



Planning & Zoning Commission

TOWN OF OXFORD
S.B. Church Memorial Town Hall
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Regular Meeting Minutes

Tuesday, April 19, 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, Glen Persson, Jeff Luff, Arnie Jensen, Pat Cocchiarella, Todd Romagna and Bob Costigan.

Not Present: Harold Cosgrove.

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

CHAIRMAN'S REPORT

Chairman Arnie Jensen stated that the meeting with Oxford Towne Center is cancelled and will be rescheduled. He also noted that the matter of 16 North Larkey Road will not be discussed this evening, any evidence or testimony is to be given directly to the town's Land Use Counsel, Peter Olson. He stated that until the Commission receives a response from Attorney Olson, they will not be discussing this item.

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 Correspondence items (a), (d) and (e) into the record. He did not read items (b) or (c) because they pertain to 16 North Larkey Road. **All correspondence is on file in the Planning & Zoning Department and available during regular business hours.**

- a. Email with attachment from Marcia Wellman, Eversource Energy (Received 4/5/16).
- b. Letter dated 4/11/16 from Francis Teodosio to the Planning & Zoning Commission (Received 4/12/16).
- c. Letter dated 4/11/16 from Francis Teodosio to the Planning & Zoning Commission (Received 4/12/16).
- d. Email – Proposed Response to USED A Re: REDD Boundaries (Received 4/13/16).
- e. Email – CT Department of Housing Appeals List 2015 (Received 4/13/16)

OLD BUSINESS

NEW BUSINESS

BOND RELEASES

ZONING ENFORCEMENT

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

Steven S. Macary, ZEO gave a brief report regarding citations and complaints. He also updated the Commission on progress at Meadowbrook Estates and Oxford Greens.

2. Possible discussion/action regarding Complaints for 16 North Larkey Road.

Item not discussed per Land Use Counsel.

APPROVAL OF MINUTES

MOTION BY Commission Secretary Pat Cocchiarella to approve the following minutes as presented:

1. 4/5/2016 Regular Meeting Minutes

Second by Vice Chairman Jeff Luff. VOTE: Ayes (6), Abstentions (3), Commissioner Todd Romagna, Vice Chairman Jeff Luff and Commissioner Bob Costigan.

INVOICES

1. Turner Miller Group Invoices
 - a. #5281 – Z-16-004 – Goodwill Site Plan (Tabled on 4/5/16)
MOTION BY Commissioner Bob Costigan to table. Second by Commissioner Glen Persson. VOTE: All Ayes.
 - b. #5282 – Z-16-003 – Oxford Towne Center Site Plan Modification
MOTION BY Commissioner Bob Costigan to table. Second by Commissioner Glen Persson. VOTE: All Ayes.

- c. #5284 – POCD Update – Subcommittee

MOTION BY Alternate Commissioner Tanya Carver to approve. Second by Alternate Commissioner Pete Zbras. VOTE: All Ayes.

Discussion ensued between Commission members regarding the invoices, how and when they are presented to the Commission, if they are submitted in a timely manner and if there is a better way to handle them. Future discussion will take place regarding this item.

OTHER BUSINESS

- a. **Subcommittee Update - Plan of Conservation & Development**

Alternate Commissioner Tanya Carver questioned the budget for this project. Chairman Arnie Jensen stated that there is 10,000.00 budgeted in the 2016-2017 budget. Alternate Commissioner Tanya Carver let the Commission know that she would make sure that the subcommittee stays within budget.

- b. **Subcommittee Update - Policies & Procedures**


Item is a work in progress.


- c. **Any other business the Commission deems necessary for discussion.**

ADJOURNMENT

MOTION BY Alternate Commissioner Tanya Carver to adjourn the meeting at 7:49 PM. Second by Vice Chairman Jeff Luff. VOTE: All Ayes.

Respectfully submitted,


Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

16 APR 28 PM 4:13
TOWN OF MILFORD, CT

TOWN CLERK