



TOWN OF OXFORD
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Planning & Zoning Commission

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

CALL TO ORDER

Chairman Arnie Jensen called the meeting to order at 8:47 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: John Kerwin, Pete Zbras, Jeff Luff, 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: Tanya Carver and Harold Cosgrove.

SEATING OF ALTERNATES

Chairman Arnie Jensen seated Alternates John Kerwin and Pete Zbras.

AMENDMENTS TO THE AGENDA

CORRESPONDENCE

Commission Secretary Pat Cocchiarella read or noted the following correspondence and stated that it is on file in the Planning & Zoning Department during regular business hours.

- a. CFPZA Quarterly Newsletter – Winter 2017.
- b. Memorandum from the Oxford Conservation Commission
- c. Memorandum from the First Selectmen's Office
- d. CFPZA Annual Conference – Save the Date

AUDIENCE OF CITIZENS

Joe Lopez, 4 Kirkwood Drive had questions about a neighboring property where they installed a built in swimming pool and part of the pool and equipment are on his property. He asked what the procedure is that should have been followed for the pool to have been constructed on his property and into the setback area.

Steven S. Macary, ZEO stated that the pool company came in and gave him an A-2 survey with the proposed pool location hand drawn. He stated that Mr. Lopez had the property surveyed and the pool and mechanicals were on his property and the pool and shed were within the setbacks. He stated that the property owner of the pool moved the mechanicals and some trees that he had installed on Mr. Lopez's property and the shed was constructed in 2012, and falls under Statute 8-13. He did note that the pool is encroaching within the setback lines.

NEW BUSINESS

1. **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)
SET PUBLIC HEARING DATE ~ Discretion of the Commission

MOTION BY Commission Secretary Pat Cocchiarella to hold a Public Hearing on **Z-17-006** on **Tuesday, March 7, 2017 at 7:05 PM.** Second by Vice Chairman Jeff Luff. All Ayes.

2. **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)
SET PUBLIC HEARING DATE

MOTION BY Commission Secretary Pat Cocchiarella to hold a Public Hearing on **Z-17-007** on **Tuesday, March 7, 2017 at 7:10 PM.** Second by Vice Chairman Jeff Luff. All Ayes.

The Commission discussed the following applications concurrently:

3. **Z-17-008 [VCMUD] – 300 Oxford Road – “Quarry Walk” – Phase 2C Site Plan**
Owner & Applicant: Oxford Towne Center, LLC
(Site Plan – Phase 2C)
4. **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 table **Z-17-008** and **Z-17-009** until the next regular meeting and to have Brian J. Miller, Town Planner prepare resolutions. Second by Vice Chairman Jeff Luff. All Ayes.

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

MOTION BY Alternate Commissioner John Kerwin to hold a Public Hearing for application **Z-17-010.** Second by Commissioner Bob Costigan. Ayes (5), Nays (2) (Commission Secretary Pat Cocchiarella and

Vice Chairman Jeff Luff). Motion passed.

MOTION BY Commission Secretary Pat Cocchiarella to set a Public Hearing for this application on **Tuesday, March 7, 2017 at 7:00 PM. Second by Vice Chairman Jeff Luff. All Ayes.**

First Selectman George Temple stated that he believes that the Planning & Zoning Commission should revisit their fee schedule, especially regarding professional fees for services. He would like to make sure that the Commission's fees are reasonable to developers and businesses coming into Town.

Mark Oczkowski stated that he understands the fees, he has an issue with the inspection fees and by state statute, any funds that are not expended should be returned to the developer.

Commission Secretary Pat Cocchiarella stated that one of the problems is that any and all fees go directly into the general fund and it is nearly impossible to get those monies back.

First Selectman George Temple stated that he believes that there should be a separate account for Planning & Zoning that can be drawn on for professional fees and then any monies not expended should go back to the developer. He stated that he will discuss this with Jim Hliva, Finance Director and see how they can move forward to handle this situation and make any changes that are necessary.

OLD BUSINESS

1. **Z-16-223 – Hogsback Sudivision** (Authorize Chairman & Secretary to sign mylar)

MOTION BY Alternate Commissioner Pete Zbras, seconded by **Commissioner Bob Costigan** to authorize the Chairman and Commission Secretary to sign the mylar. **All Ayes.**

2. **Z-06-243 – Oxford Supply, LLC - Oxford Glen, Roosevelt Drive**

- a. Letter from Dominick Thomas regarding extension of application.

Attorney Dominick Thomas, 315 Main Street, on behalf of the applicant, Oxford Glen presented his request for an extension under CT General Statute 8-26(c).

MOTION BY Commission Secretary Pat Cocchiarella to table this item to the next regular meeting on 2/21/2017. **Second by Alternate Commissioner John Kerwin. 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.) Cleaning up signs along Route 67
- 2.) Subdivision coming in on Quaker Farms Road where the owner already has a barn built with no permit and a caveat on the land records.
- 3.) Signs for Ginnybread Bakery.
- 4.) Large sign for Pleasant Valley Plaza.

APPROVAL OF MINUTES

1. **MOTION BY Vice Chairman Jeff Luff**, seconded by **Alternate Commissioner John Kerwin** to approve the 12/20/2016 Public Hearing Minutes – Oxford Greens Assisted Living as presented. **All Ayes.**
2. **MOTION BY Vice Chairman Jeff Luff**, seconded by **Alternate Commissioner John Kerwin** to approve the 12/20/2016 Public Hearing Minutes – Macton as presented. **All Ayes.**

MOTION BY Vice Chairman Jeff Luff, seconded by **Alternate Commissioner John Kerwin** to table the following minutes:

3. 1/3/2017 Public Hearing Minutes – Hogsback
4. 1/3/2017 Public Hearing Minutes – Macton
5. 1/3/2017 Regular Meeting Minutes
6. 1/17/2017 Public Hearing Minutes – Oxford Greens Assisted Living
7. 1/17/2017 Regular Meeting Minutes

All Ayes.

INVOICES

- a. **MOTION BY Commission Secretary Pat Cocchiarella**, seconded by **Alternate Commissioner Pete Zbras** to approve payment of Turner Miller Group Invoice #5332 – Oxford Greens Assisted Living. **All Ayes.**
- b. **MOTION BY Commission Secretary Pat Cocchiarella**, seconded by **Vice Chairman Jeff Luff** to approve payment of Turner Miller Group Invoice # 5333 – Hogsback Road Subdivision. **All Ayes.**
- c. **MOTION BY Commission Secretary Pat Cocchiarella**, seconded by **Alternate Commissioner Pete Zbras** to approve payment of Nafis & Young Invoice #003-17 – Hogsback Road Subdivision. **All Ayes.**
- d. Micci & Korolyshun, P.C. Statement – Garden Homes Appeal – **(TABLED)**
- e. **MOTION BY Vice Chairman Jeff Luff**, seconded by **Commission Secretary Pat Cocchiarella** to approved payment of the invoice from the Land Use & Conservation Counsel – Tirella (FOI). **All Ayes.**
- f. Land Use & Conservation Counsel – Garden Homes Appeal – **(TABLED)**

OTHER BUSINESS

1. Committee Updates (POCD/Policies & Procedures)

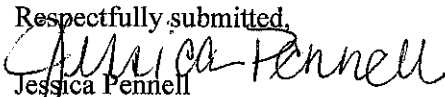
Brian J. Miller, Town Planner explained that they are discussing formulating a survey to send out; Herman Schuler and Andy McGeever are working on the questions for the survey. There is still a lot of work to do; he explained that he is not at all of the meetings because of budgetary constraints.

2. Updates/discussion regarding Audio/Video System.
3. Any other items the Commission deems necessary for discussion.

ADJOURNMENT

MOTION BY Commissioner Bob Costigan to adjourn the meeting at 10:30 PM. Second by Alternate Commissioner John Kerwin. All Ayes.

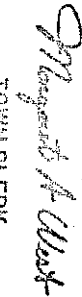
Respectfully submitted,



Jessica Pennell

Administrative Secretary

Planning & Zoning Commission

17 FEB 28 AM 10:50
TOWN OF OXFORD, CT

TOWN CLERK