



**TOWN OF OXFORD
PLANNING & ZONING COMMISSION**

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

Regular Meeting Minutes

Tuesday, September 3, 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, Pete Zbras, Dave Sauter, Pat Cocchiarella, Jeff Luff and Tanya Carver. Alan Goldstone arrived at 7:40 PM.

Not Present: Dan Wall and John Kerwin.

Also Present: Steve Macary, ZEO, Jessica Pennell and Keith Rosenfeld, Municipal Planner.

SEATING OF ALTERNATES

Chairman Jeff Luff seated Joshua Dykstra for Dan Wall.

I. PUBLIC HEARINGS

A. CONTINUED PUBLIC HEARINGS

B. NEW PUBLIC HEARINGS

C. FUTURE PUBLIC HEARINGS AND OPEN PUBLIC HEARINGS

Future Public Hearing - September 17, 2019 - Z-19-283 [IND] – 6 Pheasant Run Road – Owner & Applicant: Jerry Attanasio & Robert Dibble (Special Exception – Indoor Training Facility)

II. REGULAR MEETING BUISNESS

A. AMENDMENTS TO THE AGENDA

MOTION BY Commission Secretary Pat Cocchiarella to amend the agenda to add the 8-24 for the Extension of the gas line from Hogsback Road to Great Oak Road as and Item after Correspondence.

Second by Commissioner Dave Sauter.

All (6) Ayes.

Motion passed unanimously.

B. AUDIENCE OF CITIZENS

C. CORRESPONDENCE

a. Letter dated 8/14/19 from Linda McKane, Assistant Town Clerk

Re: Resignation of Alternate Greg Wanamaker

Commission Secretary Pat Cocchiarella read the letter dated 8/14/19 from Assistant Town Clerk, Linda McKane.

AMENDMENT– 8-24 Referral – Extension of Gas Line from Hogsback Road to Great Oak Road.

Herman Schuler, 125 Meadowbrook Road; acting as an agent for the Town explained the reasons for the 8-24 Referral.

MOTION BY Commission Secretary Pat Cocchiarella to make a favorable recommendation to the Board of Selectmen for the 8-24 Referral to extend the gas line from Hogsback Road to Great Oak Road.

Second by Commissioner Pete Zbras.

All (6) Ayes.

Motion passed unanimously.

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

E. OLD BUSINESS – OTHER MATTERS

1. Z-16-226 [IND] – Lot 7 Fox Hollow Road – Owner: 589 Investments, LLC – Applicant: Gregory Geaski (Site Plan Modification)

Commission Secretary Pat Cocchiarella read a letter dated August 22, 2019 from James Galligan, P&Z Engineer.

Brian Baker, Civil 1, Engineer for the applicant, explained to the Commission that they made all the changes outlined in Jim Galligan's letter. He submitted a revised copy of the plan that reflected the changes.

MOTION BY Commission Secretary Pat Cocchiarella to approve the following resolution:

WHEREAS, The Oxford Planning and Zoning Commission have received Application Z-16-226, for a Site Plan Modification;

WHEREAS, The Oxford Planning and Zoning Commission considered this application at a regularly scheduled meeting/public hearing on June 18, 2019;

WHEREAS, The Oxford Planning and Zoning Commission considered the following maps and documents all drawn or prepared by Civil 1, within their deliberations:

Sheet Number	Description
C 1.0	Existing Conditions
C 1.1	Site Plan, Grading Plan & Erosion Control Plan
C 2.1	Driveway Profile
C 2.2	Drainage Profile
C 3.1	Storm water Renovation Area Details
C 4.1	Details
C 4.2	Details
C 4.3	Details
C 5.1	Erosion Control Narrative

WHEREAS; The Oxford Planning and Zoning Commission considered the Town of Oxford Application Z-16-226 and finds;

The application conforms to all requirements of the Oxford Zoning regulations.

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 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 initial review through inspection and final acceptance of any improvements.
4. The applicant and their assigns must comply with all representation made at Planning and Zoning Commission meetings or at public hearings regarding this application.
5. The applicant shall submit one complete copy of the set of plans which reflect these conditions of approval, with a copy of the conditions of approval attached.
6. No work to be done until security is set by the PZC Engineer in a form acceptable to Town Counsel, and installed by the applicant.
7. The specific uses on this property shall be limited to those designated within the "Statement of Use" submitted by the applicant.
8. The applicant shall have a pre-construction meeting with appropriate Town Staff prior to any construction activities.
9. 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.

10. 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.
11. Site Plan approval expires if the work is not completed within five (5) years from the date of approval.
12. Application shall comply with all conditions outlined in the letter from Nafis & Young dated 9/3/19 and the responses outlined in the letter from Civil 1, dated 9/3/19.

Second by Commissioner Pete Zbras.

All (6) Ayes.

Motion passed unanimously.

Application Accepted: June 18, 2019; Deadline to make decision: August 21, 2019 (14 day extension granted – new deadline for decision – September 4, 2019.

2. **Z-19-274 [IND] – 370 Riggs Street – Owner: Anne Hartman – Applicant: David Renihan, Site Services** (Site Plan to construct a 5,170 sq. ft. building)

- a. Letter dated 8/22/2019 from P&Z Engineer, Jim Galligan.

Commission Secretary Pat Cocchiarella read a letter dated August 22, 2019 from Jim Galligan, P&Z Engineer.

MOTION BY Commission Secretary Pat Cocchiarella to approve the following resolution of approval:

- WHEREAS, The Oxford Planning and Zoning Commission have received Application Z-19-274, for a Site Plan;
- WHEREAS, The Oxford Planning and Zoning Commission considered this application at a regularly scheduled meeting/public hearing on July 17, 2019;
- WHEREAS, The Oxford Planning and Zoning Commission considered the following maps and documents all drawn or prepared by John Mack, P.E., within their deliberations:

Sheet Number	Description
E-1	Existing Conditions Survey
S-1	Site Plan
S-2	Erosion & Sediment Control Plan
S-3	Pavement Plan
L-1	Lighting & Landscape Plan
D-1	Details
D-2	Details
N-1	Notes
A-1	Architect Plan

WHEREAS; The Oxford Planning and Zoning Commission considered the Town of Oxford Application Z-19-274 and finds;

The application conforms to all requirements of the Oxford Zoning regulations.

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 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 initial review through inspection and final acceptance of any improvements.
4. The applicant and their assigns must comply with all representation made at Planning and Zoning Commission meetings or at public hearings regarding this application.
5. The applicant shall submit one complete copy of the set of plans which reflect these conditions of approval, with a copy of the conditions of approval attached.
6. No work to be done until security is set by the PZC Engineer in a form acceptable to Town Counsel, and installed by the applicant.
7. The specific uses on this property shall be limited to those designated within the "Statement of Use" submitted by the applicant.
8. The applicant shall have a pre-construction meeting with appropriate Town Staff prior to any construction activities.
9. 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.
10. 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.
11. Site Plan approval expires if the work is not completed within five (5) years from the date of approval.

Second by Commissioner Dave Sauter.

All (6) Ayes.

Motion passed unanimously.

Application Accepted: July 16, 2019; Deadline for Commission Action: September 19, 2019.

3. **Z-19-275 [IND] – 8 Fox Hollow Road – Owner & Applicant: Martino Realty, LLC**
(Site Plan)

a. Letter dated 8/22/2019 from P&Z Engineer, Jim Galligan.

Commission Secretary Pat Cocchiarella read a letter from dated August 22, 2019 from Jim Galligan, P&Z Engineer.

Fred D'Amico, Engineer for the applicant, explained that they have revised the plans to reflect the comments from Jim Galligan.

Commission Secretary Pat Cocchiarella questioned the size of the sign.

Fred D'Amico stated that the applicant will have a sign, it will be single sided with measurement of 8'x 4'.

Commissioners questioned if the units will be monitored.

Fred D'Amico stated that the lease will outline what items would be prohibited from storage in the units.

MOTION BY Commissioner Dave Sauter to approve the following resolution of approval:

WHEREAS, The Oxford Planning and Zoning Commission have received Application Z-19-275, to construct a 17,700 square foot industrial building.

WHEREAS, The Oxford Planning and Zoning Commission considered this application at a regularly scheduled meeting/public hearing on 9/3/2019.

WHEREAS, The Oxford Planning and Zoning Commission considered the following maps and documents all drawn or prepared by D'Amico Associates, within their deliberations:

Sheet 1	Proposed Site Plan
Sheet 2	Landscape & Soil & Erosion, Sediment Control Plan
Sheet 3	Details

WHEREAS; The Oxford Planning and Zoning Commission considered the Town of Oxford Application Z-19-275 and finds;

- The application conforms to all requirements of the Oxford Zoning regulations.

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 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 initial review through inspection and final acceptance of any improvements.
4. The applicant and their assigns must comply with all representation made at Planning and Zoning Commission meetings or at public hearings regarding this application.

5. The applicant shall submit one complete copy of the set of plans which reflect these conditions of approval, with a copy of the conditions of approval attached.
6. No work to be done until security is set by the PZC Engineer in a form acceptable to Town Counsel, and installed by the applicant.
7. The specific uses on this property shall be limited to those designated within the “Statement of Use” submitted by the applicant.
8. The applicant shall have a pre-construction meeting with appropriate Town Staff prior to any construction activities.
9. 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.
10. 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.
11. Site Plan approval expires if the work is not completed within five (5) years from the date of approval.

Second by Commissioner Pete Zbras.

Ayes (5), Abstention (1), Tanya Carver.

Motion passed 5-1.

Application Accepted: August 6, 2019; Deadline for Commission Action: October 9, 2019.

4. Bond Release Request for 66 Hawley Road – RBC Bearings
(Referred to P&Z Engineer, Jim Galligan for review).
5. **Z-19-279 [RESA] – 67 Chestnut Tree Hill Road Ext. – Owner: Dan & Nancy Barbris - Applicant: Barry Mucci** (Site Plan - Driveway)
(Referred to Kevin Condon, Town Counsel for review)

Application Accepted: August 6, 2019; Deadline for Commission Action: October 9, 2019.

F. NEW BUSINESS – SCHEDULE PUBLIC HEARING

G. NEW BUSINESS – OTHER

1. **Z-19-277 [COMM] – 35 Old State Road (Route 67) – Owner: Giansanti Realty, LLC – Applicant: Marta Suklawska – Oxford Learning Center, LLC** (Use Permit)

MOTION BY Commission Secretary Pat Cocchiarella to approve application **Z-19-277** with the following conditions:

1. Applicant and their assigns must comply with all representations made at the Planning & Zoning Commission meetings and/or the public hearings regarding this application.
2. Compliance with the Statement of Use dated 7/22/2019.
3. The applicant must comply with the Town of Oxford Permit Procedures and obtain all required signatures from all necessary Town Departments.
4. Compliance with the Oxford Zoning Regulations as of this date.
5. Per Article 3, Section 3.19.1 of the Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application.
6. The sign will be in conformance with the Town of Oxford Zoning Regulations in effect as of this date, and the sign will comply to all representations made at this meeting.

Reason for approval is that it meets Oxford Zoning Regulations in effect as of this date.

Second by Commissioner Tanya Carver.

All (6) Ayes.

Motion passed unanimously.

2. **Z-19-291 [IND] – 353 Christian Street – Owner: Christian Street, LLC - Applicant: Benjamin Smith – “Smith Tactical, LLC” (Site Plan) (Use Permit)**

MOTION BY Commissioner Tanya Carver to amend the application to reflect that this is not a site plan; this application is for a use permit.

Second by Commission Secretary Pat Cocchiarella.

All (6) Ayes.

Motion passed unanimously.

MOTION BY Commissioner Dave Sauter to approve application **Z-19-291**, based on maps/plans dated 8/15/19, last revised 9/3/19, with the following conditions:

1. Applicant and their assigns must comply with all representations made at the Planning & Zoning Commission meetings and/or the public hearings regarding this application.
2. Compliance with the Statement of Use dated 8/15/2019.
3. The applicant must comply with the Town of Oxford Permit Procedures and obtain all required signatures from all necessary Town Departments.
4. Compliance with the Oxford Zoning Regulations as of this date.
5. Per Article 3, Section 3.19.1 of the Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application.
6. The sign will be in conformance with the Town of Oxford Zoning Regulations in effect as of this date, and comply to all representations made at this meeting.

Reason for approval is that it meets Oxford Zoning Regulations in effect as of this date.

Second by Commission Secretary Pat Cocchiarella.

All (6) Ayes.

Motion passed unanimously.

H. ZONING ENFORCEMENT

I. MINUTES

MOTION BY Commission Secretary Pat Cocchiarella to approve the following minutes as presented:

1. 8/20/19 Meeting Minutes

Second by Commissioner Dave Sauter.

Ayes (5), Abstention, (1), Tanya Carver.

Motion passed 5-1.

J. INVOICES

K. OTHER BUSINESS

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

Chairman Jeff Luff introduced Keith Rosenfeld from NVCOG, and explained that he will be assisting staff and the Commission with the planning for applications, regulations, etc.

Commissioner Pete Zbras discussed a concern regarding cottage business permits and referred to page 47 of the Zoning Regulations. He noted that more people are operating their larger businesses are from their homes, and possibly eliminating some of the wording regarding the storage of trucks may help to reduce the number of contractor's that are running their businesses out of their homes.

Commissioner Dave Sauter stated that he and Peter Olson, Land Use Counsel are working on it, and that they are reviewing regulations from other towns to get some ideas.

Chairman Jeff Luff stated that Commissioner Pete Zbras and Commissioner Dave Sauter should meet with Keith to go discuss this and with Keith on this project

L. ADJOURNMENT

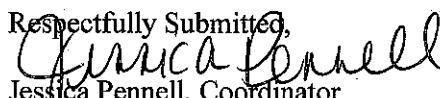
MOTION BY Commission Secretary Pat Cocchiarella to adjourn the meeting at 8:52 PM.

Second by Commissioner Pete Zbras.

All (6) Ayes.

Motion passed unanimously.

Respectfully Submitted,


Jessica Pennell, Coordinator
Planning & Zoning Commission

19 SEP 19 PM 4:28
TOWN OF OXFORD, CT
TOWN CLERK
Margaret H. West