



**TOWN OF OXFORD**  
S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
(P) 203.888.2543 (F) 203.888.4543  
[www.Oxford-CT.gov](http://www.Oxford-CT.gov)

**Planning & Zoning Commission**

**Regular Meeting Minutes**

**Tuesday, August 15, 2017**

**7:30 PM**

**Oxford Town Hall**

**Main Meeting Room**

**CALL TO ORDER**

**Vice Chairman Jeff Luff** called the meeting to order at 8:41 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

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

**Not Present:** Mackenzie Macchio, Harold Cosgrove and Arnie Jensen.

**Commissioner Tanya Carver** stated that she listened the recording of the August 1, 2017 Regular Meeting.

**SEATING OF ALTERNATES**

**Vice Chairman Jeff Luff** seated Alternate Commissioner Pete Zbras and Alternate Commissioner John Kerwin.

**AMENDMENTS TO THE AGENDA** – None.

**CORRESPONDENCE** – None.

**AUDIENCE OF CITIZENS** – None.

**NEW BUSINESS** – None.

**OLD BUSINESS**

1. **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)**
2. **Z-17-077 [VCMUD] – Oxford Towne Center – “Quarry Walk” – 304 Oxford Road**

**Owner & Applicant: Oxford Towne Center, LLC (Site Plan Application)**

**Commission Secretary Pat Cocchiarella** read a Memorandum from Brian J. Miller, Town Planner.

**Commission Secretary Pat Cocchiarella** noted that all Commissioners have a memo from Attorney Peter Olson.

**Commission Secretary Pat Cocchiarella** read a memo from Kyle Bogardus, Engineer for Oxford Towne Center.

**Jessica Pennell** stated that at this time, the public hearing is closed and that the Commissioners can deliberate. She commented that even if they are not prepared to make a motion this evening, they can still discuss the application.

**Vice Chairman Jeff Luff** stated that he would like to discuss the application.

**Commissioner Tanya Carver** called for a Point of Order and stated that the item is tabled and to discuss it, there would need to be a motion to remove it from the table. She also noted that Alternate Commissioner John Kerwin would not be able to participate in the vote.

**MOTION BY Commissioner Todd Romagna** to remove the items from the table for discussion. **Second by Alternate Commissioner Pete Zbras.**

**Ayes (5), Nays (2) – Commissioner Tanya Carver and Alternate Commissioner John Kerwin.**

**Motion passed 5-2.**

**Commissioner Todd Romagna** stated that he would also like to discuss this application.

**Commission Secretary Pat Cocchiarella** stated that he believed that this application was just adding a piece of property to the Village Center Mixed Use District.

**Vice Chairman Jeff Luff** questioned Jessica Pennell regarding the events that took place at the August 1, 2017 meeting. He asked why there was no resolution from Brian J. Miller, Town Planner.

**Jessica Pennell, Administrative Secretary** stated that Brian J. Miller, Town Planner was unable to prepare a resolution or attend the meeting because of a family emergency.

**Vice Chairman Jeff Luff** stated that there was another meeting scheduled for August 4, 2017 and there was not a resolution prepared for that meeting. He informed the Commission that Arnie did call him and told him that he did consult with Attorney Peter Olson regarding the applications.

**MOTION BY Commission Secretary Pat Cocchiarella** to table these applications.

**Second by Commissioner Bob Costigan.**

**All Ayes.**

**The Commissioners** agreed to hold a *Special Meeting on Wednesday, August 23 at 7:00 PM.*

**BONDS/BONDS RELEASES** – None.

**ZONING ENFORCEMENT**

- Report of the ZEO on complaints, violations and any other items deemed necessary for discussion/action by the Commission.

Commissioner Todd Romagna mentioned that a committee that he is working with asked him to look into having the town get an updated community sign. He commented that they would like to get something digital that could be used for community events, announcements, sports activities, etc.

Commissioners stated that when the committee is ready to proceed that they could present a plan to the Commission.

### APPROVAL OF MINUTES

**MOTION BY Commissioner Tanya Carver to table the following minutes:**

1. 8/1/2017 Public Hearing Minutes – Pheasant Run Lot 2R
2. 8/1/2017 Regular Meeting Minutes

**Second by Commission Secretary Pat Cocchiarella.**

**All Ayes.**

### INVOICES

#### **1. Land Use & Conservation Counsel Invoices**

- a. Invoice 1023.7 – Garden Homes Appeal
- b. Invoice 1023.15 – Garden Homes Appeal

**MOTION BY Commissioner Tanya Carver to submit Invoice 1023.7 and Invoice 1023.15 to the Board of Selectmen for payment.**

**Second by Commission Secretary Pat Cocchiarella.**

**All Ayes.**

- c. Invoice 1023.14 – Oxford Greens Appeal

**MOTION BY Commissioner Tanya Carver to approve payment of Invoice 1023.14.**

**Second by Commission Secretary Pat Cocchiarella.**

**All Ayes.**

### OTHER BUSINESS

1. Committee Updates (POCD/Policies & Procedures)
2. Schedule date for Discussion with Lawrence Secor, CHMM  
*Re: Phase II MS4 Low Impact Development "LID" Ordinance/Regulations.*
3. Any other items the Commission deems necessary for discussion.

### ADJOURNMENT

**MOTION BY Commissioner Tanya Carver to adjourn the meeting at 9:45 PM.**

**Second by Commission Secretary Pat Cocchiarella.**

**All Ayes.**

Respectfully submitted,

*Jessica Pennell*  
Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

17 NOV -9 PM 1:33  
TOWN OF OXFORD, CT  
*Pat Cocchiarella*  
TOWN CLERK