



**TOWN OF OXFORD**  
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**Planning & Zoning Commission**

**Regular Meeting Minutes**  
**Tuesday, February 16, 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 and Todd Romagna.

**Not Present:** Bob Costigan.

**Staff Present:** Jessica Pennell, Administrative Secretary and Steven S. Macary, ZEO.

**CHAIRMAN'S REPORT - NONE**

**SEATING OF ALTERNATES**

Chairman Arnie Jensen seated Alternate Pete Zbras.

**AMENDMENTS TO THE AGENDA - NONE**

**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. Memorandum from the Selectmen's Office  
Re: Closure of Woodruff Hill Road
- b. Letter from the CFPZA – Annual Conference Information

- c. CT Federation of Planning & Zoning Agencies – Winter 2016 Newsletter
- d. CT Federation of Planning & Zoning Agencies – Membership Dues Increase

**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. Revised Plans prepared by Langan CT, INC.; last revised 1/26/16.

**Commission Secretary Pat Cocchiarella** read a Memorandum dated 2/14/2016 from Brian J. Miller, Town Planner.

**Commission Secretary Pat Cocchiarella** noted that the letter from Nafis & Young was read at the January 19, 2016 Regular Meeting.

**Kyle Bogardus, Langan Engineering and Environmental Services** and **Darin Frerichs, Project Executive for Goodwill** were present to speak regarding the application.

**Kyle Bogardus** referred to the drawing on display, CS100 – Overall Site Plan and stated that this plan was approved on 1/19/2016 (Z-16-003 – Conceptual Plan - Amendment 1). He also displayed a blow up of the original and amended conceptual plan in order to depict more easily the changes made.

**Kyle Bogardus** commented that nothing has really changed from before but he will discuss the specifics of the driveway. He showed the Commission the original and revised layout (depicted on plans), he stated that they rotated the building back parallel to the property line which allowed them to pull the entrance driveway back over 30 feet from where it was before. He stated that it is 101 feet from the edge of the roadway to the stop bar. He explained that this addresses the concern of a tractor-trailer turning into the property and having enough room so that it is not hanging out onto Route 67. He also commented that they were able to accommodate all the other aspects of the site plan it works a little better because of moving the entrance driveway for Goodwill.

**Kyle Bogardus** commented that with the building they lost a little square footage and four (4) parking spaces. He also stated that the other change that they were able to do by making that fix was the retaining wall along Route 67, they were able to pull it back which has increased the site line distance coming out of the driveway.

**Kyle Bogardus** explained that he feels that they have addressed the Commission's concerns but would be happy to answer any questions and discuss it in more detail.

**Commissioner Harold Cosgrove** stated that in one of the drawings for Goodwill it shows a building being put in and it shows the driveway directly opposite where the new exit/entrance is located (referred to CS100). He also stated that the Commission should not be getting maps that are dated 2014 because it makes things confusing.

**Kyle Bogardus** clarified that what Commissioner Cosgrove is referring to is not part of this application, it is in the conceptual plan in the background, they will have to do a site plan approval for that pad when the use of the building is determined. He stated that they had envisioned a vehicle maintenance facility as part of the original concept plan and safety had been a concern regarding exiting out onto the private driveway. He stated that by doing Goodwill, they were able to eliminate the other driveway,

therefore reducing the curb cut and getting them off the private driveway, which has all been incorporated into the site plan approval for the Goodwill.

**Chairman Arnie Jensen** questioned the parking; he stated that they lost 100 square feet and four (4) parking spaces. He commented that he knows that they saw an analysis last time and there was enough for the square footage and the use, he asked where they are now.

**Kyle Bogardus** answered that they are still good on parking for this pad, four (4) spaces is not an issue and they did reduce the square footage a little bit, but there are no concerns with the parking.

**Chairman Arnie Jensen** questioned if it still conforms to the number of spots they need.

**Kyle Bogardus** answered “yes”.

**Commissioner Harold Cosgrove** asked for comparisons of the original plan and the revised plan for all of these applications.

**Kyle Bogardus** noted Commissioner Cosgrove’s request.

**Alternate Commissioner Tanya Carver** asked about the entrance to Goodwill and how they are stopping people from pulling in there. She stated that right now you are kind of blindsided when you are coming around the corner because they don’t really see the cars coming in and how are you going to stop people from entering the Goodwill entrance because in general people are not going to go to the main entrance.

**Kyle Bogardus** answered that part of the DOT approvals and the overall site plan approval they are actually adding a dedicated left turn lane at the main entrance. He noted that there will be a through lane and a lane dedicated to turn into the main entrance. He stated that there is no conflict at that driveway.

**Alternate Commissioner Tanya Carver** stated that they haven’t gone to OSTA for that approval.

**Kyle Bogardus** stated that it has been approved and it was part of the overall approval for that main entrance driveway.

**Alternate Commissioner Tanya Carver** stated that part of the overall approval was having the commercial and giving up a piece of the commercial to residential. She commented that having the stores would give the town the same amount of revenue from retail sales. She stated that on the original they had a financial analysis that was given, but Goodwill is totally non-profit and the Town is not going to get as much revenue as expected. She questioned if they have any numbers that compare the previous retail revenue and what it will not be with the Goodwill store? She questioned the reduction the Town is going to have.

**Tom Haynes, owner Oxford Towne Center** stated that at this point the Goodwill is not asking for a tax exemption and he does not believe that is supposed to be the heart of this application, whether tax revenue will be generated from this building.

**Commissioner Harold Cosgrove** commented that each time they come out with new plans and modifications the Commission has to have this reviewed by staff, mainly the James H. Galligan, PZC Engineer, he questioned how that work is paid.

**Kyle Bogardus** stated that they pay the application fees that are required.

**Alternate Commissioner Pete Zbras** noted that there is a tractor-trailer on the plans and stated that it is a very difficult situation for backing up.

**Kyle Bogardus** stated that it is one way only at this point and they will get a “truck traffic only” sign.

**Alternate Commissioner Pete Zbras** stated again that it is going to be tough.

**Alternate Commissioner John Kerwin** asked how they are going to direct traffic if someone is backing up.

**Kyle Bogardus** commented that it is only one way at this point and there will be signage for truck traffic only, but in the context of the development, they have really tried to minimize the need or desire for someone other than a truck to go behind there.

**Alternate Commissioner Pete Zbras** questioned if it was possible to leave that opening on Echo Valley Road and bring the trucks in that way.

**Kyle Bogardus** stated that driveway is for “exit only”. He commented that one of the things they heard when they did the pre application meeting was about the drop off pad and screening it well. He noted that they have done a good job of screening it from the road, which is based on feedback received at the pre application meeting that it was not screened very well.

**Alternate Commissioner Pete Zbras** questioned if tucking it in like that will cause a problem with people dropping things off at night.

**Kyle Bogardus** stated that Goodwill has a full security system.

**Alternate Commissioner Pete Zbras** stated that will not stop them.

**Darin Frerichs, Goodwill** stated that the store is monitored via camera and if anyone drops off materials when they are not supposed to someone speaks over a microphone and lets them know that they have the license plate number on their car and their description and that they are going to be reported to the police. They also have security cameras inside and at all four (4) corners of the property.

**Alternate Commissioner John Kerwin** suggested putting a fence around the green to block access.

**Kyle Bogardus** stated that they could do that; they can do something during the site plan application that would deter people from walking there.

**Alternate Commissioner Tanya Carver** commented in regards to what this application is, she stated that she believes it is for a site plan modification. She stated that based on the Commission’s regulations site plans, one (1) thing that is required is to establish a high quality of development improving the character of the town and economic conditions and property values. Therefore, she does not think that it is out of the question to ask for the economic piece of this store. She stated that is all she is asking for and if they could get that it would be great.

**Kyle Bogardus** questiond if the answer provided did not satisfy that? .

**Alternate Commissioner Tanya Carver** explained that she was just asking to see what the economics are of the Goodwill compared to what was previously given to them regarding the economic profile.

**Kyle Bogardus** stated that based on the facts that they are not asking for a tax abatement and it is 4,000 square feet bigger than what was in that economic report he would venture to say that it is an increase over what was already approved.

**Alternate Commissioner John Kerwin** questioned if it is guaranteed that they are not going to ask for a tax exemption.

**Darin Frerichs** stated that tax free status is based on how your town/city adopts it or not. He commented that the state of Connecticut has it there, but from his understanding, Oxford has not adopted that. He stated that because it has not been adopted by Oxford, they cannot even ask for an exemption at this time.

**Commissioner Harold Cosgrove** stated that (sixty) 60% of their items are new sales.

**Darin Frerichs** stated that some items they sell are new and some are used.

**Chairman Arnie Jensen** questioned the applicant if they wanted to address some items in Brian Miller's report.

**Chairman Arnie Jensen** noted that signage and the size of the signs. He stated that Brian's memo stated that the size of the sign is not on the applications and asked if they know how big the signs are.

**Darin Frerichs** stated that the signs are presented on the plans from a street view; as you would see them if you were driving northbound on Oxford Road.

**Vice Chairman Jeff Luff** questioned if they could get the cut sheets.

**Darin Frerichs** stated that they can get the exact manufacturing cut sheets if requested, but they do not usually do that until the signage permit approval unless there is a need.

**Vice Chairman Jeff Luff** formally requested the cut sheets for the signs.

**Darin Frerichs** said that they will provide those.

**Vice Chairman Jeff Luff** asked for the dimensions of each sign and where they will be located on the building.

**Kyle Bogardus** stated that they also eliminated the monument sign at the entrance and they really tried to consolidate the signage.

**Alternate Commissioner Pete Zbras** questioned how many entrances there are.

**Darin Frerichs** stated one (1) entrance.

**Alternate Commissioner Pete Zbras** stated that then they can only have one (1) sign.

**Kyle Bogardus** stated that when they did the VCMUD regulation, the regulation also addressed signage. He stated that as part of the VCMUD regulation, the signage is based on the use, the building

design, etc., that was done intentionally so that there would be a little more flexibility with the signage in this district.

**Commissioner Todd Romagna** questioned Brian Miller's research and if what they are building, is consistent with what was referenced in his memo. He noted that many stores from the memo are in strip malls.

**Darin Frerichs** stated that was also surprising to him because there are stand-alone buildings that could have been compared.

**Kyle Bogardus** stated that when they did the site plan approval for the grocery store and bank, all they were required to provide for that was the elevations and there wasn't a separate process for the sign permit. They have tried to tie the signage into the architecture and scale of the building.

**Alternate Commissioner Pete Zbras** stated that the interest in the sign is because people coming up Route 67 to a \$70,000,000.00 project complex and the first thing they are going to see is the Goodwill in the corner.

**Kyle Bogardus** stated that in the overall conceptual plan that was approved included a vehicle maintenance facility and now they are having a nice looking building there instead.

**Alternate Commissioner Pete Zbras** stated that people that may have considered moving into homes there may not consider it if there is a Goodwill there.

**Darin Frerichs** stated that is unfortunate. He said that Goodwill is not considered a thrift store, they are about presenting themselves as any other retailer.

**Tom Haynes** explained that when they were approached by Goodwill he had reservations so he spent a year researching Goodwill stores, he traveled to them, he has seen who the shoppers are, he knows their programs and he knows where they are going. He commented that he would never risk this project to a tenant that would undermine the value of the project. He stated that Goodwill is a great part of our community.

**Alternate Commissioner John Kerwin** questioned a market analysis, showing where Goodwill falls within that range and will they have a detrimental effect on possible and current tenants.

**Tom Haynes** answered that Goodwill is a Grade A credit retail tenant. He noted that all the tenants know that Goodwill is coming and they have not had any problems or resistance.

**Dominick Thomas, Attorney representing OTC** stated that in Shelton there is a Goodwill going into a PDD in a strip next to a Big Y and a jewelry store and they have had no pushback. He noted that Goodwill is a retailer with the expectation of a high-end consignment concept.

**Alternate Commissioner John Kerwin** questioned the other leases.

**Tom Haynes** stated that the Commission is going to have to take his word for it. He commented that the Commission has less to worry about than Goodwill. He explained that when he was traveling in Colorado, what made up his mind, he saw a Goodwill right next to a Whole Foods. He reiterated that if he thought they were going to have a problem with this, they would not be doing it.

**Chairman Arnie Jensen** questioned if the Commission would like to table this to the next meeting.

**Commissioner Glen Persson** questioned the amount of truck traffic there would be on a daily basis.

**Kyle Bogardus** answered that there would be one (1) truck every three (3) days.

**MOTION BY Commission Secretary Pat Cocchiarella** to **TABLE** application Z-16-004 to the next regular meeting. **Second by Commissioner Harold Cosgrove.**

**Motion passed unanimously. All (6) Ayes.**

**Chairman Arnie Jensen** requested a five (5) minute recess.

**Chairman Arnie Jensen** called the meeting back to order at 8:40 PM.

### **NEW BUSINESS**

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

- a. Application Z-16-007 submitted on 2/10/16.
- b. Plans prepared by Langan CT, INC.; last revised 2/9/2016.

**Commission Secretary Pat Cocchiarella** read a memorandum from Kyle Bogardus.

**Chairman Arnie Jensen** made the Commission aware that right now the applicant is at 101,000 square feet of commercial space. He stated that at 100,000 square feet they can start applying for residential. He commented that once they have approvals for all this they can apply for residential.

**Kyle Bogardus** described the application for the site plan modification. He stated that currently they have approvals for the boulevard entrance off Route 67, the bank, the grocery store, adjacent retail to the grocery store and associated site improvements such as parking, drainage, utilities, landscaping, etc. He stated that this modification focuses on the adjacent retail building previously described as “Retail A, B & Commission”. He noted that at the time of approval of the Phase 1 drawings, the adjacent retail tenants were unknown and the building shown was a potential building configuration. He stated that they agreed to provide the Commission with additional details for this building once the tenants were known. He stated that this application addressed some minor site plan modifications and updated architectural drawings to reflect the needs of the future tenants of this building. The modification generally includes minor revisions to the parking, driveways and sidewalk around these buildings. He noted that operationally everything remains the same as the first site plan approval.

**Kyle Bogardus** stated that they are envisioning 2,000 square feet for a cooking school with an inner connection to Market 32, 7,000 square feet for a liquor store, and 10,000 square feet for an Ace Hardware with outdoor storage. He commented that the outdoor storage will be tucked in the back and will be accessible from inside the store. He commented that the last two (2) buildings have leases pending. He also noted that truck circulation and the retaining wall remain the same as the approved concept plan.

**Alternate Commissioner John Kerwin** questioned if there will be a pick-up area from the outside.

**Kyle Bogardus** stated that there would be a public pick-up area at the outdoor storage area.

**Commissioner Harold Cosgrove** stated that you cannot put trees there because you will block the view of cars.

**Kyle Bogardus** stated that the trees have not changed from the plans that are approved; there will be no issues with site lines regarding the trees.

**Alternate Commissioner Pete Zbras** questioned if the deliveries will be going through the parking on the side of the building.

**Kyle Bogardus** commented “yes”.

Discussion ensued regarding the parking spaces to the right of the building with respect to deliveries.

**Chairman Arnie Jensen** questioned the square footage; he commented that it is shown differently on the lighting plan.

**Kyle Bogardus** went through the square footage of each retail space: cooking school, 2,068 square feet, liquor store, 7,033 square feet, Ace Hardware, 10,032 square feet, C1, 5,089 square feet, C2, 9,044 square feet.

**Chairman Arnie Jensen** stated that they talked about the parking last time and questioned if the number of spaces has changed.

**Kyle Bogardus** stated that it has changed but it is still consistent with the parking plan they submitted; they actually gained parking.

**Alternate Commissioner Tanya Carver** stated that on the original CS101 there was a lot of room coming in here, there was room for trucks and snow and now it seems to be a tighter corner here than there was before.

**Kyle Bogardus** stated that the corner is a little tighter, and they have reviewed the truck movements again to make sure those movements can occur. He also noted that the parking spaces which Alternate Commissioner Carver is referring to are non-premium spaces and will most likely be used for snow storage in the winter.

**Vice Chairman Jeff Luff** questioned if the CAD programs used to make these drawings take into consideration the turning radii of large (eighteen) 18-wheelers.

**Kyle Bogardus** answered “yes”.

**Alternate Commissioner Pete Zbras** questioned if there would be a fence behind the hardware store.

**Kyle Bogardus** stated it will be enclosed; it is technically a sales area.

Discussion ensued between the applicant and Commissioners regarding dumpsters for tenants and how they would be screened.

**Kyle Bogardus** reiterated that in context, this is a site plan that has already been approved; they are just making minor adjustments and trying to keep the changes minimal in this area.

**Alternate Commissioner John Kerwin** questioned what the approved site plan approval was for.



**Tom Haynes** stated that it was previously approved for 29,000 square feet and currently it is approximately 33,000 square feet.

**Chairman Arnie Jensen** requested that they provide the total number of parking spaces in Phase 1.

**Kyle Bogardus** stated that there are 338 parking spaces in Phase 1.

**Chairman Arnie Jensen** stated that James H. Galligan, PZC Engineer has not seen this, he didn't get it until Friday, therefore he thinks it should be tabled.

**Tom Haynes** questioned if it also needed review by Brian J. Miller, Town Planner.

**Chairman Arnie Jensen** stated that Brian J. Miller, Town Planner should also look at it.

**Kyle Bogardus** stated that the only thing that they haven't discussed is the façade of the building. He explained that the façade breaks up the ridgeline and they have added some stone and signage along the front.

**Commissioner Todd Romagna** stated that they were just discussing bringing this to Jim and Brian and that is fine, but he believes they should put some parameters on the review, and specify exactly what the Commission would like reviewed.

**Alternate Commissioner John Kerwin** stated that classically Brian J. Miller, Town Planner looks at site plan modifications.

**Tom Haynes** stated if that is the process they will follow it, they followed it for the bank and grocery store and it worked out really well. He stated that they came in for (1) meeting and the Commission approved the application. He stated that they are going to have to find a way to streamline this because they are going to spend an awful lot of time here as they bring in retailers as they get them. He stated that they tried to bundle this one knowing that the stores to the right of Market 32 had already been approved and everything was already done, everything has already been approved and the Commission asked them to bring them the elevations when the other tenants were secured and here they are. They want to answer to whatever the Commission needs but they are going to be here for years doing this.

**Commissioner Todd Romagna** stated that he really doesn't know what Jim Galligan can do for the Commission on this.

**Tom Haynes** stated that they are not changing the drainage, parking or structures.

**Jessica Pennell, Administrative Secretary** stated that the Commission can approve this; they have everything they need right in front of them.

**Alternate Commissioner John Kerwin** stated that they are increasing the footprint.

**Chairman Arnie Jensen** stated that it is his understanding that they got the plans two (2) days before the meeting, if they had them a week before they would probably have the comments here.

**Steven S. Macary, ZEO** also said that they can approve any plan with conditions from Jim and Brian and if the conditions are not met then he wouldn't issue a permit until they were met.

**Alternate Commissioner John Kerwin** stated that is more of a convoluted process.

**Commission Secretary Pat Cocchiarella** stated that if they are going to send them for review, he tends to agree that the engineering has already been reviewed. They have to have it for the next meeting, it cannot go two (2) to four (4) meetings, it stretches it out way too long.

**Alternate Commissioner John Kerwin** stated that anticipating that what the applicant is telling him is accurate then the engineer is going to look at it and say that he has no concerns.

**Kyle Bogardus** stated that for the Commission's comfort, he has had conversations with Jim and Brian about this application and they are well aware of what is going on.

**Tom Haynes** stated that when they bring a tenant in on a site plan that has already been approved; and all the physical characteristics of the site have been approved should they expect that James H. Galligan, PZC Engineer is going to have to review now every tenant that comes in also?

**Alternate Commissioner John Kerwin** stated that Mr. Haynes is bringing up a point that hasn't yet been raised so when that happens the Commission will address it; that doesn't pertain to what is going on in front of them.

**Chairman Arnie Jensen** requested a motion to table this application.

**MOTION BY Commission Secretary Pat Cocchiarella to TABLE Z-16-007.**

**Second by Alternate Commissioner Pete Zbras.**

**VOTE: All (6) Ayes.**

### **BOND RELEASES**

#### **1. Central Park Associates – Bond Release Request**

**Chairman Arnie Jensen** asked what was going on with this bond release.

**Jessica Pennell, Administrative Secretary** explained that this is a bond for a project that is no longer going to be built. She stated that Mr. Zaloumis has been requesting this bond release since February of 2015. She asked how the Commission would like to proceed. She stated that Attorney Condon wrote a letter to the Commission stating that they should deny the bond release request and get clarification from Mr. Zaloumis regarding his intentions regarding the project. Mr. Zaloumis has explained to the Commission that the original project (Z-06-121) was a site plan approval for age restricted housing. He then came in and modified the site plan with an affordable housing application (Z-10-011). The bond release he requesting is associated with application #Z-06-121.

**Vice Chairman Jeff Luff** questioned if he has a bond in place for the newer application.

**Jessica Pennell, Administrative Secretary** stated that he has not posted a bond for that application.

**Matt Zaloumis, owner, Central Park Associates, LLC** stated that he spoke to Kevin Condon and was told that he would have to come in with the new project and post a new bond. He stated that he agreed with Attorney Condon. He commented that Attorney Condon told him they were all set and to release the bond, the Commission should have gotten a letter.

**Jessica Pennell, Administrative Secretary** stated that there was a previous letter from Kevin Condon.

**Matt Zaloumis** stated that the whole project is irrelevant now. He stated that when he comes in for the new project he has to put up a new bond because it is a different site plan and it has different excavating, different sidewalks, etc.

**Vice Chairman Jeff Luff** questioned if the money would leave the town and go back to him and he has to repay it, or does it get transferred over to the new project.

**Matt Zaloumis** stated, no, he is requesting that the money leave the town, and then when he is ready to start work on the new project he will post another bond.

**Alternate Commissioner Tanya Carver** questioned if the site is stable. She questioned if they have received anything from James H. Galligan, PZC Engineer.

**Matt Zaloumis** stated that nothing has been done out there for four (4) years.

**Steven S. Macary, ZEO** questioned what work has been done.

**Matt Zaloumis** stated that five (5) years ago he installed drainage.

**Vice Chairman Jeff Luff** questioned if Mr. Zaloumis would have a problem with the Commission members going out to the site.

**Matt Zaloumis** said no, but either he has to get the bond released or get another appraiser.

**Alternate Commissioner Tanya Carver** requested that Jessica get the file so that they Commission can see the correspondence.

*Commission members agreed to postpone this discussion until Jessica returns with the file.*

**2. Meadow Brook Estates – Bond Release Request**

- a. Letter dated 2/10/16 from Kathy Ekstrom, Project Executive

**Commission Secretary Pat Cocchiarella** read the correspondence from Kathy Ekstrom.

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

**Second by Alternate Commissioner Pete Zbras.**

**VOTE: All (6) Ayes.**

**ZONING ENFORCEMENT**

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

- a. 66 Perkins Road – Request to construct a driveway over Town property.

**Steven S. Macary, ZEO** stated that the owner of 66 Perkins Road bought a lot in an approved subdivision and he has an easement over town property to build his driveway. He stated that the Commission needs to refer this to the Board of Selectmen for approval.

**Commission Secretary Pat Cocchiarella** questioned an approved subdivision lot not having access.

**Steven S. Macary, ZEO** stated that it does, but when the town put in a sewer and water line for the school, they put it in the place where the original driveway was supposed to go. Therefore, they are requesting to move the easement so that the owner can access the driveway without going over the sewer and water lines.

**MOTION BY Commission Secretary Pat Cocchiarella to REFER** this request to the Board of Selectmen.

**Second by Commissioner Glen Persson.**

**VOTE: All (6) Ayes.**

**Steven S. Macary, ZEO** noted the following items:

- 1) The Citation Hearing for 14 N. Larkey Road is next week.
- 2) Mr. Guillet came in and pulled his permits for his property on Riggs Street.
- 3) He noted that he was going to set up a committee to update the POCD. He stated that the committee would include Tanya Carver, Robbi Costigan, Denise Randall and two (2) more people.

**Chairman Arnie Jensen** questioned when the POCD is due.

**Steven S. Macary, ZEO** stated that it is not due until the end of 2017, but if they don't do it they could lose their eligibility to apply for grant money.

**Alternate Commissioner Pete Zbras** stated that Pies and Pints does not have their enclosure up yet.

**Steven S. Macary, ZEO** answered that they assured him that they will do it in the spring.

**Alternate Commissioner Pete Zbras** questioned if Jenny Lane is all set.

**Steven S. Macary, ZEO** stated that they are all set.

**Chairman Arnie Jensen** stated that the owners did everything the Commission asked them to do.

**Commissioner Harold Cosgrove** stated that he would like to request back up for when Jessica cannot attend a meeting.

**Chairman Arnie Jensen** stated that they can discuss that under Other Business.

**CENTRAL PARK BOND RELEASE – CONTINUED DISCUSSION:**

**Vice Chairman Jeff Luff** stated that the most recent letter from James H. Galligan, PZC Engineer is dated August 2015 and it states that the work has not been completed.

**Alternate Commissioner John Kerwin** stated that this item was discussed on December 15th, it is in the minutes, he referred to Page 6 of those minutes and read them aloud for the Commission.

**Jessica Pennell, Administrative Secretary** requested that someone take the lead on this bond release, and be the contact person between James H. Galligan, PZC Engineer, Matt Zaloumis and any attorney's involved.

**Steven S. Macary, ZEO** stated that he would call James H. Galligan, PZC Engineer and Kevin Condon and meet them out there. He stated that Matt Zaloumis could attend and they can then get another letter from Jim and Kevin for the next meeting.

**Alternate Commissioner John Kerwin** noted that James H. Galligan, PZC Engineer did receive a letter in December 2015 from Jessica requesting his review of the bond release; therefore, Jim does have information pertaining to this bond.

**Commission Secretary Pat Cocchiarella** stated that the confusion also comes from there being two (2) applications and the bond is on the “dead” application.

**Alternate Commissioner John Kerwin** suggested writing a letter to Kevin Condon.

**Vice Chairman Jeff Luff** stated that the Commission needs bullets of what needs to be done to release the bond.

**Alternate Commissioner Tanya Carver** stated that they need to discuss this with Jim and they can have a Special Meeting with four (4) people during the week to take action.

**Vice Chairman Jeff Luff** stated that if the other Commissioners don’t mind he would like to take the lead on this and see it through to make sure it gets done.

**MOTION BY Commission Secretary Pat Cocchiarella to TABLE this bond release.**

**Second by Commissioner Harold Cosgrove.**

**VOTE: All (6) Ayes.**

#### **APPROVAL OF MINUTES**

1. 1/19/2016 Regular Meeting Minutes.

**MOTION BY Commission Secretary Pat Cocchiarella to APPROVE the 1/19/2016 Regular Meeting Minutes as presented.**

**Commissioner Harold Cosgrove** moved to **AMEND** the minutes by adding “Bob Costigan” as “not present”.

**Commission Secretary Pat Cocchiarella accepted the amended motion.**

**Second by Commissioner Todd Romagna.**

**VOTE: All (6) Ayes.**

#### **INVOICES**

1. Nafis & Young Engineers Invoice # 020-16 – Canterbury Estates

**MOTION to APPROVE Invoice #020-16 made by Commission Secretary Pat Cocchiarella, seconded by Commissioner Harold Cosgrove.**

**VOTE: All (6) Ayes.**

2. Nafis & Young Engineers Invoice # 021-16 – (Forward to BOS)

**MOTION to FORWARD** Invoice #021-16 made by **Commission Secretary Pat Cocchiarella**, seconded by **Commissioner Harold Cosgrove**.

**VOTE: All (6) Ayes.**

3. Nafis & Young Engineers Invoice # 022-16 – 35 Oxford Road

**MOTION to APPROVE** Invoice #022-16 made by **Commission Secretary Pat Cocchiarella**, seconded by **Commissioner Harold Cosgrove**.

**VOTE: All (6) Ayes.**

4. Nafis & Young Engineers Invoice # 023-16 – Oxford Towne Center

**MOTION to APPROVE** Invoice #023-16 made by **Commission Secretary Pat Cocchiarella**, seconded by **Commissioner Harold Cosgrove**.

**VOTE: All (6) Ayes.**

**OTHER BUSINESS**

1. Recommend appointment to the Board of Selectmen for Regional Planning Commission.

**MOTION BY Commission Secretary Pat Cocchiarella to RECOMMEND** to the Board of Selectmen that Tanya Carver be appointed as the representative for Oxford for the Regional Planning Commission of the Naugatuck Valley Council of Governments.

**Second by Commissioner Harold Cosgrove.**

**VOTE: All (6) Ayes.**

2. Update on Policies & Procedures - (no updates at this time).  
3. Any other business the Commission deems necessary for discussion.

**Commissioner Harold Cosgrove** requested that the Chairman put money in the budget to cover staff if they cannot attend a meeting. He stated that then if cannot attend the meeting, they don't have to cancel, then can use the money to have someone cover the meeting.

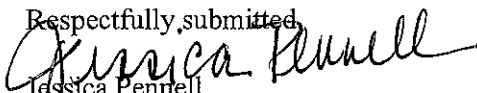
**Jessica Pennell, Administrative Secretary** stated that there are people who the Commission can ask to cover a meeting if she is unable to attend. She explained that she rarely misses a meeting; this was a special circumstance because of jury duty. She also stated that she does try to avoid taking vacations on meeting weeks. She also noted that if she knows that she cannot attend an upcoming meeting she can request someone to cover the meeting and prepare agenda items ahead of time.


**ADJOURNMENT**

**MOTION BY Commission Secretary Pat Cocchiarella, seconded by Alternate Commissioner John Kerwin to ADJOURN** the meeting at 10:00 PM.

**VOTE: All (6) Ayes.**

Respectfully submitted,

  
Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

16 MAR 24 AM 9:42  
TOWN OF OXFORD, CT  
  
TOWN CLERK