

**UPPER OXFORD TOWNSHIP PLANNING COMMISSION
JANUARY 3, 2023**

The Upper Oxford Township Planning Commission held their re-organization meeting at the township building, 1185 Limestone Road, Oxford, PA at 6:30 P.M. on Tuesday, January 3, 2023.

Members present: Elizabeth Randolph, Colin Kraucunas, David Underwood, Lynn Robinson and Jane Daggett, township secretary.

Others present: Chris Hauser, Scott Rugen and Howard Reyburn

The meeting was called to order at 6:30 P.M.

ELECTION OF OFFICERS:

CHAIR - Motion was made by Lynn Robinson, seconded by Dave Underwood to appoint Colin Kraucunas as Chairman. Colin accepted. **MOTION CARRIED.**

VICE-CHAIR – Motion was made by Dave Underwood, seconded by Colin Kraucunas to appoint Elizabeth Randolph as Vice-chairman. Elizabeth accepted only if the commission officers were known as Chair and Vice-Chair. **MOTION CARRIED.** Positions will be known as “Chair” and “Vice-Chair”.

MINUTES – There were no minutes for December 5, 2022 since the Planning Commission did not have a quorum that evening. Motion was made by Elizabeth Randolph, seconded by Lynn Robinson and carried to approve the November 7, 2022 Minutes as written.

2022 YEAR END REPORT – Motion was made by Dave Underwood, seconded by Elizabeth Randolph and carried to approve the 2022 Year End Report for the Planning Commission.

CHRIS HAUSER – Revised plans were submitted to the township engineer who forwarded a review letter on December 12th. Chris is seeking waivers from the following sections:

- Section 501.K.6 – Existing trees with a caliper of 6 inches or greater
- Section 617.A – Monuments should be shown at the boundary corners of the original tract boundary
- Section 617.B – Monuments to be set at the edge of the cartway (Ragan Engineering recommends that a minimum of one monument be set at the edge of the ultimate right of way for each lot)

Motion was made by Elizabeth Randolph, seconded by Dave Underwood recommending to the Board of Supervisors that they approve the three requested waiver for Chris Hauser subdivision.

CHRIS HAUSER – The Planning Commission accepted a six-month extension for review of the Chris Hauser subdivision.

Chris plans to have his stamped and sealed plans and all issues resolved by our February meeting. Our Solicitor has prepared a Declaration of Protective Covenant Applicable to Riparian Buffer Areas.

DANIEL AND MARY STOLTZFUS – Revised plans were submitted December 5, 2022. The applicants are seeking three waivers as follows:

- Section 505 – Impact Studies
- Section 501.K.6 – Existing trees with a caliper of 6 inches or greater
- Section 617.A – Survey monuments shall be placed at all corners, angle points and the beginning and ending of the curves

The Planning Commission would like the applicant or his engineer to clarify which waivers they are seeking.

DANIEL AND MARY STOLTZFUS – The Planning Commission accepted an extension letter for review of the Stoltzfus subdivision until April 15, 2023.

A Declaration of Private Access Easement and Maintenance Agreement was sent to the our Solicitor and approved by our Solicitor. Since this is a private agreement between parties, no action needs to be taken on Upper Oxford Township's part.

HISTORIC ORDINANCE DRAFT – Was received from the Historic Commission. Blair Fleischmann, on behalf of the Historic Commission will attend the February meeting to discuss this.

ADJOURNMENT – There being no further business, motion was made by Dave Underwood, seconded by Elizabeth Randolph and carried unanimously to adjourn at 6:58 P.M.

Respectfully submitted,

Jane Daggett
Secretary