



TOWN OF OXFORD
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
www.Oxford-CT.gov

Planning & Zoning Commission

Regular Meeting Minutes
Tuesday, April 1, 2014
7:30 PM
Oxford Town Hall
Main Meeting Room

CALL TO ORDER

Chairman Carver called the April 1, 2014 Regular Meeting to order at 8:25 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: John Kerwin, David Stocker, Pete Zbras, Harold Cosgrove, Arnie Jensen, Tanya Carver, Pat Cocchiarella, and Todd Romagna.

Also Present: Jessica Pennell, Administrative Secretary, Brian Miller, Town Planner and Anna Rycenga, ZEO.

Chairman Carver welcomed John Kerwin as a newly appointed alternate.

ELECTION OF OFFICERS

Chairman Carver stated that they have an open position for Vice Chairman and Secretary.

VICE CHAIRMAN:

Pat Cocchiarella nominated **Jeff Luff** as **Vice Chairman**.

Chairman Carver called for any other nominations three times. There were no other nominations.

Nomination seconded by Harold Cosgrove.

VOTE: All Ayes.

SECRETARY:

Jeff Luff nominated **Pat Cocchiarella** as **Commission Secretary**.

Chairman Carver called for any other nominations three times. There were no other nominations.

Nomination seconded by Harold Cosgrove.

VOTE: All Ayes.

CHAIRMAN'S REPORT

SEATING OF ALTERNATES

No alternates were seated; the Commission had a full quorum.

AUDIENCE OF CITIZENS (Not for Pending Applications)

AMENDMENTS TO AGENDA

OLD BUSINESS

NEW BUSINESS

- 1.) **Z-14-018 [IND] – 353 Christian Street, Owner: Sippin Commercial Properties, Applicant: Autonomy Technology, Inc. (Change of Use) (Light Manufacturing & Assembly of Portable Power Products)**

MOTION BY Commissioner Cocchiarella to *APPROVE* application Z-14-018 based on interior plans dated 3/26/2014 with the following *conditions*:

1. Applicant and their assigns must comply with all representations made at the Planning & Zoning Commission meeting and/or Public Hearings regarding this application.
2. Compliance with the Statement of Use dated 3/24/2014.
3. Compliance with the P.D.D.H. letter dated 3/24/2014.
4. Compliance with Fire Marshall Approval dated 3/24/2014.
5. Compliance with the Oxford Zoning Regulations as of this date.
6. Per Article 3, Section 3.19.1 of the Oxford Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application.
7. No signage proposed at this time (replacing existing sign only).
8. No outside storage of materials on site.

Reason for approval is that the application meets Oxford Zoning Regulations in effect as of this date.

Second by Commissioner Cosgrove.

All Ayes.

- 2.) **Planning & Zoning Regulations Amendment – Delete Article 7A & Amend Article 10, Section 10 - Age Restricted Housing.**

MOTION BY Chairman Carver to set a Public Hearing date of *May 20, 2014 at 7:00 PM.*

Second by Commission Secretary Cocchiarella.

VOTE: All Ayes.

- 3.) **Z-14-019 [IND] – 52B Donovan Road, Owner: Berkshire Road, LLC, Applicant: Companion Pet Rescue & Transport** (Petition for Zoning Regulation Amendment)

MOTION BY Chairman Carver to set a Public Hearing date of *May 20, 2014 at 7:05 PM*.

Second by Commissioner Cosgrove.

VOTE: All Ayes.

BOND RELEASES

- 1.) **Z-09-044 – BPSIS, LLC, 90 Donovan Road** (Request for Bond Release)
(Awaiting Town Engineer's Comments/Report)

LITIGATION

ZONING ENFORCEMENT

The ZEO will present to the Commission any reports/information/or other items deemed necessary.

Anna Rycenga, ZEO stated that Ed Godin, of Matthews Commercial Properties is seeking an opinion about whether or not his previous deferment of payment which was discussed by the previous commission is still valid.

Commission Members discussed this item briefly.

MOTION BY Chairman Carver *not* to defer payment for this application.

Second by Commissioner Cosgrove

VOTE: All Ayes.

Anna Rycenga, ZEO also went over the following correspondence:

1. **Letter dated March 17, 2014 which went to the Oxford Greens Community**
RE: Illegal Stop Sign at the intersection of Championship Drive, Troon Court and Putting Green Lane. The HOA was given the option of removing the sign and follow the signage plan that was approved by the Planning & Zoning Commission or they had to secure the services of a licensed professional traffic engineer and request a change in the traffic design at the Oxford Greens Community.
2. **Letter dated March 26, 2014 to the HOA at Meadow Brook Community**
RE: Current Members of the HOA. Anna Rycenga, ZEO also noted that she sent the same letter to the Oxford Greens HOA.
3. **Letter dated March 27, 2014 to Richard Kopf**
RE: Extension of Permit – Z-11-074. Anna Rycenga, ZEO explained that in accordance with Public Act 11-5 that his permit is extended to July 14, 2016.

Commissioner Cosgrove informed the ZEO that he received a complaint on some house on Riggs Street and also on Great Hill Road, opposite the pond, they have been stockpiling rocks.

Anna Rycenga, ZEO stated that is Haynes and they are in compliance, it is a stock pile area.

Anna Rycenga, ZEO noted that as for the other complaints Commissioner Cosgrove mentioned, it is policy that they come to the Planning & Zoning Department and fill out a complaint form.

CORRESPONDENCE

The following Correspondence was either read or noted by Commission Secretary Cocchiarella:

- a.) COGCNV
Re: Annual Report – 2012-2013
- b.) Memo from Margaret West
Re: Planning & Zoning Commission Appointment (Alternate)
- c.) Memo from Margaret West
Re: Planning & Zoning Commission Appointment (Commissioner)
- d.) State of CT Siting Council
Re: EM-VER-108-140303 – 691 Oxford Road

ACCEPTANCE OF MINUTES:

- 1. March 11, 2014 Special Meeting Minutes

MOTION BY Commission Secretary Cocchiarella to *accept* the March 11, 2014 Special Meeting Minutes as presented.

Second by Chairman Carver

VOTE: All Ayes.

- 2. March 18, 2014 Public Hearing Minutes

MOTION BY Commission Secretary Cocchiarella to *table* the March 18, 2014 Public Hearing Minutes.

Second by Chairman Carver.

VOTE: All Ayes.

- 3. March 18, 2014 Regular Meeting Minutes

MOTION BY Commission Secretary Cocchiarella to *accept* the March 18, 2014 Regular Meeting Minutes as presented.

Second by Chairman Carver.

VOTE: All Ayes.

Town Planner, Brian Miller left the meeting at this time.

INVOICES

- 1.) Invoice # 128-13 from Nafis & Young Engineers.
- 2.) Invoice # 045-14 from Nafis & Young Engineers.
- 3.) Invoice # 046-14 from Nafis & Young Engineers. (\$360.00)
- 4.) Invoice # 047-14 from Nafis & Young Engineers.

14 APR 25 AM 11:54
TOWN OF OXFORD, CT
TOWN CLERK
Angela A. Clark

MOTION BY Commission Secretary Cocchiarella to *approve for payment* the above Invoices listed for Nafis & Young Engineers.

Second by Commissioner Jensen.

VOTE: All Ayes.

MOTION BY Commission Secretary Cocchiarella to *table* the Nafis & Young Invoices.

Second by Commissioner Cosgrove.

VOTE: All Ayes.

5.) Invoice from Peter Olson for Glendale & Garden Homes.

MOTION BY Commission Secretary Cocchiarella to forward the Invoices from Peter Olson to the Selectmen's Office for payment.

Second by Vice Chairman Luff.

VOTE: All Ayes.

OTHER BUSINESS

1.) **Any other business the Commission deems necessary for discussion.**

The Commission briefly discussed the RFP's for the Regulations and Plan of Conservation and Development.

Anna Rycenga, ZEO explained that the bids are in the Selectmen's Office and have not been shared with anyone from Planning & Zoning.

Vice Chairman Luff also questioned the billing and fees.

Anna Rycenga, ZEO stated that the easiest and most efficient way to keep accurate records on fees and invoices/billing is if the Board of Finance sets up an escrow account for the Planning & Zoning Department.

Commission Members and Staff agreed that the current procedure for invoicing and transfers is too complicated and inefficient.

UPCOMING EVENTS/MEETINGS:

Garden Homes Public Hearing – April 1, 2014 at 7:00 PM.

Advanced Land Use Academy Training – April 5, 2014

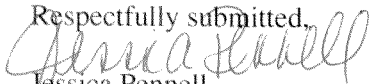
ADJOURNMENT

MOTION BY Chairman Carver adjourn the meeting at 9:10 PM.

Second by Commissioner Cosgrove.

VOTE: All Ayes.

Respectfully submitted,



Jessica Pennell

Administrative Secretary

Planning & Zoning Commission

14 APR 25 AM 11:54
TOWN OF DARTMOUTH, CT
Margaret A. West
TOWN CLERK