

**TOWN OF OXFORD
PLANNING & ZONING COMMISSION**

S.B. Church Memorial Town Hall
486 Oxford Road
Oxford, Connecticut 06478-1298
www.Oxford-CT.gov

**Planning & Zoning Commission
Regular Meeting Minutes
February 5, 2019
7:30 PM**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Joshua Dykstra, Greg Wanamaker, Dave Sauter, John Kerwin, Pete Zbras, Arnie Jensen, Jeff Luff, Pat Cocchiarella, Tanya Carver and Dan Wall.

Also Present: Jessica Pennell and Steve Macary, ZEO.

Seating of Alternates - No alternates seated.

PUBLIC HEARINGS:

Commission Secretary Pat Cocchiarella read an email dated 2/5/19 from Attorney Chris Smith which stated that the applicant consents to an extension of time to close the public hearing, through and including 2/19/19.

The following hearings are therefore postponed to 2/19/19:

Z-18-270 [RGCD] - Riggs Street, "Timberlake Apartments at Oxford Greens" - Owner & Applicant: Timberlake Investment Partners V, LLC (Proposed Text Amendment to Article 5A - Residential Golf Community District, pursuant to CGS §8-30g)

Z-18-271 [RGCD] – Riggs Street “Timberlake Apartments at Oxford Greens” – Owner & Applicant: Timberlake Investment Partners V, LLC (Site Plan for 197 multi-family housing units pursuant to CGS §8-30g)

CORRESPONDENCE

AMENDMENTS TO THE AGENDA

AUDIENCE OF CITIZENS

OLD BUSINESS

1. **Z-18-292 – Proposed Zoning Text Amendment** – Moose Hill Cider, LLC
(Proposed new text to the following articles: 2.23a, 5.3.4, 10.11 through 10.11.4) and
(Proposed text amendment to 17.2) (Commission action on or before 3/14/19)

Chairman Jeff Luff noted that Peter Olson, Land Use Counsel has provided some information for the Commission to review.

NEW BUSINESS

1. **Z-19-007 [VCMUD] 300 Oxford Road, “Quarry Walk” - Oxford Town Center, LLC**
(Site Plan application for Phase 2F - Proposed 4,360 SF building)

Commission Secretary Pat Cocchiarella read a letter dated 2/1/19 prepared by James H. Galligna, P.E.

Kyle Bogardus, Langan CT, Inc, engineer for the applicant noted the following regarding the application:

- Plan includes a 1 free standing 4,360 SF building.
- Location of the building is south of the Verizon building and north of the access drive near Goodwill.
- Site improvements include 18 additional parking spaces and sidewalk to integrate the building into the rest of the development.
- The infrastructure to service the pad has been installed in previous phases and will be extend to service this building as part of this application.

Kyle Bogardus responded to Jim Galligan's comments dated 2/1/19. He noted that the primary tenant will be Heartland Dental, the other retail does not have a tenant at this time. He also discussed the crosswalks and the pedestrian traffic from Building 2F to the Goodwill.

Commissioner questions and comments:

Questions were raised about the crossover and pedestrian traffic to the Goodwill, Suggestions were made regarding landscaping to deter pedestrian traffic from the main site to the Goodwill.

The setbacks from Route 67 were discussed, Kyle noted that the Village Center Mixed Use District has zero building setbacks.

There was a question regarding a landscape buffer between the back of the building and Route 67.

Kyle Bogardus responded that there is a little bit of a buffer, and the lawn area between the back of the building and Route 67.

Concerns regarding the traffic were discussed.

Kyle Bogardus stated that the entrance into Quarry Walk near the Goodwill is a full movement intersection.

Commissioners also questioned dumpster locations, hazardous waste and signage.

Kyle Bogardus briefly responded to the Commission's questions.

MOTION BY Commissioner Tanya Carver to table this application.

Second by Commission Secretary Pat Cocchiarella.

All (7) Ayes.

Motion passed unanimously.

The Commission resumed discussing the following application:

Z-18-292 – Proposed Zoning Text Amendment – Moose Hill Cider, LLC

(Proposed new text to the following articles: 2.23a, 5.3.4, 10.11 through 10.11.4) and

(Proposed text amendment to 17.2) (Commission action on or before 3/14/19)

Chairman Jeff Luff suggested that the Commissioners review what has been presented to the Commission and the text amendment can be discussed at the next meeting.

MOTION BY Vice Chairman Arnie Jensen to table this application.

Second by Commission Secretary Pat Cocchiarella.

All (7) Ayes.

Motion passed unanimously.

Chairman Jeff Luff went on to briefly discuss the text amendments for Contractor's Yards, he noted that Peter Olson, Land Use Counsel would like the Commission to set a Public Hearing.

MOTION BY Vice Chairman Arnie Jensen to set a Public Hearing date for March 19, 2019 at 7:30 PM.

Second by Commission Secretary Pat Cocchiarella.

All (7) Ayes.

Motion passed unanimously.

ZONING ENFORCEMENT

Steve Macary, ZEO explained that Damaceno's Landscape and Construction, LLC has requested a credit from a payment of fees to the Planning & Zoning Department. He attached a copy of the receipt that was written to the applicant when the fees were paid.

The application fees were \$11,700.00, after the initial application was submitted, the applicant revised the plans and that created a reduction of fees owed to Planning & Zoning. The applicant determined that rather than replacing the check, they are requesting that the Town apply the overage to fees for their application to the W.P.C.A. The applicant is also requesting that the town refund them the remaining \$300.00.

After a brief discussion the Commission determined that there was a typographical error in the letter and that the final amount due to the applicant would be \$200.00, not the requested \$300.00.

MOTION BY Vice Chairman Arnie Jensen to acknowledge that Damaceno's Landscape and Construction, LLC paid the Town of Oxford \$11,700.00 in application fees, and after determining that the fees due were only \$7,800.00, a remaining balance of \$3,900.00 would be applied to the application to W.P.C.A., and the Town would refund \$200.00 to the applicant.

Second by Commissioner John Kerwin.

All (7) Ayes.

Motion passed unanimously.

OTHER BUSINESS

1. Update on Contractor's Yard Regulations
2. Update on the Middle School Project

Chairman Jeff Luff stated that all the Commissioner's comments have been shared in the P&Z Folder.

Steve Macary, ZEO stated that he sent all the comments and letter to Joe Lenahan of Fuss & O'Neill.

Jessica Pennell informed the Commission that the Land Use Law seminar is scheduled for March 23, 2019.

The following Commissioners expressed interest in attending; Pat, Jeff, Tanya, Pete, and Dan; Jessica stated that she will send out a follow up email for the seminar.

ADJOURNMENT

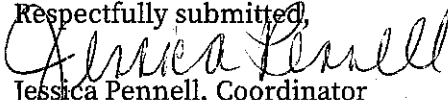
MOTION BY Vice Chairman Arnie Jensen to adjourn the meeting at 8:17 PM.


Second by Commissioner Tanya Carver.

All (7) Ayes.

Motion passed unanimously.

Respectfully submitted,


Jessica Pennell, Coordinator
Planning & Zoning Commission

19 FEB 20 PM 4:26
TOWN OF OXFORD, CT

TOWN CLERK