



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

**Planning & Zoning Commission**

Minutes approved by  
Planning & Zoning  
Commission on  
\_\_\_\_\_ 2012.

**REGULAR MEETING MINUTES**

**September 18, 2012**

**7:30 PM, Main Meeting Room  
Oxford Town Hall**

**CALL TO ORDER**

**Chairman Bill Johnson** called the meeting to order at 7:30 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Present:** Alternate Joe Dempsey, Harold Cosgrove, Wayne Watt, Secretary Pat Cocchiarella, and Chairman Bill Johnson.

**Also Present:** Jessica Pennell, Administrative Secretary and Attorney Peter Olson.

**Absent:** Vice Chairman Bonnie Bartosiak, Alan Goldstone, Tanya Carver, Alternate Edna Cruz and Alternate Joe Rasberry.

**CHAIRMAN'S REPORT**

- (1.) **Chairman Bill Johnson** noted that he, Attorney Peter Olson, Secretary Pat Cocchiarella and Anna Rycenga, ZEO got together and talked about Glendale. Chairman Bill Johnson asked that Jessica cancel the upcoming meeting for Glendale.

**Z-11-120 - Oxford Greens Golf Course & Residential Development  
Timberlake Development Partners, LLC & Pulte Homes of New England, LLC**

Consideration of and action on a Settlement Agreement, pursuant to Practice Book § 14-7A  
To settle the litigation known as *Timberlake Development Partners, LLC, et al. v. Planning & Zoning Commission of the Town of Oxford*, docket no. AAN CV 12 6009281 S  
Settlement Agreement is on file in the Zoning Office.

**MOTION:** **Chairman Bill Johnson** moved to **approve** the settlement agreement for **Z-11-120**. **Second by Secretary Pat Cocchiarella.**

**DISCUSSION:**

**Attorney Peter Olson** explained minor changes that were made to the agreement. He explained that the changes are: (1) paragraph C-11 "as may have arisen by operation of the Zoning Regulations" to as

“provided by the Zoning Regulations” (2) paragraph D – deleted the word “as” in two locations, and added the word “and”, and (3) in paragraph 7 added CGS§ Section 8-8 (n).

**Chairman Bill Johnson** appointed Alternate Joe Dempsey to fill in for **Commissioner Alan Goldstone**.

**Secretary Pat Cocchiarella** moved the question. **Second by Harold Cosgrove**.

**VOTE:**

**All Ayes.**

**MOTION PASSED UNANIMOUSLY.**

**AMENDMENTS TO AGENDA**

**AUDIENCE OF CITIZENS** - (Not for pending applications)

**Susan Arpin, 1003 White Birch Lane**, Meadow Brook Estates, read a letter to the commission regarding street lighting at Meadow Brook Estates. (See attached).

Commission members discussed this item briefly. They informed Ms. Arpin that in order to have any lighting work done, it has to be approved by the HOA of Meadow Brook.

**Alternate Joe Dempsey** stated that the residents of Meadow Brook could possibly petition to have the Oxford Planning & Zoning Commission intercede on their behalf.

**Chairman Bill Johnson** stated that he could call Attorney Peter Olson to find out if this would be a feasible course of action for the residents of Meadow Brook.

**Secretary Pat Cocchiarella** stated that he believes that the residents should send the petition to the Board of Selectmen. He also suggested adding over 55 lighting to the list of amendments to the regulations that will hopefully be discussed in the near future.

**ACCEPTANCE OF MINUTES:**

(a.) September 4, 2012 Regular Meeting Minutes

**MOTION:** **Secretary Pat Cocchiarella** moved to table the September 4, 2012 Regular Meeting Minutes. **Second by Harold Cosgrove. All Ayes.**  
**MOTION PASSED UNANIMOUSLY.**

**OLD BUSINESS**

- (1.) **Z-02-209 - Jensen Farms Estates Section I & Z-03-301 - Jensen Farms Estates Section II**  
(Request for Release of Maintenance Bonds) (TABLED)
- (2.) **Z-04-006 - Susan Petinella, Governor's Hill Road - Petinella Subdivision/Randall Drive** (TABLED)
- (3.) **Z-05-177 – 100 Oxford Road – DTI Enterprises, LLC – Dr. Robin Mahabir**  
(Request for Bond Release) (*Referred to Town Engineer*)(TABLED)

**NEW BUSINESS**

- (1.) **Z-12-110 – 76 Donovan Road - Carolyn Reichardt (Owner) – Carl Weston (Applicant)** (Cottage Business) (Use Permit) (*Awaiting Fire Marshal Approval*)
- (2.) **Z-8-24-01 – Town of Oxford, Kathleen O’Neil, Grant Writer – 8-24 Referral Request for CT Route 67- Oxford Road – Main Street Project**

**DISCUSSION:**

Kathleen O’Neil, Grant Writer and Eric Swift from Nafis & Young are present to explain this 8-24 referral request.

Kathleen O’Neil passed out a packet of papers showing an area of town that would like to be considered “Main Street”. She stated that it would be from Town Hall all the way down to the Riggs Street intersection. The plan would include a walkway, lighting and benches. She stated that it will delineate the beginning of where the municipal center begins. She explained that the grant could be for up to \$500,000.00 and it is for an enhancement of a town center.

**MOTION:** Secretary Pat Cocchiarella moved to make a favorable recommendation to the Board of Selectmen for Z-8-24-01. **Second by Wayne Watt. All Ayes.**  
**MOTION PASSED UNANIMOUSLY.**

Commission Members decided at this point to discuss **Correspondence (b)** while the Grant Writer was still present.

Discussion ensued between commission members and Kathleen O’Neil, Grant Writer regarding a \$5,000.00 shortage for the HOMECT Grant that was obtained by the town in order to draft Incentive Housing Regulations. At this time, the commission and the grant writer will be getting together the necessary paperwork to figure out how and why there is this shortage.

- (3.) **Z-12-112 – (Owner & Applicant) -C.E.D. Services, Inc. – 3 Fox Hollow Road**  
(Sign Permit)

**MOTION:** Secretary Pat Cocchiarella moved to **approve** Z-12-112 for a sign permit at 3 Fox Hollow Road with the **following condition:**

- 1.) The street number appear on the sign with a minimum of 8 inch lettering.

**Second by Harold Cosgrove. All Ayes.**  
**MOTION PASSED UNANIMOUSLY.**

- (4.) **Z-12-114 – Oxford Investor’s LLC, Macton Corporation – 97B Willenbrock Road**  
(Temporary Tent Structure – 32’ x 20’)

**MOTION:** Alternate Joe Dempsey moved to **table** this item until the next regular meeting. **Second by Wayne Watt. All Ayes.**  
**MOTION PASSED UNANIMOUSLY.**

**CORRESPONDENCE**

- (a.) Letter dated 9/6/2012 from Luis Santos, Vice President, Cedarstone Road Association to Planning & Zoning Commission - **RE: Private to Public Road**

**Secretary Pat Cocchiarella** read the correspondence from Luis Santos into the record.

**Secretary Pat Cocchiarella** read a letter from Anna Rycenga, ZEO.

**MOTION:** **Secretary Pat Cocchiarella** moved to recommend to the Board of Selectmen *not* to accept Cedarstone Road into the town road system.  
**Second by Wayne Watt. All Ayes. MOTION PASSED UNANIMOUSLY.**

- (b.) Letter dated 9/9/2012 from Kathleen O'Neil, Grant Writer - **RE: BFJ Invoices – Overdraft**

*(Discussed under New Business)*

- (c.) Letter dated 9/10/2012 from Jean Donegan, ZEO of Middlebury  
**RE: Proposed Changein Zoning Regulations**

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

**ZONING ENFORCEMENT** (Tabled by Commission)

**OTHER BUSINESS**

- (a.) Invoice # 307-12 from Nafis & Young

**MOTION:** **Alternate Joe Dempsey** moved to **approve** payment of Invoice # 307-12 from Nafis & Young. **Second by Harold Cosgrove. All Ayes. MOTION PASSED UNANIMOUSLY.**

- (b.) Invoice # 310-12 from Nafis & Young

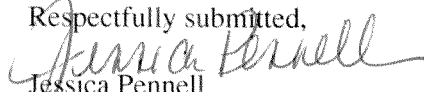
**MOTION:** **Secretary Pat Cocchiarella** moved to **table** Invoice # 310-12 from Nafis & Young. **Second by Alternate Joe Dempsey. All Ayes. MOTION PASSED UNANIMOUSLY.**

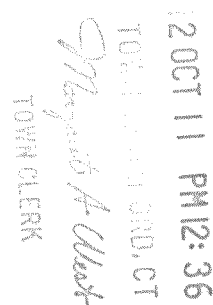
- (c.) Any other business the commission deems necessary for discussion.

**ADJOURNMENT**

**MOTION:** **Alternate Joe Dempsey** moved to adjourn the meeting at 8:45 PM. **Second by Chairman Bill Johnson. All Ayes. MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,

  
Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

12 OCT 11 PM 12:36  
TOWN CLERK  



Rec'd. 9/18/12

September 18, 2012



**ORIGINAL**

I stand before you, once again, to voice my concerns about the lack of lighting at Meadowbrook Estates. We came before you in the summer to express our concerns about not having any lighting in this 55 and over development. Our major concern is the safety of every resident in our community. It is incomprehensible to me that this development was allowed to be put in without lighting. However, we must now work to rectify an unsafe situation. I cannot tell you the number of times when I have had visitors at night pass my street, because they cannot see – or the times I am coming up the hill after working late when the darkness is actually scary, not to mention when coupled with that, visibility is poor. So I ask you tonight for any help you could give us in getting lighting, at the very least, at our intersections. This clearly comes under Health and Safety. I am praying no one is in need of emergency services after dark, because by the time the vehicle locates its destination, it just may be too late, especially on White Birch Lane. Please let's not wait until that happens. Our committee followed all proper procedures in order to try to get this to a fair vote, but we were



told that the attorney, whoever that may be, told the Board, that they have the final say. So that means whatever the vote, three people could overrule it. In addition, the Board told residents in our newsletter, as well as the email that went out to take it to a vote, that they were **NOT** in favor of lighting, so as to cast doubt and dispersion. So I ask you, the Planning and Zoning Committee for your help in ensuring the health and safety of all Oxford residents, even if we happen to live at Meadowbrook. Our commonality is that we all live in Oxford. Our resolve must be to do everything possible to ensure the health and safety of every resident. That's the right thing to do.

**Thank you, once again, for your time and patience, as we work to provide a safe environment for all the residents of Meadowbrook.**

**Susan L. Arpin  
1003 White Birch Lane  
Oxford, CT 06478**