



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

Planning & Zoning Commission

Public Hearing/Special Meeting Minutes
Tuesday, February 4, 2014
7:00 PM
Oxford Town Hall
Main Meeting Room

CALL TO ORDER

Chairman Carver called the Public Hearing/Special Meeting of February 4, 2014 to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Pete Zbras, Harold Cosgrove (arrived at 7:07 PM), Tanya Carver, Pat Cocchiarella, Arnie Jensen, Jeff Luff, Todd Romagna and David Stocker.

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

Not Present: Don Pelletier.

SEATING OF ALTERNATES

Chairman Carver seated Alternate Pete Zbras and Alternate David Stocker.

PUBLIC HEARING – 7:00 PM
APPENDIX A – Planning & Zoning Fee Schedule

Chairman Carver stated that Anna Rycenga, ZEO has made some updates to the fee schedule and Jim Galligan is present to discussion road inspection fees.

The Commission went through the Residential fees and noted that some fees were changed.

Jim Galligan stated that residential road inspection fees should be matching up more to the commercial road inspection fees. He suggested an amount between \$9.00 and \$12.00.

Commissioners decided on charging \$12.00 for residential road inspections.

Anna Rycenga, ZEO commented on the Multi-Family Dwellings/Common Interest Community by stating that typically when there is a common interest ownership, it falls under a site plan, not a

subdivision because they are private roads. She noted that it would not fall under the Planning fees, it would fall under the Zoning fees. She used Oxford Greens and Central Park as examples. Anna Rycenga, ZEO questioned where the commission would like to charge the \$325.00 per unit.

Commissioner Cocchiarella stated that they will charge \$325.00 per dwelling unit.

Town Planner, Brian Miller stated that under residential, #1 is for a subdivision/re-subdivision application, he noted they could add #2 and put it under multi-family/common interest community. He commented that the review and the specifics of the site are more important when you are dealing with a common interest or multi-family dwelling units. He stated they should have a per unit fee.

Anna Rycenga, ZEO suggested leaving it where it is and also add it under Zoning fees.

Commissioners agreed to add a #2 and make it Multi-Family/Common Interest or Other.

Chairman Carver reiterated the changes to the residential fees for subdivision/re-subdivision.

Commissioners moved on to discuss fees for commercial sites.

Jim Galligan stated that there are not any commercial town accepted roads. He stated that the fee should mirror the residential, up to \$15.00.

Commission members and staff discussed monitoring fees.

Chairman Carver stated they would leave it at \$15.00.

Town Engineer, Jim Galligan stated that the inspection for an industrial road is not that much greater than the subdivision or commercial road, it is not 2 ½ times a residential. He suggested \$20.00 as a reasonable number.

Commissioner Cocchiarella questioned if the \$15.00 would be reasonable.

Town Engineer, Jim Galligan stated that \$15.00 is low; the industrial road system is much more elaborate and includes detention systems.

Town Planner, Brian Miller stated that the industrial roads are all going to have water and sewer.

Town Engineer, Jim Galligan stated that the sewer is inspected by the W.P.C.A. and water is inspected by the water company.

Commissioners agreed on \$20.00.

Town Planner, Brian Miller and **Jeff Luff** questioned the GIS mapping fees.

Anna Rycenga, ZEO explained that it is for the geographical mapping system that is on the town's website, and anytime a new subdivision comes in; the mapping company updates the maps and the website.

Anna Rycenga, ZEO stated that Wetlands, the Building Department and Zoning all charge \$10.00 to cover the GIS Mapping fees.

The **Commission** went onto discuss the Zoning fees.

Commissioners discussed Special Exceptions, Site Plans and Zoning Compliance.

Anna Rycenga, ZEO suggested adding #2, Certificate of Zoning Compliance, and specify Industrial, High Tech Industrial, Commercial, for \$510.00 and add #3, Certificate of Compliance (Use), \$85.00.

Commissioners discussed Lot Line revisions briefly.

Commissioners discussed the Letter of Determination, which costs \$85.00.

Town Planner, Brian Miller and **Commissioners** noted that this is very time consuming, and is usually asked for upon very short notice for real estate closings.

Anna Rycenga, ZEO stated that in order to complete the letter for the bank, she also has to go out and inspect the property.

Commission members felt that \$85.00 was not sufficient for this; they changed the cost to \$150.00.

The **Commission** moved on to discuss earth excavation.

Commissioner Cocchiarella questioned if the \$250.00 was collected for each inspection.

Anna Rycenga, ZEO stated “no”, it is just a one time fee.

David Stocker questioned the word “shall”, and the complaint and inspection process.

Anna Rycenga, ZEO explained the complaint and inspection and violation process.

Chairman Carver stated that each inspection that is a result of a complaint filed, and found to be valid costs \$310.00.

Commissioner Cocchiarella stated that when Anna Rycenga, ZEO goes out, if there is a valid violation, she gives the violator a number of days to correct it, after that she charges the \$310.00.

Anna Rycenga, ZEO stated that Commissioner Romagna brings up a good point, about the citation ordinance and her authority to issue a citation; therefore do they really need this fee in the schedule?

Commissioner Romagna questioned why they would want to limit themselves to the earth excavation, if there is a violation of any part of the regulations, Anna Rycenga, ZEO can charge the violator, they don't have to be so specific.

Commission members decided to remove the \$310.00 fee from the schedule and refer to the citation ordinance.

The **Commissioners** continued on to Amendments, Flood Hazard Permits and New Residence or Addition.

Brief discussion ensued regarding additions, detached/free standing buildings, and accessory apartments.

Commissioners went onto Commercial/Industrial Structures.

Town Engineer, Jim Galligan went right to (c.) and stated that it should be \$.10 per square foot over 7,500 square feet. He commented that once you get to the larger building sizes, it becomes disproportionate.

Commissioner Cocchiarella questioned the \$2,500.00 for Inspection Fees.

Town Engineer, Jim Galligan stated that they should leave it as just Inspection Fees and leave out the number 5, because 5 inspections are not realistic.

Town Planner, Brian Miller stated that the Planning inspections would be one inspection.

Anna Rycenga, ZEO clarified that these fees are supposed to cover the Commercial/Industrial Building Permit review. She stated that when someone comes in to build, Brian and Jim are going to review it and provide reports to the Commission. The Commission will get billed for that. She commented that once it is approved and work begins, it requires inspections from Jim and her.

Commissioner Cosgrove stated that there are more technicalities when building an industrial building than a commercial building.

Town Engineer, Jim Galligan stated that it is the building inspector's responsibility to review of the structural integrity of the building.

Commission members went on to discuss the Administrative fees.

The Commission members had a lengthy discussion regarding scanning/e-mailing fees.

Commission Secretary Luff suggested charging \$1.50 for scanned/emailed pages.

Commissioners went onto discuss pre-application meetings.

Attorney Olson advised the Commission not to charge for pre-application meetings.


CONTINUE/CLOSE


MOTION BY Commissioner Cocchiarella to **CLOSE** the Public Hearing.

Second by Commissioner Cosgrove.

All Ayes.

Respectfully submitted,


Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

14 FEB 20 PM 2:40
TOWN OF OXFORD, CT

TOWN CLERK