



**TOWN OF OXFORD**  
S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
[www.Oxford-CT.gov](http://www.Oxford-CT.gov)

**Planning & Zoning Commission**

**Regular Meeting Minutes**  
**Tuesday, January 6, 2015**  
7:30 PM  
Oxford Town Hall  
Main Meeting Room

**CALL TO ORDER**

Chairman Carver called the Regular Meeting to order at 8:05 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Present:** Pete Zbras, Glen Persson, Harold Cosgrove, Arnold Jensen, Jeff Luff, Tanya Carver, Pat Cocchiarella and Todd Romagna.

**Not Present:** John Kerwin and Ed Rowland.

**Staff Present:** Steve Macary, ZEO, Jessica Pennell, Administrative Secretary and Brian Miller, Town Planner.

**CHAIRMAN'S REPORT**

Chairman Carver wished the Commission a Happy New Year. She also stated that a pre-construction meeting was held with Glendale.

**SEATING OF ALTERNATES**

**AUDIENCE OF CITIZENS** (Not for Pending Applications)

**AMENDMENTS TO AGENDA**

**MOTION BY Commission Secretary Cocchiarella to AMEND the agenda to add Z-14-139 [OCD] – Applicant & Owner: Donna & Norman Cloutier – 451 Oxford Road (Special Exception) (Site Plan Application for Retail Sales of Baked Goods) (*SET PUBLIC HEARING DATE*) as New Business #1.  
Second by Commissioner Cosgrove.  
VOTE: All Ayes.**

**MOTION BY Commission Secretary Cocchiarella to AMEND the agenda to add an 8-24 Referral for “Aggie Park” as New Business #2.  
Second by Commissioner Cosgrove.  
VOTE: All Ayes.**

**CORRESPONDENCE- NONE**

**OLD BUSINESS**

- 1.) **Z-14-129 [IND] – Fox Hollow Industrial Park – Lot #7 – Owner & Applicant: Earthworks Excavating, LLC c/o Mark Oczkowski Map: 25 Block: 18 Lot: 4-7A** (Application for Major Excavation – approximately 16,000 cubic yards) (Special Exception – Article 14, Section 14.3) (***SET PUBLIC HEARING DATE***)

**Curtis Jones, P.E., Civil 1** was present and is representing the owner for this application. He questioned why the Commission needed to hold a Public Hearing on this application since the applicant is not removing any materials from the site.

Discussion ensued.

**Commission Members** agreed that excavation done not in conjunction with a Site Plan requires a Special Permit. It was noted that this application is for excavation only and is not accompanied by a Site Plan therefore it would need a Public Hearing.

**MOTION BY Commission Secretary Cocchiarella to schedule a Public Hearing on Z-14-129 for Tuesday, February 3, 2015 at 7:00 PM.  
Second by Commissioner Cosgrove.  
VOTE: All Ayes.**

- 2.) **Z-14-135 [IND] – 119 Hawley Road – Patriot Business Park – Owner & Applicant: 589 Investments, LLC c/o Mark Oczkowski** (Site Plan Modification/Earth Excavation – 3,250 cubic yards) (***Awaiting Report from Town Engineer***)

**MOTION BY Commission Secretary Cocchiarella to REMOVE Z-14-135 from the table.  
Second by Commissioner Cosgrove.  
VOTE: All Ayes.**

**Commission Secretary Cocchiarella** read a letter dated 1/5/2015 from James H. Galligan of Nafis & Young Engineers.

**Commission Members** questioned if this application has received Wetlands approval.

**Curtis Jones, P.E., Civil 1**, engineer for the applicant stated that they had not yet received their approval from Wetlands.

**Chairman Carver** stated that the Planning & Zoning Commission could not approve this application without Wetlands approval.

**MOTION BY Commission Secretary Cocchiarella to TABLE Z-14-135.  
Second by Commissioner Cosgrove.  
VOTE: All Ayes.**

**NEW BUSINESS**

- 1.) **Z-14-139 [OCD] – Applicant & Owner: Donna & Norman Cloutier – 451 Oxford Road**  
(Special Exception) (Site Plan Application for Retail Sales of Baked Goods) (***SET PUBLIC HEARING DATE***)

**MOTION BY Commission Secretary Cocchiarella to SCHEDULE** a Public Hearing for *Tuesday, February 3, 2015 at 7:05 PM.*

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

- 2.) **8-24 Referral for “Aggie Park” – Proposed Athletic & Recreational Complex – Bower’s Hill Road.**

**MOTION BY Vice Chairman Luff** to make a ***FAVORABLE RECOMMENDATION*** to the Board of Selectmen to approve the 8-24 Referral for “Aggie Park”.

**Second by Commission Secretary Cocchiarella.**

**VOTE: All Ayes.**

**BOND RELEASES**

- 1.) **Letter dated 12/1/2014 from Alvaro da Silva, Woodlands Realty, LLC** (Request for Release of Performance Bond) (*Awaiting Report from Town Engineer*)

**MOTION BY Commission Secretary Cocchiarella to REMOVE** this item from the table.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**Commission Secretary Cocchiarella** read a report dated 1/5/2015 prepared by James H. Galligan of Nafis & Young Engineers.

**MOTION BY Commissioner Cosgrove to REDUCE** the Performance Bond in the amount of \$160,000.00 to \$40,000.00 based on the recommendation in a letter dated 1/5/2015 from James H. Galligan of Nafis & Young Engineers.

**Second by Commission Secretary Cocchiarella.**

**VOTE: All Ayes.**

- 2.) **Email received 12/9/2014 from Matt Zaloumis – Central Park** (Request for Release of Performance Bond) (*Awaiting Report from Town Engineer*)

**MOTION BY Commission Secretary Cocchiarella to REMOVE** this item from the table.

**Second by Commissioner Cosgrove**

**VOTE: All Ayes.**

**MOTION BY Commission Secretary Cocchiarella to DENY** this request for bond release.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**ZONING ENFORCEMENT**

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

**APPROVAL OF MINUTES**

- 1.) December 16, 2014 Regular Meeting Minutes

**MOTION BY Commission Secretary Cocchiarella to APPROVE** the 12/16/2014 minutes as presented.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**INVOICES**

- 1.) Invoices from Turner Miller Group

**MOTION BY Commission Secretary Cocchiarella to APPROVE PAYMENT** of the following invoices from Turner Miller Group; 5202, 5222, 5232, 5204, 5214, 5231, 5223, 5229, 5230, 5233, and 5234.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**OTHER BUSINESS**

- 1.) Any other Business the Commission deems necessary for discussion.
- 2.) Recommendation of P&Z Commission for NVRCP

**MOTION BY Commission Secretary Cocchiarella to APPOINT Commissioner Cosgrove** as the representative from the Oxford Planning & Zoning Commission to the NVRCP and to **APPOINT**

**Robbi Costigan** as the alternate in Commissioner Cosgrove’s absence.

**Second by Vice Chairman Luff.**

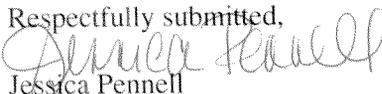
**VOTE: All Ayes.**

**UPCOMING EVENTS/MEETINGS:**

- 1. **Public Hearing – January 20, 2015 @ 7:00 PM.**

**Z-14-136 [IND] – Lot #2 Fox Hollow Road – Applicant: Wayne Mignano, 3 Fox Hollow Road Owner: Steven Meyer – C.E.D. Properties, 3 Fox Hollow Road**  
(Special Exception/Excavation)

**ADJOURNMENT**

Respectfully submitted,  
  
Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

15 JAN 22 AM 11:51  
TOWN CLERK  
