



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

**Planning & Zoning Commission**

**Regular Meeting Minutes**  
**Tuesday, October 21, 2014**

7:30 PM  
Oxford Town Hall  
Main Meeting Room

**CALL TO ORDER**

**Chairman Carver** called the Regular Meeting to order at 7:30 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Present:** John Kerwin, Pete Zbras, Harold Cosgrove, Arnie Jensen, Jeff Luff, Tanya Carver and Pat Cocchiarella.

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

**Absent:** Todd Romagna and Ed Rowland.

**CHAIRMAN'S REPORT**

**Chairman Carver** welcomed the new ZEO, Steve Macary.

**SEATING OF ALTERNATES**

**Tanya Carver** seated Alternate John Kerwin.

**AUDIENCE OF CITIZENS** (Not for Pending Applications) (NONE)

**AMENDMENTS TO AGENDA**

**MOTION BY Commission Secretary Cocchiarella to AMEND the agenda to add Z-14-088 [RESA] - Owner & Applicant: Brian & Louise Knies – 29 Fiddlehead Road** (Special Exception for a detached carriage house- exceeds square footage) under **New Business #2**.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**CORRESPONDENCE**

**Commission Secretary Cocchiarella** read the following correspondence into the record and noted that it is on file in the Planning & Zoning Department.

- a.) Letter dated October 16, 2014 from the First Selectmen to Steven Macary.
- b.) Memorandum dated October 16, 2014 from the Selectmen's Office to all Boards, Commissions and Departments.

**Commissioner Cosgrove** noted that in the annual report he would like to include the amount of revenue generated by Planning & Zoning.

**MOTION BY Commission Secretary Cocchiarella** to *AUTHORIZE* the Chairman to respond to this request from the Board of Selectmen.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

### **OLD BUSINESS**

- 1.) **Z-14-091 [COMM] – Owner: Vicki Frenzel, Applicant: G. Nevers Carpentry, LLC 8 Bice Drive** (Site Plan Modification – Addition, Breezeway and Relocation of Existing Garage) (*AWAITING RESPONSE FROM TOWN PLANNER AND TOWN FEMA COORDINATOR*)

**MOTION BY Commission Secretary Cocchiarella** to *REMOVE* this item from the table.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**Commission Secretary Cocchiarella** read a report dated October 8, 2014 from Jim Galligan, Land Use Engineer.

Commission members discussed that this application would need further review.

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

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

- 2.) **Z-14-102 [COMM] – Owner: Robert Fritz, Sr., Applicant: Glenn Fritz – 72 Oxford Road** (Use Permit - Annual Car Show)

**MOTION BY Commission Secretary Cocchiarella** to *REMOVE* this item from the table.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**Commissioner Cosgrove** stated that he had heard that there was going to be a 75 foot expansion of the parking lot. He noted that the parking lot should be marked, that Great Hill Plaza is being used for parking as well as the bank. He also commented that there is not a "walk" sign posted at the signalized intersection, which should be addressed. He mentioned that he doesn't want cars hanging out onto Route 67 and he observed that someone was selling chances. He wondered if it is a state approved raffle and if special insurance is needed for the car show.

**Brian Miller, Town Planner** questioned the insurance that Harold was talking about.

**Commissioner Cosgrove** stated property insurance in case someone gets hit on his property, he questioned if the insurance is held by Fritz's or by the organization running the car show.

**Commission Secretary Cocchiarella** read a memorandum dated October 17, 2014 from Brian Miller, Town Planner.

**Chairman Carver** stated that Brian Miller needs to review the documentation further.

**Chairman Carver** stated that Jessica Pennell, Administrative Secretary would contact the applicant.

**Alternate Pete Zbras** stated that the people had to put the noses of their cars out onto Route 67.

**Chairman Carver** stated that this application would need to be a site plan modification.

**Commissioner Cosgrove** stated that the "walk" button will need to be discussed with the state. There should be "walk" buttons on both sides of the street.

**Vice Chairman Luff** stated that he doesn't recall the applicant stating that various organizations would be holding the car shows.

**Brian Miller, Town Planner** stated that they may have a contract with a certain organization.

**Commission Secretary Cocchiarella** stated that the applicant should be notified that this application should be withdrawn and a site plan application should be filed.

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

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

### **NEW BUSINESS**

- 1.) **Z-14-105 [RGCD] – Owner: Oxford Greens Homeowners Association Applicant: John A Wicko, Architect, LLC – 97 Country Club Drive (Map: 32 Block: 10 Lot: 1)** (Addition to existing clubhouse – 2,000 square feet)

**Commission Secretary Cocchiarella** read the following correspondence into the record:

- a.) Letter dated October 13, 2014 from Anthony Urso, Homeowner's Association President to The Village at Oxford Greens.
- b.) Letter dated October 8, 2014 from Anthony Urso, Homeowner's Association President to The Village at Oxford Greens.
- c.) Letter dated October 8, 2014 from Anthony Urso, Homeowner's Association President to The Village at Oxford Greens.
- d.) Letter from Andrew T. Tedford to the Golf Club at Oxford Greens.

**John Wicko, Architect for the applicant** was present.

**Brian Miller, Town Planner** stated that the Fire Marshal should give the commission a capacity number based on the size of the building.

The Commission discussed this application briefly and stated that it would need to be forwarded to the Town Engineer and also to the Fire Marshal regarding the capacity of the building.

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

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

- 2.) **Z-14-088 [RESA] – Owner & Applicant: Brian & Louise Knies: 29 Fiddlehead Road**  
(Special Exception for a detached Carriage House)

**RESOLUTION TO APPROVE MADE BY Commission Secretary Cocchiarella:**

**WHEREAS,** The Oxford Planning & Zoning Commission has received the application Z-14-088 for a Special Exception under Article 5, Sections 5.2.5 and 5.2.5.6 for 29 Fiddlehead Road.

**WHEREAS,** The Oxford Planning & Zoning Commission reviewed all documents presented at the public hearing held on October 7, 2014 and are considered as part of the application.

**WHEREAS,** The Oxford Planning & Zoning Commission considered all testimony presented at the public hearing held on October 7, 2014, which was duly notice in conformance with all requirements of the Connecticut General Statutes and the Zoning Regulations of the Town of Oxford.

**BE IT RESOLVED,** that based upon the application and testimony, this application is approved for the following reasons:

1. The application is consistent with the Oxford Zoning Regulations, specifically Article 5, Sections 5.2.6, 5.2.6.1, 5.2.6.3, 5.2.6.1 and 5.2.6.5.
2. The application is consistent with the Comprehensive Plan and the Plan of Conservation and Development.

**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Compliance with all Town of Oxford Regulations and Ordinances in effect as of this date.
2. No substitute material shall be used without the approval of the Planning & Zoning Commission and the Planning & 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 & 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 set by the Planning & Zoning Commission Engineer in a form acceptable to Town Counsel and installed by the applicant.
7. The building shall be in conformance with all architectural renderings and plans submitted by the applicant.
8. Site Plan approval expires if the work is not completed within 5 years from the date of approval.
9. The applicant shall have a pre-construction meeting with appropriate Town Staff prior to any construction activities.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**Discussion:**

**Commission Secretary Cocchiarella** stated that he would like to **AMEND** the resolution to add the condition that the accessory structure is not to be used for any residential purposes.

**Jessica Pennell, Administrative Secretary** suggested deleting conditions # 6 and # 9 because this is a residential application and does not require a bond or a pre-construction meeting.

**Commission Secretary Cocchiarella** **AMENDED** the resolution to delete conditions #6 and #9.

**Commissioner Cosgrove** seconded the **AMENDED** resolution.

**Chairman Carver** noted that the resolution would be amended and numbered properly with the amendments.

**VOTE: All Ayes.**

**BOND RELEASES**

- 1.) **Oxford Greens – Pulte Homes Phase III – Surety Bond # 8195-39-38 – Performance Bond**  
(Request for Bond Release) (**AWAITING INFORMATION FROM TOWN COUNSEL**)
- 2.) **Randal Drive – Susan Kopec Jutcawitz** (Request for release of Maintenance Bond)  
(**TABLED**) (*Referred to Town Engineer*)

**ZONING ENFORCEMENT**

**Commission Secretary Cocchiarella** noted that the following letter is on file in the Planning & Zoning Department.

1. Letter dated October 3, 2014 from Kelly Weymer, Acting ZEO to Eric Tichy  
**Re: Zoning Complaint**

**APPROVAL OF MINUTES**

**MOTION BY Commission Secretary Cocchiarella** to **TABLE** the following minutes:

- 1.) October 7, 2014 Public Hearing Minutes – 7:00 PM
- 2.) October 7, 2014 Public Hearing Minutes – 7:05 PM (Moratorium)
- 2.) October 7, 2014 Regular Meeting Minutes

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**INVOICES**

**MOTION BY Commission Secretary Cocchiarella** to **APPROVE PAYMENT** of Invoice # 297-14 from Nafis & Young Engineers.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

1.) Invoice # 297-14 from Nafis & Young Engineers

**MOTION BY Commission Secretary Cocchiarella to *APPROVE PAYMENT* of Invoice # 284-14 from Nafis & Young Engineers.**

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

2.) Invoice # 284-14 from Nafis & Young Engineers

**OTHER BUSINESS**

1.) Any other Business the Commission deems necessary for discussion.

**Oxford Town Center - Letter**

**Chairman Carver** noted that the Commission has received responses from some of the emergency services and that she would like to send a letter to OSTA.

**MOTION BY Vice Chairman Luff to *AUTHORIZE* the Chairman to send a letter to OSTA regarding the Oxford Town Center project.**

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

**UPCOMING EVENTS/MEETINGS:**

**Advanced Land Use Academy Training**

Saturday, November 1, 2014  
Middlesex County Extension Office in Haddam, CT  
\$40.00 per person.

**UPCOMING PUBLIC HEARINGS:**

*Tuesday, November 4, 2014 at 7:05 PM* on the following application:

**Z-14-099 [COMM] – Owner: Thomas Hylwa, Applicant: Little River Power Equipment, Inc. – 117 Oxford Road** (Special Exception Article 7, Sections 7.3.9 & 7.3.10) (Outside Trailer Sales).

*Tuesday, November 4, 2014 at 7:10 PM* on the following application:

**Z-14-100 [IND] – Owner: Ed Godin, 207 Christian Street, LLC, Applicant: Tim Spahn, Colonial Pet Cremation Services, LLC – 207 Christian Street** (Special Exception: Article 9, Section 9.3.10)


**ADJOURNMENT**


**MOTION BY Commission Secretary Cocchiarella to *ADJOURN* the meeting at 8:34 PM.**

**Second by Vice Chairman Luff.**

**VOTE: All Ayes.**

Respectfully submitted,

  
Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

14 OCT 30 PM 3:54  
TOWN OF FORD, CT  
  
TOWN CLERK