

TOWN OF OXFORD
S.B. Church Memorial Town Hall
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Planning & Zoning Commission

Regular Meeting Minutes

Tuesday, May 1, 2018
7:30 PM
Main Meeting Room
S.B. Church Memorial Town Hall

CALL TO ORDER

Chairman Jeff Luff called the meeting to order at 7:39 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Pete Zbras, Arnie Jensen, Jeff Luff, Pat Cocchiarella, and Tanya Carver.

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

Not Present: John Kerwin, Bob Costigan, Harold Cosgrove, and Dan Wall.

SEATING OF ALTERNATES

AMENDMENTS

CORRESPONDENCE

Commission Secretary Pat Cocchiarella read the following correspondence into the record:

A. Notification from the FOI Commission received 4/24/18.

Chairman Jeff Luff noted that he had contact with Kathleen Ross at FOI and also stated that this item has been referred to Attorney Olson.

AUDIENCE OF CITIZENS (Items not listed on the agenda).

Timothy Lynch, 165 Jack's Hill Road explained safety concerns regarding high speed traffic westbound on Jack's Hill Road.

Commissioners' encouraged Mr. Lynch to speak to Resident State Trooper, Dan Semosky, the Public Works department and possibly attending a Board of Selectmen's meeting.

NEW BUSINESS

1. SET PUBLIC HEARING DATE for the following application:

Z-18-180 [COMM] – 35 Oxford Road, (Map: 80 Block: 35 Lot: 30)

Owner: Dave Dambryoso/Jave, LLC, 60 Quaker Farms Road, Oxford, CT

Applicant: Guerrera Construction, 154 Christian Street, Oxford, CT

Application: Special Exception; Article 14, Section 14.6 (Temporary Use of Processing Machinery for Site Improvement)

MOTION BY Commission Secretary Pat Cocchiarella to set a public hearing for 6/5/18 at 7:00 PM.
Second by Vice Chairman Arnie Jensen.

All (5) Ayes.

Motion passed 5-0.

2. SET PUBLIC HEARING DATE for the following application:

Z-18-183[IND] 21 & 23 Nichols Road, (Map: 18 Block: 30 Lot: 6 & 6-1)

Owner: T & C Partners, LLC c/o Atty. Dominick Thomas, Derby, CT

Applicant: TPB Contractors, LLC c/o Atty. Dominick Thomas, Derby, CT

Application: Special Exception; Article 9, Section 9.3.21 (Contractor's Yard)

MOTION BY Commission Secretary Pat Cocchiarella to set a public hearing for 6/5/18 at 7:05 PM.
Second by Vice Chairman Arnie Jensen.

All (5) Ayes.

Motion passed 5-0.

3. SET PUBLIC HEARING DATE for the following application:

Z-18-184 [RESA] - 219 Meadowbrook Road (Map: 35 Block: 80 Lot: 23-1)

Owner & Applicant: Mountain Road Estates, LLC, 30-D Progress Avenue, Seymour, CT

Application: Special Exception; Article 5, Section 5.3.3 and Article 10, Section 10.10

(Proposed additional Age Restricted Housing Units – Meadow Brook Estates)

NOTE: Commissioners had a brief discussion regarding the start times of the hearings for 6/5/18.

MOTION BY Commission Secretary Pat Cocchiarella to set a public hearing for 6/5/18 at 6:30 PM.
Second by Vice Chairman Arnie Jensen.

All (5) Ayes.

Motion passed 5-0.

MOTION BY Commission Secretary Pat Cocchiarella to amend the previous motion for New Business #1; changing the time from 7:00 PM to 6:35 PM.

Vice Chairman Arnie Jensen seconded the amended motion.

All (5) Ayes.

Motion passed 5-0.

MOTION BY Commission Secretary Pat Cocchiarella to amend his motion for New Business #2; changing the time from 7:05 to 6:40 PM.

Vice Chairman Arnie Jensen seconded the amended motion.

All (5) Ayes.

Motion passed 5-0.

4. **Z-18-179 [VCMUD] – 300 Oxford Road – “Quarry Walk” (Map: 34 Block: 9 Lot: 26)**

Owner: Oxford Towne Center, LLC c/o Atty. D. Thomas, 315 Main Street, Derby, CT

Applicant: Oxford Towne Center, LLC, Thomas Haynes, 30-D Progress Avenue, Seymour, CT

Application: “Quarry Walk,” Phase 2E Site Plan Modification

Kyle Bogardus, Langan, engineer for the applicant, gave an overview of the changes depicted in the site plan modification. (See Attachment A)

MOTION BY Commission Secretary Pat Cocchiarella to approve Z-18-179:

WHEREAS, The Oxford Planning and Zoning Commission have received Application Z-18-179, for a Site Plan Modification to Phase 2E – “Quarry Walk.”

WHEREAS, The Oxford Planning and Zoning Commission considered this application at a regularly scheduled meeting held on May 1, 2018.

WHEREAS, The Oxford Planning and Zoning Commission considered the following maps and documents all drawn or prepared by Langan CT, Inc, and architectural plans prepared by Phase Zero Design, within their deliberations:

- Sheet CS001 – Cover Sheet, last revised 4/23/18.
- Sheet CS100 – Overall Site Plan, last revised 4/23/18.
- Sheet CS101 – Site Plan A, last revised 4/23/18.
- Sheet CG101 – Grading & Drainage Plan A, last revised 4/23/18.
- Sheet CU101 – Utility Plan A, last revised 4/23/18.
- LOD -N-201 – Quarry Walk, Exterior Elevations, Building N1 & N2.
- P – 201 – Quarry Walk – Exterior Elevations, Building P.
- M – 201 & 202 – Quarry Walk – Exterior Elevations, Building M

WHEREAS, The Oxford Planning and Zoning Commission considered the Application Z-18-179 and finds;

- The application conforms to all requirements of the Oxford Zoning regulations.

SUBJECT TO THE FOLLOWING CONDITIONS;

1. Compliance with all Town of Oxford Regulations and Ordinances in effect as of this date.
2. No substitute material shall be used without approval of the Planning and Zoning Commission and the Planning and Zoning Commission Engineer.

3. 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.
4. The applicant and their assigns must comply with all representation made at Planning and Zoning Commission meetings or at public hearings regarding this application.
5. The applicant shall submit one complete copy of the set of plans which reflect these conditions of approval, with a copy of the conditions of approval attached.
6. No work to be done until security is set by the PZC Engineer in a form acceptable to Town Counsel, and installed by the applicant.
7. The applicant shall have a pre-construction meeting with appropriate Town Staff prior to any construction activities.
8. Sedimentation and erosion control measures on-site shall be maintained in compliance with the proposed site plan and current guidelines, subject to field review by the Commission's engineer.
9. It is the responsibility of the owner/applicant to ensure capability of communication with the Fire Department and EMS. If the requirement is not fulfilled, it is the responsibility of the owner/applicant to rectify the problem.
10. Site Plan approval expires if the work is not completed within five (5) years from the date of approval.
11. All parking must meet the requirements based on the square footage of the buildings.
12. Conditions of all previous approvals remain in effect.

Second by Commissioner Tanya Carver.

All (5) Ayes.

Motion passed 5-0.

5. **Z-18-185 [VCMUD] – 300 & 304 Oxford Road & a portion of 308 Oxford Road**
"Quarry Walk" (Map: 34 Block: 9 Lots: 26, 27 & 28)
Owner: Oxford Towne Center, LLC c/o Atty. D. Thomas, 315 Main Street, Derby, CT
Applicant: Oxford Towne Center, LLC c/o Atty. D. Thomas, 315 Main Street, Derby, CT
Application: Subdivision of property under Article 6, Section 6.2.4 (11 Lots)

Kyle Bogardus, Langan, engineer for the applicant, outlined for the Commission the various factors and reasons that contribute to the application to subdivide the parcel into 11 lots.

Commissioners and Tom Haynes, owner Oxford Towne Center, LLC, discussed the complicated nature of this application, and the Commission decided to send this to Attorney Peter Olson for review.

MOTION BY Commissioner Tanya Carver to table this application and send it to Attorney Olson for review.

Second by Commission Secretary Pat Cocchiarella.

All (5) Ayes.

Motion passed 5-0.

OLD BUSINESS

ZONING ENFORCEMENT (Report of the ZEO on complaints, violations and any other items deemed necessary for discussion and/or action by the Commission).

A. 241 Oxford Road - Steven S. Macary, ZEO discussed ongoing violations at 241 Oxford Road and stated that he will send a certified letter requesting the owner's appearance at the next meeting on 5/5/18.

B. Cottage Business Regulations - The Commission and ZEO also discussed the regulations on cottage businesses.

C. Canterbury Estates – Steven S. Macary, ZEO explained that the owner is requesting to build more of the market rate units.

Chairman Jeff Luff noted, although unrelated to Zoning Enforcement, that he has authorized a refund of fees for Tom Beck, the applicant who had proposed the "Monster Truck Park". He also stated that he has spoken with Brian Miller and that Mr. Miller believes that the Commission still owes him payment for the work on the POCD.

APPROVAL OF MINUTES

Chairman Jeff Luff stated for the record that he listened to the recordings of the 4/17/18 Regular Meeting and Public Hearing.

1. **MOTION BY Vice Chairman Arnie Jensen** to approve the 4/17/2018 – Public Hearing Meeting Minutes as presented. **Second by Commission Secretary Pat Cocchiarella.**
All (5) Ayes.
Motion passed 5-0.
2. **MOTION BY Vice Chairman Arnie Jensen** to approve the 4/17/2018 – Regular Meeting Minutes as presented. **Second by Commission Secretary Pat Cocchiarella.**
All (5) Ayes.
Motion passed 5-0.

INVOICES

OTHER BUSINESS

1. Update and/or action on the Revised POCD.

Vice Chairman Arnie Jensen handed out an updated timeline for the POCD to the Commission. He requested that they vote to send the proposed POCD to the Board of Selectmen and NVCOG as required by state statute.

Discussion ensued regarding whether or not the Commission wanted to include the survey that was done in the proposed POCD. Commissioners decided not to send the survey with the proposal.

MOTION BY Commissioner Tanya Carver to refer the proposed updated POCD to the Board of Selectmen and NVCOG for review and comments.

Second by Commissioner Pete Zbras.

All (5) Ayes.

Motion passed 5-0.

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

ADJOURNMENT

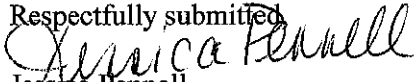
MOTION BY Commissioner Tanya Carver to adjourn the meeting at 9:31 PM.

Second by Commissioner Pete Zbras.

All (5) Ayes.

Motion passed 5-0.

Respectfully submitted,



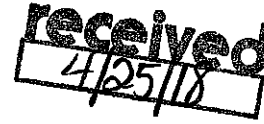
Jessica Pennell

Administrative Assistant

Planning & Zoning Commission

18 MAY - 7 AM 11:05
TOWN OF OXFORD, CT
Cheryl A. West
TOWN CLERK

24 April 2018



Chairman
Oxford Planning & Zoning Commission

**RE: Quarry Walk
Phase 2E – Site Plan Modification
Langan Project No. 1400926**

Dear Chairman,

Please find enclosed documents in support of a Phase 2E site plan modification application for Quarry Walk. The proposed improvements area depicted on the submitted drawings/documents and summarized below:

- The commission has previously approved Phase 2E which has included Buildings M&P. This modification incorporates Building N into this approval now that leasing for that building has advanced.
- The proposed plan includes 4 Free Standing Buildings:
 - Building P101 is approximately $\pm 25,000$ SF and envisioned to be a mixed use building containing multiple approved uses.
 - Building M101 is approximately $\pm 39,800$ SF and envisioned to be a mixed use building containing multiple approved uses with the primary uses being medical office.
 - Building N101 is approximately $\pm 40,300$ SF and envisioned to be a mixed use building containing multiple approved uses, primary retail/commercial/restaurants on the 1st floor and office on 2nd floor.
 - Building N201 is approximately $\pm 5,400$ SF and envisioned to be a multi-tenant building with a restaurant and retail spaces.
- Site Improvements include 225 additional surface parking spaces, expansion of the Town Green and revisions to the site traffic circulation as requested by the commission during previous applications.
- As with other recent applications, the infrastructure to service the pad has been installed in previous phases and will be extended to service these buildings as part of this application.

If you have any questions, please do not hesitate to contact us.

Sincerely,
Langan CT, Inc.

W. Kyle Bogardus, P.E., CPESC
Senior Associate/Vice President