



TOWN OF OXFORD
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Planning & Zoning Commission

Regular Meeting Minutes

Tuesday, May 16, 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.

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

Not Present: Harold Cosgrove, Bob Costigan and McKenzie Macchio.

SEATING OF ALTERNATES

Chairman Arnie Jensen seated Alternate Commissioner John Kerwin and Alternate Commissioner Pete Zbras.

AMENDMENTS TO THE AGENDA

1. **MOTION BY** Commissioner Tanya Carver to amend the agenda to add an item under Correspondence.
Second by Alternate Commissioner Pete Zbras.
All Ayes.
2. **MOTION BY** Commissioner Tanya Carver to amend the agenda to add
Z-17-019 [RESA] – Belinsky Subdivision – Punkup Road (Map: 14 Block: 55 Lot: 28) Applicant:
Edward Belinsky – 10 Blue Ridge Terrace, Oxford (Application for a 2 Lot Subdivision) as **New Business #1.**
Second by Vice Chairman Jeff Luff.
All Ayes.
3. **MOTION BY** Commissioner Tanya Carver to amend the agenda to add a statement from Micci & Korolyshun, P.C. dated 5/1/2017 under Invoices as #3.

**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 P&Z Department.

- a. Forwarded email from Lisa A. Mathews regarding Proposed Sunday Work Hours for Towantic Switching Station and Line Modification Project.

AUDIENCE OF CITIZENS

NEW BUSINESS

1. **Z-17-019 [RESA] – Belinsky Subdivision – Punkup Road** (Map: 14 Block: 55 Lot: 28)
Applicant: Edward Belinsky – 10 Blue Ridge Terrace, Oxford (Application for a 2 Lot Subdivision)

MOTION BY Commission Secretary Pat Cocchiarella to approve application **Z-17-019**:

WHEREAS, The Oxford Planning and Zoning Commission have received Application **Z-17-019**;

WHEREAS, the public hearing for this application was legally noticed, in conformance with Connecticut State Statutes and the Zoning Regulations of the Town of Oxford.

WHEREAS, The Oxford Planning and Zoning Commission has considered the testimony presented at the public hearing, held on April 18, 2017 and May 2, 2017, including members of the public.

WHEREAS, information on the application was submitted, along with supporting information on file in the Planning Office of the Town of Oxford:

WHEREAS, the following plans have been considered in this decision:

- Sheet SD-1 – Site Plan – Lots 3 and 4, drawn by Milone & MacBroom most recently dated January 25, 2017.
- 1 of 2 Re-subdivision Map, drawn by Milone & MacBroom most recently dated January 25, 2017.
- 2 of 2 Re-subdivision Map, drawn by Milone & MacBroom most recently dated January 25, 2017.

BE IT RESOLVED, that based upon the application and testimony, this application is approved, for the following reasons:

1. The application is in conformance with the Oxford Subdivision Regulations.
2. The application is in conformance with the Oxford Zoning Regulations.
3. The Commission finds that it is appropriate to waive the requirement for open space dedication per the Oxford Subdivision Regulations, Article 8, Section 1.2.10 as only 2 building lots are being created.

Subject to the following conditions:

1. Compliance with Oxford Subdivision Regulations as of this date.
2. Latest revised final plans and the mylar showing all necessary changes must be approved by Planning and Zoning Engineer, including the grades of the driveway.

3. A 1" to 200' mylar of the record subdivision map be presented to the Town Assessor, as approved by the Oxford Planning and Zoning Commission.
4. An "Auto CAD.DXF" formatted CD of the record subdivision map be present to the Commission.
5. The applicant and their assigns must comply with all representation made at Planning and Zoning Commission meetings or at public hearings regarding this application.
6. If improvements have not been completed, subdivision expires after five years from approval of the record subdivision map.
7. In accordance with Article 4, Section 3 of the Subdivision Regulations the applicant will be required to pay all costs of special consultants or studies as deemed necessary by the Commission at any time during the period from initial review through inspection and final acceptance of any improvements.
8. Compliance with all Town of Oxford Ordinances in effect as of this date.
9. Payment of a security in an amount established by the Planning and Zoning Engineer, in a form approved by the Town Counsel.
10. Letter from Licensed Land surveyor stating that all pins and monuments have been set as indicated on maps.
11. No substitute material shall be used without approval of the Planning and Zoning Commission and the Planning and Zoning Commission Engineer.
12. No burying of stumps, debris or any other material. A report or receipt must be provided indicating proper stump removal.
13. Applicant shall contact Zoning Enforcement Officer and Town Engineer to schedule a pre-construction meeting prior to any activity on site.
14. The waiver of the open space dedication has been granted with the expectation that additional subdivision of the property would be required to comply with the open space dedication requirements of the Subdivision requirements.
15. A driveway easement over Lot 4 in favor of Lot 3 should be shown on the record subdivision plan and filed in conjunction with the recorded subdivision.
16. Three copies of the revised plans, amended in accordance with this motion shall be presented for review by the Town Attorney, Zoning Enforcement Officer, Town Planner, Town Engineer and any other required by the Planning and Zoning Commission, to the Planning and Zoning Office.

Second by Commissioner Tanya Carver.

Commission Discussion:

Commissioners discussed the open space requirements. They discussed CGS §8-25 and the Town of Oxford Subdivision Regulations, Article 8, Section 1.2.10. They made the determination that it was in their purview to waive open space requirements according to Article 8, Section 1.2.10.

The following items were removed or amended:

1. #3 – The Commission finds that it is appropriate to waive the requirements for open space dedication at this time, as only two (2) building lots are being created.

Replaced with:

The Commission finds that it is appropriate to waive the requirement for open space dedication per the Oxford Subdivision Regulations, Article 8, Section 1.2.10 as only 2 building lots are being created.

2. If improvements have not been completed, subdivision expires five (5) years from date of filing record subdivision map.

Replaced with:

If improvements have not been completed, subdivision expires after five (5) years from approval date of subdivision map.

3. ~~#17 – A note be attached to the Record Subdivision Map; “Initial transfer of both lots shall be to a parent, child, brother, sister, grandparent, grandchild, aunt, uncle or first cousin for no consideration”.~~

Condition #17 was deleted in its entirety.

All (6) Ayes.

OLD BUSINESS

1. Authorize Chairman & Secretary to sign mylar for “Pheasant Run Business Park”

MOTION BY Alternate Commissioner John Kerwin, seconded by Commissioner Tanya Carver to authorize the Chairman and Commission Secretary to sign the mylar.

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.

APPROVAL OF MINUTES

1. **MOTION BY Commissioner Tanya Carver, seconded by Commission Secretary Pat Cocchiarella** to table the 5/2/2017 Public Hearing Minutes – Belinsky.
All Ayes.
2. **MOTION BY Commissioner Tanya Carver, seconded by Commission Secretary Pat Cocchiarella** to approve the 5/2/2017 Regular Meeting Minutes as presented.
All Ayes.

INVOICES

1. **MOTION BY Commission Secretary Pat Cocchiarella, seconded by Commissioner Tanya Carver** to approve payment of Nafis & Young Invoice #206-17.
All Ayes.
2. **MOTION BY Commissioner Tanya Carver, seconded by Alternate Commissioner Pete Zbras** to approve payment of Adler Invoice #6207 – Oxford Commons (Garden Homes)
All Ayes.
3. **MOTION BY Commission Secretary Pat Cocchiarella, seconded by Vice Chairman Jeff Luff** to forward the Micci & Korolyshun, P.C. – Statement dated 5/1/2017 to the Board of Selectmen for payment.
All Ayes.

OTHER BUSINESS

1. Committee Updates (POCD/Policies & Procedures)

Commissioner Tanya Carver explained that the survey has been posted on the website. She also stated that the open space portion of the POCD was finished at the last meeting. She noted that she will be requesting any additional funds that will be needed to complete the project.

Commission Secretary Pat Cocchiarella also stated that they have solicited a Wetlands review for the open space portion of the POCD.

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

ADJOURNMENT

MOTION BY Alternate Commissioner John Kerwin to adjourn the meeting at 8:03 PM.

Second by Alternate Commissioner Pete Zbras.

All Ayes.


Respectfully submitted,



Jessica Pennell

Administrative Secretary

Planning & Zoning Commission

17 MAY 30 PM 12:20
TOWN OF OXFORD, CT

TOWN CLERK