



TOWN OF OXFORD
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Planning & Zoning Commission

Special Meeting Minutes
Wednesday, August 23, 2017
7:00 PM
Oxford Town Hall
Main Meeting Room

CALL TO ORDER

Chairman Arnie Jensen called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: John Kerwin, Pete Zbras, Tanya Carver, Jeff Luff, Pat Cocchiarella, Arnie Jensen, Todd Romagna and Bob Costigan.

Also Present: Jessica Pennell, Administrative Secretary, Steven S. Macary, ZEO, Peter Olson, Land Use Counsel and Brian J. Miller, Town Planner.

Not Present: Mackenzie Macchio and Harold Cosgrove

SEATING OF ALTERNATES

Chairman Arnie Jensen seated Alternate Commissioner Pete Zbras.

Discussion with possible action on the following applications:

Chairman Arnie Jensen stated that at the close of the last meeting the Commission requested an opinion from legal counsel on these applications.

Peter Olson, Land Use Counsel gave a brief summary of his findings.

1. **Z-17-076 [COMM] – Oxford Towne Center – “Quarry Walk” – 304 Oxford Road - Owner & Applicant: Oxford Towne Center, LLC (Zone Map Amendment –**

Change zone from COMM to VCMUD)

**2. Z-17-077 [VCMUD] – Oxford Towne Center – “Quarry Walk” – 304 Oxford Road
Owner & Applicant: Oxford Towne Center, LLC (Conceptual Plan Amendment #2)**

Commission Secretary Pat Cocchiarella read the following resolution into the record.

WHEREAS, The Oxford Planning and Zoning Commission have received Application Z-17-076, Zone Map Amendment and Z-17-077 for a site plan modification, Oxford Town Center, LLC, site plan amendment.

WHEREAS, The Oxford Planning and Zoning Commission considered this application at a public hearing on July 17, 2017;

WHEREAS, The Oxford Planning and Zoning Commission considered the following maps and documents within their deliberations:

- Application Materials include a Statement of Use
- Applications for Rezoning and Conceptual Site Plan Approval
- Sheet CS001 Cover Sheet, last revised 6/13/17
- Sheet CS002 Master Legend & Notes Sheet 01/12/16
- Sheet VB101 Boundary & Topographic Sheet, last revised 8/21/14
- Sheet VB102 Boundary & Topographic Survey, last revised 05/13/16
- Sheet CS100, Overall Site Plan, last revised 06/13/17
- Sheet CU100, Overall Utility Plan last revised 06/13/17
- Sheet LP100 Overall Landscaping Plan, Last revised 06/13/17
- Sheet LL100 Overall Lighting Plan, last revised 6/13/17
- Sheet Ph-1 Overall Phasing Plan, last revised 6.13.17

WHEREAS; The Oxford Planning and Zoning Commission finds the following concerning these applications:

1. Both applications are linked and should be considered together.
2. The application is in conformance with the Oxford Zoning Regulations;
3. The application is in conformance with the Oxford Plan of Conservation and Development.
4. The application is consistent with the sound and rational development of the Village Center Mixed Use District:

BE IT RESOLVED, that based upon the application and testimony, this application is approved, subject to the following conditions:

1. All required conditions of the approval of Application Z-14-076.
2. No substitute material shall be used without approval of the Planning and Zoning Commission and the Planning and Zoning Commission Engineer.

3. The applicant will be required to pay all costs of special consultants or studies as deemed necessary by the Commission at any time during the period from initial review through inspection and final acceptance of any improvements.
4. The applicant and their assigns must comply with all representation made at Planning and Zoning Commission meetings or at public hearings regarding this application.
5. The applicant shall submit three complete copies of the set of plans, which reflect these conditions of approval, including an electronic copy.
6. No work to be done until security is established by the PZC Engineer in a form acceptable to Town Counsel, and installed by the applicant.
7. Per Article 3, Section 19.1 of the Zoning Regulations, the applicant shall be responsible for rendering payment for any outside expert the commission assigns to review this application for pre-and post-review.
8. The applicant shall have a pre-construction meeting with appropriate Town Staff prior to any construction activities.
9. Compliance with all Town of Oxford Regulations and Ordinances in effect as of this date.
10. The applicant and their assigns must comply with all representation made at Planning and Zoning Commission meetings or at public hearings regarding this application.
11. The applicant shall submit three complete copies of the set of plans, which reflect these conditions of approval, including an electronic copy.
12. No work to be done until security is set by the PZC Engineer in a form acceptable to Town Counsel, and installed by the applicant.
13. All exterior signs not directly included within this approval shall be subject to approval by the Planning and Zoning Commission, in accordance with the standards and guidelines as interpreted by the Commission.
14. All documents required by the approval of this application, including those required of Z-14-076 shall be provided and approved prior to the issuance of a zoning permit by the Zoning Enforcement Officer.
15. The effective date of the conditions of the previously approved conceptual plan shall remain in effect, except as otherwise required within this resolution.
16. This conceptual plan would require additional excavation and earth removal than previously approved. Therefore, the applicant shall include an application for major earth excavation and removal as part of its final application for the area designated within amendment 2.

17. This approval specifies that the residential component shall encompass 8 three-story buildings consisting of 11,840 square feet of floor area, with 15 residential units, plus 30 townhouse units.
18. The applicant shall submit additional information regarding the residential component of the conceptual plan, including size and configuration of each unit, location of parking, and exterior design of the buildings.
19. The applicant shall submit revised plans reflecting all conditions for approval by the Commission. The conditions of approval shall not be considered complete without final approval of the revisions by the Commission.

DISCUSSION:

Commissioners agreed to delete Conditions 10, 11 and 12 as they duplicates in this resolution.

They also deleted Condition #17.

Brian J. Miller, Town Planner arrived at 7:25 PM.

After a lengthy discussion, **Commission Secretary Pat Cocchiarella** made a motion to take a 10 minute recess at 7:50 PM. **Second by Alternate Commissioner Pete Zbras.**

Alternate Commissioner Pete Zbras moved to come out of recess at 7:59 PM. **Second by Commissioner Bob Costigan.**

Commission Secretary Pat Cocchiarella withdrew his motion.

Commission members scheduled a Special Meeting for August 29, 2017 at 7:00 PM.


ADJOURNMENT


MOTION BY Commissioner Tanya Carver to adjourn the meeting at 8:02 PM.

Second by Vice Chairman Jeff Luff.

All Ayes.

Respectfully submitted,


Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

17 SEP 13 AM 9:53
TOWN OF OXFORD, CT

TOWN CLERK