

**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 7, 2015**

7:30 PM

Oxford Town Hall  
Main Meeting Room

**CALL TO ORDER**

Acting Chairman Cocchiarella called the meeting to order at 7:36 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Present:**

Pete Zbras  
Harold Cosgrove  
Glen Persson  
Arnie Jensen  
Pat Cocchiarella  
Todd Romagna.

**Staff Present:**

Jessica Pennell, Administrative Secretary  
Steven S. Macary, ZEO.

**CHAIRMAN'S REPORT**

**SEATING OF ALTERNATES**

Acting Chairman Cocchiarella seated Alternate Pete Zbras.

**AMENDMENTS TO THE AGENDA**

**MOTION BY Commissioner Cosgrove to *AMEND* the agenda to add application:**

**Z-15-015 [IND] 321 Riggs Street Owner: Tomsuwa, LLC - Applicant: Kovacs Construction**  
***(Change of Use) (Sign Permit)*** to the agenda as New Business #7.

**Second by Commissioner Romagna.**

**VOTE:** All Ayes.

### AUDIENCE OF CITIZENS

**Fred D'Amico, D'Amico and Associates, 9 Park Road** came before the Commission to inquire about possible development of 10 Oxford Road. The property is in a residential zone and the potential applicant would like to expand the residence and operate his business.

**Acting Chairman Cocchiarella** stated that without a formal application no definitive answer could be given. He recommended to the potential applicant that he discuss his proposal with the Zoning Enforcement Officer.

### CORRESPONDENCE

**Acting Chairman Cocchiarella** noted that the following correspondence is on file in the Planning & Zoning Department.

- a.) Letter dated 3/12/2015 from the CT Siting Council  
Re: Existing telecommunication facility at 85 Quaker Farms Road  
(FYI – on file in the P&Z Department)

### OLD BUSINESS

- 1.) **Z-15-004 [IND] – 1 Fox Hollow Road – Owner: Mark Oczkowski c/o Earthworks Excavating, LLC – Applicant: Borghesi Building & Engineering c/o Gary Capitanio**  
(Site Plan Modification – Industrial Building – approximately 30,000 square feet) (Use Permit – Wholesale & Distribution)

**MOTION BY Commissioner Cosgrove to APPROVE** application **Z-15-004** based on maps dated 2/17/2015 and last revised 3/3/2015 with the following conditions:

1. Compliance with the Oxford Zoning Regulations in effect as of this date.
2. Applicant and their assigns must comply with all representations made at P&Z Commission meetings or Public Hearings regarding this application.
3. Prior to installation, lighting (dark sky compliant) must be approved by the ZEO and the lighting plan must be submitted prior to the preconstruction meeting.
4. Landscaping plan and architectural rendering must be as presented on the site plan. Any variations from this approved plan must be approved by the P&Z Commission.
5. No work to begin until security is set by the P&Z Engineer in a form acceptable to P&Z Counsel.
6. No material will be substituted without approval from the P&Z Commission and P&Z Engineer.
7. Per article 3, Section 3.19.1 of the Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application from the initial review through inspection and issuance of a certificate of compliance.
8. Site plan approval expires if the work is not completed within five years from the date of approval.
9. Compliance with the Town Planners memorandum dated 4/3/2015.
10. Compliance with the Town Engineers letter dated 4/7/2015.
11. Compliance with all Town of Oxford Ordinance's in effect as of this date.
12. Vehicle directional signs stating entrance or exit are to be clearly marked and with no advertisement.
13. Applicant to contact P&Z staff to set up a pre-construction meeting prior to any activity on site.

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

**Second by Commissioner Jensen.**

**VOTE:** All Ayes.

**NEW BUSINESS**

- 1.) **Z-15-014 [COMM] – 72 Oxford Road – Owner: Applicant: Glenn Fritz**  
*(Site Plan Modification) (Sign)*

**Glenn Fritz** was present to explain his application to the Commission. He explained that he was before the Commission last fall regarding the car show that is held at this place of business. He now has a site plan that shows an extension of the parking and a proposed sign.

**Jessica Pennell, Administrative Secretary** read correspondence from Mr. Fritz that requested that his fee for his previous application be applied to this application.

**Commissioner Cosgrove** questioned the parking for the car show, if the cars would be parked in front of the building or on the sides of the building, and what would be acceptable.

**Glenn Fritz** stated that previously the cars were parked along the front of the building and along the road, now they will not have cars parked along the road, only in front of the building. They also have a designated entrance and exit.

**Commissioner Cosgrove** questioned if they would have two people directing traffic; one at the entrance of Route 67 and the other one to tell people where to park.

**Glenn Fritz** stated that he spoke with Sergeant Semosky and he was told that he would not need a police officer if the car show was on a weeknight.

**Commissioner Cosgrove** stated that he did not specify that it had to be a police officer.

**Glenn Fritz** stated that there would be at least two people directing traffic.

**Commissioner Cosgrove** stated that the problem is that some people are parking in the Dunkin Donuts parking lot.

**Alternate Pete Zbras** questioned if they are discussing the car show now or if they are discussing the change in the plans.

**Glenn Fritz** approached the Commission and discussed the site plan that he submitted with the application.

**Acting Chairman Cocchiarella** stated that they really should not be discussing the car show at this point; they should be discussing the site plan. He stated that the car show is a separate issue for the car show; they are giving him a permit for the extended parking lot and the sign.

**Commissioner Cosgrove** questioned if this has gone to wetlands.

**Glenn Fritz** stated that he is before wetlands; they have asked him to install a swale, and he is going to the next wetlands meeting.

**Acting Chairman Cocchiarella** questioned if there is an approval from Wetlands.

It was noted that Mr. Fritz does not have a formal approval from wetlands at this time.

**Acting Chairman Cocchiarella** questioned if Mr. Fritz has a picture of the sign.

**Glenn Fritz** showed the Commission variations of the type of sign that he would like to install.

Discussion ensued regarding the style and size of the sign.

Staff was asked to research the size of the sign allowed in the Commercial Zone and bring that information to the next meeting.

**MOTION BY Commissioner Romagna** to **TABLE** this item and to apply the previous application fees of \$280.00 to the current application and the applicant shall pay the difference.

**Second by Commissioner Cosgrove.**

**VOTE:** Ayes (5), Nays (1) Alternate Zbras.

- 2.) **Z-15-008 [IND] – Prokop Road (Lot #4) – Owner & Applicant: Ferris Properties**  
(Special Exception – Excavation – remove approximately 3,200 cubic yards of material)  
(Site Plan) (SET PUBLIC HEARING DATE)

**MOTION BY Commissioner Cosgrove** to set the Public Hearing date for ***Tuesday, May 5, 2015 at 7:00 PM.***

**Second by Commissioner Jensen.**

**VOTE:** All Ayes.

- 3.) **Z-15-009 [IND] – 208 Christian Street – Owner: CRS Realty – Applicant: Executive Aircraft Interiors** (Use Permit/Tenant Fit-up)

The Commission **ACKNOWLEDGED** that **Executive Aircraft Interiors** is moving its business location from 365 Christian Street to 208 Christian Street.

- 4.) **Z-15-011 [IND] – 60 North Larkey Road – Owner & Applicant: ASMK Associates, Inc.**  
(Site Plan – 48,000 square foot building)

**MOTION BY Commissioner Cosgrove** to **TABLE** this application.

**Second by Alternate Zbras.**

**VOTE:** All Ayes.

- 5.) **Z-15-012 – Proposed Zoning Map Amendment (Commercial to Residential) – Location: Map: 34 Block: 9 Lot: EV4 (Echo Valley Road) Owner: Mark & George Purington – Applicant: Mark Purington**  
(SET PUBLIC HEARING DATE)

**MOTION BY Commissioner Cosgrove** to set a Public Hearing date for ***Tuesday, May 19, 2015 at 7:00 PM.***

**Second by Commissioner Jensen.**

**VOTE:** All Ayes.

- 6.) **Z-15-013 – [RES/COMM] – Echo Valley Road - Map: 34 Block: 9 Lot: EV4**  
**Owner: Mark & George Purington – Applicant: Mark Purington**  
*(Special Exception/Site Plan– Major Re-grade – approximately 2,400 cubic yards) (SET PUBLIC HEARING DATE)*

MOTION BY Commissioner Cosgrove to set a Public Hearing date for *Tuesday, May 19, 2015 at 7:00 PM.*

Second by Commissioner Jensen.

VOTE: All Ayes.

*It was noted that these applications Z-15-012 and Z-15-013 will be heard concurrently, but each application would be voted on separately by the Commission.*

- 7.) **Z-15-015 [IND] 321 Riggs Street Owner: Tomsuwa, LLC - Applicant: Kovacs Construction** *(Change of Use) (Sign Permit)*

MOTION BY Commissioner Cosgrove to **TABLE** this application.

Second by Alternate Zbras.

VOTE: All Ayes.

#### **BOND RELEASES**

- 1.) **Central Park Associates – Bond Release Request**  
*(Awaiting report from Jim Calligan)*

#### **ZONING ENFORCEMENT**

- 1.) Commission discussion with ZEO regarding various items, complaints and zoning violations.

#### **APPROVAL OF MINUTES**

MOTION BY Commissioner Cosgrove to APPROVE the following minutes as presented:

- 1.) March 10, 2015 – Special Meeting Minutes  
2.) March 31, 2015 – Special Meeting Minutes

Second by Commissioner Jensen.

VOTE: All Ayes.

#### **INVOICES**

- 1.) **Turner Miller Group - # 5240**  
*(Analysis of Lot Split)*
- 2.) **Adkins Printers & Stationers # 237776**  
*(2 Bound Minute Books)*

MOTION BY Commissioner Cosgrove to **APPROVE** Invoice # 237776.

Second by Alternate Zbras.

VOTE: All Ayes.

- 3.) **American Dictation Corp - # 00029615**  
(Recording Equipment)

**MOTION BY Commissioner Cosgrove to APPROVE Invoice # 00029615.**  
**Second by Alternate Zbras.**

**VOTE:** All Ayes.

**OTHER BUSINESS**

- 1.) Any other business the Commission deems necessary for discussion.  
2.) Announce Public Hearing date for 451 Oxford Road  
(April 21, 2015 at 7:00 PM)

**Jessica Pennell, Administrative Secretary** stated the **RECESSED** Public Hearing regarding application: **Z-15-001 [OCD] – 451 Oxford Road – Owner & Applicant: Donna & Normand Cloutier** (*Special Exception – Article 8A, Section 8A.3.3*) (*Retail Sales-Bakery*) is scheduled to **RESUME** on **Tuesday, April 21, 2015 at 7:00 PM.**

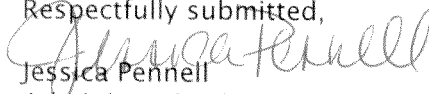
The Commission also discussed briefly that applicant's that are interested in opening businesses in Oxford should be directed to the Economic Development Director before coming to Planning & Zoning. It was stated that it would be beneficial for potential applicants to speak with Mr. McGeever in order to better acquaint themselves with the incentives, tax abatements, etc. that are available for businesses in certain zones in Oxford.

**ADJOURNMENT**

**MOTION BY Commissioner Cosgrove to ADJOURN** the meeting at 8:55 PM.  
**Second by Commissioner Persson.**

**VOTE:** All Ayes.

Respectfully submitted,

  
Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

15 APR -9 PM12:10  
TOWN CLERK  
