



**TOWN OF OXFORD**  
S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
[www.Oxford-CT.gov](http://www.Oxford-CT.gov)

**Planning & Zoning Commission**

**REGULAR MEETING MINUTES**

**October 2, 2012**  
**7:30 PM, Main Meeting Room**  
**Oxford Town Hall**

**CALL TO ORDER**

**Chairman Bill Johnson** called the meeting to order at 7:33 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Present:** Alternate Joe Dempsey, Alternate Edna Cruz, Harold Cosgrove, Wayne Watt, Chairman Bill Johnson, Secretary Pat Cocchiarella and Tanya Carver.

**Also Present:** Anna Rycenga, ZEO and Jessica Pennell, Administrative Secretary

**Not Present:** Alan Goldstone, Alternate Joe Rasberry and Vice Chairman Bonnie Bartosiak.

**CHAIRMAN'S REPORT**

**The following report was submitted in writing by Chairman Bill Johnson:**

1. Attorney Peter Olsen remarked that Planning & Zoning Commission members should not identify themselves as Planning & Zoning Commission members when speaking on their own behalf to other Commissions.
2. Had a pre-application meeting with Glendale; this is the 5<sup>th</sup> meeting with the applicant. Present were Chairman Bill Johnson, Secretary Pat Cocchiarella, Attorney Peter Olson and Anna Rycenga, ZEO. Town Planner, Brian Miller and Tanya Carver were invited but not able to attend. Glendale wants to either build 136 (?) single family two bedroom homes in a common interest community or bring in an 8-30 (g) application with 182 homes. Chairman Bill Johnson suggested that a special meeting be scheduled for October 22<sup>nd</sup> for the entire Commission to listen to the pre-application proposal, and then indicate their desire to have the application come forward or not. Chairman Bill Johnson allowed Peter Olson to supply Attorney for Glendale, Chris Smith, a copy of the "draft" Affordable Housing Regulations.
3. An Affordable Housing Workshop is scheduled for October 15<sup>th</sup> to offer the public a chance to both speak and listen to the Planning & Zoning Commission on Affordable Housing. Peter Olson and Brian Miller will be in attendance.
4. A Public Hearing will take place on October 23<sup>rd</sup> on the new "proposed" Affordable Housing

Regulations.

5. Asked Jessica to summarize Planning & Zoning Commission's invoices for July, August and September in order to be reimbursed from the Board of Finance.
6. Will check with Anna Rycenga, ZEO to see that Phoenix Propane has gotten rid of their tenant.
7. Had a meeting with Haynes Development and the Meadow Brook Association to discuss health and safety complaints (lighting). Present were Anna Rycenga, ZEO, Secretary Pat Cocchiarella, Peter Olson and himself. The purpose of Planning & Zoning Commission is to formulate and enact zoning regulations that promote health and safety for the citizens of Oxford, and after that to enforce those regulations. In the case of Meadow Brook, Haynes applied for and was given approval to build over 55 housing in 2003. The only issues that apply today are enforcing the conditions of approval for that application. "This is an Association" issue.
8. Anna's temporary replacement.

**Harold Cosgrove** moved to recommend to the Board of Selectmen that Secretary Pat Cocchiarella be the Temporary ZEO while Anna Rycenga, ZEO is out (reason not published for privacy). **Second by Wayne Watt. Ayes: (6), Nays: (0), Abstentions: (1), Secretary Pat Cocchiarella. MOTION PASSED.**

**Alternate Joe Dempsey** suggested the letter of recommendation be addressed to all the Selectmen.

#### **AMENDMENTS TO AGENDA**

#### **ACCEPTANCE OF MINUTES:**

- (a.) September 4, 2012 Regular Meeting Minutes

**Secretary Pat Cocchiarella** moved to approve the minutes of 9/4/12 as presented.  
**Second by Alternate Joe Dempsey. All Ayes.**

- (b.) September 17, 2012 Special Meeting Minutes

**Secretary Pat Cocchiarella** moved to table the 9/17/ 12 Special Meeting Minutes.  
**Second by Alternate Joe Dempsey. All Ayes.**

- (c.) September 18, 2012 Regular Meeting Minutes

**Secretary Pat Cocchiarella** moved to table the 9/18/12 Regular Meeting Minutes.  
**Second by Alternate Joe Dempsey. All Ayes.**

#### **OLD BUSINESS**

- (1.) **Z-02-209 - Jensen Farms Estates Section I & Z-03-301 - Jensen Farms Estates Section II**  
(Request for Release of Maintenance Bonds)  
(*Waiting for Report from Town Engineer*) (TABLED)

- (2.) **Z-04-006 - Susan Petinella, Governor's Hill Road - PetinellaSubdivision/Randall Drive** (REMOVE FROM TABLE)

- (a.) Letter dated 12/10/2010 from Susan Kopec-Jutcawitz

**Secretary Pat Cocchiarella** read a letter dated 12/10/2010 from Sue Kopec-Jutcawitz

**Anna Rycenga, ZEO** stated that there are many deficiencies on the property including; the retaining wall, the tree, drainage issues, curbing and guiderails.

**Secretary Pat Cocchiarella** stated that there is not a 2:1 slope, so there needs to be a retaining wall installed.

**Anna Rycenga, ZEO** referred to a Status Report dated received 9/4/12 from Town Engineer, Jim Galligan. She also referred to a report dated 5/14/12 from Town Engineer, Jim Galligan. She summarized for Commissioners, the issues that have been brought before herself and the Commission regarding Randall Drive. She noted that in the file is an arborist report from 2008 that says that the tree in question is still healthy.

**Secretary Pat Cocchiarella** stated the Commission may want to hire their own arborist.

**Anna Rycenga, ZEO** stated that the Commission can bill the applicant for the arborist, should they choose to hire one.

**Anna Rycenga, ZEO** suggested requesting the applicant's appearance at the next meeting.

**Harold Cosgrove** questioned the engineer's estimate for the work that needs to be done.

**Tanya Carver** stated that the purpose of the bond is to be there as insurance, and possibly send her a letter regarding the bond.

**Anna Rycenga, ZEO** reiterated that the commission asks the applicant to appear with her expert at the next meeting and if she does not appear, that the commission will place the bond on notice.

**Secretary Pat Cocchiarella** moved to deny the request for bond release for Z-04-006 and to send a letter to the applicant requesting her appearance at the next meeting or the bond will be put on notice. **Second by Tanya Carver. All Ayes.**

- (3.) **Z-05-177 – 100 Oxford Road – DTI Enterprises, LLC – Dr. Robin Mahabir**  
(Request for Bond Release) (*Referred to Town Engineer*) (TABLED)

- (4.) **Z-12-114 – Oxford Investor's LLC, Macton Corporation – 97B Willenbrock Road**  
(Temporary Tent Structure – 32' x 20') (REMOVE FROM TABLE)

**Secretary Pat Cocchiarella** moved to remove Z-12-114 from the table. **Second by Alternate Joe Dempsey. All Ayes.**

**Anna Rycenga, ZEO** stated that the applicant currently has a temporary structure on the property and according to Section 7 of the Zoning Regulations; she does not have the authority to issue the permit the applicant is requesting. She informed the Commission that the applicant has obtained Fire Marshal and W.P.C.A. approval.

**Alternate Joe Rasberry arrived at 8:16 PM.**

Commissioners briefly discussed the application.

**Secretary Pat Cocchiarella moved to approve Z-12-114 – Oxford Investor’s LLC, Macton Corporation – 97B Willenbrock Road** (Temporary Tent Structure – 32’ x 20’) based on maps dated June 3, 2002 and last revised September 12, 2012 with the following conditions:

1. Compliance with the Oxford Zoning Regulations in place as of this date.
2. Applicant and their assigns must comply with all representations made at the Planning & Zoning Commission meetings and/or public hearings regarding this application.
3. No material will be substituted without approval from the Planning & Zoning Commission and Planning & Zoning Engineer.
4. Per Article 3, Section 19.1 of the Town of Oxford Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts to review this application.
5. Compliance with the Fire Marshal’s approval dated September 6, 2012.
6. Compliance with W.P.C.A. approval dated August 21, 2012.
7. Compliance with all Town of Oxford Zoning Regulations in effect as of this date.
8. The use shall be compatible with the surrounding neighborhood.
9. The use shall not create a nuisance on any surrounding properties.
10. The temporary structure is intended for storage. Any other permitted uses shall be permitted only in conformance with the requirements of the Town of Oxford Zoning Regulations which will require reapplication to the commission.
11. The temporary site plan approval expires in 3 years from the date of approval for if the lessee or use changes.

The reason for approval is that it meets the Oxford Zoning Regulation in effect as of this date.

**Second by Tanya Carver. All Ayes.  
MOTION PASSED UNANIMOUSLY.**

#### **NEW BUSINESS**

- (1.) **Z-12-110 – 76 Donovan Road - Carolyn Reichardt (Owner) – Carl Weston (Applicant)** (Cottage Business) (Use Permit) (*Awaiting Fire Marshal Approval*) (TABLED)
- (2.) **Z-12-122 – Applicant & Owner: Paul Chipman, 97 Seth Den Road** (Cottage Business) (Use Permit)

(a.) Statement of Use dated 9/17/2012

**Secretary Pat Cocchiarella moved to table this application. Second by Alternate Joe Dempsey. All Ayes. MOTION PASSED UNANIMOUSLY.**

**AUDIENCE OF CITIZENS** (Not for pending applications)

**Pam Manis** who resides at 83 Dogleg Court made a brief statement regarding her support of the commission.

**CORRESPONDENCE**

- (a.) **Secretary Pat Cocchiarella** read a memorandum dated 9/19/2012 from First Selectman George Temple to William Johnson.

**Chairman Bill Johnson** stated that he had spoken to First Selectman Temple and that he wants the Commission to use the Town Attorney for any issues that may arise. He explained that the First Selectman has offered to have the Town Attorney give the Commission one hour per week of his time.

**Harold Cosgrove** reiterated that the memo basically states that the Commission can use Attorney Olson for any Affordable Housing issues, all other issues will be referred to the Town Attorney.

- (b.) **Secretary Pat Cocchiarella** noted that a letter dated 9/19/2012 from CT Siting Council **RE: EM-SPRINT-108-120821 - Intent to Modify** - is on file in the Planning & Zoning Department.
- (c.) **Secretary Pat Cocchiarella** noted a letter dated 9/18/2012 from the CT Siting Council **RE: EM-VER-108-120907 – Intent to Modify** – is on file in the Planning & Zoning Department.
- (d.) **Secretary Pat Cocchiarella** read a memorandum dated 9/20/2012 from the Selectmen's Office to Planning & Zoning Commission - **RE: Cedarstone Road Request to Change from Private to Town Road**.

**Commission members** requested that Jessica respond to this memorandum with the following statement: Please refer to our previous letter. This road does not meet current town road standards. The Commission strongly disapproves of the approval of this road as a town road.

The Commission also requested that Jessica reference the letter as an enclosure and to send copies to all the people listed on the memorandum.

- (e.) **Secretary Pat Cocchiarella** read a letter dated 9/26/2012 from Stacey Gendron to First Selectman George Temple-**Cc: Planning & Zoning**.

**Commission members** asked that Jessica forward the letter to the Board of Selectmen and the Board of Education.

**ZONING ENFORCEMENT**

**OTHER BUSINESS**

- (a.) **Invoice # 310-12 from Nafis & Young**

**Secretary Pat Cocchiarella** moved to table this invoice. **Second by Alternate Joe Dempsey. All Ayes.**

- (b.) **Invoice from Land Use Conservation Counsel**

**Secretary Pat Cocchiarella** moved to forward this invoice to the Board of Selectmen.  
**Second by Alternate Joe Dempsey. All Ayes.**

(c.) **Invoice # 00014769 from Data Tel**

**Alternate Joe Dempsey** moved to approve this invoice. **Second by Secretary Pat Cocchiarella. All Ayes.**

(d.) **Any other business the commission deems necessary for discussion.**

Invoice from Marnie Soss for Clerical Recording Services - \$26.34

**Chairman Bill Johnson** stated that he thought it was understood that this invoice would be paid from the Selectmen's budget. He asked that Jessica send it back to the Administrative Assistant for payment.

A heated discussion ensued between two commission members.

**Chairman Bill Johnson** called for a recess at 8:45 PM.

**Chairman Bill Johnson** called the meeting back to order at 8:55 PM.

**Secretary Pat Cocchiarella** apologized to the Commissioner's and staff members.

### **ZONING ENFORCEMENT**

**Anna Rycenga, ZEO** handed out her monthly Activity Report to the Commission members. She explained what is included in the report and stated that the commission would receive this report once a month.

**Anna Rycenga, ZEO** stated that there have been many applicants coming in for interior permits, currently there is no charge for the interior permit. She suggested to the Commission that when they revise the regulations they add a processing fee for interior permits/tenant fit ups.

**Anna Rycenga, ZEO** went through each item on her monthly report.

**Anna Rycenga, ZEO** mentioned/explained the following items:

1. Bond Posting – CED Services, LLC – 3 Fox Hollow Road
2. Bond Release – 42 Old Country Road – Lawn, Soil & Erosion.
3. Letter to George Temple about Driveway Enforcement.
4. 108 Good Hill Road – Status request from Linda Czaplinski

**Anna Rycenga, ZEO** noted that she attached copies of the Plan & Profile of Old Good Hill Road which was prepared by Nafis & Young, and a survey of 108 Old Good Hill Road prepared by Fred D'Amico.

5. T&M Paving Signs – Sent letter to T&M Paving and cited the CT General Statute which stated that no signs are to be affixed to utility poles.
6. 10 Park Road – Informal notice to inform the homeowner that they are in violation of the Oxford Planning & Zoning Regulations.
7. Review of interior plans – 4 Butternut Ridge Road.
8. 97 Seth Den Road – Letter to homeowner of alleged violation.
9. Letter to the OHS Booster Club – Signs being affixed to utility poles.

10. Complaint – Blight – Letter to complainant that the Town of Oxford does not have a blight ordinance in place at this time.
11. Complaint – Letter to complainant regarding findings after inspections.
12. Notice of Violation – Cease & Desist Order – Under the Rock Park

During the Zoning Enforcement Officer reports **Harold Cosgrove** asked that a letter be sent to Eva Lintzner, Assessor asking for a list of all accessory and in-law apartments in Oxford.

**Anna Rycenga, ZEO** also noted that she requested an update from Mike Horbal, Surveyor on the Cocchiola Subdivision.

**Anna Rycenga, ZEO** stated that she attended a meeting with Belmar Farms at the request of the Inland/Wetlands Enforcement Officer. She informed the commission that they would be coming in for a lot line revision and a site plan application for the front part of the parcel.

Discussion ensued between commission members as to what paperwork they would like to receive for Zoning Enforcement. It was agreed that the only correspondence they will receive at the meetings is the monthly report, and any other paperwork that a commission member would like to see, would be available to them in the Planning & Zoning Department.


#### **ADJOURNMENT**

**Harold Cosgrove** moved to adjourn the meeting at 9:25 PM. **Second by Wayne Watt.**  
**All Ayes.**

Respectfully submitted,

  
Jessica Pennell

Administrative Secretary  
Planning & Zoning Commission

12 NOV 16 PM 2:52  
TOWN OF OXFORD, CT  
  
TOWN CLERK



**TOWN OF OXFORD**  
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486 Oxford Road, Oxford, Connecticut 06478-1298  
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**Zoning Enforcement Officer**

**MONTHLY ACTIVITY REPORT  
SEPTEMBER 2012**

**Approvals issued by ZEO ..... 19**

Interior Approvals issued by ZEO.....14

Certificate of Compliance Sign Offs.....7

Inspections..... 43

Meetings/Appointments.....18

Complaints..... 10

**Complaints or ZEO Noted (Alleged and submitted in writing)**

1. 8 Reese Drive (Blight).
2. 47 West Street (Junk, COC & Commercial Vehicles).
3. 97 Seth Den (Cottage Business 7 Commercial Vehicle in Res-A Zone).
4. 85 Still Road (Shed).
5. 254 Governors Hill Road (Cottage Business & Commercial Vehicle in Res-A Zone).
6. 387 Quaker Farms Road (Barn).
7. Roosevelt Drive (Excavation).
8. 10 Park Road (Excavation).
9. North Larkey Road (Contractor's Yard in Ind Zone).
10. 100 O'Neil Road (Regrade in Town ROW).

Violations C&D..... 5

1. Roosevelt Drive (Excavation – no permits flood zone).
2. 10 Park Road (Excavation – no permits flood zone).
3. North Larkey Road (Contractor's Yard in Ind Zone – No use permits or site plan approval).
4. VEMS 300 Oxford Road (Variance Denied by ZBA for size of Sign).
5. 317 Riggs Street (Use Permit – Not permit Illegal motor vehicle repair shop).

**Total Hours..... 160 (Salary 37.5 hours per week 150 hours)**

**FEES COLLECTED**

Town Fees..... \$ 3,215.00

State Fees.....\$ 960.00

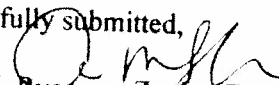
Mapping Fee.....\$ 230.00

Aquifer Protection Area.....\$ 0.00

**Total Fees Collected..... \$ 4,405.00**

**(See the attached sheet with specific activity)**

Respectfully submitted,

  
Anna M. Ryeenga, Zoning Enforcement Official



