



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

Planning & Zoning Commission

Special Meeting Minutes

Tuesday, March 10, 2015

7:30 PM

Oxford Town Hall
Main Meeting Room

Chairman Carver called the meeting to order at 7:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: John Kerwin, Pete Zbras, Harold Cosgrove (arrived at 7:35 PM), Glen Persson, Arnie Jensen, Tanya Carver and Pat Cocchiarella.

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

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

CHAIRMAN'S REPORT

SEATING OF ALTERNATES

Chairman Carver seated Alternates **John Kerwin** and **Pete Zbras**.

CORRESPONDENCE

Commission Secretary Cocchiarella noted the following correspondence for the record and stated that all correspondence is on file in the Planning & Zoning Department.

- a.) Letter dated 2/13/2015 from the CT Siting Council
Re: EM-VER-108-1502019 – Modify existing telecommunications facility
(FYI – on file in the P&Z Department)
- b.) Letter dated 2/19/2015 from the Board of Selectmen to Robbi Costigan
- c.) Letter dated 2/19/2015 from Jerry Feathers, Real Estate Specialist to Melanie A. Bachman, CT Siting Council (FYI – on file in P&Z Department)
- d.) Letter dated 2/21/2015 from Ed Harney – Right of Way Project Manager to First Selectman, George Temple – Algonquin Gas Transmission, LLC
(FYI – on file in P&Z Department)
- e.) E-mail dated 3/7/2015 from David Stocker to the Planning & Zoning Commission
Re: Garbage and Delivery Ordinances (**Commission Secretary Cocchiarella** read this e-mail into the record. No discussion or action was taken).

OLD BUSINESS

NEW BUSINESS

- 1.) **Planning & Zoning Regulations Text Amendment – Article 22 – Zoning Board of Appeals**

MOTION BY Commission Secretary Cocchiarella to *TABLE* this item.

Second by Commissioner Jensen.

VOTE: All Ayes.

- 2.) **Z-15-004 [IND] – 1 Fox Hollow Road – Owner: Mark Oczkowski c/o Earthworks Excavating, LLC – Applicant: Borghesi Building & Engineering c/o Gary Capitanio**
(Site Plan Modification – Industrial Building – approximately 30,000 square feet)
(Use Permit – Wholesale & Distribution)

MOTION BY Commission Secretary Cocchiarella to *REFER* this application to Jim Galligan, P&Z Engineer and Brian Miller, Town Planner for review.

BOND RELEASES

- 1.) Letter dated 2/23/2015 from Matt Zaluomis with backup documentation.

Commission Secretary Cocchiarella read the letter dated 2/23/2015 into the record.

Discussion ensued between Commission members regarding this item. They were given back up documentation that this bond is for 3 wetlands crossings and a logging operation. The bond amount is \$55,638.00 and the applicant is claiming that the items that the bond covers are complete.

Commission members decided that this request should be forwarded to Town Attorney, Kevin Condon and P&Z Engineer Jim Galligan. There would also be a copy of the letter forwarded to Wetlands.

ZONING ENFORCEMENT

- 1.) Commission discussion with ZEO regarding various complaints and zoning violations.

Steven S. Macary, ZEO briefly reviewed the ZEO monthly report that was handed out to all Commission members.

APPROVAL OF MINUTES

MOTION BY Commission Secretary Cocchiarella to *APPROVE* the following minutes (#1-#3):

- 1.) February 17, 2015 – Public Hearing Minutes – 7:00 – 451 Oxford Road
2.) February 17, 2015 – Regular Meeting Minutes – 7:30 PM
3.) February 25, 2015 – Special Joint Meeting Minutes – 6:45 PM

Second by Commissioner Cosgrove.

VOTE: All Ayes.

INVOICES

MOTION BY Commission Secretary Cocchiarella to APPROVE PAYMENT of the Invoices listed under #1 and #2.

- 1.) **Invoices – Nafis & Young Engineers**
 - a. #399-14
- 2.) **Invoices – Turner Miller Group**
 - a. #5237
 - b. #5236
 - c. #5235

Second by Commissioner Cosgrove.

VOTE: All Ayes.

- 3.) **CFPZA – Membership Dues**

MOTION BY Commission Secretary Cocchiarella to APPROVE PAYMENT of the CFPZA Membership dues.

Second by Commissioner Cosgrove.

VOTE: All Ayes.

- 4.) **Invoice from Micci & Korolyshun, P.C. – Garden Homes**
(Forward to the Board of Selectmen for payment)

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

Second by Commissioner Cosgrove.

VOTE: All Ayes.

OTHER BUSINESS

- 1.) **ZEO Manual – Discussion**

Steven S. Macary, ZEO stated that they are still working on this.

It was noted that it could be removed from the agenda until a final document is ready to be submitted to the Commission.

- 2.) **22 Mountain Road – Discussion**

Commissioner Cosgrove brought up this item for discussion.

Chairman Carver questioned if this item has gone before the Zoning Board of Appeals, she stated that if it has not gone before the ZBA yet, then she does not think that the Commission should discuss it.

Steven S. Macary, ZEO stated that this has not gone back before the ZBA because the applicant does not want to pay the fees again. He also noted that the applicant did not show up for previously scheduled meetings with the Zoning Board of Appeals.

Steven S. Macary, ZEO noted that from his research, he found that the structure in question did not have to be torn down; it could only be used for a cottage business, not as another residence on the property.

3.) **Any other business the Commission deems necessary for discussion.**

Chairman Carver informed the Commission that she will be going before the Board of Finance on Wednesday, March 18, 2015 to present the Planning & Zoning Budget.

Commission Secretary Cocchiarella requested a printout of all the work done on the regulations when Jeff Holzman was the Interim ZEO.

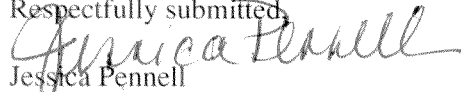
ADJOURNMENT

MOTION BY Commissioner Jensen to **ADJOURN** the meeting at 8:00 PM.

Second by Glen Persson.

VOTE: All Ayes.

Respectfully submitted,



Jessica Pennell

Administrative Secretary

Planning & Zoning Commission

15 MAR 11 PM 2:27
TOWN CLERK
Morgan A. West