



**TOWN OF OXFORD**  
S.B. Church Memorial Town Hall  
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**Planning & Zoning Commission**

**Regular Meeting Minutes**

**Tuesday, January 3, 2017**

**7:30 PM**

**Oxford Town Hall**

**Main Meeting Room**

**CALL TO ORDER**

Chairman Arnie Jensen called the meeting to order at 8:00 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Present:** Pete Zbras, Tanya Carver, Arnie Jensen, Pat Cocchiarella, Todd Romagna and Bob Costigan.

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

**Not Present:** John Kerwin, Jeff Luff and Harold Cosgrove.

**SEATING OF ALTERNATES**

Chairman Arnie Jensen seated Alternate Commissioner Pete Zbras.

**AMENDMENTS TO THE AGENDA**

1. **MOTION BY Commission Secretary Pat Cocchiarella** to amend the agenda to add the following application under Other Business. **Second by Commissioner Tanya Carver. All Ayes.**

**Z-16-226 [IND] – Fox Hollow Industrial Park (Lot 7 Fox Hollow Road)**

**Owner:** 589 Investments, LLC

**Applicant:** Macton Corporation

- a. **Special Exception** to construct a 52,250 square foot building.

2. **MOTION BY Commissioner Tanya Carver** to amend the agenda to add the acceptance of Patriot Way under Bonds/Bond Releases. **Second by Commission Secretary Pat Cocchiarella. All Ayes.**

3. **MOTION BY Commissioner Tanya Carver** to amend the agenda to add an Invoice from Turner Miller Group under Invoices. **Second by Commission Secretary Pat Cocchiarella.**  
**All Ayes.**

### **CORRESPONDENCE**

**Commission Secretary Pat Cocchiarella read the following correspondence into the record.**

- a. Letter dated 12/15/2016 from Neal R. Maison, President – C&M Homes, Inc. (Request for extension of Z-07-192 – Moose Hill Estates Subdivision).
- b. Amended Memo dated 12/21/2016 from the Selectmen's Office.

Concerning correspondence (a) the Commission requested the presence of Neal Maison at the next meeting on 1/17/2017.

### **AUDIENCE OF CITIZENS**

None.

### **NEW BUSINESS**

1. **Z-16-238 [COMM] – 35 Old State Road, Building B, Unit 15**  
**Owner:** Giansanti Realty, LLC  
**Applicant:** Charles W. Kindle dba Diversified Home Improvements  
(Use Permit)

Applicant Charles Kindle of 578 Chestnut Tree Hill Road was present to explain his application. He stated that the use would be a showroom with pictures of his completed work.

**MOTION BY Commission Secretary Pat Cocchiarella** to approve application **Z-16-238** 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 12/14/2016.
3. 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.
4. 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 Alternate Commissioner Pete Zbras. All Ayes.**  
**APPROVAL EFFECTIVE 1/3/2017.**

2. **Z-16-233 [RESA] – 5 Pine Street**  
**Owner:** Gary Franco

**Applicant: Jeff Haney**

(Special Exception – construct a 30x40' Garage) – SET PUBLIC HEARING DATE

**MOTION BY Commission Secretary Pat Cocchiarella** to set a public hearing date of **2/7/2017 at 7:00 PM. Second by Alternate Commissioner Tanya Carver. All Ayes.**

### **BONDS/BONDS RELEASES**

#### **1. Z-13-013 [IND] – Patriot Way (Town Road Acceptance)**

**Commission Secretary Pat Cocchiarella** read a letter dated 12/28/2016 from James H. Galligan, PZC Engineer.

**MOTION BY Commission Secretary Pat Cocchiarella** to make a favorable recommendation to the Board of Selectmen to accept Patriot Way as a Town road. **Second by Alternate Commissioner Tanya Carver. All Ayes.**

### **ZONING ENFORCEMENT**

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

**Steven S. Macary, ZEO** handed out copies of information sent to him by Dominick Thomas regarding 1 Toppenfell Lane. The Commission directed him to continue any necessary enforcement action regarding this property.

### **APPROVAL OF MINUTES**

1. **MOTION BY Commission Secretary Pat Cocchiarella** to approve the 12/6/2016 Public Hearing Minutes – 10 Robinson Lane as presented. **Second by Commissioner Todd Romagna. Ayes (5), Abstention (1), Commissioner Tanya Carver.**
2. **MOTION BY Commission Secretary Pat Cocchiarella** to approve the 12/6/2016 Public Hearing Minutes – Hogsback as presented. **Second by Commissioner Todd Romagna. Ayes (5), Abstention (1), Commissioner Tanya Carver.**
3. **MOTION BY Commission Secretary Pat Cocchiarella** to approve the 12/6/2016 Regular Meeting Minutes as presented. **Second by Commissioner Todd Romagna. Ayes (5), Abstentions (1), Commissioner Tanya Carver.**
4. **MOTION BY Commission Secretary Pat Cocchiarella** to approve the 12/20/2016 Public Hearing Minutes – 6 Benson Road as presented. **Second by Commissioner Todd Romagna. All Ayes.**
5. **MOTION BY Commission Secretary Pat Cocchiarella** to table the 12/20/2016 Public Hearing Minutes – Oxford Greens Assisted Living. **Second by Alternate Commissioner Tanya Carver. All Ayes.**
6. **MOTION BY Commission Secretary Pat Cocchiarella** to table the 12/20/2016 Public Hearing Minutes – Macton. **Second by Alternate Commissioner Tanya Carver. All Ayes.**
7. **MOTION Alternate Commissioner Tanya Carver** to approve the 12/20/2016 Regular Meeting Minutes as presented. **Second by Commission Secretary Pat Cocchiarella. All Ayes.**

### **INVOICES**

1. **MOTION BY Commission Secretary Pat Cocchiarella** to approve Invoice # 5328 from Turner Miller Group New England. **Second by Alternate Commissioner Tanya Carver.** All Ayes.

### **OTHER BUSINESS**

1. Committee Updates
  - a. POCD Committee – Will have a report at the next meeting.
  - b. Schedule next Policies & Procedures Workshop (TABLED)
2. Updates/discussion regarding Audio/Video System – Will have a proposal for the next meeting.
3. Any other items the Commission deems necessary for discussion.

### **AMENDMENT**

1. **Z-16-226 [IND] – Fox Hollow Industrial Park (Lot 7 Fox Hollow Road)**

**Owner:** 589 Investments, LLC

**Applicant:** Macton Corporation

- a. **Special Exception** to construct a 52,250 square foot building.
- b. Site Plan Application

**MOTION BY Commission Secretary Pat Cocchiarella to approve application Z-16-226 based on maps/plans dated November 1, 2016, last revised December 20, 2016 with the following conditions:**

1. Compliance with the Oxford Zoning Regulations in place as of this date.
2. Applicant and their assigns must comply with all representations made at P&Z Commission meetings regarding this application.
3. Prior to installation, 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 to begin until security is set by the Planning & Zoning Engineer in a form acceptable to Town Counsel.
6. No material will be substituted without approval from the Planning & Zoning Commission and Planning & Zoning Engineer.
7. 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 the initial review through inspection and the issuance of a certificate of compliance.
8. Site Plan approval expires if the work is not completed within five (5) years from the date of approval. (Expires 1/3/2022)
9. Compliance with all Town of Oxford Ordinances in effect as of this date.
10. Vehicle directional signs stating entrance and exit are to be clearly marked and with no advertisement.
11. Applicant to contact Planning & Zoning staff to set up a pre-construction meeting prior to any activity on the site.
12. All activities on site shall conform to the letter of intent.
13. A safety fence shall be installed at the top of the retaining wall.
14. The applicant shall submit a revised plan with a notation to indicate the potential number of additional parking spaces that can be provided.

**Reasons for Approval:**

1. The application is in conformance with the Oxford Zoning Regulation
2. The Commission finds that the amount of parking is adequate for the proposed use, and that there is sufficient parking with additional parking possible in accordance with Article 3, Section 3.24.2 of the Oxford Zoning Regulations.

**Special Exception:** Article 9, Section 9.3 (Buildings with a gross floor area of 50,000 square feet or greater) was approved by the Planning & Zoning Commission on January 3, 2017.

**Site Plan Application:** Expires 1/3/2022.

**Second by Commissioner Tanya Carver.**  
**All Ayes.**

**ADJOURNMENT**

**MOTION BY Commission Secretary Pat Cocchiarella** to adjourn the meeting at 9:17 PM. **Second by Commissioner Tanya Carver. All Ayes.**

Respectfully submitted,

*Jessica Pennell*

Jessica Pennell

Administrative Secretary

Planning & Zoning Commission

17 FEB 16 AM 9:16  
TOWN OF OXFORD, CT  
*Pat Cocchiarella*  
TOWN CLERK