



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

Planning & Zoning Commission

SPECIAL MEETING MINUTES

Wednesday, January 15, 2014

6:00 PM

Main Meeting Room

Oxford Town Hall

CALL TO ORDER

Chairman Carver called the Special Meeting of January 15, 2014 to order at 6:00 PM.

ROLL CALL

Present: Jeff Luff, Harold Cosgrove, Arnie Jensen, Wayne Watt, Tanya Carver, Todd Romagna and Pat Cocchiarella.

Also Present: Administrative Secretary, Jessica Pennell, Town Planner, Brian Miller and Town Counsel, Kevin Condon.

PLEDGE OF ALLEGIANCE

ITEM #1:

a) Discussion regarding proposed new Fee Schedule.

Chairman Carver stated that she worked with Jeff Holzman, who did a lot of work for the Commission on the fee schedule, and it is a very difficult process. She noted that they spent time looking at what other Town's fees in comparison to Oxford. She stated that during subcommittee meeting discussions they had gone through the basic application fees to make sure that the Town is covering the cost of the application through the fees.

Commissioner Cocchiarella had some questions regarding the Planning Fees on Page A-2. Subdivision/Re-Subdivision Industrial and High Tech Industrial – for Industrial the charge is \$20.00 per linear foot for street review, and High Tech Industrial the charge is \$30.00 per linear foot for street review. He stated that if anything, the Industrial would have higher truck traffic, and questioned if the two roads would be considered the same structurally.

Vice Chairman Watt stated that it could be different because it is a subdivision with no underground utilities it could be a little cheaper, but he does not think there is really that much difference between the two.

Commissioner Cocchiarella stated that in Commercial the Town is charging only \$12.00 per linear foot, and in Residential only \$6.00 per linear foot. He stated that there is a total inequity in the way these fees are structured. He commented that it seems that they are encouraging residential development and discouraging Industrial growth. He noted that he was hoping that they could speak to Jim Galligan to see if there is an engineering aspect that would make that much of a difference.

Vice Chairman Watt stated that when there are public utilities involved, there is a lot more engineering and planning involved because to build a commercial road today, or even a residential road, it is approximately \$300.00 a linear foot. He commented that when you are talking about sewers, gas, water, cable, electricity, etc, it gets quite expensive.

Commissioner Cocchiarella stated that he would like to see the fees more in line with each other, raise the Residential and lower the two Industrials.

Commissioner Romagna commented that as he understands it, they are looking at a larger fee to start with, this is an additional charge, and the Residential starts off at a much lower fee.

Discussion ensued between Commission members regarding the different requirements for street in certain zoning districts.

Commissioner Cosgrove stated that they need to expand their knowledge when this will apply homes that are not just a one family home. He used townhouses as an example.

Chairman Carver went over some fees from the Town of Watertown, which they could integrate into Oxford's fee schedule.

Chairman Carver suggested they remove the following:

- Remove the definition on the top of the page.
- D, E, F, G, - Remove the 3% of the construction bond.
- Remove Figure A-1 at the bottom of the page.

Discussion ensued about what zones are listed in the fee schedule and again, what should be charged for the different zoning districts.

Commissioner Cocchiarella stated that for Oxford, the fees are paid up front; where as in towns with much lower fees, there are hidden fees that do not show up in the initial application fee.

Chairman Carver stated that the Commission agrees to come up with a number after consulting with Jim Galligan.

Chairman Carver noted A-3:

- Remove the definition from the top of the page.
- Remove Item 3 under C-1.
- Remove Figure A-2 from the bottom of the page.

Chairman Carver stated that one of the biggest changes the Commission will see are the inspections for the buildings. The fees are now based upon the square footage of the building.

Commissioner Jensen reiterated what had been discussed:

- Add Section H – multi family
- Leave the High Tech and the Industrial

Chairman Carver noted that they will combine the two. For F & G combine the two and leave the cost at \$550.00. The street review fee would be at \$25.00 per linear foot.

Commissioner Cocchiarella noted that they would add some information for the OPD.

Discussion ensued regarding page **A-3**.

Town Planner, Brian Miller stated that on the bottom where there is the non-residential, if I have a 2500 square foot building I pay \$2500.00, if I have a 5,000 square foot building, I pay \$5,000.00 if I have a 10,000 foot square building I am only paying \$.25 per square foot (\$2,500.00). So you are paying less for a 10,000 square foot building than you are for a 5,000 square foot building.

Commissioner Cocchiarella commented that it should be \$.25 a square foot for a building *over* 7,501 square feet. This would be cost (\$5,000.00) plus the \$.25 per square foot over 7,501 square feet.

Chairman Carver stated at the bottom of A-3, they will remove Figure A-2.

Chairman Carver noted that they are looking at page A-4.

- D-1 – should say Basic Application Fee
- Under E - (remove)
- Under F-1 (application fee)
- Remove figure A-2 at the bottom.

Commissioner Cosgrove stated that he believes the public hearing fee should be higher. He stated that he would like the public hearing fee to be \$600.00 or more.

Town Planner, Brian Miller stated that there is a lot of administrative work that goes into applications' which require Public Hearings. That does not really cover the expert review fees.

Chairman Carver stated that they would change the Public Hearing fee to \$600.00.

Commissioner Cosgrove stated that he thinks the Public Hearing Continuance fee should be \$250.00.

Commissioners agreed to change the Public Hearing Continuance fee to \$200.00.

Chairman Carver noted that they are looking at Page **A-5**.

Chairman Carver noted that they added a scanning fee.

Administrative Secretary, Jessica Pennell questioned if there is a cost associated with scanning (e-mailing) documents.

Chairman Carver stated that if it is over 10 pages there will be a charge, but that does not cover maps.

Vice Chairman Watt stated that there should be a charge, other professionals charge for faxing and e-mailing.

Town Planner, Brian Miller stated that it should be a flat fee.

Commissioners agreed that the flat rate should be \$20.00 for scanning & e-mailing, but they will discuss this further.

Todd Romagna mentioned that Note 1 is not consistent throughout the fee schedule.

Chairman Carver stated that they will remove Note 1 from the everywhere except the end of the document.

ITEM #2:

a) **Discussion regarding possible/proposed Village District Zone**

b) **Set a Public Hearing date for Zoning Text Amendment - Village District Zone**

Chairman Carver stated that her thought is that this is merely a workshop for the Commissioners to review this possible/proposed zone. It has been created by Town Planner, Brian Miller.

Chairman Carver stated that this zone needs to be contemplated and reviewed by the Commissioners.

Commissioner Cocchiarella noted Page 1, 6.2.2, increase the minimum acreage.

Town Planner, Brian Miller stated that this is not written for any particular application, it was written in a way that it can be applied to other properties on Route 67.

Commissioner Cocchiarella noted 6.3.5 (Indoor theaters and other places of assembly), what constitutes other places of assembly.

Town Planner, Brian Miller stated that it could be a church, which language was taken right out of our current regulations.

Commissioner Cocchiarella noted 6.4.3.2 (Building Design), should be more specific to the New England Style that the Commission would like to see.

Commissioner Cocchiarella noted 6.5.4 commented on the multi family.

Commissioner Cocchiarella noted 6.7.3, 5 years to start a project is a long time.

Commissioner Cocchiarella stated that he would like to see a year.

Town Planner, Brian Miller stated that is not reasonable.

Town Counsel, Kevin Condon stated that it has been extended out to 14 years.

Chairman Carver questioned if 2 years would work.

Commissioner Cocchiarella stated that it seems reasonable.

Town Planner, Brian Miller stated that realistically, through no fault of the developer, things are moving very slowly in this economy and thought that 5 years was reasonable.

Town Counsel, Kevin Condon stated that there are many factors that can contribute to the start time of a project.

Chairman Carver stated that they could come back to this item.

Commissioner Cosgrove noted 6.2.4 and questioned why the Commission would want to approve separate parcels.

Town Planner, Brian Miller stated that there are reasons why separate parcels are likely to be necessary, one of them is when you are discussing mixed use, it is difficult for one person to finance a total mixed use project, so it may be broken into two separate projects. Many times there is a residential developer and a commercial developer. He stated that as long as you get that overall conceptual plan approved in the beginning and everything is done according to that, it doesn't really matter where the parcel lines are.

Administrative Secretary, Jessica Pennell questioned the parking.

Town Planner, Brian Miller stated that he didn't put any parking provisions in the draft which would make it revert to what is written in the current regulations. He questioned if the Commission wanted provisions in there that parking shall be in accordance with the current regulations, but then also have "except" clause which can then be determined by the Commission.

Commissioner Cocchiarella stated that when an applicant comes in with an actual plan, the Commission should be able to consider what type of parking would be appropriate.

Commissioner Cosgrove noted 6.5.2., which discusses height.

Commissioners noted that the fire department now has a ladder truck.

Commissioner Cocchiarella stated that they want to be able to give an applicant enough room to work with; he does not want to see flat roofs.

Town Planner, Brian Miller stated that on the Conceptual Plan, that it be stated that the building be served by the fire apparatus of the Town of Oxford.

Commissioner Cosgrove questioned the sidewalks.

Town Planner, Brian Miller stated that in 6.4.1, they want to emphasize pedestrian circulation.

Commissioner Cosgrove stated that "sidewalks" are not stated.

Chairman Carver noted the Intent and Purpose of the possible/proposed district and how it also emphasizes pedestrian circulation and/or sidewalks.

Commissioner Jensen noted 6.4.5 about Phasing, and questioned what would happen if you have residential development, but commercial falls through.

Town Planner, Brian Miller stated that you cannot do it, because before any residential is permitted, 100,000 square feet of commercial has to be available. (6.5.4)

Vice Chairman Watt reiterated that multi family residential dwellings shall only be permitted in conjunction with commercial development. He read from the draft "no building permits for residential development shall be issued until building permit(s) shall be issued for a minimum of 100,000 square feet of non-residential construction.

Dominic Thomas spoke on behalf of the proposed applicant. He spoke briefly on the document that has been drafted by Town Planner, Brian Miller.

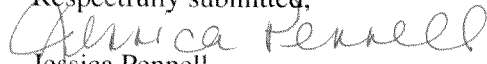
Town Counsel, Kevin Condon stated that the proposed applicant should give all comments on the draft to the Chairman in writing, as well as to himself and Town Planner, Brian Miller.

ADJOURNMENT

MOTION BY Vice Chairman Watt to adjourn the meeting at 7:20 PM. **Second by Commissioner Cocchiarella.**

Vote: All Ayes.


Respectfully submitted,



Jessica Pennell

Administrative Secretary

Planning & Zoning Commission

RECEIVED 1/29/2014
AT 9:45 AM
TOWN OF OXFORD

Asst. TOWN CLERK