

TOWN OF OXFORD  
PLANNING & ZONING COMMISSION  
S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
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**Planning & Zoning Commission  
Regular Meeting Minutes  
Tuesday, August 15, 2023  
7:30 PM – Main Meeting Room  
S.B. Church Memorial Town Hall**

I. Call to Order

**Chairman Cocchiarella** called the meeting to order at 7:34 PM.

II. Pledge of Allegiance

III. Roll Call

**Present:** Sara Locke, Carl Bouchard, Joshua Dykstra, Pete Zbras, Pat Cocchiarella, Robert Carr, and Ed Rowland.  
Brett Olbrys joined the meeting remotely at 7:41 PM.

**Also Present:** Kevin McSherry, Land Use Counsel, and Jessica Pennell, Coordinator.

**Absent:** Dan Wall and Steve Macary, ZEO.

IV. Seating of Alternates

**Chairman Cocchiarella** seated Alternate Carl Bouchard and Alternate Sara Locke.

V. Approval of Minutes – No action taken.

- a. July 18, 2023 Regular Meeting Minutes

VI. Public Hearings – August 15, 2023

1. **Z-23-154 [RESA] – 403/407/411 Roosevelt Drive** – Owner: New Haven Rowing Club, Inc., 407 Roosevelt Drive, Oxford, CT 06478 **Applicant's Representative:** Stuart Lathers Associates, LLC, 319 Peck Street, New Haven, CT 06513 (*Special Exception – Article 10, Section 10.5 – Non-Commercial Recreational Use*) (*Site Plan – Construct a 5,048 sq. ft. building*)

**Chairman Cocchiarella** outlined the public hearing procedures.

**Commissioner Carr** read the call of the meeting.

**Chairman Cocchiarella** asked if there are any conflicts of interest from any members of the Commission.

**All Commissioners present stated for the record that they have no conflict of interest.**

**Chairman Cocchiarella** asked the applicant if they had any conflicts of interest.

The applicant's representative, Stu Lathers, stated for the record that they have no conflicts of interest.

**John Gorman, 60 Founders Drive, Bristol, Connecticut** introduced himself and outlined the items that would be presented to the Commission.

**Stu Lathers, Stuart Lathers Associates, LLC, 319 Peck Street, New Haven, Connecticut** introduced himself as the architect for the applicant. He submitted the proof of mailings for the public hearing. He gave a brief history of the rowing club, noted that they are a non-profit organization, and have received previous approvals in 1991 and 2003. He also explained that the organizations holds two (2) Saturday events during the year, and that the events require approval from various state and local agencies. He submitted charts for review by the Commission regarding membership, and daily activity.

**Mr. Lathers** explained the reasons why they are proposing to build an additional 5,048 square foot unheated building for boat storage. (See Statement of Use – Attachment A) He referred to the plan submitted with the application. He noted that the buildings will be uniform in roof materials, and that the new building's exterior will coordinate well with the existing building.

**Mr. Lathers** explained that the most significant difference from the 2020 application is the proposal to merge 403 and 407 Roosevelt Drive; which will make the proposed application more compliant with the Town's regulations.

**Joe Wren, Indigo Land Design, LLC, 40 Elm Street, Old Saybrook, Connecticut**, introduced himself as the applicant's engineer. He referred to the plan and explained that currently the three (3) parcels are non-conforming, and merging them will make them more conforming to the Town's zoning regulations. He explained that there would be a gravel parking lot, he discussed drainage, and noted that the building is FEMA compliant.

**Commissioners** asked questions regarding the driveway, demolition of existing buildings, and signage.

**Attorney McSherry** asked questions related to merging the parcels.

**Mr. Wren** answered Attorney McSherry's questions.

**Attorney McSherry** explained that the Commission would want the parcels merged as a condition of approval.

**Mr. Gorman** introduced two letters into the record from neighboring property owners.

**David Thomas, 2 Spruce Drive, Brookfield, Connecticut** explained the New Having Rowing Club organization in more detail.

**Chairman Cocchiarella** opened the floor to the members of the public.

**Kevin Manning, 17 Lake Drive**, spoke in support of the application.

**Kathleen Udall, 437 Roosevelt Drive**, spoke in opposition of the application.

**Cyan Volpe, 19 Scott Road**, spoke in favor of the application.

**(Name inaudible), 455 Roosevelt Drive**, spoke in opposition of the application.

**Nevis Volpe, 19 Scott Road**, spoke in favor of the application.

**Melanie Petro of Shelton**, spoke in opposition of the application.

**Alicia Belinsky, 2 Bower's Hill Road**, spoke in favor of the application.

**Kevin Courtney, 3 Aspen Lane**, spoke in favor of the application.

**Jennifer Van Keuren, 117A Newgate Road**, spoke in favor of the application.

**Kevin Burleish, 24 Birchbank Road, Shelton**, spoke in opposition of the application.

**Mr. Gorman** responded to the comments and concerns of the public.

**Stu Lathers** answered questions regarding the expansion of the parking.

**Commissioner Zbras** stated that Planning & Zoning has no jurisdiction over the river.

**Attorney McSherry** asked questions regarding the parking and the number of rowers daily.

**Stu Lathers** answered Attorney McSherry's questions regarding the parking and the number of rowers.

**Chairman Cocchiarella** asked if there were any other comments from the public.

There were no further comments from the public.

**MOTION BY Commissioner Carr** to recess the hearing to Tuesday, September 5, 2023.

**Second by Commissioner Zbras.**

**All (7) Ayes.**

Motion passed unanimously.

2. **Z-23-161 [RESA] – 95 Freeman Road** – Owner & Applicant: Susana & Samir Fattah, 95 Freeman Road, Oxford, CT 06478 (*Site Plan and Special Exception – Addition and Barn – 50'x54'*)

**Chairman Cocchiarella** opened the public hearing.

**Commissioner Carr** read the call of the meeting.

**MOTION BY Commissioner Carr** to recess the public hearing to Tuesday, September 5, 2023 during the Planning & Zoning Commission's regular meeting.

**Second by Commissioner Zbras.**

**All (7) Ayes.**

Motion passed unanimously.

## VII. Regular Meeting Business

A. Amendments to the Agenda

**MOTION BY Commissioner Carr** to amend the agenda to add an invoice from McSherry Law Office.  
**Second by Commissioner Dykstra.**

**All (7) Ayes.**

Motion passed unanimously.

B. Correspondence

The following correspondence was noted for the record:

- a. Letter dated 7/31/23 from Savannah-Nicole Villalba  
Re: NVCOC CGS §8-4c – Land Use Commissioner Training
- b. Letter dated 8/8/23 from Domencia Tatasciore  
Re: Notice of Exempt Modification for Verizon – 691 Oxford Road, Oxford, CT

C. Old Business

1. **Z-23-160 [IND] – 2 Commerce Drive** – **Owner & Applicant:** David Sippin, 234 Main Street, Monroe, CT Applicant's Representative: Ronald Wolff, Wolff Engineering, 39 Sherman Hill Road, Woodbury, CT 06798 (*Waiver Request – Article 14.1.5 – Re-grading in conjunction with Site Plans*) (*Site Plan – Construct a 30,000 sq. ft. building – shell only*)

Noted that there will be a resolution prepared for the September 5, 2023 regular meeting.

2. **Z-23-135 [IND] – 19 East Commerce Drive** – **Applicant:** Borghesi Building & Engineering, 2155 East Main Street, Torrington, CT 06790 – **Owner:** Town of Oxford, 486 Oxford Road, Oxford, CT 06478 (*Special Exception – Article 9, Section 9.3.1- Construct a Building over 50,000 sq.ft.) (Site Plan)*

**MOTION BY Commissioner Carr** to approve Z-23-135; including the follow:

**The applicant submitted the following in support of its application:**

1. Application dated 5/4/23.
2. Plans revised through 4/17/23; Site plan SB-1 and SB-2.
3. SP-3 Landscape, lighting in layout plan dated 4/17/23.
4. SP-4 Photometric plan dated 4/28/23.
5. Watershed map revised 5/4/23.
6. SPD-1 Erosion Control Map dated 5/4/23.
7. SPD-2 and SPD-3 General Construction Details dated 3/10/23.
8. Maps, A-1, and A-2 Building plans dated 4/14/23.
8. Drainage report dated 5/4/23.

9. Nafis s & Young letters dated 5/30/23 and 6/19/23.
10. Conservation and Inland Wetland Agency Approval letter dated 7/7/23.

**The Commission makes the following findings:**

- 1.) The proposed use will not be detrimental to the health, safety, welfare, and property values in the neighborhood.
- 2.) The site is suitably landscaped and the design and set back of buildings and other structures are adequate to protect property and preserve the appearance and character of the neighborhood.
- 3.) The proposed use, buildings, and other structures are adequate to carry the potential traffic and that provision is made for entering and leaving the site in such a manner that no traffic hazards will be created and that adequate off-street parking and loading facilities will be provided.
- 4.) The land in which the use, building, or other structure is of adequate dimensions to conduct of the use in such a manner that it will not be detrimental to adjoining property in the neighborhood.

**Conditions of approval:**

- 1.) Compliance with all Town of Oxford regulations and ordinances in effect as of this date.
- 2.) 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 the initial review through inspection and final acceptance of any improvement.
- 3.) The applicant and its/his assigns must comply with all representations made at the Planning and Zoning Commission meetings or at public hearings regarding this application.
- 4.) The specific uses on this property shall be limited to those designated within the Statement of Use submitted by the applicant.
- 5.) The applicant shall comply with all requirements of the Fire Marshal.
- 6.) The applicant shall obtain all necessary licensing and permits as may be required by other agencies.
- 7.) Site plan approval expires if the work has not completed within five years from the date of approval.
- 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 applicant shall have a pre-construction meeting with appropriate town staff prior to any construction activities.

- 10.) The applicant shall submit one copy of the set of plans that reflect these conditions of approval, with a copy of the conditions of approval attached.
- 11.) No work shall be done until a bond is set by the Planning and Zoning Commission's engineer in a form acceptable to Town Counsel or Land Use Counsel.

**Second by Commissioner Rowland.**

**All (7) Ayes.**

Motion passed unanimously.

3. **PZC-23-001 – Proposed Text Amendments to the Oxford Planning & Zoning Regulations:**

- 1.) Farm Events/Activities Regulations
- 2.) Accessory Dwelling Units

*No action taken – item tabled.*

D. New Business

1. **Authorize Zoning Enforcement Officer to sign Mylar** – Conservation Easement Map – BH Ventures, LLC, Riggs Street, Oxford, CT

**MOTION BY Commission Alternate Bouchard** to authorize the Steve Macary, ZEO to sign the mylar presented to the Commission by BH Ventures, LLC.

**Second by Commissioner Dykstra.**

**All (7) Ayes.**

Motion passed unanimously.

E. Zoning Enforcement

**MOTION BY Commissioner Carr** to postpone the Show Cause Hearing *Tuesday, September 19, 2023.*

**Second by Commissioner Dykstra.**

**All (7) Ayes.**

Motion passed unanimously.

- a. Show Cause Hearing – Old Good Hill Road

Hearing Procedure:

1. Presentation by Steve Macary, ZEO.
2. Comments and questions from the Commissioners regarding any information presented by the ZEO.
3. Property owner(s) presentation of information to the Commission.
4. Comments/questions from the Commissioners regarding any information presented by the ZEO.
5. Motion to recess/continue the Show Cause Order and authorize the Zoning Enforcement Officer to continue to pursue the resolutions as proposed.

6. Motion to impose fines and penalties as authorized by the Town ordinance.

F. Invoices

1. Invoice from McSherry Law Office

**MOTION BY Commissioner Carr** to approve payment of the invoice from McSherry Law Office.

**Second by Commissioner Rowland.**

**All (7) Ayes.**

Motion passed unanimously.

G. Audience of Citizens – Items not listed on the Agenda

H. Other Business

**Chairman Cocchiarella** briefly discussed the items (a) and (b); Commissioner Carr volunteered to research shooting on private property. Alternate Commissioner Locke, and Commissioner Dykstra will look into open space/conservation subdivisions.

- a. Discussion - Request for regulation limiting and/or restricting shooting on private property
- b. Discussion - Open Space/Conservation Subdivisions
- c. Any other business the Commission deems necessary for discussion.

I. Adjournment

**MOTION BY Commissioner Rowland** to adjourn the meeting at 9:13 PM.

**Second by Commissioner Zbras.**

**All (7) Ayes.**

Motion passed unanimously.

Respectfully submitted,

  
Jessica Pennell, Coordinator

2023 SEP 26 A 9:44  
TOWN OF OXFORD, CT  
TOWN CLERK