

TOWN OF OXFORD

PLANNING & ZONING COMMISSION

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



Special Meeting Minutes
Tuesday, January 15, 2019
7:30 PM
Main Meeting Room
S.B. Church Memorial Town Hall

CALL TO ORDER

Chairman Jeff Luff called the meeting to order at 7:34 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Also Present: Steve Macary, ZEO and Jessica Pennell.

SEATING OF ALTERNATES

No alternates were seated.

CONTINUED PUBLIC HEARINGS:

Chairman Jeff Luff explained that the Public Hearings scheduled for tonight are being postponed to February 5, 2019.

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

Commission Secretary Pat Cocchiarella noted the following correspondence for the record; all correspondence is available in the Planning & Zoning Department during regular business hours.

- a. Notice from Town of Middlebury – Proposed Text Amendment
- b. Memorandum from the First Selectman – Appointment of Planning & Zoning Commission Alternate.

AMENDMENTS TO THE AGENDA

AUDIENCE OF CITIZENS

OLD BUSINESS

1. **Z-18-293 [RESA] – 50 Great Oak Road** - Oxford Middle School (Site Plan Approval)

Commission Secretary Pat Cocchiarella made the following **MOTION TO APPROVE**:

WHEREAS, The Oxford Planning and Zoning Commission have received **Application No. Z-18-293**, for a Site Plan, to build a new Oxford Middle School at 50 Great Oak Road.

WHEREAS, The Oxford Planning and Zoning Commission considered this application at a regularly scheduled meeting on December 18, 2018.

WHEREAS, The Oxford Planning and Zoning Commission considered the following maps and documents all drawn and prepared by Fuss & O'Neill, Inc., dated 11/28/18; last revised 1/7/19, within their deliberations:

Drawing #	Description
ZLS – 01	Zoning Location Survey
GI – 001	General Notes & Legends
CS –101	Site Layout Plan
CE –101	Site Preparation & Erosion Control Plan
CG –101	Grading Plan
CG –102	Drainage Plan
CU –101	Utility Plan
DD –101	Sewer Demolition Plan
DP –101	Sewer Layout
LP – 101	Landscape Plan
LP –102	Landscape Plan Enlargement
CE –501	Erosion & Sediment Control Details
CD – 501 thru	
CD – 504	Construction Details

WHEREAS; The Oxford Planning and Zoning Commission considered the Town of Oxford Application Z-18-293 and finds;

The application conforms to all requirements of the Oxford Zoning regulations, and is therefore **APPROVED, SUBJECT TO THE FOLLOWING CONDITIONS;**

1. Compliance with all Town of Oxford Regulations and Ordinances in effect as of this date.
2. No substitute material shall be used without approval of the Planning and Zoning Commission and the Planning and Zoning Commission Engineer.
3. The applicant and their assigns must comply with all representations made at Planning and Zoning Commission meetings regarding this application.
4. The applicant shall submit one complete copy of the final approved plans which reflect these conditions of approval, with a copy of the conditions of approval attached.
5. The specific uses on this property shall be limited to those designated within the "Statement of Use" submitted by the applicant.
6. The applicant shall have a pre-construction meeting with appropriate Town Staff prior to any construction activities.
7. 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 Town Engineer.
8. It is the responsibility of the owner/applicant to ensure capability of communication with the Fire Department and EMS. If the requirement is not fulfilled, it is the responsibility of the owner/applicant to rectify the problem.
9. Site Plan approval expires if the work is not completed within five (5) years from the date of approval.

Second by Vice Chairman Arnie Jensen.

All (7) Ayes.

Motion passed unanimously.

2. 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 stated that Peter Olson, Land Use Counsel, is reviewing the proposal.

3. Oxford Greens – Request for S&E Control Bond Reduction (*Referred to Jim Galligan*)

Commission Secretary Pat Cocchiarella read a letter dated 12/7/2018 from Jim Galligan, P&Z Engineer.

MOTION BY Commission Secretary Pat Cocchiarella to recommend to the Board of Selectmen that the bond reduction request be granted as recommended by Jim Galligan, P&Z Engineer in his letter dated 12/7/18.

Second by Vice Chairman Arnie Jensen.

All (7) Ayes.

Motion passed unanimously.

NEW BUSINESS

1. **Z-18-302 [IND] – 10 Robinson Lane** - Owner: McNamee Construction
Applicant: Daniel McNamee (Special Exception – Contractor's Yard)
(Site Plan for Construction of a Garage, Canopy and Building)
SET PUBLIC HEARING DATE – Suggested date: February 19, 2019.

MOTION BY Commission Secretary Pat Cocchiarella to schedule a Public Hearing for March 5, 2019 at 7:30 PM.

2. **Z-18-299 [RESA] – 229 Oxford Road** – Owner: Gary Morgatto
Applicant: Attorney Robert Uskevich.
(Proposed Zone Change – Residential to Commercial)
SET PUBLIC HEARING DATE – Suggested date: February 19, 2019

MOTION BY Commission Secretary Pat Cocchiarella to schedule a Public Hearing for February 19, 2019 at 7:30 PM.

ZONING ENFORCEMENT

1. Lot Line Revision – Authorization to sign Mylar.

Steve Macary, ZEO presented a mylar for a lot line revision for property owners Claudia and Jeff Luff.

MOTION BY Commission Secretary Pat Cocchiarella to authorize the Vice Chairman and Commission Secretary sign the mylar titled "Lot Line Revision", dated 7/4/2016; prepared by Fred D'Amico, Conn. P.E., L.S. 10833.

Second by Commissioner Tanya Carver.

All (7) Ayes.

Motion passed unanimously.

INVOICES

- a. Portable Speaker/Microphone

Chairman Jeff Luff asked that this invoice be removed from the agenda; he is going to return the speaker.

- b. Plantronics Headset with Lifter

MOTION BY Commissioner Tanya Carver to approve payment of Invoice # 114-1901404-4576214.

Second by Commissioner Pete Zbras.

All (7) Ayes.

Motion passed unanimously.

APPROVAL OF MINUTES

- a. **MOTION BY Commissioner Tanya Carver** to approve the 12/4/18 Regular Meeting Minutes as presented. **Second by Vice Chairman Arnie Jensen.**

All (7) Ayes.

Motion passed unanimously.

- b. **MOTION BY Commissioner Tanya Carver** to approve the 12/12/18 Special Meeting Minutes as presented. **Second by Vice Chairman Arnie Jensen.**

All (7) Ayes.

Motion passed unanimously.

- c. **MOTION BY Commissioner Tanya Carver** to table the 12/18/18 Public Hearing/Regular Meeting Minutes. **Second by Vice Chairman Arnie Jensen.**

All (7) Ayes.

Motion passed unanimously.

OTHER BUSINESS

- a. Update on status of the text amendment for Contractor's Yards.

Chairman Jeff Luff gave a brief update on this item. He noted that Peter Olson, Land Use Counsel is reviewing the Commission's proposal and will be providing his input.

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

ADJOURNMENT

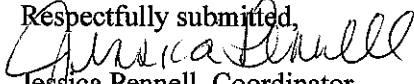
MOTION BY Commissioner Tanya Carver to adjourn the meeting at 8:10 PM.

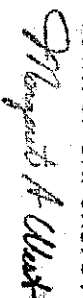
Second by Vice Chairman Arnie Jensen.

All (7) Ayes.

Motion passed unanimously.

Respectfully submitted,


Jessica Pennell, Coordinator
Planning & Zoning Commission

19 APR 10 AM 9:34
TOWN OF OXFORD, CT

TOWN CLERK