

TOWN OF OXFORD

PLANNING & ZONING COMMISSION

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



Regular Meeting Minutes
Tuesday, October 16, 2018
Main Meeting Room
S.B. Church Memorial Town Hall
7:30 PM

I. REGULAR MEETING

a. Call to Order

Chairman Jeff Luff called the meeting to order at 7:32 PM.

b. Pledge of Allegiance

c. Roll Call

Present: Dave Sauter, Greg Wanamaker, John Kerwin, Pete Zbras, Arnie Jensen, Jeff Luff, Pat Cocchiarella, Tanya Carver, and Dan Wall (arrived at 7:35 PM).

Also Present: Steven S. Macary, ZEO and Jessica Pennell.

d. Seating of Alternates - No alternates were seated.

II. PUBLIC HEARINGS - (None scheduled for 10/16/18)

III. CORRESPONDENCE

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

a. Adjacent Municipality Notice – Amendment to Town of Monroe Zoning Regulations.

IV. AMENDMENTS TO THE AGENDA - None

V. AUDIENCE OF CITIZENS - None

VI. PENDING APPLICATIONS/OLD BUSINESS

The following agenda has been withdrawn and will be removed from the agenda.

- a. **Z-18-250 [MIHD] Christian Street & Jack's Hill Road** "Canterbury Estates" (Application for a Site Plan Modification)
Owner & Applicant: Glendale at Oxford, LLC (Withdrawn – Remove from the agenda)

b. **Z-18-266 [IND] Lot 2RB - 6 Pheasant Run Road**

Applicant: 207 Oxford, LLC, 216 Platt Road, Watertown, CT

Owner: 589 Investments, LLC, P.O. Box 506, Oxford, CT

(Excavation of 3,198 cubic yards of materials)

Commission Secretary Pat Cocchiarella read the OCCIWA approval into the record.

Commissioners discussed items (b) and (c) simultaneously; the excavation is being done in conjunction with the site plan application.

Commissioner John Kerwin and Commissioner Tanya Carver informed the Commission that they have listened to the 10/3/18 meeting recording.

Siyuan Cao, Civil 1, engineer for the applicant, presented architectural renderings for the proposed building.

Ed Godin, applicant, was also presented and answered questions regarding the architecture of the building.

Commissioners discussed the façade of the building, the landscaping plan, and lighting.

The applicant noted that any lighting would be dark sky compliant.

MOTION TO APPROVE by Commission Secretary Pat Cocchiarella:

The Oxford Planning and Zoning Commission received the Application Z-18-266 for excavation of 3,198 cubic yards of material in conjunction with Application Z-18-267, a site plan application, for construction of a 12,000 sq. ft. multi-use flex building.

Information on the application was submitted, along with supporting documentation and is on file in the Planning & Zoning Department.

The following plans prepared by Civil 1, Inc., dated 9/7/18 and last revised 9/26/18 were considered in this decision:

| Sheet # | Description |
|---------|---|
| S - 1.0 | Existing Conditions Survey |
| C - 2.1 | Grading Plan, Utility Plan and Erosion Control Plan |
| C - 3.1 | Driveway Plan & Profile |
| C - 3.2 | Storm Drainage Plan & Profiles/Detention Basin Cross Sections |
| C - 4.1 | Details |
| C - 4.2 | Details |
| C - 5.1 | Erosion Control Narrative |

The application is in conformance with the Oxford Zoning & Subdivision Regulations.

Subject to the following conditions:

1. Compliance with Oxford Zoning/Subdivision Regulations as of this date.
2. Last revised final plans and the mylar showing all necessary changes must be approved by PZC Engineer.
3. The applicant and their assigns must comply with all representations made at Planning and Zoning Commission meetings and/or public hearings regarding this application.
4. Permit expires after 5 years from date approval if improvements have not been completed.
5. In accordance with Article 3, § 3.19.1 of the Zoning Regulations, the applicant will be required to pay all costs of special consultants or studies as deemed necessary by the Commission at any time during the period from initial review through inspection and final acceptance of any improvements.
6. Compliance with all Town of Oxford Ordinances in effect as of this date.
7. Payment of a security in an amount established by the PZC Engineer, in a form approved by the Town Counsel. (If Any)
8. Letter from licensed land surveyor stating that all pins and monuments have been set as indicated on maps.
9. No substitute material shall be used without approval of the Planning and Zoning Commission and the Planning and Zoning Commission Engineer.
10. No burying of stumps, debris or any other material. A report or receipt must be provided indicating proper stump removal.
11. Applicant shall contact Zoning Enforcement Officer and PZC Engineer to schedule a pre construction meeting prior to any activity on site.
12. One copy of the revised plans, amended in accordance with this motion shall be presented for review by the Town Attorney, ZEO, PZC Engineer and any other required by the Planning and Zoning Commission, to the Planning and Zoning Department.
13. All conditions imposed at this meeting will be added to the mylar. (Wetlands, Health, Fire Police. Etc.)
14. No permit will be issued until the final revised plan is submitted to the Planning & Zoning Department for review.
15. Owner of the property or building must ensure capability of communication with Fire Department and EMS. It is the reasonability of the owner to adhere to this condition. The owner must communicate with the Fire Marshalls office prior to any permits being issued.

Second by Commissioner Tanya Carver

All (7) Ayes.

Motion passed 7-0.

c. Z-18-267 [IND] Lot 2RB - 6 Pheasant Run Road

Applicant: 207 Oxford, LLC, 216 Platt Road, Watertown, CT

Owner: 589 Investments, LLC, P.O. Box 506, Oxford, CT

(Site Plan Application for a 12,000 sq. ft. building)

This application was approved in the Commission's previous action on Application Z-18-266.

VII. NEW BUSINESS

a. Z-18-269 [IND] Lot 4 - 1 Pheasant Run Road

Owner & Applicant: Romeo Investment, Corp., c/o Michael J. Freeman, Esq.,
(Special Exception/Permit Application - Building Size, Article 9, §9.3.1).
(Site Plan Application for a +130,000 sq. ft. Building).

The Commission set a public hearing date of 11/6/2018.

At this time Commissioner Tanya Carver pointed out that November 6th is Election Day.

The Chairman polled the Commission and decided that the November 6th meeting would still proceed as scheduled.

b. Z-18-270 [RGCD] – Riggs Street, “Timberlake Apartments at Oxford Greens” – Owner & Applicant: Timberlake Investment Partners V, LLC (Proposed Text Amendment to Article 5A – Residential Golf Community District)

The Commission set a public hearing date for 12/18/2018.

c. Z-18-271 [RGCD] – Riggs Street “Timberlake Apartments at Oxford Greens” – Owner & Applicant: Timberlake Investment Partners V, LLC (Site Plan for 197 multi-family housing units pursuant to CGS §8-30g)

The Commission set a public hearing date for 12/18/2018.

VIII. ZONING ENFORCEMENT

Steven S. Macary, ZEO explained the proposed changes that he has been working on with Commission Secretary Pat Cocchiarella and Commissioner Pete Zbras. He had a draft of the proposed amendments to the regulations, the changes are mainly in Article 2 and Article 14.

Discussion ensued between Commissioner's and the ZEO regarding the changes, Commissioners made suggestions and asked questions. He asked that Commissioners review the proposed changes and give feedback.

The Commission discussed the following items regarding the possible amendments to the text for rock crushing and contractor's yards:"

- Special Permits for contractor's yards possibly not running with the land (would need legal review)
- Decibel levels in relation to machinery and noise
- Definitions of certain items in Article 2
- Statutes referred to in definitions
- Temporary Uses referred to in Article 9
- Changes in the Prohibited Uses portion of the regulations

Commissioner's agreed to hold a **Public Hearing on Tuesday, November 6, 2018.**

Chairman Jeff Luff asked that if Commissioners could email Jessica any comments or suggestions for discussion at the Public Hearing.

A discussion ensued regarding possible winery regulations that have been drafted by an attorney for a possible future amendment to the zoning regulations. The following items were discussed:

- Amount of acreage required
- Use of winery in conjunction with a catering business
- Winery separate from "events"
- Requirements imposed by the state to be considered a "winery"

IX. APPROVAL OF MINUTES

a. October 2, 2018

MOTION BY Commission Secretary Pat Cocchiarella to approve the 10/2/2018 meeting minutes as presented. **Second by Vice Chairman Arnie Jensen.**

All (7) Ayes.

Motion passed unanimously.

X. INVOICES - None

XI. OTHER BUSINESS

a. Municipal Shared Planner Position

- **Chairman Jeff Luff** explained that this position is not going forward at this time NVCOG. He stated that Jim Galligan has offered to review applications if requested by the Commission. He noted that Steve, with the input of various Commissioners, has been drafting the resolutions for the Commission and it has been working out well.

b. Updates to Zoning Regulations (previously discussed).

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

- The Commissioners discussed the publication of legal notices. Jessica explained that because the Voices is now only published once a week, it is difficult to have the legal notices published twice as required by state statute.
- Commissioners discussed having a stenographer present for the 12/18/18 Public Hearings.
- Commissioners discussed purchasing Adobe software that Jessica has been using to create and edit documents. (Recently the POCD)

MOTION BY Commission Secretary Pat Cocchiarella to publish the legal notices in the Republican American and when feasible, publish a notice in the Voices as a courtesy to residents.
Second by Vice Chairman Arnie Jensen.

All (7) Ayes.

Motion passed unanimously.

MOTION BY Commission Secretary Pat Cocchiarella to authorize contracting with a stenographer to be present on 12/18/18. **Second by Commissioner Pete Zbras.**

All (7) Ayes.

Motion passed unanimously.

MOTION BY Commissioner John Kerwin to authorize the purchase of online Adobe software for an annual fee of \$181.68. **Second by Commission Secretary Pat Cocchiarella.**

All (7) Ayes.

Motion passed unanimously.

XII. ADJOURNMENT


Motion by Vice Chairman Arnie Jensen to adjourn the meeting at 8:49 PM.

Second by Commissioner Tanya Carver.

All (7) Ayes.

Motion passed 7-0.

Respectfully submitted,


Jessica Pennell, Coordinator
Planning & Zoning Commission

18 NOV -1 PM 2:27
TOWN OF GARDEN, CT
OFFICE OF THE TOWN CLERK
Pat Cocchiarella