



TOWN OF OXFORD
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Planning & Zoning Commission

Regular Meeting Minutes

Tuesday, May 2, 2017

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, Tanya Carver, 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: Harold Cosgrove.

SEATING OF ALTERNATES

Chairman Arnie Jensen seated Alternate Commissioner Pete Zbras.

AMENDMENTS TO THE AGENDA

1. **MOTION BY Commissioner Tanya Carver to amend** the agenda to add **Z-17-019** (Joint Driveway Proposal – Belinsky Subdivision) as New Business #1.

Second by Vice Chairman Jeff Luff.

All Ayes.

2. **MOTION BY Commissioner Tanya Carver to amend** the agenda to add a letter from Lorraine & Ralph Tirella as Correspondence (b). **Second by Vice Chairman Jeff Luff.**

All Ayes.

CORRESPONDENCE

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

- a. Email regarding the Oxford MS4/LID Local Regulation Assessment
- b. Correspondence dated April 21, 2017 from Lorraine & Ralph Tirella
Re: Right of Way

AUDIENCE OF CITIZENS

CHAIRMAN'S REPORT

Chairman Arnie Jensen stated that staff is still working on a way to make emails available to people who want to view them under FOI. He requested that Jessica Pennell, Administrative Secretary speak to the front office to see if there is a computer that could be available for viewing emails. He also requested that staff contact the IT department to go over how they charge the town when they are asked to compile emails from the server.

NEW BUSINESS

1. (Joint Driveway Proposal) **Z-17-019 [RESA] – Belinsky Subdivision – Punkup Road**
Applicant: Edward Belinsky – 10 Blue Ridge Terrace, Oxford

MOTION BY Commission Secretary Pat Cocchiarella to make a favorable recommendation to the Board of

Selectmen for the proposed joint driveway for Belinsky Subdivision.

Second by Commissioner Tanya Carver.

All Ayes.

OLD BUSINESS

1. **Z-17-032 – 144 Oxford Road – Oxford Board of Education**
(Use Permit – Administrative Offices)

The Commission discussed the parking spaces and whether or not they have the discretion to designate parking.

MOTION BY Vice Chairman Jeff Luff to approve application Z-17-032 as proposed.

Second by Alternate Commissioner Pete Zbras.

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 briefly the property located at 154 Chestnut Tree Hill Road.

APPROVAL OF MINUTES

MOTION BY Commissioner Tanya Carver to approve the following minutes as presented:

1. 4/18/2017 Public Hearing Minutes – Belinsky
2. 4/18/2017 Regular Meeting Minutes

Second by Commissioner Todd Romagna.

Ayes (6), Abstention, (1) Commissioner Bob Costigan.

Motion passed.

INVOICES

1. **MOTION BY Commissioner Tanya Carver** to forward the Statement from Micci & Korolyshun, P.C. – for Garden Homes to the Board of Selectmen for payment.
Second by Alternate Commissioner Pete Zbras.
All Ayes.
2. **MOTION BY Commissioner Tanya Carver** to approve payment of Turner Miller Invoice #5350 (Belinsky Subdivision).
Second by Alternate Commissioner Pete Zbras.
All Ayes.
3. **MOTION BY Commissioner Tanya Carver** to approve payment of Ever Ready Press Invoice #43688 (Envelopes).
Second by Alternate Commissioner Pete Zbras.
All Ayes.

OTHER BUSINESS

1. Committee Updates (POCD/Policies & Procedures)

Commissioner Tanya Carver gave the Commission an update on the survey that was posted online as well as a balance for the amount the Committee has left to expend for this year. She also stated that the Committee will be going to the Board of Selectmen to request funds to finish the update to the POCD.

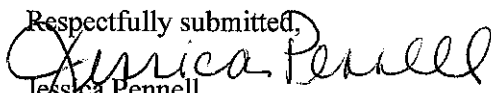
2. Any other items the Commission deems necessary for discussion.


Jessica Pennell, Administrative Secretary explained two transfers. Chairman Arnie Jensen signed the transfer form which will be forwarded to the Board of Selectmen.

ADJOURNMENT

MOTION BY Commissioner Tanya Carver adjourn the meeting at 8:35 PM.
Second by Vice Chairman Jeff Luff.
All Ayes.

Respectfully submitted,


Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

17 MAY -4 PM 12:24
TOWN OF OXFORD, CT

TOWN CLERK