



TOWN OF OXFORD
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Planning & Zoning Commission

Regular Meeting Minutes

Tuesday, March 15, 2016

7:30 PM

Oxford Town Hall

Main Meeting Room

CALL TO ORDER

Chairman Arnie Jensen called the Regular Meeting to order at 7:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Tanya Carver, John Kerwin, Pete Zbras, Harold Cosgrove, Jeff Luff, Arnie Jensen, Pat Cocchiarella, Todd Romagna and Bob Costigan.

Staff Present: Jessica Pennell, Administrative Secretary and Steven S. Macary, ZEO.

CHAIRMAN'S REPORT

SEATING OF ALTERNATES

Chairman Arnie Jensen seated Alternate Commissioner Pete Zbras.

AMENDMENTS TO THE AGENDA

AUDIENCE OF CITIZENS

CORRESPONDENCE

Commission Secretary Pat Cocchiarella noted the following correspondence for the record and stated that it is on file in the Planning & Zoning Department.

- a. Letter from Robert J. Clark to the Planning & Zoning Commission.

OLD BUSINESS

NEW BUSINESS

BOND RELEASES

1. Central Park Associates – Bond Release Request

(Remove from Agenda until P&Z Engineer's Punch list Completed)

MOTION BY Commission Secretary Pat Cocchiarella to remove this item from the agenda until Mr. Zaloumis has **completed the punch list** provided by James H. Galligan, PZC Engineer.
Second by Commissioner Harold Cosgrove. VOTE: All (6) Ayes.

ZONING ENFORCEMENT

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

Steven S. Macary, ZEO stated that he is going to hit Route 67 next week; he is getting complaints and will begin to get some of the properties cleaned up. He stated that he is going to take pictures, get the Assessor's cards and present them to the Commission.

Alternate Commissioner Tanya Carver questioned which properties they are talking about.

Steven S. Macary, ZEO stated that there are four (4) or five (5) properties on Route 67 that need to be addressed. He stated that there is one across the street from a package store, one across the street from the Sunoco and a few more.

Commissioner Harold Cosgrove requested that a letter be sent to the property owner across the street from the Sunoco requesting that siding be put on the building so it looks presentable.

Alternate Commissioner Pete Zbras clarified that they were speaking about Mr. D'Amico's property.

Steven S. Macary, ZEO stated that he doesn't know what the Commission wants to do with that, he can pull some minutes and see where they stand. He stated that he would love to see that cleaned up as well.

Commissioner Harold Cosgrove questioned if the Commission could request that the Chairman check with Town Counsel to see if there is anything, they can do.

Alternate Commissioner Pete Zbras stated that was supposed to be done before they changed Chairman last year.

Steven S. Macary, ZEO stated that he did give Attorney Olson some copies of Cease and Desist orders and the file regarding the property and he has not gotten back to him to date. He stated that Attorney Olson was going to look at it to see if there is anything that they can do because the site plan is expired.

Chairman Arnie Jensen requested that Steven S. Macary, ZEO follow up on that with Attorney Olson.

Alternate Commissioner Pete Zbras made the ZEO and Commissioners aware that there is a twelve (12) foot hole on the property. He stated that it is an old well.

Steven S. Macary, ZEO stated that the hole is just going to keep getting bigger. He also stated that the Building Official went out there when the wall collapsed and gave the owner fifteen (15) days to make the property safe.

Chairman Arnie Jensen questioned if the building inspector can do anything about the well?

Steven S. Macary, ZEO stated that he does not know.

Alternate Commissioner Tanya Carver stated that based on Gordon, the Building Inspector felt that the owner was complying with what he needed to have approved. She stated that the Building Inspector said that if something is wrong and needs to be fixed and the owner goes and fixes it, there is nothing he can do. She stated that it is very difficult for Gordon to tell him what to do. She noted that they could not force someone to clean up a site because the Town does not have a blight ordinance.

Alternate Commissioner John Kerwin questioned if they can do anything if it is unsafe or a hazard.

Alternate Commissioner Tanya Carver stated that Gordon stated that it is not a hazard based on the building codes.

Chairman Arnie Jensen questioned if they could talk to Scott Pelletier, there is an open well on the site it is a safety issue. He would like to have input from Scott, Gordon and Attorney Olson.

Commissioner Bob Costigan asked if there is a reason why the buildings have been in disrepair this long?

Some Commission members stated that it is financial.

Alternate Commissioner Pete Zbras stated that about every six (6) months, the owner goes in and does a little work; therefore, it is not considered an active work site.

Jessica Pennell, Administrative Secretary stated that it is an expired permit.

Commissioner Todd Romagna stated that the last meeting they had regarding this, they stated that it was expired so he doesn't think they have any standing other than a blight issue, and the Town doesn't have a blight ordinance. He questioned if there is an active permit that they are acting on? He stated that he doesn't think there is, he thinks it expired.

Steven S. Macary, ZEO stated that previously, when Tanya was Chairman the owner was supposed to come in with a new plan and show the Commission what he was going to do and he never did.

Commissioner Todd Romagna stated if there was no extension then what permit are they acting on?

Chairman Arnie Jensen requested that they follow up on the safety aspect with Attorney Olson and see if there is anything that can be done there in the absence of a blight ordinance.

Commissioner Todd Romagna stated that they may also want to contact the Health Department.

Commissioner Harold Cosgrove asked if they should request that the owner put up a "Do Not Enter" sign on the property so children don't go there. He stated that might cover us, but might not cover the property owner.

Vice Chairman Jeff Luff questioned if he has to have insurance on these properties.

Commission members discussed this in brief.

Jessica Pennell, Administrative Secretary reiterated that the Commission is requesting that Steven S. Macary, ZEO contact fire, police, health department and Attorney Olson regarding this property.

Chairman Arnie Jensen confirmed Jessica Pennell, Administrative Secretary's statement and asked that Steven S. Macary, ZEO report to the Commission at the next meeting.

Commissioner Todd Romagna suggested requesting that the First Selectman put together some type of blight ordinance.

Alternate Commissioner Tanya Carver stated that there is a committee.

Commission members discussed the attempts at passing a blight ordinance and noted that many residents oppose this, as Oxford is a rural farming community.

Commissioner Bob Costigan stated that he does not think that people would have a problem if the ordinance focused on Route 67.

APPROVAL OF MINUTES

Commission Secretary Pat Cocchiarella moved to table the following minutes until the next regular meeting:

1. 2/16/2016 Public Hearing Minutes
2. 2/16/2016 Regular Meeting Minutes
3. 3/1/2016 Regular Meeting Minutes

Second by Alternate Commissioner Pete Zbras. VOTE: All (6) Ayes.

INVOICES

1. Invoice from CFPZA – Membership Dues (*Annual Membership Fees*)

Commission Secretary Pat Cocchiarella moved to approve the payment of the CFPZA annual membership fees in the amount of \$110.00.

Second by Alternate Commissioner Pete Zbras. VOTE: All (6) Ayes.

2. Statement dated 3/1/16 from Micci & Korolyshun, P.C. (*Garden Homes Appeal*)

Commission Secretary Pat Cocchiarella moved to forward the statement from Micci & Korolyshun, P.C. to the Board of Selectmen for payment.

Second by Commissioner Harold Cosgrove. VOTE: All (6) Ayes.

3. Invoice #070-16 from Nafis & Young Engineers (*Central Park Bond Release*)

Commission Secretary Pat Cocchiarella moved to approve payment of Invoice #070-16 from Nafis & Young. **Second by Commissioner Harold Cosgrove.**

Discussion: **Commissioner Harold Cosgrove** stated that he would like to see the invoice charged to the applicant. He also stated that he would like to make it condition of the bond release that all invoices received from the Planning & Zoning Commission must be paid before bond can be released.

Commission Secretary Pat Cocchiarella accepted Commissioner Harold Cosgrove's comments and incorporated them into the motion. **Second by Commissioner Harold Cosgrove. VOTE: All (6) Ayes.**

OTHER BUSINESS

a. Discussion – Plan of Conservation & Development

Commissioner Harold Cosgrove questioned whether the POCD is in the budget.

Chairman Arnie Jensen stated that it is in the budget.

Commissioner Harold Cosgrove questioned who will be doing it?

Chairman Arnie Jensen stated that they have a committee that has meetings.

Alternate Commissioner Tanya Carver gave an update:

- Met on March 10, 2015
- Members of the committee are Steven S. Macary, ZEO, Alternate Commissioner Tanya Carver, Robbi Costigan, Grant Writer, Denise Randall, OCCIWA Secretary, Andy McGeever, EDC Director, Herman Schuler, resident and Brian J. Miller, Town Planner.
- They will meet every three (3) weeks once or twice a month.
- Brian J. Miller, Town Planner is looking at state and regional plans to make see where we are misaligned and how strong those misalignments are.
- Looking at commercial and residential development.
- Transportation or bike trails to link to the bridal trail.
- Town Hall to Brookside, possibly looking for a Greenway Grant, but in order to be eligible they have to be in compliance with the state's POCD.
- Other items they are reviewing are the airport area, transportation around town and community services.
- Brian J. Miller, Town Planner is going to come back to the committee with changes and they will have a workshop.

Commission Secretary Pat Cocchiarella mentioned that a lot of the data has to be updated from the last census.

Steven S. Macary, ZEO stated they can get that from the Council of Governments. He also stated that once the draft is complete they will give it to the Council of Governments to receive their input. He noted that Robbi sent a mailing to all the departments and the Board of Education and they only received three (3) back. She will be sending out another one.

Jessica Pennell, Administrative Secretary questioned if the committee was formally appointed?

Commission Secretary Pat Cocchiarella stated that since the POCD is a Planning & Zoning function it should be appointed by the Chairman.

MOTION BY Commission Secretary Pat Cocchiarella that the Chairman appoint a POCD Review Committee. **Second by Commissioner Harold Cosgrove.**

Members of the POCD Review Committee: Steven S. Macary, ZEO, Robbi Costigan, Alternate Commissioner Tanya Carver, Denise Randall, Herman Schuler, Andy McGeever and Brian J. Miller, Town Planner.

VOTE: All (6) Ayes.

b. Update on Policies & Procedures.

c.

Chairman Arnie Jensen appointed a Subcommittee to review and update the Policies and Procedures

Members of the Subcommittee: Commission Secretary Pat Cocchiarella, Alternate Commissioner Pete Zbras, Commissioner Harold Cosgrove and Jessica Pennell, Administrative Secretary.

d. Any other business the Commission deems necessary for discussion.

Commissioner Harold Cosgrove asked Chairman Arnie Jensen if there were any meetings with builders in the last thirty (30) days and if so can he update the Commission.

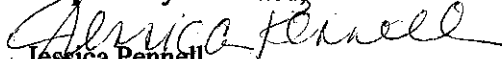
Chairman Arnie Jensen stated no, there weren't any meetings but at the next Regular Meeting on April 5th there will be an Executive Session with Attorney Micci for an update on Garden Homes.

Commission and staff had a discussion regarding applications, time frames, referrals and feedback from other departments when reviewing applications. It was determined that some decisions would need to be made on a case-by-case basis; although the committee reviewing the policies and procedures may look into making more specific guidelines for applications.

ADJOURNMENT

MOTION BY Commissioner Harold Cosgrove to adjourn the meeting at 8:30 PM. **Second by Alternate Commissioner Pete Zbras. VOTE: All (6) Ayes.**

Respectfully submitted,


Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

TOWN CLERK

6 MAR 31 PM 4:26
TOWN OF DARTMOUTH, CT
Harold Cosgrove