



**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, October 1, 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, Jeff Luff, Pat Cocchiarella, and Tanya Carver.
Alan Goldstone arrived at 7:41 PM.

Not Present: John Kerwin, and Dan Wall.

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

SEATING OF ALTERNATES

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

I. PUBLIC HEARINGS

A. CONTINUED PUBLIC HEARINGS

Commissioner Dave Sauter stated for the record that he listened to the 9/17/19 Public Hearing recording and reviewed documentation regarding this application.

Z-19-283 [IND] – 6 Pheasant Run Road – Owner & Applicant: Jerry Attanasio & Robert Dibble
(Special Exception – Use Permit – Indoor Training Facility)

Chairman Jeff Luff opened the continued Public Hearing.

Jerry Attanasio and **Rob Dibble**, applicants, and **Ed Godin**, property owner, were present.

Chairman Jeff Luff explained that the applicant has submitted a revised plan and sign rendering. He stated that the applicants have added nine (9) more parking spaces. He also noted that Keith Rosenfeld, Municipal Planner visited the site, which is currently still under construction.

Ed Godin stated that they have revised the parking plan by adding and additional nine (9) spaces, he explained that this type of use typically has more evening and weekend hours.

Commissioner Dave Sauter questioned if school buses would be dropping off athletes at the facility.

Rob Dibble stated that buses would not be dropping off athletes at the facility.

Jerry Attanasio stated that they have submitted an addendum to the original statement of use.

Chairman Jeff Luff questioned Mr. Rosenfeld if he had any concerns regarding the site.

Mr. Rosenfeld stated that he does not have any concerns at this time.

Commissioners discussed that the parking was primary concern and, it has been addressed.

Chairman Jeff Luff asked that staff have the applicant designate a spot on the site plan to show where the sign will be located.

MOTION BY Commission Secretary Pat Cocchiarella to close the Public Hearing.

Second by Commissioner Dave Sauter.

All (6) Ayes.

Motion passed unanimously.

B. NEW PUBLIC HEARINGS

C. FUTURE PUBLIC HEARINGS AND OPEN PUBLIC HEARINGS

Z-19-283 [IND] – 6 Pheasant Run Road – Owner & Applicant: Jerry Attanasio & Robert Dibble
(Special Exception – Use Permit - Indoor Training Facility)

II. REGULAR MEETING BUISNESS

A. AMENDMENTS TO THE AGENDA

B. AUDIENCE OF CITIZENS

C. CORRESPONDENCE

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

E. OLD BUSINESS – OTHER MATTERS

1. Bond Release Request for 66 Hawley Road – RBC Bearings
(Referred to P&Z Engineer, Jim Galligan for review).

2. **Z-19-279 [RESA] – 67 Chestnut Tree Hill Road Ext. – Owner: Dan & Nancy Barbris -**

Applicant: Barry Mucci (Site Plan - Driveway)

Chairman Jeff Luff gave a brief overview of this application. He stated that the applicants have applied to relocate their driveway due to safety concerns. He also stated that Kevin Condon, Town Counsel has reviewed this application. He noted that at this time he believes that the applicant would like to have the ability to use both driveways.

Barry Mucci, representing the applicants, stated that they are going to abandon the driveway as a mean to reach the house, but would like to keep it in order to access the garage that is located on the property.

Alternate Commissioner Alan Goldstone arrived at 7:41 PM.

Chairman Jeff Luff explained that he spoke to Wayne Watt, the Driveway Inspector to discuss the application and the use of both driveways. He stated that since there is nothing in the regulations that prohibits the applicant from having both driveways, he would like to request that the applicants sign a Hold Harmless Agreement that will relieve the Town from any responsibility regarding the safety of the driveway onto 67 Chestnut Tree Hill Road Extension.

The applicant agreed to execute a Hold Harmless Agreement.

MOTION BY Commission Secretary Pat Cocchiarella:

WHEREAS, The Oxford Planning and Zoning Commission have received Application #Z-19-279 for the construction of a new driveway onto Oakwood Drive.

WHEREAS, The Oxford Planning and Zoning Commission considered this application at a regularly scheduled meeting on **September 17, 2019**.

WHEREAS, The Oxford Planning and Zoning Commission considered the following map titled "Subsurface Sewage Disposal Design Plan" dated 6/10/2019, and prepared by **Fred D'Amico, PE, LS** within their deliberations:

WHEREAS, The Oxford Planning and Zoning Commission considered the Town of Oxford Application #Z-19-279 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 representations 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. As that the entrance to the residence will change from Chestnut Tree Hill Extension to Oakwood Drive, it is the responsibility of the owner/applicant to obtain the correct house address as well as ensure capability of communication with the Police Department, Fire Department, EMS and the US Postal Service. If the requirement is not fulfilled, it is the responsibility of the owner/applicant to rectify the problem.
11. Applicant shall provide the Town with a Hold Harmless Agreement pertaining to the use of the driveway located on Chestnut Tree Hill Extension. The applicant(s) shall execute and file the Hold Harmless Agreement in the Town Clerk’s Office by November 1, 2019.
12. 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.

Chairman Jeff Luff noted that the time spent by Town Counsel, Kevin Condon to review this application should be invoiced and sent to the applicant for payment.

<i>Application Accepted: August 6, 2019; Deadline for Commission Action: October 9, 2019.</i>

F. NEW BUSINESS – SCHEDULE PUBLIC HEARING

G. NEW BUSINESS – OTHER

1. **Z-19-300 [IND] – 52 Donovan Road – Owner: William Valentine d/b/a Berkshire Rd. LLC – Applicant: Amy Swanson d/b/a Swanson Fuel, Inc. (Use Permit)**

Amy and Mark Swanson of Swanson Fuel, Inc. located at 1485 Monroe Turnpike, Monroe, were present.

Chairman Jeff Luff questioned if they have wetland approval.

Amy Swanson stated that they are currently before wetlands, and are working with Alan Shepard, P.E., to prepare a spill containment system.

Chairman Jeff Luff stated that there are two (2) buildings on the property; he asked which building would be used for their business.

Amy Swanson stated that they will be using the building in the front of the property.

Commissioner Dave Sauter questioned if they would be utilizing the same driveway as East Coast, because in his experience the driveway was very rough and uneven.

Mark Swanson stated that the driveway has been improved.

Keith Rosenfeld, Municipal Planner stated that one of his proposed conditions would be having the Commission consider evaluating what improvements were required at the time of the original approval and to make sure that all the previous conditions have been met.

Commission Secretary Pat Cocchiarella questioned the use of the upper level of the building.

Amy Swanson explained that Mr. Valentine would like to use the space for his office for approximately another six (6) months.

Commission Secretary Pat Cocchiarella questioned if the building is currently being used as a residence.

Mark Swanson stated that there is currently no residential use.

Commission Secretary Pat Cocchiarella questioned if the applicants are buying the property, and if so would they be willing to abandon the residential use.

Mark Swanson stated that he would want time to consider that request.

Chairman Jeff Luff asked that Mr. Rosenfeld to research the regulations for residential uses in the industrial zone.

Chairman Jeff Luff questioned the applicants if there is a residence there now.

Mark Swanson stated that it not a residence at this time.

Chairman Jeff Luff asked if it is office space.

Mark Swanson stated that it is still a house; it is just used as an office. He explained that they would like to be able to keep it a residence if possible. He noted that if they cannot keep the residence they would possibly consider knocking the building down.

Chairman Jeff Luff stated that he needed some clarity. He reiterated that the house in front would be occupied by the applicants for their office space.

Mark Swanson stated that is correct.

Chairman Jeff Luff also reiterated that the applicants want to let East Coast stay where they are located, in the back.

Amy Swanson stated that is correct.

Mark Swanson stated that in the future they would like to finish the second floor of the garage in back for their offices.

Amy Swanson stated that what they want to know is if the Commission would allow their business office and truck parking on this property.

Commission Secretary Pat Cocchiarella stated that office space and truck parking are a permitted use in the industrial zone.

Chairman Jeff Luff stated that they still need wetlands approval, and a determination regarding the building currently used as industrial use, and if it can revert, back to residential. He then questioned the Commissioners if they had any problems with the applicants using this property as industrial for their business.

Commissioners agreed that it is a permitted use in the industrial zone.

MOTION BY Commission Secretary Pat Cocchiarella to table this application.

Second by Commissioner Pete Zbras.

All (6) Ayes.

Motion passed unanimously.

<i>Application Accepted: October 1, 2019.</i>

H. ZONING ENFORCEMENT

I. MINUTES

MOTION BY Commissioner Tanya Carver to approve the following minutes as presented:

1. 9/3/19 Meeting Minutes
2. 9/17/19 Meeting Minutes

Second by Commissioner Dave Sauter.

All (6) Ayes.

Motion passed unanimously.

J. INVOICES

K. OTHER BUSINESS

1. Discussion on Records Retention.

Jessica Pennell and Keith Rosenfeld are working on records retention and they will keep the Commission updated on their progress.

2. Discussion/Recommendation for NVCOG Regional Planning Commission.

Chairman Jeff Luff asked Alternate Commissioner Alan Goldstone if he would be willing to be the NVCOG representative for Oxford.

Alternate Commissioner Goldstone stated that he would have an answer for the Commission at the next meeting.

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

L. ADJOURNMENT

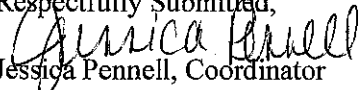
MOTION BY Commissioner Tanya Carver to adjourn the meeting at 8:10 PM.


Second by Commissioner Pete Zbras.

All (6) Ayes.

Motion passed unanimously.

Respectfully Submitted,


Jessica Pennell, Coordinator
Planning & Zoning Commission

19 OCT -9 AM 11:50
TOWN OF OXFORD, CT

TOWN CLERK