



## **TOWN OF OXFORD**

S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
**[www.Oxford-CT.gov](http://www.Oxford-CT.gov)**

### **Planning & Zoning Commission**

**Special Joint Meeting Minutes**  
**Planning & Zoning Commission**  
**Zoning Board of Appeals**  
**Wednesday, February, 25, 2015**  
**6:45 PM**  
**Oxford Town Hall**

### **CALL TO ORDER/ ROLL CALL**

**Chairman Carver** called the Joint Meeting to order at 6:50 PM.

**Present:** Pete Zbras, Glen Persson, Arnie Jensen, Tanya Carver, Pat Cocchiarella, and Jeff Holmes (ZBA Chairman). Harold Cosgrove arrived at 6:55 PM.

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

**Not Present:** Todd Romagna, John Kerwin, Jeff Luff and Ed Rowland.

### **PLEDGE OF ALLEGIANCE**

### **SEATING OF ALTERNATES**

**Chairman Carver** seated **Alternate Pete Zbras**.

### **AGENDA ITEMS**

#### **1.) Discussion with possible Action - Process for Zoning Board of Appeals Applications.**

**Chairman Carver** began the discussion by stating that the purpose of this meeting is for the Planning & Zoning Commission to understand and try to assist the Zoning Board of Appeals when an application is submitted. She stated that it is her understanding that Jessica is the ZBA Clerk and that applications come to Jessica and when she is not there, they are submitted to the Town Clerk which is based on page 161 in the Oxford Zoning Regulations under Article 22. She stated that during the 30 days, most of the ZBA applications in general are submitted because of something that the Planning & Zoning Commission denied. She stated that it is important that

some of the feedback should come from the ZEO. She questioned Jeff Holmes as to how he as the Chairman of ZBA would like to handle that. She questioned how much involvement he is looking for from the ZEO and the Planning & Zoning Commission.

**ZBA Chairman Jeff Holmes** stated that the previous ZEO handled some of the applications before she left and that Steve took over her position and continued to handle the applications.

**Jessica Pennell** stated that she spoke to the previous ZBA Clerk and it was noted that the ZBA applications never went to the Town Clerk's Office; they were either handled by the ZEO, the ZBA Clerk or left in the ZBA mailbox. She stated that Cindy had pointed out that one of the good things about having the ZEO review the application is for technical reasons; the ZEO knows the regulations and the types of variances, whereas some applicants, without this assistance may have a hard wording what it is they are actually looking for in the variance.

**Chairman Carver** stated that it makes sense to change the wording in Article 22 of the Oxford Zoning Regulations so that it is stated that the ZBA applications can be accepted by the ZBA Clerk or the Zoning Enforcement Officer.

**ZBA Chairman Jeff Holmes** stated that he is in agreement with having the ZBA applications submitted to the ZBA Clerk or Zoning Enforcement Officer.

**Commission Secretary Cocchiarella** stated that they should rewrite the section and go through the process for a Zoning Text Amendment.

**Commission Secretary Cocchiarella** questioned Steve if he handled ZBA applications in Naugatuck.

**Steven S. Macary, ZEO** stated that he did, they had about 4 or 5 a month and he did all the legal notices, mailing, etc., so he is familiar with the process.

**Commissioner Cosgrove** mentioned the fees for ZBA applications.

**ZBA Chairman Jeff Holmes** stated that the fee is currently \$410.00 to file the application and then \$53.00 to file the variance on the land records.

**Chairman Carver** stated that Jessica Pennell, Administrative Secretary should put this item on the next Regular Meeting Agenda for discussion.

**2.) P&Z Commission Action - Recommendation of Land Use Attorney to the Board of Selectmen.**

**Chairman Carver** stated she has heard from Commission Members that they would like to have a Land Use Attorney for the Commission. She stated that she has heard that Land Use Attorney Peter Olson is still in contract with the Town of Oxford and that he is currently working on items for Inland/Wetlands. She stated that she had a brief conversation with Peter Olson regarding him

representing the P&Z Commission again. She did explain that she asked Attorney Olson to give us two prices, one for P&Z internal items, and another rate for applicant legal fees.

**Commission Members** agreed that a Land Use Attorney would be an asset to have on hand with the upcoming applications that are expected.

**MOTION BY Commission Secretary Cocchiarella** to **RECOMMEND** to the Board of Selectmen that they retain Land Use Attorney Peter Olson for all Planning & Zoning Commission matters.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

### **ADJOURNMENT**

**MOTION BY Commission Secretary Cocchiarella** to **ADJOURN** the meeting at 7:20 PM.

**Second by Commissioner Cosgrove.**

**VOTE: All Ayes.**

Respectfully Submitted,

Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

15 FEB 27 PM 4:09  
TOWN CLERK  
C. J. F. H. Olson