



**TOWN OF OXFORD  
PLANNING & ZONING COMMISSION**

S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
[www.Oxford-CT.gov](http://www.Oxford-CT.gov)

**Regular Meeting Minutes**

Tuesday, June 4, 2019  
7:30 P.M Main Meeting Room  
S.B. Church St. Memorial Town Hall

**CALL TO ORDER**

Chairman Jeff Luff called the meeting to order at 7:30 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Present:** Joshua Dykstra, John Kerwin, Pete Zbras, Dave Sauter, Jeff Luff, Pat Cocchiarella and Tanya Carver.

**Not Present:** Greg Wanamaker, Alan Goldstone and Dan Wall.

**Also Present:** Jessica Pennell and Steve Macary, ZEO.

**I. PUBLIC HEARINGS**

**A. CONTINUED PUBLIC HEARINGS**

**B. NEW PUBLIC HEARINGS**

**C. FUTURE PUBLIC HEARINGS AND OPEN PUBLIC HEARINGS**

**II. REGULAR MEETING BUSINESS**

**A. SEATING OF ALTERNATES**

Chairman Jeff Luff seated Alternate Commissioner Joshua Dykstra for Dan Wall.

**B. AMENDMENTS TO THE AGENDA**

1. **MOTION BY Commission Secretary Pat Cocchiarella** to amend the agenda to move Item #3 (Z-19-057), currently listed under New Business, as Item #1 under (G) **New Business – Schedule Public Hearing.**  
**Second by Commissioner Dave Sauter.**

All (7) Ayes.  
Motion passed unanimously.

2. **MOTION BY Commission Secretary Pat Cocchiarella** to amend the agenda to add Z-19-058 – 5 Morse Road to the agenda under **(H) New Business – Other**.  
**Second by Dave Sauter.**  
All (7) Ayes.  
Motion passed unanimously.

**C. AUDIENCE OF CITIZENS**

**D. CORRESPONDENCE**

**E. OLD BUSINESS – MATTERS ON WHICH A PUBLIC HEARING WAS HELD**

**1. Text Amendments to the Oxford Planning & Zoning Regulations**

**Proposed Amendments to the following Articles:**

**Article 2** – Definitions, **Article 10** – Special Exceptions (Contractor's Yards), and  
**Article 14** – Earth Re-grading & Excavation.

**Chairman Jeff Luff** asked the Commissioners to review the final draft provided by Peter Olson, Land Use Counsel and to be prepared to discuss with possible action on June 18, 2019.

**MOTION BY Commission Secretary Pat Cocchiarella** to table this item until June 18, 2019.

**Second by Commissioner Pete Zbras.**

All (7) Ayes.  
Motion passed unanimously.

**F. OLD BUSINESS – OTHER MATTERS**

1. **Z-19-048 [OCD] – 441 Oxford Road**  
**Applicant:** ALZ, LLC d/b/a "Oxford House Tavern"  
**Owner:** First Oxford House, LLC, 441 Oxford Road  
(Use Permit/Sign Permit)

**MOTION BY Commissioner Tanya Carver** to approve Z-19-048 as presented.

**Second by Commission Secretary Pat Cocchiarella.**

All (7) Ayes.  
Motion passed unanimously.

**G. NEW BUSINESS – SCHEDULE PUBLIC HEARING**

1. **Z-19-057 -306 Riggs Street – Owner: Anne Strobel - Applicant: Anne Strobel & Oxford Chiropractic Health, LLC** (Application for a Special Exception – Article 9, §9.13)  
(Chiropractic office at 306 Riggs Street)

**MOTION BY Commission Secretary Pat Cocchiarella** to schedule the Public Hearing for June 18, 2019 at 7:30 PM.

**Second by Commissioner Pete Zbras.**

All (7) Ayes.

Motion passed unanimously.

#### **H. NEW BUSINESS – OTHER**

1. **Z-19-051 [IND] – 89 Prokop Road – Phase 1 - Building**  
**Applicant & Owner: Matthew Zaloumis, 315 Riggs Street**  
(Site Plan - Construct a 7,500 sq. ft. building)

*Application Accepted: June 4, 2019; Deadline to make decision: August 7, 2019.*

**Matthew Zaloumis**, applicant, was present. He explained to the Commission that he is building an approximately 7,500 square foot building in the industrial zone. He stated that he currently has no tenants.

Commissioners questioned the number of parking spaces associated with the building.

**Commission Secretary Pat Cocchiarella** read a letter dated 5/14/19 from Jim Galligan, P&Z Engineer.

Commissioners went over Mr. Galligan's letter and noted the items that still need to be addressed by the applicant.

Discussion ensued regarding whether or not the applicant has to have a specific use associated with the site plan.

**Commissioner Tanya Carver** referred to the Zoning Regulations stating that a Statement of Use is required for a site plan application.

**Commissioner John Kerwin** stated that the Statement of Use would include any uses permitted under Section 9.2, which lists the uses permitted in the Industrial Zone.

**Chairman Jeff Luff** reiterated that staff would send this back to Jim Galligan, P&Z Engineer and that the applicant would be responsible for providing a Statement of Use and landscaping plan for the next meeting.

**MOTION BY Commission Secretary Pat Cocchiarella** to table this application to June 18, 2019.

**Second by Commissioner Pete Zbras.**

All (7) Ayes.

Motion passed unanimously.

2. **Z-17-056 – Owner & Applicant: Garden Homes Management – 117 Hurley Road**  
(Site Plan Modification – Shed)

*Application Accepted: June 4, 2019; Deadline to make decision: August 7, 2019.*

**Jesse Chianelli, Project Manager**, Garden Homes presented the modification. He explained that they are requesting approval of a design change for the sheds in the community. He noted that the current

approval includes an 8x8 shed with each home, and they would like to modify the sheds to be “double” with a 8x16 configuration. He noted that homeowners’ would share the larger sheds. He stated that this modification would allow homeowners to have more yard space and reduce clutter.

Commissioners discussed the modification briefly and asked staff to compare the previously approved site plan with the proposed site plan.

**MOTION BY Commission Secretary Pat Cocchiarella** to table this application to June 18, 2019.

**Second by Commissioner John Kerwin.**

All (7) Ayes.

Motion passed unanimously.

**3. Z-19-058 [IND] 5 Morse Road – Owner: 5 Morse Road, LLC – Applicant: TPS Inc.**  
(Site Plan – Construct a 11,920 sq. ft. building)

*Application Accepted: June 4, 2019; Deadline to make decision: August 7, 2019.*

**Ron Wolff**, engineer for the applicant presented the plan to the Commission. He noted that the application has not been approved by wetlands, they are awaiting comments from Jim Galligan. He noted that the property is approximately 2.51 acres, and located in the industrial zone. He explained that the applicant is proposing to build an approximately 11,920 square foot building, with parking as shown on the plans being presented this evening. He also stated that they have provided a landscape plan.

**Chairman Jeff Luff** questioned the use of the building.

**Ron Wolff** explained that the applicant would be using approximately 50% of the building for his business, Woodbury Kitchen and Flooring, and the other area would be used as flex space.

**Bert Audy**, owner, briefly explained his business to the Commission. He explained that outside storage would be in the back of the building and would include storage of building supplies.

**Chairman Jeff Luff** stated that if they would like a sign for the business, a sign rendering should be submitted to Steve Macary, ZEO and the application can then be modified to include the sign.

**MOTION BY Commission Secretary Pat Cocchiarella** to table this application to June 18, 2019.

**Second by Commissioner Pete Zbras.**

All (7) Ayes.

Motion passed unanimously.

**ZONING ENFORCEMENT**

**Steve Macary, ZEO** stated that he has provided the Commission with paperwork regarding 3 Charter Oak Drive. He explained his findings to the Commission.

**Charles Cubberly**, owner, 3 Charter Oak Drive was present to discuss the complaint that was filed regarding his property.

Commissioners discussed the items that Mr. Macary had provided and decided that more research and review would need to be done before they can decide how to proceed.

**MOTION BY Commissioner John Kerwin** to table this matter to June 18, 2019.

**Second by Commission Secretary Pat Cocchiarella.**

All (7) Ayes.

Motion passed unanimously.

### **MINUTES**

1. 5/7/19 Meeting Minutes (Tabled)

2. **MOTION BY Commissioner Tanya Carver** to approve the 5/21/19 Meeting Minutes as presented.

**Second by Commissioner Pete Zbras.**

All (7) Ayes.

Motion passed unanimously.

### **INVOICES**

1. **MOTION BY Commissioner Tanya Carver** to approve payment for Nafis & Young Invoice #083-19

– Prokop Road. **Second by Commissioner Dave Sauter.**

All (7) Ayes.

Motion passed unanimously.

2. **MOTION BY Commission Secretary Pat Cocchiarella** to approved payment of Nafis & Young

Invoice #084-19 – Lot 2 Hogsback Road. **Second by Commissioner Tanya Carver.**

All (7) Ayes.

Motion passed unanimously.

### **OTHER BUSINESS**

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

Commissioners discussed a template prepared by Commission Secretary Pat Cocchiarella; it was handed out at the last meeting. The template is an acknowledgement from applicant's that they have reviewed the regulations pertaining to their application. Commissioners felt that this would possibly remedy the recurring problem of applicant's not being aware of what specific regulations may govern their applications.

**Commissioner Dave Sauter** had suggestions and Chairman Jeff Luff asked if he would be willing to work on the template and present the updated version to the Commission.

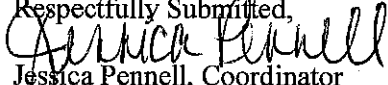
**Commissioner Dave Sauter** stated that he would work on revising the template.


### **ADJOURNMENT**

**MOTION BY Commissioner Tanya Carver** to adjourn the meeting at 8:54 PM.

**Second by Commission Secretary Pat Cocchiarella.**

All (7) Ayes.  
Motion passed unanimously.

Respectfully Submitted,  
  
Jessica Pennell, Coordinator  
Planning & Zoning Commission

19 JUN 10 PM 1:57  
TOWN OF OXFORD, CT  
  
TOWN CLERK