



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, July 21, 2015

7:30 PM

Oxford Town Hall

Main Meeting Room

CALL TO ORDER

Chairman Carver called the meeting to order at 8:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Pete Zbras, Harold Cosgrove, Glen Persson, Arnie Jensen, Tanya Carver and Pat Cocchiarella.

Not Present: Todd Romagna, Jeff Luff, John Kerwin and Ed Rowland.

Staff Present: Jessica Pennell, Administrative Secretary, Steven S. Macary, ZEO and Brian J. Miller, Town Planner.

CHAIRMAN'S REPORT

SEATING OF ALTERNATES

Chairman Carver seated Alternate **Pete Zbras**.

AMENDMENTS TO THE AGENDA

AUDIENCE OF CITIZENS

CORRESPONDENCE

- a. Letter dated 7/6/2015 from the Oxford Safety & Health Committee to all Departments (FYI)
- b. Letter dated 6/29/2015 from Meadow Brook Estates Homeowners' Association (FYI)

- c. Letter dated 7/7/2015 from Robert W. Crawford – RBC Bearings
RE: Bond Release Request
The Commission referred this request to James H. Galligan, PZC Engineer.
- d. Letter dated 7/17/2015 from Matt Zaloumis
RE: 5 Year Extension Request for Central Park Development
The Commission referred this request to Kevin Condon, Town Counsel and requested a response by the August 4, 2015 Regular Meeting.

OLD BUSINESS

- 1.) **Z-15-037 [OPD] – 556 Oxford Road – Owner & Applicant: Tiki Monster Realty, LLC – Erika Ball** (Site Plan Modification)

Commission Secretary Cocchiarella read a Memorandum dated July 7, 2015 from Brian J. Miller, Town Planner.

Donald Smith, Jr., Engineer for the applicant commented that they needed to revise the plans per the Connecticut Department of Transportation. He stated that he has submitted those plans to James H. Galligan, PZC Engineer and is awaiting his response.

Chairman Carver noted that the Commission will have a resolution for this application at the next regular meeting.

MOTION BY Commissioner Secretary Cocchiarella to *TABLE* this item to the next meeting.
Second by Commissioner Cosgrove.

VOTE: All Ayes.

- 2.) **Z-15-055 [IND] – Lots 12 & 15 B Patriot Way (Patriot Business Park) – Owner: 589 Investments, LLC c/o Mr. Mark Oczkowski – Applicant: Northeast Stihl c/o Mr. Casey McGrath** (Site Plan)

Commission Secretary Cocchiarella read Memorandum dated July 13, 2015 from Brian J. Miller, Town Planner.

Commission Secretary Cocchiarella read a letter from Civil 1 dated July 10, 2015.

Commission Secretary Cocchiarella read a letter dated July 17, 2015 from James H. Galligan, PZC Engineer.

Curt Jones, Civil 1, Engineer for the applicant was present, as well a **Casey McGrath** of Northeast Stihl.

Curt Jones noted that they have submitted revised plans to the Commission. He also went over the applicant's responses to Brian J. Miller, Town Planner's Memorandum dated July 13, 2015.

Commission Secretary Cocchiarella questioned if the lighting on site will be dark sky compliant.

Casey McGrath answered that they would be if it is required.

Commissioner Cosgrove questioned if they would have a security guard on site.

Casey McGrath stated that they will not have a security guard; they have a very complex security system.

Alternate Commissioner Zbras questioned if there would be thirty docks when they are finished.

Curt Jones answered “yes”.

Commissioner Persson questioned if they planned on making improvements to Hawley Road.

Curt Jones stated that are no planned improvements for Hawley Road.

Commissioner Persson questioned the truck traffic route.

Chairman Carver stated that the trucks should come out of Hawley Road then left onto Christian Street then to Airport Access Road. She stated they should not be traveling through the residential areas, the Commission can make this a condition of approval.

Chairman Carver requested that Brian J. Miller, Town Planner prepare a resolution with the conditions discussed this evening.

MOTION BY Commission Secretary Cocchiarella to *TABLE* this application to the next regular meeting.

Second by Commissioner Cosgrove.

VOTE: All Ayes.

Brian J. Miller, Town Planner left the meeting at 8:35 P.M.

NEW BUSINESS

BOND RELEASES

- 1.) **Central Park Associates – Bond Release Request**
(Awaiting report from P&Z Engineer, Jim Galligan)

ZONING ENFORCEMENT

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

Steve Macary, ZEO discussed the following items:

- a.) **38 Jenny Lane 2**

Steven S. Macary, ZEO stated that there is a discrepancy between James H. Galligan, PZC Engineer and the owners engineer in regards to the amount of fill that was brought onto the site.

Commission Secretary Cocchiarella read a letter dated July 21, 2015 from D’Amico Associates.

Steven S. Macary, ZEO stated that the owner’s engineer came up with 12,000 cubic yards of fill.

Chairman Carver requested that staff get an estimate from James H. Galligan, PZC Engineer for him to do a complete, full report in regards to this violation.

After some discussion, it was noted that the Commission, in order to fully understand the extent of the violation, James H. Galligan, PZC Engineer would need to do a full report of how much fill was brought in, if it is stabilized, etc., in order for them to proceed.

Chairman Carver asked that staff notify the homeowners that James H. Galligan, PZC Engineer will be doing a full report, and that costs of the work done billed to them for payment.

Alternate Commissioner Zbras stated that the site is not stabilized.

Commissioner Cosgrove questioned how they are going to stabilize the top of the cliff.

Chairman Carver stated that they will get all the information that they need once they receive James H. Galligan, PZC Engineer's full report.

b.) Little Punkup Road

Steven S. Macary, ZEO stated that he will send the application to Ms. Kulikowski, although she is not the owner of the property.

c.) Butternut Ridge Road

Steven S. Macary, ZEO stated that he has spoken to Mr. Kochiss and that he currently has his application before wetlands. He stated that the applicant wants to bring the property into compliance.

d.) Towner Lane

Steven S. Macary, ZEO stated that the A-2 survey for this project was incorrect and also there are exposed pipes on the property. He stated that the applicant is going through the process of bringing the property into compliance; a site plan was submitted today for the parking area.

e.) Shaw Property

Steven S. Macary, ZEO commented that he has spoken to the owner and that she is cleaning up, although it may take some time because of certain circumstances.

Other Items of Discussion:

Steven S. Macary, ZEO stated that he has spoken to First Selectmen Temple about having every other Friday off (on meeting weeks). He noted that First Selectmen Temple was willing to "see how it goes".

Commission members questioned who would cover the office on those Fridays.

Steven S. Macary, ZEO stated that the office would be closed, but his sign will be out which has his cell phone listed.

Chairman Carver stated that she would like to see it in writing, but if the First Selectmen said it is acceptable, then it is fine with her.

APPROVAL OF MINUTES

MOTION BY Commission Secretary Cocchiarella to **APPROVE** the following minutes:

- 1.) July 7, 2015 Public Hearing Minutes – 10 Oxford Road
- 2.) July 7, 2015 Regular Meeting Minutes

Second by Commissioner Jensen.

Jessica Pennell, Administrative Secretary commented that the July 7, 2015 Regular Meeting minutes need to be amended on page 7, the conditions of approval need to be renumbered.

Commission Secretary Cocchiarella accepted the amendment.

Commissioner Jensen seconded the amended motion.

VOTE: All Ayes.

Commissioner Cosgrove suggested that the time of expert arrival and departure should be noted in the minutes.

INVOICES

- 1.) Turner Miller Group Invoices:
 - a. #5252

MOTION BY Commission Secretary Cocchiarella to **APPROVE** Invoice #5252.

Second by Commissioner Cosgrove.

VOTE: All (7) Ayes.

- b. #5250

MOTION BY Commission Secretary Cocchiarella to **APPROVE** Invoice #5253.

Second by Commission Alternate Zbras.

Chairman Carver noted that the work for this invoice was done in April and Mr. Miller is submitted this invoice in July. She asked that staff remind Brian J. Miller, Town Planner that all invoices must be submitted to the Planning & Zoning Department by the 15th of each month.

VOTE: All Ayes.

- c. #5255

MOTION BY Commission Secretary Cocchiarella to **TABLE** Invoice #5255.

Second by Commissioner Cosgrove.

VOTE: All Ayes.

- d. #5256 (Duplicate of Invoice #5252) – No Action.

- 2.) Nafis & Young Invoices
 - a. #197-15

**MOTION BY Commission Secretary Cocchiarella to APPROVE Invoice #197-15.
 Second by Commissioner Cosgrove.
 VOTE: All Ayes.**

- b.) #198-15

**MOTION BY Commission Secretary Cocchiarella to APPROVE Invoice #198-15.
 Second by Commissioner Cosgrove.
 VOTE: All Ayes.**

- c.) #199-15

**MOTION BY Commission Secretary Cocchiarella to APPROVE Invoice #199-15.
 Second by Alternate Commissioner Zbras.
 VOTE: All Ayes.**

- d.) #200-15

**MOTION BY Commission Secretary Cocchiarella to APPROVE Invoice #200-15.
 Second by Commissioner Cosgrove.
 VOTE: All Ayes.**

- 3.) Micci & Korolyshun Invoice/Statement dated July 1, 2015.

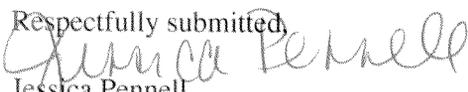
**MOTION BY Commission Secretary Cocchiarella to FORWARD Invoice/Statement dated July 1, 2015 to the Board of Selectmen for payment.
 Second by Commissioner Cosgrove.
 VOTE: All Ayes.**

OTHER BUSINESS

The Commission briefly discussed Glendale and noted that none of the items that were discussed previously have been addressed and no permits will be issued until the conditions are met by the applicant.

ADJOURNMENT

**MOTION BY Commissioner Persson to ADJOURN the meeting at 9:10 P.M.
 Second by Alternate Commissioner Zbras.
 VOTE: All Ayes.**

Respectfully submitted,

 Jessica Pennell
 Administrative Secretary
 Planning & Zoning Commission

15 JUL 23 PM 4:50
 TOWN OF OXFORD, CT
 J. Bergquist - A. West
 TOWN CLERK