



TOWN OF OXFORD
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
(P) 203.888.2543 (F) 203.888.4543
www.Oxford-CT.gov

Planning & Zoning Commission

Regular Meeting Minutes

Tuesday, March 1, 2016

7:30 PM

**Oxford Town Hall
Main Meeting Room**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

CHAIRMAN'S REPORT - NONE

SEATING OF ALTERNATES

No Alternates were seated.

AMENDMENTS TO THE AGENDA

MOTION BY Commission Secretary Pat Cocchiarella to amend the agenda to add the following application as Old Business #3:

1. **Z-16-002a – 357 Oxford Road – Owner: Global Partners L.P./Alliance Energy, LLC**
Applicant: Hiren Patel (Special Exception – Sale of Alcohol – Beer Only)

Second by Commissioner Harold Cosgrove. (All Ayes)

AUDIENCE OF CITIZENS- NONE

CORRESPONDENCE

Commission Secretary Pat Cocchiarella read the following correspondence into the record and noted that all informational items not read are on file in the Planning & Zoning Department.

- a. Referral Notice dated 2/18/16 from the Town of Monroe Planning & Zoning Commission.

OLD BUSINESS

1. **Z-16-004 – 300 Oxford Road – Oxford Towne Center (Quarry Walk) – Phase 2A – Goodwill – Owner & Applicant: Oxford Towne Center, LLC** (Site Plan Modification)
 - a. Responses to Brian Miller's Memorandum.
 - b. Architectural Renderings & Sign Dimensions.

Commission Secretary Pat Cocchiarella noted a letter dated 2/23/16 from Darin J. Frerichs, AIA, Project Manager.

Commission Secretary Pat Cocchiarella read a Memorandum dated 2/25/16 from Brian J. Miller, Town Planner.

Commission Secretary Pat Cocchiarella read a letter dated 3/1/16 from James H. Galligan, PZC Engineer.

Commission Secretary Pat Cocchiarella read a Memorandum dated 3/1/16 from Kyle Bogardus, PE, CPESC/Langan.

Discussion ensued between Commission members and Kyle Bogardus regarding the Commission's questions about the emergency access and the fire truck access.

MOTION BY Commissioner Todd Romagna to APPROVE application:

Z-16-004 – 300 Oxford Road – Oxford Towne Center (Quarry Walk) – Phase 2A – Goodwill – Owner & Applicant: Oxford Towne Center, LLC (Site Plan Modification) for the following reasons:

1. The application is consistent with the 2007 Plan of Conservation and Development and Oxford's Comprehensive Plan.
2. The application is in compliance with all the Town of Oxford Zoning Regulations and Ordinances in effect as of this date; particularly Article 6, Village Center Mixed Use District (VCMUD).
3. The application is in compliance with approved application Z-16-003, Conceptual Plan (Amendment 1), approved by the Planning & Zoning Commission on 1/19/16.

SUBJECT TO THE FOLLOWING CONDITIONS:

1. No substitute material shall be used without approval of the Planning and Zoning Commission and the Planning and Zoning Commission Engineer.

2. The applicant and their assigns must comply with all representations made at Planning and Zoning Commission meetings regarding this application.
3. The applicant and their assigns must comply with all applicable conditions required by the OCCIWA, Emergency Services (Fire, Police and Ambulance) and the State of Connecticut Department of Transportation (OSTA). This condition shall be made part of the record.
4. A final map shall be submitted to the Planning & Zoning Department for review.
5. Any conditions of approval from the OCCIWA, Emergency Services (Fire, Police and Ambulance) and the State of Connecticut Department of Transportation (OSTA) shall be depicted on said map.
6. The applicant shall submit 3 copies of the final approved plans, including an electronic copy.
7. No work to begin until security is set. The bond shall be reviewed by PZC Engineer in a form acceptable to Town Counsel, and installed by the applicant.
8. 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 from initial review through issuance of a Zoning Certificate of Compliance.
9. The applicant shall have a pre-construction meeting with appropriate Town Staff prior to any construction activities.
10. 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.
11. All documents required by the approval of this application, including those required of Z-14-076 (Site Plan Modification – Phase 1) and Z-16-003 (Conceptual Plan – Amendment 1) shall be provided and approved prior to the issuance of a Zoning Permit by the Land Use staff.
12. Site Plan approval expires if work is not completed within 5 years from the date of this approval.
13. Applicant shall pay any applicable fees before work begins.
14. Applicant shall follow the Town of Oxford's approved Permit Procedure which includes review and sign-offs from Town Departments including the OCCIWA, ZEO, W.P.C.A, Fire Marshal and any other applicable departments before work begins.
15. All State permits shall be filed with the Land Use Office prior to any work.

The effective date of this approval is 3/1/2016.

Second by Vice Chairman Jeff Luff. VOTE: All (7) Ayes.

2. **Z-16-007 – 300 Oxford Road – Oxford Towne Center (Quarry Walk) – Phase 1**
(Site Plan Modification)

- a. Site Plan A – Revised.
- b. Exterior Elevations – Retail Buildings (A-D)

MOTION BY Commissioner Todd Romagna to APPROVE application Z-16-007 – 300 Oxford Road – Oxford Towne Center (Quarry Walk) – Phase 1 (Site Plan Modification)
Based on maps/plans last revised 2/23/2016, prepared by Langan Engineers.

SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. Compliance with the Oxford Zoning Regulations in effect as of this date.
- 2. Applicant and their assigns must comply with all representations made at Planning & Zoning Commission meetings regarding this application.
- 3. Prior to installation, the lighting must be approved by the ZEO.
- 4. Landscaping plan and architectural rendering must be as presented on the site plan. Any variations must be approved by the Planning & Zoning Commission.
- 5. No work shall begin until security is set by the PZC Engineer in a form acceptable to Town Counsel.
- 6. No material shall be substituted without approval from the Planning & Zoning Commission and the PZC Engineer.
- 7. Per Article 3, Section 3.19.1 of the Oxford Zoning Regulations the applicant shall be responsible for payment for any outside experts the Commission assigns to review this application from the initial review through inspection and issuance of a Zoning Certificate of Compliance.
- 8. This site plan approval expires if the work is not completed within 5 years of the date of this approval.
- 9. Compliance with all Town Ordinances in effect as of this date.

The effective date of this approval is 3/1/2016.

Second by Commission Secretary Pat Cocchiarella. VOTE: All (7) Ayes.

3. **Z-16-002a – 357 Oxford Road – Owner: Global Partners L.P./Alliance Energy, LLC**
Applicant: Hiren Patel (Special Exception – Sale of Alcohol – Beer Only)

MOTION BY Commissioner Todd Romagna to APPROVE application Z-16-002a with the following conditions:

- 1. Applicant and their assigns must comply with all representations made at Planning & Zoning Commission meetings & public hearings regarding this application.

2. Compliance with the Oxford Zoning Regulations in effect as of this date.

The effective date of this approval is 3/1/2016.

Second by Vice Chairman Jeff Luff. VOTE: (Ayes – 6) (Nays -1 Commissioner Harold Cosgrove) Motion passed 6-1.

BOND RELEASES

1. Central Park Associates – Bond Release Request

Vice Chairman Jeff Luff gave the Commission an update as to what information has been obtained regarding this bond.

Commission Secretary Pat Cocchiarella read a letter dated 3/1/16 from James H. Galligan, PZC Engineer.

Commission members discussed this bond, the currently approved application and the older application previously approved.

Commissioner Harold Cosgrove requested that the letter from James H. Galligan, PZC Engineer be sent to Mr. Zaloumis certified/return receipt. He also stated that when the work is completed and the bond is ready for release that the release be drawn up by counsel.

2. Meadow Brook Estates – Bond Release Request

- a. Letter dated 3/1/16 from James H. Galligan, PZC Engineer.

Commission Secretary Pat Cocchiarella read a letter dated 3/1/16 from James H. Galligan, PZC Engineer.

MOTION BY Commission Secretary Pat Cocchiarella to make a favorable recommend to the Board of Selectmen that they release Bond #KC0106 based on the letter from James H. Galligan, PZC Engineer.

Second by Commissioner Harold Cosgrove. VOTE: All (7) Ayes.

MOTION BY Commission Secretary Pat Cocchiarella to **REFER** this bond release to Jim Galligan for review.

Second by Alternate Commissioner Pete Zbras.

Commissioner Harold Cosgrove suggested that staff send a letter to the Meadow Brook Homeowner's Association to make them aware that this bond has been recommended for release.

VOTE: All (6) Ayes.

ZONING ENFORCEMENT

1. Commission discussion with ZEO regarding various items, complaints and zoning violations.

Steven S. Macary, ZEO gave the Commission a brief synopsis of the Citation Hearing regarding 14 North Larkey Road.

APPROVAL OF MINUTES

1. 2/16/2016 Regular Meeting Minutes.

MOTION BY Commission Secretary Pat Cocchiarella to TABLE the 2/16/2016 Regular Meeting Minutes as presented.

Second by Commissioner Harold Cosgrove. VOTE: All (7) Ayes.

INVOICES

1. Invoice #5279 from Turner Miller Group New England (Oxford Greens)

MOTION BY Commission Secretary Pat Cocchiarella to APPROVE payment of Invoice #5279 and to bill Oxford Greens in the amount of the Invoice.

Second by Commissioner Harold Cosgrove. VOTE: All (7) Ayes.

OTHER BUSINESS

1. Update on Policies & Procedures. - None
2. Any other business the Commission deems necessary for discussion.

Commission members discussed the application process, the delivery of applications and correspondence to the appropriate parties and the time in which they would like to see reviews and letters submitted to the P&Z Department for upcoming meetings.

ADJOURNMENT

MOTION BY Commissioner Harold Cosgrove, seconded by Alternate Commissioner John Kerwin to ADJOURN the meeting at 9:10 PM.

VOTE: All (7) Ayes.

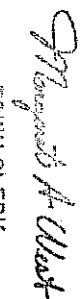
Respectfully submitted,



Jessica Pennell

Administrative Secretary

Planning & Zoning Commission

16 MAR -4 PM 4:07
TOWN OF OXFORD, CT

TOWN CLERK