

TOWN OF OXFORD
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Planning & Zoning Commission

Regular Meeting Minutes

Tuesday, June 20, 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 and Bob Costigan.

Also Present: Jessica Pennell, Administrative Secretary, Steven S. Macary, ZEO and Brian J. Miller, Town Planner.

Not Present: Harold Cosgrove, Todd Romagna and McKenzie Macchio.

SEATING OF ALTERNATES

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

Chairman Arnie Jensen stated for the record that he listened to the recording of the June 6, 2017 Regular Meeting.

AMENDMENTS TO THE AGENDA

MOTION BY Commissioner Tanya Carver to amend the agenda to add the following Land Use and Conservation Counsel Invoices under Invoices:

1023.10 – Garden Homes 2014 Appeal

1023.12 – Tirella, FOI

1023.13 – Garden Homes Petition for Certification

1023.14 – Oxford Greens Appeal

Second by Commission Secretary Pat Cocchiarella.

All Ayes.

CORRESPONDENCE

Commission Secretary Pat Cocchiarella noted the following correspondence for the record:

- a. *Letter dated 6/6/2017 from Lorraine Tirella – FOI Request*
- b. *Letter dated 6/7/2017 from Lorraine Tirella – FOI Request*
- c. *Letter dated 6/7/2017 from the Oxford Plan of Conservation and Development Commission*

Commission Secretary Pat Cocchiarella read the following Correspondence into the record:

- d. *Letter dated 6/9/2017 from Scott J. Pelletier to Planning & Zoning.*

Commission Secretary Pat Cocchiarella noted the following correspondence for the record:

- e. *Letter dated 6/14/2017 from the Oxford Conservation Commission*

AUDIENCE OF CITIZENS

NEW BUSINESS

1. **Z-17-070 [RGCD] – Timberlake Apartments at Oxford Greens – Riggs Street – Owner & Applicant: Timberlake Investment Partners V, LLC**

Proposed as a two (2) part application:

- a. **Zoning Text Amendment** (Proposed New Article 5A - Zone Text Amendment to Permit Non-Age Restricted Housing with an Affordable Component, in the RGCD Section 5A.8B)
- b. **Site Plan Application** (197 Units – Compliant with CGS§ 8-30g)

**Accept application as complete and set Public Hearing date.*

MOTION BY Commissioner Tanya Carver to set a Public Hearing date for *July 20, 2017 at 7:00 PM* for application Z-17-070. **Second by Commission Secretary Pat Cocchiarella.**
All Ayes.

2. **Z-17-071 [RESA] – Riverview Subdivision – Riverview Road – Owner: Lars Realty, LLC – Applicant: Cocchiola Paving, Inc. (Re-subdivision of Parcel “D”)**

**Accept application as complete and set Public Hearing date.*

MOTION BY Commissioner Tanya Carver to set a Public Hearing date for *August 1, 2017 at 7:00 PM*. **Second by Commission Secretary Pat Cocchiarella.**
All Ayes.

3. **Z-17-072 [RESA] – Riverview Subdivision – Riverview Road – Owner: Lars Realty, LLC – Applicant: Cocchiola Paving, Inc. (Excavation Permit – 16,000 cubic yards)**

**Accept application as complete and set Public Hearing date.*

MOTION BY Commissioner Tanya Carver to set a Public Hearing date for *August 1, 2017 at 7:05 PM*. **Second by Commission Secretary Pat Cocchiarella.**
All Ayes.

4. **Z-17-075 [IND] – Pheasant Run Industrial Park – Lot #2 – Owner & Applicant: 589 Investments, LLC** (2 Lot Re-subdivision)

**Accept application as complete and set Public Hearing date.*

MOTION BY Commissioner Tanya Carver to set a Public Hearing date for *July 18, 2017 at 7:00 PM*. Second by Vice Chairman Jeff Luff.

All Ayes.

5. **Z-17-076 [COMM] – Oxford Towne Center – “Quarry Walk” – 304 Oxford Road**
Owner & Applicant: Oxford Towne Center, LLC (Zone Map Amendment – Change zone from COMM to VCMUD)

**Accept application as complete and set Public Hearing date.*

MOTION BY Commission Secretary Pat Cocchiarella to set a Public Hearing date for *July 18, 2017 at 7:05 PM*. Second by Commissioner Tanya Carver.

All Ayes.

6. **Z-17-077 [VCMUD] – Oxford Towne Center – “Quarry Walk” – 304 Oxford Road**
Owner & Applicant: Oxford Towne Center, LLC (Site Plan Application)

**Accept application as complete and set Public Hearing date.*

MOTION BY Commission Secretary Pat Cocchiarella to set a Public Hearing date for *July 18, 2017 at 7:10 PM*. Vice Chairman Jeff Luff.

All Ayes.

7. **Z-17-078 – [IND] – Pheasant Run Industrial Subdivision – Lot #5 Owner: 589 Investments, LLC – Applicant: Knapp Real Estate and Development** (Site Plan Application)

a. Project Introduction/Narrative

Commission Secretary Pat Cocchiarella read the project narrative into the record.

The Commission referred this application to James H. Galligan, PZC Engineer and Brian J. Miller, Town Planner.

OLD BUSINESS

1. **Z-17-059 [IND] – Pheasant Run Industrial Subdivision – Lot #4 Applicant & Owner: 589 Investments, LLC** (Excavation Permit) (Public Hearing Waived on 6/6/2017)

a. Letter dated 6/8/2017 from Emily Jones.

Commission Secretary Pat Cocchiarella read a letter dated 6/6/2017 from James H. Galligan, PZC Engineer.

Commission Secretary Pat Cocchiarella read a letter dated 6/8/2017 from Emily Jones.

Commission Secretary Pat Cocchiarella read a letter dated 6/14/2017 from James H. Galligan, PZC Engineer.

MOTION BY Commission Secretary Pat Cocchiarella:

WHEREAS, The Oxford Planning and Zoning Commission have received Application **Z-17-059** to grade an approved lot in preparation for development;

WHEREAS, The application included a request to waive the requirement for a public hearing for this application;

WHEREAS, The Oxford Planning and Zoning Commission considered this application at their regularly scheduled meeting of June 6, 2017, and considered all comments and documents submitted at the hearing;

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

- Project Site Vicinity Map, Lot 4 Pheasant Run Business Park, earth Excavation Permit; prepared by Civil 1, last dated May 22, 2017
- Sheet S.1.0 Existing Conditions Survey, Lot 4 Pheasant Run Business Park, earth Excavation Permit; prepared by Civil 1, last dated May 22, 2017
- Sheet C.1.1 Conceptual Site Plan, Lot 4 Pheasant Run Business Park, earth Excavation Permit; prepared by Civil 1, last dated May 22, 2017
- Sheet C.1.2 Grading Plan and Erosion Control Plan, Lot 4 Pheasant Run Business Park, earth Excavation Permit; prepared by Civil 1, last dated May 22, 2017
- Sheet C.2.0 Details. Lot 4 Pheasant Run Business Park, earth Excavation Permit; prepared by Civil 1, last dated May 22, 2017
- Sheet C.3.0 Erosion Control Narrative, Lot 4 Pheasant Run Business Park, earth Excavation Permit; prepared by Civil 1, last dated May 22, 2017
- General Application
- Letter from Emily Jones, dated May 25, 2017

WHEREAS; The Oxford Planning and Zoning Commission considered the Town of Oxford Application Z-17-059 and finds;

- The application conforms to all requirements of the Oxford Zoning regulations.
- The Commission has determined that the granting of the waiver is consistent with Article 14 Section 14.3.13 of the Oxford Zoning Regulations.

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.
9. The regrading shall be completed within 60 days of commencement.
10. The site shall be suitably stabilized upon completion of the regrading.

The effective date of the approval is June 20, 2017.

Second by Vice Chairman Jeff Luff.

MOTION BY Commission Secretary Pat Cocchiarella amended condition #9 (change from 60 days to 90 days)

Amendment seconded by Vice Chairman Jeff Luff.

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 briefly discussed Lorraine Tirella's FOI complaints and other complaints regarding Quarry Walk

APPROVAL OF MINUTES

1. **MOTION BY Commission Secretary Pat Cocchiarella, seconded by Commissioner Tanya Carver** to approve the 6/6/2017 Regular Meeting Minutes as presented.
Ayes (5), Abstentions (2 – Commissioner Bob Costigan and Alternate Commissioner John Kerwin)
MOTION PASSED.

INVOICES

1. **MOTION BY Commission Secretary Pat Cocchiarella** to approve Nafis & Young Invoice #243-17 – General Engineering Services, second by Commissioner Tanya Carver.
All Ayes.

The following invoices from Land Use Conservation Counsel (Peter Olson) were added to the agenda as an amendment:

MOTION BY Commissioner Tanya Carver to forward Invoice #1023.10 – Garden Homes 2014 Appeal to the Board of Selectmen for payment. **Second by Alternate Commissioner Pete Zbras. All Ayes.**

MOTION BY Commissioner Tanya Carver to approve payment of Invoice #1023.12 – Tirella, FOI. **Second by Alternate Commissioner Pete Zbras. All Ayes.**

MOTION BY Commissioner Tanya Carver to forward Invoice #1023.13 – Garden Homes Petition for Certification to the Board of Selectmen for payment. **Second by Commissioner Bob Costigan. All Ayes.**

MOTION BY Commissioner Tanya Carver to forward Invoice #1023.14 – Oxford Greens Appeal to the Board of Selectmen for payment. **Second by Alternate Commissioner Pete Zbras. All Ayes.**

OTHER BUSINESS

1. Committee Updates (POCD/Policies & Procedures)

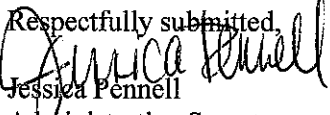
Commissioner Tanya Carver gave a brief update on the progress of the POCD Update Committee.

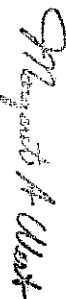
Commission Secretary Pat Cocchiarella stated for the record that other departments can give input and recommendations on the POCD, but it is the Planning & Zoning Commission has complete discretion over the final document.

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

ADJOURNMENT

MOTION BY Commissioner Tanya Carver to adjourn the meeting at 8:58 PM. **Second by Commissioner Bob Costigan. All Ayes.**

Respectfully submitted,

Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

17 JUN 23 PM 12:07
TOWN OF OXFORD, CT

TOWN CLERK