



TOWN OF OXFORD
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Planning & Zoning Commission

Regular Meeting Minutes
Tuesday, February 21, 2017
7:30 PM
Oxford Town Hall
Main Meeting Room

CALL TO ORDER

Chairman Arnie Jensen called the meeting to order at 7:35 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

Not Present: John Kerwin and Harold Cosgrove.

SEATING OF ALTERNATES

Chairman Arnie Jensen seated Alternate Commissioner Pete Zbras.

AMENDMENTS TO THE AGENDA - NONE

CORRESPONDENCE

Commission Secretary Pat Cocchiarella read the following correspondence into the record and stated that it is on file in the P&Z Department:

- a. Town of Monroe – Adjacent Municipality Referral Notice
- b. Information Packet – CFPZA Annual Conference

AUDIENCE OF CITIZENS

Joe Lopez, 4 Kirkwood Drive questioned when he would be contacted about the issue with his neighbor.

Chairman Arnie Jensen referred the question to Steven S. Macary, ZEO.

Steven S. Macary, ZEO stated that he has not spoken to the attorneys involved, they are handling the situation at this time.

NEW BUSINESS

1. Z-16-222 [RGCD] – Oxford Greens – Proposed Assisted Living Facility (32-33/10-11/2 1)

Owner & Applicant: Timberlake Investment Partners V, LLC

- a. **Special Exception** (Article 5A, Section 8.1, Article 5A, Section 9.1 and Article 10, Section 10.2)
- b. **Site Plan Application** (Modification of previously approved Conceptual Plan)

Public Hearing closed on 2/7/2017

Commissioner Tanya Carver stated for the record that she listened to the recording of the Public Hearing held on 2/7/17.

Commissioners discussed their concerns regarding the application. Commissioners noted that they do understand the need for this type of facility, but still had many problems that they did not think were addressed in this application.

Chairman Arnie Jensen requested that Brian J. Miller, Town Planner draft a resolution for denial for the next regular meeting.

MOTION BY Commission Secretary Pat Cocchiarella to table this application until the next regular meeting agenda. **Second by Vice Chairman Jeff Luff. All Ayes.**

OLD BUSINESS

Commissioners noted that the following two (2) applications would be acted on together:

1. Z-17- 008 [VCMUD] – 300 Oxford Road – “Quarry Walk” – Phase 2C Site Plan

Owner & Applicant: Oxford Towne Center, LLC
(Site Plan – Phase 2C)

2. Z-17- 009 [VCMUD] – 300 Oxford Road – “Quarry Walk” – Phase 2D Site Plan

Owner & Applicant: Oxford Towne Center, LLC
(Site Plan – Phase 2D)

MOTION BY Commission Secretary Pat Cocchiarella to **APPROVE** applications:

Z-17- 008 [VCMUD] – 300 Oxford Road – “Quarry Walk” – Phase 2C Site Plan

Owner & Applicant: Oxford Towne Center, LLC (Site Plan – Phase 2C)

Z-17- 009 [VCMUD] – 300 Oxford Road – “Quarry Walk” – Phase 2D Site Plan

Owner & Applicant: Oxford Towne Center, LLC (Site Plan – Phase 2D)

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).

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. Site Plan approval expires if work is not completed within 5 years from the date of this approval.
12. Applicant shall pay any applicable fees before work begins.
13. 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.
14. All State permits shall be filed with the Land Use Office prior to any work.

The effective date of this approval is 2/22/2017.

Second by Vice Chairman Jeff Luff.

Ayes (6), Abstention (1) – Commissioner Tanya Carver.

Motion passed.

3. **Z-06-243 – Oxford Supply, LLC - Oxford Glen, Roosevelt Drive**
 - a. Letter from Dominick Thomas regarding extension of application.

MOTION BY Commission Secretary Pat Cocchiarella to table this item until the arrival of Attorney Dominick Thomas. Second by Vice Chairman Jeff Luff. All Ayes.

4. **Z-12-148 – 57 Newgate Road Re-subdivision**

- a. Email from Chris DuBois – Request for Extension

MOTION BY Commission Secretary Pat Cocchiarella to grant a five (5) year extension for application Z-12-148 and that the applicant must comply with all previous original conditions in the approval dated April 2, 2013. The original expiration date was April 2, 2018, after extension the new expiration date is April 2, 2023.
Second by Vice Chairman Jeff Luff. All Ayes.

BONDS/BONDS RELEASES

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 discussed the following items:

- 1.) Request from Riverbend Estates to not install the sidewalks. The Commission requested more information on this item.
- 2.) Zoning violations at 387 Quaker Farms Road. Vice Chairman Jeff Luff noted that he would speak with the owner regarding the current violations on the property.
- 3.) Possible zoning violations at 214 Quaker Farms Road.

APPROVAL OF MINUTES

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

1. 1/3/2017 Public Hearing Minutes – Hogsback
2. 1/3/2017 Public Hearing Minutes – Macton
3. 1/3/2017 Regular Meeting Minutes

Second by Vice Chairman Jeff Luff. All Ayes.

INVOICES

- a. Micci & Korolyshun, P.C. Statement – Garden Homes Appeal (*Tabled on 2/7/17*)
- b. Land Use & Conservation Counsel – Garden Homes Appeal (*Tabled on 2/7/17*)

The Commission discussed Invoices (a) and (b) regarding Garden Homes. These invoices will remain tabled.

- c. **MOTION BY Commission Secretary Pat Cocchiarella**, seconded by **Commissioner Tanya Carver** to approve payment of Turner Miller Group Invoice #5337 – Oxford Greens Assisted Living. **All Ayes.**
- d. **MOTION BY Commission Secretary Pat Cocchiarella**, seconded by **Vice Chairman Jeff Luff** to send Turner Miller Group Invoice #5338 to the owner of 5 Pine Street. **All Ayes.**
- e. **MOTION BY Commission Secretary Pat Cocchiarella**, seconded by **Commissioner Tanya Carver** to approve payment of Turner Miller Group Invoice #5339 – Quarry Walk. **All Ayes.**
- f. **MOTION BY Commission Secretary Pat Cocchiarella**, seconded by **Commissioner Tanya Carver** to approve payment of Turner Miller Group Invoice #5340 – POCD. **All Ayes.**

OTHER BUSINESS

1. Committee Updates (POCD/Policies & Procedures)

Commissioner Tanya Carver gave a brief update and stated that they are currently in the process of setting up a survey.

2. Updates/discussion regarding Audio/Video System.

Alternate Commissioner Pete Zbras commented that he has been trying to get in contact with First Selectman Temple to show him the quotes. He requested that Chairman Arnie Jensen speak to First Selectman Temple regarding this item.

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

Attorney Dominick Thomas arrived.

MOTION BY Vice Chairman Jeff Luff, seconded by **Commission Secretary Pat Cocchiarella** to remove **Z-06-243 – Oxford Supply, LLC - Oxford Glen, Roosevelt Drive** from the table. All Ayes.

a. Letter from Dominick Thomas regarding extension of application.

MOTION BY Commission Secretary Pat Cocchiarella to grant a three (3) year extension for **Z-06-243**. All original conditions apply. The original expiration date was 6/7/2016, the new expiration date is 6/7/2019. **Second by Commissioner Tanya Carver. All Ayes.**

The Commission also discussed briefly that they would like to revise the fee schedule, they discussed the timeframe and possible dates for the public hearing. No dates were set, they will discuss this again at the next regular meeting.

UPCOMING PUBLIC HEARINGS - March 7, 2017

7:00 PM Z-17-010 – Towner Lane – “Pheasant Run Business Park” (Map: 3 Lot: 16)
Owner & Applicant: 589 Investments, LLC (5-Lot Industrial Subdivision)

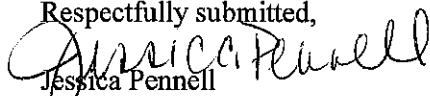
7:05 PM Z-17-006 [RESA]– Subdivision – Park Place – Park Road
(Map: 29 Block: 68 Lot: 1A)
Owner & Applicant: Matt Dytko, 194 Moose Hill Road
(2 Lot Subdivision)

7:10 PM Z-17-007 [RESA] – Re-Subdivision – Walsh Subdivision – Quaker Farms Road
(Map: 13 Block: 55 Lot: 2A)
Owner & Applicant: Steve Walsh Jr., 387 Quaker Farms Road (Re-Subdivision)

ADJOURNMENT

MOTION BY Commissioner Bob Costigan to adjourn the meeting at 9:18 PM. **Second by Vice Chairman Jeff Luff. All Ayes.**

Respectfully submitted,


Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

17 FEB 27 PM 1:02
TOWN OF OXFORD, CT
TOWN CLERK
