



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, November 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: John Kerwin, , Pete Zbras, Jeff Luff, Arnie Jensen, Pat Cocchiarella and Todd Romagna.

Not Present: Harold Cosgrove, Glen Persson, Tanya Carver, and Bob Costigan.

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

SEATING OF ALTERNATES

Chairman Arnie Jensen seated Alternate Commissioner Pete Zbras and Alternate Commissioner John Kerwin.

AMENDMENTS TO THE AGENDA

MOTION BY Commission Secretary Pat Cocchiarella to AMEND the agenda to add "Discussion/Action to address complaints submitted by Lorraine Tirella" as New Business #4. **Second by Vice Chairman Jeff Luff.**
All Ayes.

CORRESPONDENCE

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

- a. Newsletter from the CT Federation of Planning & Zoning Agencies

AUDIENCE OF CITIZENS

OLD BUSINESS

NEW BUSINESS

1. **Z-16-218 [COMM]– 312 Oxford Road (34/9/29)**

Owner: Route 67 Professional Center, LLC

Applicant: Joseph Gumbrewicz - “Patriot Nutrition”
(Use Permit – Retail)

MOTION BY Commission Secretary Pat Cocchiarella to table this item, second by Vice Chairman Jeff Luff. All Ayes.

2. **Z-16-219 [IND]– 91 Willenbrock Road, Unit A3 (18/29/21-7)**

Owner: Michele Zurko-Smith

Applicant: Tyler Shamaly
(Special Exception – Use – Health/Fitness in Industrial Zone)

SET PUBLIC HEARING DATE

APPLICATION WITHDRAWN – NO ACTION.

3. **Z-16-220 [COMM] – 35 Old State Road – Pleasant Valley Professional Complex**

Owner: Giansanti Realty, LLC

Applicant: Angela Lamas - “The Office”
(Use Permit – Bar/Pub)

Present were Angela Llamas and Craig Cordon. They are renting the space previously known as “Dark Horse” located at 35 Oxford Road. They have submitted a complete application for a use permit for the new bar/pub, “The Office”.

MOTION BY Commission Secretary Pat Cocchiarella to approve application Z-16-220 based on the following:

- a. Compliance with the Zoning Regulations in effect as of this date.

With the following conditions:

- 1) Applicant and their assigns must comply with all representations made at P&Z Commission meetings regarding this application.
- 2) Compliance with the Statement of Use dated 10/25/2016.
- 3) Compliance with P.D.D.H’s approval dated 10/28/2016.
- 4) Any changes and/or modifications to the use permit must come back before the Planning & Zoning Commission for approval including any lease changes or change of ownership.

- 5) Per Article 3, Section 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.

Second by Vice Chairman Jeff Luff. All Ayes.

Approval Effective: 11/1/2016

4. Discussion/Action – Address Tirella Complaints

MOTION BY Commission Secretary Pat Cocchiarella that the Planning & Zoning Commission assume all authority over all zoning complaints filed to date concerning the property located at 268 Oxford Road, specifically;

1.) Letters to Planning & Zoning Commission:

- a. July 18, 2016 (Attachment A)
- b. August 1, 2016 (Attachment B)
- c. July 29, 2016 (Attachment C)
- d. August 4, 2016 (Attachment D)
- e. August 11, 2016 (Attachment E)
- f. August 15, 2016 (Attachment F)
- g. August 15, 2016 (Attachment G)
- h. September 7, 2016 (Attachment H)
- i. September 7, 2016 (Attachment I)
- j. September 16, 2016 (Attachment J)
- k. October 3, 2016 (Attachment K)
- l. October 6, 2016 (Attachment L)
- m. October 6, 2016 (Attachment M)
- n. October 11, 2016 (Attachment N)
- o. October 12, 2016 (Attachment O)
- p. October 25, 2016 (Attachment P)

2.) Official Zoning Complaints:

- a. August 1, 2016 (Attachment A1)
- b. August 4, 2016 (Attachment B1)
- c. August 8, 2016 (Attachment C1)
- d. September 1, 2016 (Attachment D1)

In whatever form and to whatever board or commission or member thereof or other Town Officials including the Zoning Enforcement Officer, such complaints have been made, all authority concerning enforcement issues related to the property as set forth in Article 19 and Article 20 of the Zoning Regulations shall be assumed by the Commission and no other official or individual shall take any enforcement action or be considered to have failed to take enforcement action concerning these complaints.

If the Zoning Enforcement Officer or Planning & Zoning Commission receive any additional complaints on issues contained in existing complaints then they are instructed to reject the complaints. If any of the complaints have been missed on this list, it will be dealt with at this time.

Second by Vice Chairman Jeff Luff.
All Ayes.

MOTION BY Commission Secretary Pat Cocchiarella to set a Hearing date of November 15, 2016 at 7:30 PM, in the Main Meeting Room, located at 486 Oxford Road, Oxford, Connecticut. **Second by Vice Chairman Jeff Luff.**
All Ayes.

Commissioners requested that a letter be sent to all the parties involved, Oxford Towne Center, Goodwill and Mr. & Mrs. Tirella.

BONDS/BONDS RELEASES

1. **Letter from Michael H. Horbal**
Re: Riverview Subdivision, Riverview Road
(Bond Release & Road Acceptance)
(Send to James H. Galligan, PZC Engineer for review)

MOTION BY Commission Secretary Pat Cocchiarella to forward this item to James H. Galligan, PZC Engineer for review and comments.
Second by Alternate Commissioner John Kerwin.
All Ayes.

ZONING ENFORCEMENT

- **Report of the ZEO on complaints, violations and any other items deemed necessary for discussion/action by the Commission.**

The ZEO and Commission discussed many complaints/violations. They spoke in depth about 360 Oxford Road and the machinery that is currently on site. **Steven S. Macary, ZEO** stated that he would send a letter and ask them to remove the machine if that is what the Commission wants.

MOTION BY Vice Chairman Jeff Luff to send a notice to Phoenix Propane stating that they should get a permit for the propane filling sign which has not been approved. **Second by Commission Secretary Pat Cocchiarella.** **All Ayes.**

Steven S. Macary, ZEO also discussed the signs for "The Smile Spot". The Commission went over the dimensions that were provided and determined that they were within what is allowed by the Zoning Regulations. Commissioners also noted that they would have to come before the Commission with a use permit application.

APPROVAL OF MINUTES

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

1. 9/20/2016 Special Meeting Minutes
2. 9/20/2016 Regular Meeting Minutes
3. 10/4/2016 Special Meeting Minutes
4. 10/4/2016 Regular Meeting Minutes

Second by Vice Chairman Jeff Luff. Ayes (6), Abstentions (1) Alternate Commissioner John Kerwin.

MOTION BY Vice Chairman Jeff Luff to approve the following minutes as presented:

5. 10/18/2016 Regular Meeting Minutes

Second by Commission Secretary Pat Cocchiarella. Ayes (6), Abstentions (1) Commission Secretary Pat Cocchiarella.

INVOICES

1. **MOTION BY Commission Secretary Pat Cocchiarella** to forward the Statement dated 10/19/2016 from **Micci & Korolyshun, P.C.** – Garden Homes to the Board of Selectmen for payment. **Second by Vice Chairman Jeff Luff. All Ayes.**
2. **MOTION BY Alternate Commissioner Pete Zbras** to table **Invoice # 5314** Turner Miller Group – 10 Robinson Lane and to request a revised invoice. **Second by Commission Secretary Pat Cocchiarella. All Ayes.**
3. **MOTION BY Commission Secretary Pat Cocchiarella** to approve **Invoice # 5315** from Turner Miller Group – Oxford Greens. **Second by Alternate Commissioner John Kerwin. All Ayes.**

OTHER BUSINESS

1. Committee Updates

a. Handouts/Information from POCD Committee

Tanya was not able to attend the meeting, but she did send an email that stated:

“Thank you Herman S. for going through the Section V. Economic Development and updating. We will continue to review this section at the next meeting which will be Nov 22nd”

We also received confirmation that our plan is good until Oct 2017, so there is not a need to request for an extension at this time. I do feel that we should be able to complete this process in enough time to make our require deadlines.

b. Schedule next Policies & Procedures Workshop

Commission members decided that with all the upcoming public hearings that they would not schedule a meeting at this time.

2. Updates/discussion regarding Audio/Video System.

Alternate Commissioner Pete Zbras gave an update and stated that he spoke with the Grant Writer. Commission members agreed that the quote for \$28,000.00 should be submitted to the Grant Writer for her to begin the process. Commissioners also discussed going to other towns to see their equipment.

3. Any other items the Commission deems necessary for discussion.

ADJOURNMENT

MOTION BY Commission Secretary Pat Cocchiarella to adjourn the meeting at 8:59 PM. **Second by Alternate Commissioner John Kerwin. All Ayes.**

Respectfully submitted,



Jessica Pennell

Administrative Secretary

Planning & Zoning Commission

16 NOV -3 PM 3:01
TOWN OF OXFORD, CT
Magdalen A. West
TOWN CLERK