



**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, April 15, 2014**

**7:30 PM**

**Oxford Town Hall**

**Main Meeting Room**

**CALL TO ORDER**

**Chairman Carver** called the Regular Meeting of April 15, 2014 to order at 9:20 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**Also Present:** Anna Rycenga, ZEO, Town Planner, Brian Miller and Jessica Pennell, Administrative Secretary.

**CHAIRMAN'S REPORT:**

**Chairman Carver** informed the Commission that all funding has been removed to amend the Zoning Regulations and update the Plan of Conservation and Development.

**SEATING OF ALTERNATES**

The Commission had a full quorum – no alternates were seated.

**AUDIENCE OF CITIZENS** (Not for Pending Applications) - NONE

**AMENDMENTS TO AGENDA**

**MOTION BY Chairman Carver** to *amend* the agenda to add **Z-14-025** – 130 Park Road as #3 under New Business.

**Second by Commission Secretary Cocchiarella.**

**VOTE:** All Ayes.

**OLD BUSINESS**

**NEW BUSINESS**

- 1.) **Z-14-024 [COMM] – 244 & 246 Oxford Road, Owner: Towantic Mountain Associates, LLC, Applicant: Jeff Haney, 579 Chestnut Tree Hill Road** (Change of Use Permit)  
(Expansion of Liquor Store)

**MOTION BY Chairman Carver** to *table* this application to the next Regular Meeting.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

- 2.) **Z-14-023 [IND] – 207 Christian Street, Owner & Applicant: 207 Christian Street, LLC**  
(Site Plan Application for Minor Re-grade & 5,500 sq. ft Building)

**MOTION BY Commissioner Cosgrove** to *table* this application and send it to the experts for review.

**Second by Commission Secretary Cocchiarella.**

**VOTE: All Ayes.**

- 3.) **Z-14-025 [RESA] – 130 Park Road, Louis Procaccini, Jr.** (Replace existing 90" retaining wall)

**MOTION BY Commission Secretary Cocchiarella** to *approve application Z-14-025* for 130 Park Road, Oxford, CT: Map: 29 Block: 75 Lot: S4, Zoning District, RES-A & Flood Zone based on maps dated 10/15/2013 prepared by Fred D'Amico, P.E., L.S. CT Lic. # 10833 of 9 Park Road, Oxford, CT with the following *conditions*:

1. Compliance with the Oxford Zoning Regulations in place as of this date.
2. Landscaping Plan and Architectural Renderings must be as presented on the site plan; any variations must be approved by the P&Z Commission.
3. No material will be substituted without approval from the P&Z Commission and the P&Z Engineer.
4. Per Article 3, Section 3.19.1 of the Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application from the time of initial review through inspection and issuance of a Certificate of Compliance.
5. Site Plan approval expires if the work is not completed within one year from the date of approval. (Expires 4/15/2015)
6. Compliance with Inland/Wetlands approval dated 4/15/2014.
7. Permanent fencing is to be installed at the end of construction for safety.
8. Certificate of Compliance must be obtained within one year from the date of approval.
9. Compliance with all Town of Oxford Ordinance's in effect as of this date.
10. Any disturbed areas on site must be stabilized.

**Second by Vice Chairman Luff.**

**VOTE: All Ayes.**

### **BOND RELEASES**

- 1.) **Z-09-044 – BPSIS, LLC, 90 Donovan Road** (Request for Bond Release)  
(Awaiting Town Engineer's Comments/Report)
- 2.) **Haynes Construction Co. Bond # KC106 – Meadow Brook Estates** – *Rescind* Motion to make a favorable recommendation to the Board of Selectmen to release this bond.

**MOTION BY Commission Secretary Cocchiarella** to *rescind* his motion from the **3/18/2014** Regular Meeting to send this bond to the Board of Selectmen with a favorable recommendation for release.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

- 3.) **Haynes Construction Co. Bond # 929510941 – 278 Oxford Road** – Motion to make a favorable recommendation to the Board of Selectmen to Release this bond. (Discussion by Staff)

**MOTION BY Chairman Carver** to make a favorable recommendation to the Board of Selectmen to release the above bond in the amount of \$475,000.00 in order for it to be combined with another bond that is being put in place for Oxford Town Center, LLC.

**Second by Commission Secretary Cocchiarella.**

**VOTE: All Ayes.**

### **LITIGATION**

### **ZONING ENFORCEMENT**

The ZEO presented her monthly activity report to the Commission for March 2014.

### **CORRESPONDENCE**

**Commission Secretary Cocchiarella** read or noted the following correspondence for the record.

- a.) Letter dated 4/3/2014 from First Selectman George Temple, Esq.  
**Re: Hiring of Attorney Eugene Micci as Land Use Counsel**
- b.) Letter dated 4/4/2014 from Margaret West, Town Clerk  
**Re: Resignation**
- c.) Watershed Newsletter – Spring 2014

### **ACCEPTANCE OF MINUTES:**

**MOTION BY Commission Secretary Cocchiarella** to table the following minutes.

- 1. March 18, 2014 Public Hearing Minutes – Glendale
- 2. March 31, 2014 Public Hearing Minutes – Glendale
- 3. April 1, 2014 Public Hearing Minutes – Garden Homes
- 4. April 1, 2014 Regular Meeting Minutes

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

### **INVOICES**

- 1.) Invoice # 069-14 from Nafis & Young Engineers.

**MOTION BY Commission Secretary Cocchiarella** to table this invoice until the invoice is itemized by project.

**Second by Vice Chairman Luff.**

**VOTE: All Ayes.**

- 2.) Statement from Micci & Korolyshun, P.C.  
Re: File No. 9392 Garden Homes Site Plan Application.

**MOTION BY Commission Secretary Cocchiarella** to *forward* this invoice to the Board of Selectmen for payment.

**Second by Vice Chairman Luff.**

**VOTE: All Ayes.**

**Chairman Carver** questioned if the invoices for special counsel or attorney fees go to the Board of Selectmen for payment. She questioned the Commission members if that was the understanding.

All Commission members responded that is the understanding that was explained to them when special counsel was hired.

**Chairman Carver** questioned if there is a letter on file somewhere from the Board of Selectmen which supports the above statement.

**Anna Rycenga, ZEO** stated that there may not be a letter on file, it was a verbal agreement made under Chairman Bill Johnson.

#### **OTHER BUSINESS**

- 1.) Any other business the Commission deems necessary for discussion

#### **UPCOMING EVENTS/MEETINGS:**

- *Glendale Public Hearing Continuation – May 6, 2014*
- *Planning & Zoning Text Amendment Public Hearing – May 20, 2014 at 7:00 PM.*
- *Proposed Zoning Text Amendment – 52 Donovan Road – May 20, 2014 at 7:05 PM.*

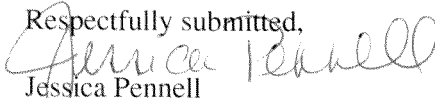
#### **ADJOURNMENT**

**MOTION BY Commissioner Cosgrove** to *adjourn* the meeting at 10:20 PM.

**Second by Commission Secretary Cocchiarella.**

**VOTE: All Ayes.**

Respectfully submitted,



Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

14 JUN 10 AM 10:10  
TOWN OF GARDEN HOMES, CT  
Margaret A. West  
TOWN CLERK