



**TOWN OF OXFORD  
PLANNING & ZONING COMMISSION**

S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
[www.Oxford-CT.gov](http://www.Oxford-CT.gov)

**Regular Meeting Minutes**

Tuesday, December 3, 2019  
7:30 P.M - Main Meeting Room  
S.B. Church St. Memorial Town Hall

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Present:** Joshua Dykstra, Dave Sauter, Pete Zbras, John Kerwin, Jeff Luff, Pat Cocchiarella, and Brett Olbrys.

**Not Present:** Alan Goldstone and Dan Wall.

**Also Present:** Steve Macary, ZEO, Jessica Pennll, and Keith Rosenfeld, Municipal Planner.

**IV. SEATING OF ALTERNATES**

Chairman Jeff Luff seated Alternate Joshua Dykstra for Dan Wall.

**V. PUBLIC HEARINGS**

**A. Continued Public Hearings**

**B. New Public Hearings**

**C. Future Public Hearings and Open Public Hearings**

1. **Z-19-321 [COMM] – 248 Oxford Road – Owner: T & J Realty – Applicant: Ox  
Axe Co., LLC, 278 Oxford Road**  
(Use Permit & Sign Permit) (Special Exception – Article 7.3.11)

**Public Hearing scheduled for December 17, 2019.**

*Application Accepted: November 19, 2019. Public Hearing Scheduled for December 17, 2019.*

## **VI. REGULAR MEETING BUISNESS**

### **A. Amendments to the Agenda**

### **B. Audience of Citizens**

### **C. Correspondence**

**Commission Secretary Pat Cocchiarella** read the following correspondence into the record.

1. Letter from Meal R. Maison, Jr., C&M Homes, Moose Hill Estates  
*Re: Forfeit Subdivision*

Discussion ensued regarding the process to abandon a subdivision at the developer's request.

**Commission Secretary Pat Cocchiarella** stated that they would have to make sure that the road hasn't been built.

**Vice-Chairman John Kerwin** suggested that the Commission prepare a document for the land records that stated that the subdivision has been terminated at the request of the developer.

**Keith Rosenfeld, Municipal Planner** also noted that someone may want to confirm that no lots have been sold to date.

The Commission decided to have Kevin Condon, Town Counsel review the land records regarding the subdivision and Jim Galligan, P&Z Engineer would check the site to make sure that no road has been built and make recommendations regarding the bond.

### **D. Old Business – Matters on which a Public Hearing was held**

### **E. Old Business – Other Matters**

1. **Z-19-307 [RESA] – 76 Bower's Hill Road – Owner & Applicant: Tyler Tucker**  
(Cottage Business Permit & Sign Permit)

Commissioners discussed the size of the current sign, and noted that any sign for the cottage business would have to conform with the sign regulations which allows a single sided sign to be up to 8 square feet in size.

It was noted that the proposed sign dimensions submitted in the application state that that sign will be 4x3. Commissioners discussed adding a condition of approval that states that any sign regarding the cottage business must comply to the Zoning Regulations, specifically Article 16, Section 16.5.2(a).

**MOTION BY Commission Secretary Pat Cocchiarella** to approve Application Z-19-307 with the following conditions:

1. Applicants and their assigns must comply with all representations made at P&Z Commission meeting(s) and/or public hearing(s) regarding this application.

2. Compliance with the Statement of Use dated 10/7/2019.
3. The applicant must comply with the Town of Oxford Permit Procedures and obtain all required signatures from all necessary Town Departments.
4. Compliance with the Oxford Zoning Regulations as of this date.
5. Per Article 3, Section 3.19.1 of the Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application.
6. Any changes, modifications, or expansion to the cottage business shall come back before the Commission for approval.
7. Sign must meet the Regulations set forth in Article 16, Section 16.5.2 a. within sixty (60) days of approval.

**Second by Commissioner Brett Olbrys.**

**All Ayes.**

Motion passed unanimously.

<i>Application Accepted: October 15, 2019. Commission Action by December 18, 2019</i>
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**F. New Business – Schedule a Public Hearing**

**G. New Business - Other**

1. **Z-19-320 [COMM] — 6 Pheasant Run Road – Unit 1- Owner: 207 Oxford, LLC c/o Ed Godin Applicant: The Wubba Dub Store, LLC (Use Permit)**

**MOTION BY Vice-Chairman John Kerwin** to approve Application Z-19-320 with the following conditions:

1. Applicants and their assigns must comply with all representations made at P&Z Commission meeting(s) and/or public hearing(s) regarding this application.
2. Compliance with the Statement of Use dated 11/6/2019.
3. The applicant must comply with the Town of Oxford Permit Procedures and obtain all required signatures from all necessary Town Departments.
4. Compliance with the Oxford Zoning Regulations as of this date.
5. Per Article 3, Section 3.19.1 of the Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application.
6. Any changes, modifications, or expansion to the use shall come back before the Commission for approval.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

It was noted that this business will not have a sign.

<i>Application Accepted: November 19, 2019. Commission action by January 22, 2019</i>
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#### **H. Zoning Enforcement**

**Steve Macary, ZEO** discussed some of the properties along Roosevelt Drive.

**Chairman Jeff Luff** explained that Steve reached out to other agencies to get their feedback on the properties in question. He also noted that Steve sent out letter to make owners aware of the violations regarding their property.

**Steve Macary, ZEO** briefly explained what the property owners would be required to do in order to bring their property into compliance.

#### **I. Minutes**

**MOTION BY Commissioner Dave Sauter to approve the following minutes as presented:**

1. 11/19/19 – Organizational Meeting Minutes
2. 11/19/19 – Regular Meeting Minutes

**Second by Vice-Chairman John Kerwin.**

**Ayes (6), Commission Secretary Pat Cocchiarella abstained.**

Motion passed 6-1.

#### **J. Invoices**

#### **K. Other Business**

1. Approve Regular Meeting Schedule

The Commission agreed unanimously on the Regular Meeting Schedule as presented. Commission Secretary Pat Cocchiarella and Chairman Jeff Luff signed the schedule and it will be filed with the Town Clerk's Office.

2. Any other business the Commission deems necessary for discussion.

**Commissioner Pete Zbras** mentioned that there are cars parking along the road across from Fox Pest Control.

**Chairman Jeff Luff** stated that this has been a problem in the past. He asked that Steve to drive by the area and see if he can determine who is parking along the road.

**Chairman Jeff Luff** noted that they are focusing on enforcing the sign regulations. He stated that if any Commission members see signs to contact Steve with the location so that he can determine if the sign is in violation of the zoning regulations.

**L. Adjournment**

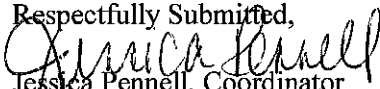
**MOTION BY Vice-Chairman John Kerwin** to adjourn the meeting at 8:05 PM.


**Second by Commissioner Pete Zbras.**

**All (7) Ayes.**

Motion passed unanimously.

Respectfully Submitted,

  
Jessica Pennell, Coordinator  
Planning & Zoning Commission

19 DEC 16 PM 3:29  
TOWN OF OXFORD, CT  
  
TOWN CLERK