas that will be revised.

Drafts will be provided here once they are available.

Continued

19. TALBOT COUNTY CONTINUES THE FOCUS ON THE RODNEY SPRING PROPERTY. These MAPS are the current 2023 Drafts.

https://talbotcountymd.gov/uploads/File/publicworks/Comp%20water%20and%20sewer/Draft%20Documents/GIS%20Maps/Map_014_DRAFT_S_County.pdf



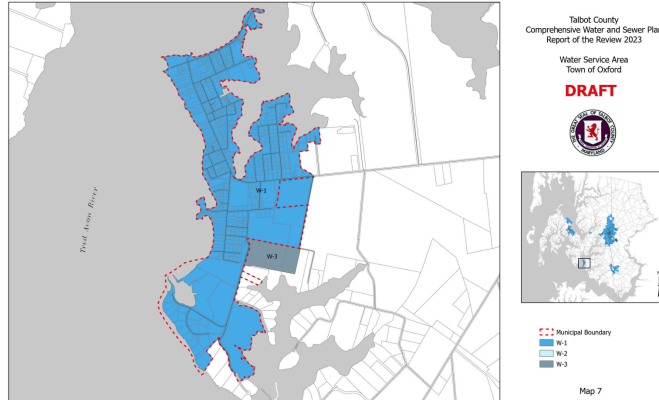
The Spring Property is Labeled S-3 and W-3. Sewer and Water.

W-3 and S-3 Areas where improvements to or construction of new community systems will be given immediate priority and service will generally be provided within two years or as development and requests for community service are planned and scheduled.

Continued

20.

https://talbotcountymd.gov/uploads/File/publicworks/Comp%20water%20and%20sewer/Draft%20Documents/GIS%20Maps/Map_007_DRAFT_W_Oxford.pdf



Water and Sewer Service Area Categories Comparison Table			
Service Area Categories From 1992 County Plan	Category Definition and General Description (1992 Talbot County Comprehensive Water and Sewerage Plan - Ch.1, P.3)	New Service Area Categories for Updated Plan (2022)	Category Definition and General Description (COMAR Sec. 26.03.01.04)
W-1 and S-1	Areas served or to be served by community, multi-use, or shared sanitary facilities which are either existing, under construction, or have immediate priority status.	W-1 and S-1	Areas served by community (public) systems which are either existing or under construction. This may include properties or areas for which community system mains are not immediately available or which have not yet connected to existing community service.
		W-2 and S-2	Areas served by extensions of existing community and multi-use systems which are in the final planning stages.)
		W-3 and S-3	Areas where improvements to or construction of new community systems will be given immediate priority and service will generally be provided within two years or as development and requests for community service are planned and scheduled.
W-2 and S-2	Areas where improvements or extensions to existing, or construction of new, community, multi-use, or shared sanitary facilities are programmed for progress to "W-1", "S-1" classification within a THREE TO FIVE YEAR PERIOD.	W-4 and S-4	Areas where improvements to or construction of new community systems will be programmed for the 3 to 5/6 period.
W-3 and S-3	Areas where improvements or extension to existing or construction of new community, multi-use, or shared sanitary facilities are programmed for progress to "W-1", "S-1" classification within a SIX TO TEN YEAR PERIOD.	W-5 and S-5	Areas where improvements to or construction of new community systems are planned for the 6/7 to 10-year period.
N/A	N/A	W-6 and S-6	Areas where there is no planned community service either within the ten-year scope of this plan or beyond that time period. This includes all areas not designated as categories 1 through 5. Category 6 includes areas that are planned or staged for community service beyond the scope of the plans ten-year planning period, and areas that are not ever expected for community service on the basis of adopted plans.

22.

From Talbot Counties Comprehensive Plan Draft.

The Current Talbot County Land Use Map showing “ Spring” as W-3



Continued

OXFORD AREA SEWERAGE SYSTEM

Refer to Figure No. 20, Oxford Area Sewerage System Plan for existing and planned sewer service areas. Oxford is presently served by a secondary treatment system. This is a three-stage waste stabilization lagoon system with diffused air that currently treats 80,000 gallons per day. This newly improved system has a design capacity of 208,000 gallons per day and will be sufficient for Oxford’s future growth through 2000. Chlorine gas is used for disinfection and de-chlorination is by induction of sulfur dioxide prior to discharge to Town Creek.

Point of Discharge – Town Creek, a tributary of the Tred Avon River

Pumping Station:

No. 1 – Bank Street P.S. – two pumps 175 and 175 gpm; 4” diameter force main and generator backup.

No. 2 – Bonfield P.S. – two pumps 105 and 105 gpm; 4” diameter force main – generator backup.

No. 3 – two pumps 350 and 350 gpm; 6” diameter force main and generator backup.

No. 4 – Bachelor’s Point P.S. – two pumps 150 and 150 gpm; 4” diameter force main – generator backup.

Treatment Plant:

2 – Stabilization lagoons: one, three-acre primary lagoon with a baffle and one three-acre secondary lagoon. Both lagoons have a diffused-air-type aeration system. Ferric chloride (FeCl₃) is added for Phosphorus removal through chemical precipitation.

Chlorine Contact Tank – 30 minutes detention.

Design Capacity – 208,000 gallons per day.

Disinfection – Chlorination De-chlorination – Sulfur Dioxide Post Aeration – Diffused air.

23.

Talbot County 2023 Draft of Oxford Sewage System.

TABLE 8. OXFORD WATER SYSTEM CAPITAL IMPROVEMENT PROJECT		
PROJECT DESCRIPTION	PROPOSED FISCAL YEAR	COMMENTS
New Well Supply	FY 2023	Explore for better water quality source.
Water Meter & Billing Software Replacement	FY 2023	Replace meters, billing software and tower mounted receivers
SCADA Upgrade	FY 2024	Incorporate water system into Town’s SCADA system
Water Treatment Plant Upgrades	FY 2024	Connect to new (better quality) water source or rehabilitate treatment facilities
Water Main Replacements	FY 2024, 2025, 2026	Replacement of aging water mains