



**TOWN OF OXFORD
PLANNING & ZONING COMMISSION**
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
www.Oxford-CT.gov

Regular Meeting Minutes

March 20, 2018
Main Meeting Room
7:30 PM

CALL TO ORDER

Chairman Jeff Luff called the meeting to order at 7:32 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present:

Harold Cosgrove, Pete Zbras, Arnie Jensen, Jeff Luff, Pat Cocchiarella and Tanya Carver (arrived at 7:33 PM)

Also Present:

Jessica Pennell and Steven S. Macary, ZEO

Not Present:

Bob Costigan, John Kerwin and Dan Wall.

SEATING OF ALTERNATES

There were no alternates present.

AMENDMENTS TO AGENDA

MOTION BY Commission Secretary Pat Cocchiarella to amend the agenda to add Application Z-18-163 [COMM] 105 Oxford Road, Owner: 105 Oxford Road, LLC – Applicant: Dr. Sonnel J. Patrick (Change of Use Permit – Veterinary Office to Allergy Associates of Waterbury, P.C.)

Second by Vice Chairman Arnie Jensen.

All (6) Ayes.

Motion passed 6-0.

CORRESPONDENCE - None.

AUDIENCE OF CITIZENS (Items not listed on the agenda).

Michael Fedak, 6 Stonebridge Road questioned the minutes from 3/6/2018 and asked questions regarding Timberlake.

Commissioners stated that they could not discuss Timberlake because it is currently in litigation.

NEW BUSINESS

1. **ACCEPT APPLICATION & SET PUBLIC HEARING DATE for the following application:**

Suggested date: Tuesday, April 17, 2018 at 7:00 PM.

Z-18-165 [RESA] 212 Hogsback Road (Map: 4 Block: 58 Lot: 46)

Owner & Applicant: Fernando Pires – 212 Hogsback Road, Oxford, CT
(Re-subdivision of Lot A - 5 Lots; 1 existing lot, 4 new lots)

MOTION BY Commission Secretary Pat Cocchiarella to set a public hearing for 4/17/2018 at 7:00 PM.

Second by Vice Chairman Arnie Jensen.

All (6) Ayes.

Motion passed 6-0.

OLD BUSINESS

1. **Z-18-158 [COMM] 126 Oxford Road (Map: 35 Block: 7 Lot: 4)**

Owner: Village Retail, LLC, 30 Jelliff Lane, Southport, CT

Applicant: Garrett Homes, LLC c/o BL Companies, 355 Research Parkway, Meriden, CT
(Site Plan Modification Application including two proposed retail buildings of approximately 10,000 square feet combined)

Matthew Bruton, B&L Companies was present to represent the applicant. He submitted revised architectural drawings of the approximately 7,500 square foot building to the Commission.

Commissioners expressed concern regarding the building façade that would be facing Route 67. Discussion ensued regarding adding conditions of approval for the application regarding the architectural drawings of the smaller building before construction.

MOTION BY Commission Secretary Pat Cocchiarella to approve Z-18-158 subject to the following conditions:

1. No substitute material shall be used without approval of the Planning & Zoning Commission and the Planning & Zoning Commission Engineer.
2. The applicant and their assigns must comply with all representations made at Planning & Zoning Commission meetings regarding this application.

3. The applicant and their assigns must comply with all applicable conditions required by the OCCIWA, EMS (Fire, Police and Ambulance), the State of Connecticut Department of Transportation (OSTA) and all conditions are made part of the record.
4. (a) A final map shall be submitted to the Planning & Zoning Commission for review.
(b) The applicant shall submit architectural renderings and plans for the 2,500 sq. ft. building for the review and approval by the Planning & Zoning Commission.
5. All conditions of approval from the OCCIWA, EMS services, and OSTA shall be depicted on the final approved maps and/or plans.
6. The applicant shall submit three copies of the final approved plans; including an electronic copy.
7. No work to begin until security is set. The bond shall be reviewed by the Planning & Zoning Engineer in a form acceptable to Town Counsel and installed by the applicant.
8. Per Article 3, Section 19 of the Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application; from initial review thorough issuance of a Zoning Certificate of Compliance.
9. The applicant shall schedule a pre-construction meeting with appropriate Town Staff prior to any construction activities.
10. All exterior signs no directly included within this approval shall be subject to approval by the Planning & Zoning Commission in accordance with the standards and guidelines as determined and interpreted by the Commission.
11. Site Plan approval expires if work is not completed within five years of the date of this approval.
12. Applicant shall pay any additional applicable fees before work commences.
13. Applicant shall follow the Town of Oxford's approved permit procedure which includes review and/or sign-off from Town Departments, including, but not limited to; the Assessor, Tax Collector, OCCIWA, ZEO, W.P.C.A. or P.D.D.H., and Fire Marshal.
14. All State permits associated with this project shall be filed with the Land Use Department prior to any work.

The effective date of this approval is 3/20/2018.

Second by Commissioner Tanya Carver.

All (6) Ayes.

Motion passed 6-0.

2. **Z-18-160 [RESA] 25 Old Good Hill Road (Map: 11 Block: 49 Lot: 18)**
Owner & Applicant: Michele Zurko-Smith, 800 Main Street South, Southbury, CT

(Application for a 2 lot Subdivision)

MOTION BY Commission Secretary Pat Cocchiarella:

The Oxford Planning & Zoning Commission received application **Z-18-160** for a 2 Lot Subdivision located at 25 Old Good Hill Road.

The following plans have been considered in this decision:

Maps and plans dated 1/18/2018; prepared by Horbal & Judson Land Surveyors and Associates, 52 Main Street, Seymour, Connecticut.

The application is in conformance with the Oxford Subdivision Regulations.

The application approval is subject to the following conditions:

1. Compliance with the Oxford Subdivision Regulations in effect as of this date.
2. Last revised final plans and mylar showing all necessary changes must be approved by the Planning & Zoning Engineer
3. A 1" to 200' scale mylar of the record subdivision map must be presented to the Town Assessor.
4. An "Auto CAD.DXF" formatted CD of the record subdivision map must be submitted to the Planning & Zoning Department.
5. The applicant and their assigns must comply with all representations made at Planning & Zoning Commission meetings or at public hearings regarding this application.
6. The Subdivision expires after five years from the date of filing the record subdivision map if improvements have not been completed.
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 of 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 & Zoning Engineer in a form approved by Town Counsel.
10. Letter from a licensed land surveyor stating that all pins and monuments have been set as indicated on said maps.
11. No substitute material shall be used without approval of the Planning & Zoning Commission and the Planning & Zoning Commission Engineer.
12. No burying of stumps, debris or other materials, a report or receipt must be submitted to the Planning & Zoning Department indicating proper stump removal.

13. Applicant shall contact the Zoning Enforcement Officer and Town Engineer to schedule a pre-construction meeting prior to any activity on site.
14. Three copies of the revised plans, amended in accordance with this motion, shall be submitted for review by Town Counsel, Zoning Enforcement Officer, Town Planner, Town Engineer and any other departments or consultants that the Commission deems necessary.
15. Per Article 8, Section 2.10 of the Subdivision Regulations, the Commission waives the fee in lieu of open space for this application.

Second by Vice Chairman Arnie Jensen.

All (6) Ayes.

Motion passed 6-0.

The effective date of this approval is March 20, 2018.

ZONING ENFORCEMENT

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

Steven S. Macary, ZEO discussed items regarding enforcement and complaints, he and Commissioners referred to items regarding 241 Oxford Road and 427 Chestnut Tree Hill Road.

APPROVAL OF MINUTES

1. **MOTION BY Commissioner Tanya Carver** to approve the 3/6/2018 – Special Meeting Minutes as presented. **Second by Vice Chairman Arnie Jensen.**
All (6) Ayes.
Motion passed 6-0.
2. **MOTION BY Commissioner Tanya Carver** to approve the 3/6/2018 – Regular Meeting Minutes as presented. **Second by Vice Chairman Arnie Jensen.**
All (6) Ayes.
Motion passed 6-0.

INVOICES

1. **MOTION BY Commission Secretary Pat Cocchiarella** to approve the payment of the CFPZA Yearly Membership Dues. **Second by Commissioner Tanya Carver.**
All (6) Ayes.
Motion passed 6-0.
2. **MOTION BY Commission Secretary Pat Cocchiarella** to approve payment of Nafis & Young Invoice # 034-18 – Quarry Walk. **Second by Commissioner Tanya Carver.**
All (6) Ayes.
Motion passed 6-0.

3. **MOTION BY Commissioner Tanya Carver** to approve payment of Turner Miller Group Invoice #5371 – Quarry Walk. **Second by Vice Chairman Arnie Jensen.**
All (6) Ayes.
Motion passed 6-0.
4. **MOTION BY Commission Secretary Pat Cocchiarella** to table the Turner Miller Group Invoice # 5372 – POCD. **Second by Commissioner Pete Zbras.**
All (6) Ayes.
Motion passed 6-0.

OTHER BUSINESS

1. Update on Corrections/Modifications of the POCD.

Chairman Jeff Luff noted that Vice Chairman Arnie Jensen has been trying to get a copy of the POCD in an editable format, but has not received a response from Brian Miller. Commissioners discussed what further actions need to be taken to get the POCD completed.

MOTION BY Commissioner Tanya Carver to begin the process of going out to bids for a Town Planner. **Second by Vice Chairman Arnie Jensen.**

All (6) Ayes.

Motion passed 6-0.

2. Discussion regarding P&Z Secretary job title.

Chairman Jeff Luff explained the reason why this item is listed. Commissioners discussed a job titles that would better suit the job duties. Jessica Pennell explained that she would have to talk to the union president.

3. Any other business the Commission deems necessary for discussion.

ADOURNMENT

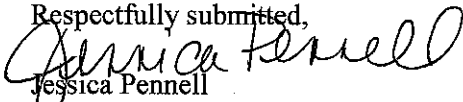
MOTION BY Commissioner Harold Cosgrove to adjourn the meeting at 9:12 PM.


Second by Commissioner Tanya Carver.

All (6) Ayes.

Motion passed 6-0.

Respectfully submitted,


Jessica Pennell
Planning & Zoning Department
Planning & Zoning Commission

18 MAR 26 AM 11:26
TOWN OF OXFORD, CT

TOWN CLERK