



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

October 16, 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 Edna Cruz, Alternate Joe Rasberry, Wayne Watt, Chairman Bill Johnson, Secretary Pat Cocchiarella and Tanya Carver. *Alan Goldstone arrived at 7:56 PM.*

Also Present: Town Planner, Brian Miller, Attorney Peter Olson and Jessica Pennell, Administrative Secretary.

Not Present: Alternate Joe Dempsey, Vice Chairman Bonnie Bartosiak and Anna Rycenga, ZEO.

CHAIRMAN'S REPORT

1. **Chairman Bill Johnson** stated that the alternates will be labeled #1, #2 & #3. He explained that he will start with #1 and rotate through at each meeting. He stated that if an alternate is not present when the meeting is called to order, and it is their turn to be appointed, the next alternate (by #) is then appointed to fill in for that meeting.

SEATING OF ALTERNATES

Joe Rasberry (#1), was appointed in the absence of **Commissioner Harold Cosgrove**. **Edna Cruz (#2)** was appointed in the absence of **Vice Chairman Bonnie Bartosiak**.

AMENDMENTS TO AGENDA

Commission members agreed to amend the agenda to discuss Old Business #2 and Old Business #4 at this point.

OLD BUSINESS #2 (Z-04-006) & OLD BUSINESS #4 (Z-12-122)

- (2.) **Z-04-006 - Susan Petinella, Governor's Hill Road Petinella Subdivision/Randall Drive (REMOVE FROM TABLE)**

(a.) Letter dated 12/10/2010 from Susan Kopec-Jutcawitz

Secretary Pat Cocchiarella moved to remove **Z-04-006** from the table. **Second by Wayne Watt. All Ayes.**

Secretary Pat Cocchiarella read correspondence dated 10/4/2012 from Jessica Pennell to Susan Kopec-Jutcawitz.

Secretary Pat Cocchiarella read correspondence dated 10/16/2012 from Susan Kopec-Jutcawitz.

Wayne Watt moved to table this item. **Second by Secretary Pat Cocchiarella. All Ayes.**

Secretary Pat Cocchiarella moved to remove this item from the table to receive a comment from the public. **Second by Chairman Bill Johnson. All Ayes.**

Myrtle Rowland, 62 Towner Lane, Warden for Saint Peter's Church brought up the issues of the trees, the graves and the retaining wall.

Wayne Watt moved to table this item. **Second by Secretary Pat Cocchiarella. All Ayes.**

(4.) **Z-12-122 – Applicant & Owner: Paul Chipman, 97 Seth Den Road**
(Cottage Business) (Use Permit)

Paul Chipman, applicant and owner is present.

Secretary Pat Cocchiarella moved to *approve Z-12-122* based on maps/plans dated September 17, 2012 with the following **conditions**:

1. Applicant and their assigns must comply with all representations made at the Planning & Zoning Commission meetings and/or the public hearings regarding this application.
2. Compliance with the Statement of Use dated 9/17/2012.
3. Compliance with the P.D.D.H. approval sign off dated 9/17/2012.
4. Compliance with the Fire Marshal's approval sign off dated 9/27/2012.
5. Any changes and/or modifications to the use permit must come back before the Planning & Zoning Commission for approval; including any changes in ownership.
6. Compliance with the Oxford Zoning Regulations as of this date.
7. Per Article 3, Section 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.
8. Add fence constructed according to plans dated 9/17/2012.

The reason for approval is that it meets the Oxford Zoning Regulations in effect as of this date.

Second by Wayne Watt. All Ayes.

DISCUSSION ON AFFORDABLE HOUSING

Attorney Peter Olson explained that he had been asked to draft an amendment to the Oxford Zoning Regulations regarding Affordable Housing Applications. He stated that the draft that was handed out at the 10/2/2012 meeting included many suggestions and input from various commission members. He then went on to outline the procedures and requirements for public hearings.

Attorney Peter Olson went over the draft that was handed out at the 10/2/2012 Regular Meeting (Attachment A).

Alan Goldstone arrived at 7:56 PM.

Chairman Bill Johnson called for a recess at **7:58 PM.**

Chairman Bill Johnson called the meeting back to order at **8:03 PM.**

Chairman Bill Johnson made comments regarding Section 9.6.2i.

Discussion ensued between Commission members and Attorney Peter Olson on the Affordability Plan included in the draft amendment.

Chairman Bill Johnson also stated comments regarding 9.4.7 – Site Development Features.

Discussion ensued between Commission members and Town Planner, Brian Miller about lighting in these developments.

Town Planner, Brian Miller stated that the lighting plan really depends on the type and density of development that is proposed.

Attorney Peter Olson stated that he can make small changes in reference to the lighting plan.

Town Planner, Brian Miller gave his input on this draft of the Affordable Housing Regulations.

Commission members, Town Planner, Brian Miller and Attorney Peter Olson discussed some of the following; how bonds would be determined, safety concerns for homes in proximity to the airport, architecture, curbing, how many entrances would be required, and sidewalks.

Tanya Carver questioned when the changes to the regulations would be made and if it would be before the Public Hearing or after.

Attorney Peter Olson stated that the changes would be before the Public Hearing and that after they receive the final draft with the changes included, perhaps the commission could have a special meeting to schedule the Public Hearing date.

Tanya Carver made comments regarding the traffic study that would be required.

Commission members, Attorney Peter Olson and Town Planner, Brian Miller discussed the traffic study and the times and days that they would like to see them done.

The Commission members, Attorney Olson and Town Planner, Brian Miller concluded their discussion on the Affordable Housing Regulations.

Commission members decided to put this item on a Special Meeting which is scheduled for October 22nd.

Town Planner, Brian Miller and Attorney Peter Olson left the meeting at 8:55 PM.

ACCEPTANCE OF MINUTES:

- (a.) September 17, 2012 Regular Meeting Minutes

Secretary Pat Cocchiarella moved to table the minutes of 9/17/2012. **Second by Chairman Bill Johnson. All Ayes.**

- (b.) September 18, 2012 Special Meeting Minutes

Secretary Pat Cocchiarella moved to approve the 9/18/2012 Special Meeting Minutes as presented. **Second by Alternate Joe Rasberry. Ayes (6), Abstention (1).**

- (c.) October 2, 2012 Regular Meeting Minutes

Secretary Pat Cocchiarella moved to table the 10/2/2012 Regular Meeting Minutes. **Second by Chairman Bill Johnson. All Ayes.**

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)
(*Waiting for Report from Town Engineer*)

Secretary Pat Cocchiarella moved to remove this item from the table. **Second by Tanya Carver. All Ayes.**

Secretary Pat Cocchiarella read a letter dated 10/15/2012 from Nafis & Young.

Wayne Watt moved to table this item until all work specified has been completed. **Second by Secretary Pat Cocchiarella. All Ayes.**

- (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*)

Secretary Pat Cocchiarella moved to remove this item from the table. **Second by Tanya Carver. All Ayes.**

Secretary Pat Cocchiarella moved to *deny* application **Z-12-110** because the applicant did not secure any approval from the Fire Marshal. **Second by Alternate Joe Rasberry. All Ayes.**

AUDIENCE OF CITIZENS (Not for pending applications) - NONE

CORRESPONDENCE

Secretary Pat Cocchiarella read the following correspondence into the record:

- (a.) Letter dated 9/26/2012 from C&M Homes
Re: Extension of Subdivision approval for Z-07-192 – Moose Hill Estates

Secretary Pat Cocchiarella moved to *table* this item until the next Regular Meeting.
Second by Tanya Carver. All Ayes.

(Item to be discussed at the next Regular Meeting under Old Business)

- (b.) Memorandum dated 10/2/2012 from First Selectman George Temple to Employees
- (c.) Letter dated 10/3/2012 from Peter Olson to George Temple – Copied to Planning & Zoning Commission - **Re: Counsel to Planning & Zoning Commission**

Commission members discussed this letter briefly.

Joe Rasberry left the meeting at 9:14 PM.

- (d.) Letter dated 10/3/2012 from Laura Maksymiw
Re: 150 Governor's Hill Road
(Commission requested that Jessica Pennell send her a letter regarding this issue)

ZONING ENFORCEMENT (TABLED)

OTHER BUSINESS

- (a.) Invoice # 310-12 from Nafis & Young (*Revised*)

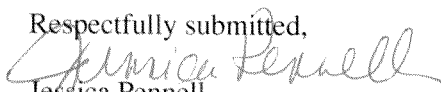
Secretary Pat Cocchiarella moved to *approve* Invoice #310-12 from Nafis & Young.
Second by Alan Goldstone. All Ayes.


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

ADJOURNMENT

Alan Goldstone moved to adjourn the meeting at 9:24 PM. Second by Secretary Pat Cocchiarella.
All Ayes.

Respectfully submitted,


Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

12 NOV 30 PM 3:34
TOWN OF OXFORD, CT

TOWN CLERK