

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



Planning & Zoning Commission
Regular Meeting Minutes
Tuesday, December 19, 2023
7:30 PM – Main Meeting Room
S.B. Church Memorial Town Hall

I. Call to Order

Chairman Pat Cocchiarella called the meeting to order at 7:30 PM.

II. Pledge of Allegiance

III. Roll Call

Sara Locke	Present
Josh Dykstra	Present
Dan Wall	Not Present
Pete Zbras	Present
Pat Cocchiarella	Present
Carl Bouchard	Present
Ed Rowland	Not Present
Jason Swan	Present
Jessica Pennell	Present
Steve Macary	Present
Kevin McSherry	Present

IV. Seating of Alternates

No alternates were seated.

V. Public Hearings:

Upcoming Public Hearing: Tuesday, January 16, 2023 at 7:30 PM

1. **Z-23-205 [RESA] – 81 Newgate Road – Owner & Applicant:** Marc Deslauriers, 81 Newgate Road Oxford, Connecticut (Special Exception – Article 10, Section 10.13 – Farm Events)

VI. Regular Meeting Business

A. Approval of Minutes

1. 11/21/23 Regular Meeting Minutes

Motion by Commission Secretary Carl Bouchard to approve the 11/21/23 regular meeting minutes as presented. **Second by Commissioner Pete Zbras.**

All (5) Ayes. Motion passed unanimously.

2. 12/5/23 Organizational Meeting Minutes – No action.
3. 12/5/23 Regular Meeting Minutes – No action.

B. Amendments to the Agenda

Motion by Commission Secretary Carl Bouchard to amend the agenda to add the following correspondence:

- a. Letter dated 12/4/23 from Michaud Law Group to the Commissioner Pete Zbras Commission regarding a solar photovoltaic facility located on Riggs Street.
- b. Letter dated 12/8/23 from Sharon Lebansky to the PZ Commission regarding 39 Pisgah Rd.
- c. Letter dated 12/15/23 from Lisa Suttle to Sharon Lebansky regarding 39 Pisgah Road.
- d. Email from Jim Hliva, Finance Director regarding the 2024-2025 department budgets.

Second by Commissioner Pete Zbras.

All (5) Ayes. Motion passed unanimously.

C. Correspondence

Commission Secretary Carl Bouchard read correspondence (a) and (d) into the record; correspondence (b) and (c) will be discussed under Zoning Enforcement.

- a. Letter dated 12/4/23 from Michaud Law Group to the PZ Commission regarding a solar photovoltaic facility located on Riggs Street.
- b. Letter dated 12/8/23 from Sharon Labansky to the PZ Commission regarding 39 Pisgah Rd. *(noted will be discussed under Zoning Enforcement)*
- c. Letter dated 12/15/23 from Lisa Suttle to Sharon Labansky regarding 39 Pisgah Rd. *(noted will be discussed under Zoning Enforcement)*
- d. Email from Jim Hliva, Finance Director regarding the 2024-2025 department budgets.

D. Old Business – None

E. New Business

F. Zoning Enforcement

a. ZEO Approved Permits

b. Any other items deemed necessary for discussion regarding zoning enforcement.

Jessica Barry, owner of, “Where Sit Happens”, located in Quarry Walk, was present to request a signature on a kennel license for the State of Connecticut.

A discussion ensued regarding the training certificate sign off and the kennel license sign off.

Ms. Barry explained that she is looking for a sign off for the kennel license per the request from the State of Connecticut. She explained that any licenses associated with her business would not be transferable.

Attorney McSherry noted that the Commission’s concern is that the business be in compliance with the statement of use and approval, which only allows for day training.

Ms. Barry stated that she has no interest in doing anything other than day training at the facility. She noted that the facility is not equipped to keep animals overnight.

A discussion ensued regarding the need for the kennel license; it was noted that the kennel license is related to the number of dogs at the facility. The Commission discussed authorizing the ZEO to sign off on the kennel license.

Motion by Chairman Pat Cocchiarella to authorize the Zoning Enforcement Officer to sign off on the kennel license. **Second by Commissioner Joshua Dykstra.**

All (5) Ayes. Motion passed unanimously.

Pisgah Road - Letters from Sharon Labansky and Lisa Suttle were noted for the record.

Sharon Labansky, 39 Pisgah Road presented a summary of her letter to the Commission.

She explained that she is building a new home and has had a number of difficulties throughout the process. She noted that along with issues with the contractor, there have been issues with her neighbors to the left and right of her property. She stated that there have been rumors that they were abandoning the project and selling, but she stated that they are not abandoning construction.

Commissioners questioned whether or not the zoning issues have been resolved.

Steve Macary, ZEO briefly explained the items that still need to be addressed. He also noted the damage

and encroachment onto the neighbor's property, and how those violations will be remedied.

There was a brief discussion regarding the variance that was approved in 1976, and the bond that was posted, which has since been released to the original contractor.

Lisa Suttle, 1 Sarah Drive stated that her letter was in response to Labansky's e-mail. She briefly summarized her letter and explained the problems that have arisen since construction has begun at 39 Pisgah Road. She noted that photos of her property are attached to her letter.

Steve Macary, ZEO asked Mrs. Suttle if she would be willing to let the contractor remove the debris and fill in the holes.

Mrs. Suttle stated that they would have to be present for any work that involves their property.

Attorney McSherry suggested that all the homeowners get together and make a list of the items, and a sequence of when they will happen. He stated that if there is a list, and sequence of events, then everyone knows what to expect moving forward.

Mrs. Suttle discussed the trees that were removed and the costs to replace those trees.

Chairman Pat Cocchiarella stated that the Commission cannot arbitrate, therefore there has to be communication between all parties involved in order to resolve all the issues.

G. Invoices

1. Invoice from Nafis & Young Engineers

Motion by Commission Secretary Carl Bouchard to approve Nafis & Young Invoice # 285-23, second by **Commissioner Pete Zbras**. All (5) Ayes.

Motion passed unanimously.

H. Audience of Citizens – Items not listed on the agenda

Allison Wiencek, 35 Pisgah Road, asked questions regarding the rock wall that is built on the property at 39 Pisgah Road. She questioned whether the wall was safe, and she also stated that she is not sure if it is on her property.

Steve Macary, ZEO stated that he has been out there as well as the Building Official, and that a permit is not required at this time.

Ms. Wiencek also asked questions regarding the variance that was approved in 1976.

Steve Macary, ZEO went over the items that are included in the variance. There was also discussion on whether or not there was another variance filed regarding the property.

Attorney McSherry stated that in order to answer this question, it would take further research into the original file. He also referred to the minutes from the ZBA meeting in 1976.

Chairman Pat Cocchiarella stated that at this point, the questions pertaining to zoning have been covered, and unless there are any confirmed zoning violations, the parties need to work with each other to resolve the other issues.

I. Other Business

- a. Any other business the Commission deems necessary for discussion.

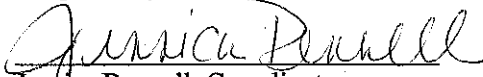
Commissioners discussed buying tablets for all the Commissioners, the upcoming budget and the hiring of a Planner for the Affordable Housing Plan.

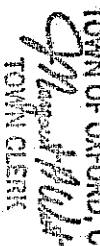
J. Adjournment

Motion by Commissioner Jason Swan to adjourn the meeting at 8:39 PM, second by Commissioner Joshua Dykstra. All (5) Ayes.

Motion passed unanimously.

Respectfully submitted,


Jessica Pennell, Coordinator

TOWN OF OXFORD, CT

TOWN CLERK

2024 FEB - 1 A 11:57