

# **TOWN OF OXFORD**

## **PLANNING & ZONING COMMISSION**

S.B. Church Memorial Town Hall  
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### **Regular Meeting Minutes**

**Tuesday, April 4, 2017**

**7:30 PM**

**Oxford Town Hall  
Main Meeting Room**

### **CALL TO ORDER**

**Chairman Arnie Jensen** called the meeting to order at 8:06 PM.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

**Present:** John Kerwin, Pete Zbras, Pat Cocchiarella, Todd Romagna, Tanya Carver and Bob Costigan

**Also Present:** Denise Randall, Acting Administrative Secretary, Steven S. Macary, ZEO

**Not Present:** Harold Cosgrove and Jeff Luff.

### **SEATING OF ALTERNATES**

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

### **AMENDMENTS TO THE AGENDA**

One amendment to agenda: Letter from Mr. David Sacco (Oxford Greens) (Extension of permit) for Oxford Greens- Phase 4 Residential Development. The site improvement work and construction is active and ongoing but not yet complete.

**MOTION** made by **Secretary Pat Cocchiarella** and **seconded** by **Commissioner Tanya Carver** to accept the 1 amendment to the agenda. All Ayes.

### **CORRESPONDENCE**

**Secretary Pat Cocchiarella** read the letter from the Board of Selectman to re-appoint John Kerwin as an alternate and add Mackenzie Macchio as an alternate.

**AUDIENCE OF CITIZENS**

None

**NEW BUSINESS**

**(Z-17-007) Stephen Walsh –Walsh Subdivision –387 Quaker Farms Road**

**Chairman Arnie Jensen** stated: There was a public hearing on this subdivision that was closed at the last meeting on March 21, 2017. I have reviewed the plans and everything looks good.

The **Chairman** asked the Commission if anyone had any questions.

**Steven S. Macary, ZEO** stated: I would suggest to add the wetlands conditions to the motion.

The **P&Z Commission** agreed.

**MOTION BY Commission Secretary Pat Cocchiarella:**

**WHEREAS**, The Oxford Planning and Zoning Commission have received Application Z-17-007

**WHEREAS**, The Oxford Planning and Zoning Commission considered this application at a meeting held on April 4, 2017

**WHEREAS**, The Oxford Planning and Zoning Commission considered the following maps and documents within their deliberations:

- Application and supporting materials.
- Site Plan, Fred D'Amico, dated 1/3/17
- Mylar to follow

**WHEREAS**; The Oxford Planning and Zoning Commission considered the Town of Oxford Application Z-17-007 and finds;

- The application conforms to all requirements of the Oxford Zoning regulations and is consistent with the Conceptual Plan.

**SUBJECT TO THE FOLLOWING CONDITIONS;**

1. Compliance with all Town of Oxford Regulations and Ordinances in effect as of this date.
2. No substitute material shall be used without approval of the Planning and Zoning Commission and the Planning and Zoning Commission Engineer.

3. 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.
4. The applicant and their assigns must comply with all representation made at Planning and Zoning Commission meetings or at public hearings regarding this application.
5. The applicant shall submit one complete copy of the set of plans which reflect these conditions of approval, with a copy of the conditions of approval attached.
6. No work to be done until security is set by the PZC Engineer in a form acceptable to Town Counsel, and installed by the applicant.
7. The applicant shall have a pre-construction meeting with appropriate Town Staff prior to any construction activities.
8. Sedimentation and erosion control measures on-site shall be maintained in compliance with the proposed site plan and current guidelines, subject to field review by the Commission's engineer. Wetland conditions should apply per wetland regulations which includes waiver of open space.

*The effective date of approval is April 4, 2017.*

**Second by Alternate Commissioner Pete Zbras. All Ayes.**

1. **Deliberations for Z-17-010 – [IND] Towner Lane – “Pheasant Run Business Park” (Map: 3 Lot: 16) Owner & Applicant: 589 Investments, LLC (5-Lot Industrial Subdivision)**  
***Public Hearing Closed on 3/21/2017 - 65 days to take action***

The Commission is awaiting approval from the Inland Wetlands Commission. An Environmental review is being performed.

**MOTION made by Commissioner Tanya Carver and seconded by Commissioner Bob Costigan to table Z-17-010 – [IND] Towner Lane – “Pheasant Run Business Park” (Map: 3 Lot: 16) Owner & Applicant: 589 Investments, LLC (5-Lot Industrial Subdivision) till the next meeting. All Ayes.**

#### **OLD BUSINESS**

1. **Signing of the Maylar - 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)**  
***Public Hearing closed on 3/7/2017***

Chairman Arnie Jensen stated: This public hearing closed on 3/7/2017 and it is now in front of the Commission for a signing of the mylar.

The Commission had a lengthy discussion regarding the driveways for this subdivision. They questioned the grade of the driveway and whether or not they should refer to the subdivision regulations or the driveway ordinance. There were concerns regarding not having the original map to compare to the mylar.

The Commission requested a definitive answer from James H. Galligan, PZC Engineer on whether the driveway should be paved. They also requested a legal opinion regarding what takes precedence when the regulations and town ordinances conflict.

**MOTION made by Commissioner Tanya Carver to table the Signing of the Maylar - 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) Seconded by Commissioner Pat Cocchiarella. All Ayes.**

2. Letter from Mr. David Sacco (Oxford Greens) (Extension of permit) for Oxford Greens- Phase 4 Residential Development. (letter read by Secretary)

Commissioner Pete Zbras had concerns about notifying the HOA.

A discussion ensued regarding the notification to Oxford Greens HOA and residents.

The Commission would like to have the Administrative Secretary sent a notification letter to the HOA to invite them to the next regular meeting.

**MOTION made by Commissioner Tanya Carver and seconded by Commissioner Pat Cocchiarella to table to the next meeting Z-17-010 – [IND] Towner Lane – “Pheasant Run Business Park” (Map: 3 Lot: 16) Owner & Applicant: 589 Investments, LLC (5-Lot Industrial Subdivision) till the next meeting. 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**

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

1. 3/21/2017 Public Hearing – Pheasant Run
2. 3/21/2017 Public Hearing – Park Place

3. 3/21/2017 Public Hearing – Walsh Subdivision
4. 3/21/2017 Regular Meeting Minutes

**Second by Commissioner Tanya Carver**  
**Ayes (6) Motion passed.**

**INVOICES**

- a. **MOTION BY Commissioner Tanya Carver**, seconded by **Commissioner Bob Costigan** to approve payment of Turner Miller Group Invoice #5346 – POCD. **All Ayes.**

**The Chairman** requested to check invoices from the past month.

**OTHER BUSINESS**

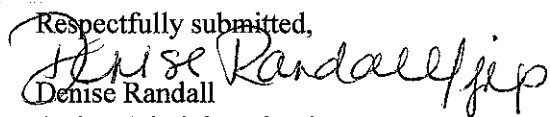
1. Committee Updates (POCD/Policies & Procedures)
2. Updates/discussion regarding Audio/Video System.
3. Any other items the Commission deems necessary for discussion.


Alternate **Commissioner Pete Zbras** discussed a possible grant to the A/V system.

**ADJOURNMENT**

**MOTION BY Commissioner Bob Costigan**, seconded by **Commissioner Todd Romagna** to adjourn the meeting at 8:27 PM. **All Ayes.**

Respectfully submitted,

  
Denise Randall  
Acting Administrative Secretary  
Planning & Zoning Commission

17 APR 25 AM 10:02  
TOWN OF OXFORD, CT  
  
TOWN CLERK