



TOWN OF OXFORD
PLANNING & ZONING COMMISSION
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
www.Oxford-CT.gov

The Planning & Zoning Commission will meet remotely on Tuesday, April 7, 2020 at 7:30 PM. Members of the public that would like to join us online can access the meeting using the following information:

Option #1 - Join Google Hangouts Meet by visiting:
Click on the agenda dated April 7, 2020

Meeting code:
<https://meet.google.com/qfw-nzch-eoi>

Option #2 - Join by phone: +1 812 727 7514 (PIN: 516673111)

The Chairman requests that questions from the Commission, and/or the public regarding items on the agenda be sent to the following email address *before* the meeting: pandz@oxford-ct.gov

Please note that you can also ask questions during the meeting by emailing pandz@oxford-ct.gov.

Regular Meeting Minutes
Tuesday, April 7, 2020
7:30 P.M - Online/Remote Meeting

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Mary LoPresti, Joshua Dykstra, Pete Zbras, Dave Sauter, John Kerwin, Jeff Luff, Pat Cocchiarella, Brett Olbrys and Dan Wall
(Pat Cocchiarella joined the meeting at 7:44 PM.)

Also Present: Steve Macary, ZEO and Jessica Pennell.

IV. SEATING OF ALTERNATES

No alternate were seated.

V. PUBLIC HEARINGS

A. Continued Public Hearings

Z-20-010 [RESA] – 403/407/411 Roosevelt Drive – New Haven Rowing Club

Owner: New Haven Rowing Club, Inc. – **Applicant:** Stuart Lathers Associates, LLC
(Special Permit – Non-Commercial Recreational Use)

The Commission postponed the hearing to the next regular meeting.

B. New Public Hearings

C. Future Public Hearings and Open Public Hearings

Z-20-010 [RESA] – 403/407/411 Roosevelt Drive – New Haven Rowing Club

Owner: New Haven Rowing Club, Inc. – **Applicant:** Stuart Lathers Associates, LLC
(Special Permit – Non-Commercial Recreational Use)

VI. REGULAR MEETING BUSINESS

A. Amendments to the Agenda

B. Audience of Citizens

C. Correspondence

- a. Letter from the First Selectman's Office - Re: Acceptance of E-Commerce Drive.

- Review letter from Brian Nesteriak, Town Engineer

Commission Secretary Pat Cocchiarella read the letter from Brian Nesteriak, Town Engineer.

MOTION by Vice-Chairman John Kerwin to make a favorable recommendation to the Board of Selectmen to accept East Commerce Drive into the Town road system, based on a letter dated 2/5/2020 from Brian Nesteriak, Town Engineer.

Second by Commissioner Brett Olbrys.

All Ayes.

Motion passed unanimously.

D. Old Business – Matters on which a Public Hearing was held

- None

E. Old Business – Other Matters

1. **Z-20-009 [IND] – 1 Commerce Drive – Owner & Applicant: David Sippin, 234 Main Street, Monroe, CT 06468 (Site Plan – 30,000 sq. ft. Building)**

- Final review letter from Jim Galligan, Planning & Zoning Engineer
- Possible Action

Commission Secretary Pat Cocchiarella read a letter dated 3/23/20 from Jim Galligan, Planning & Zoning Engineer.

MOTION BY Commission Secretary Pat Cocchiarella:

WHEREAS, The Oxford Planning and Zoning Commission have received Application **#Z-20-009, a Site Plan application for a 30,000 square foot industrial building located at 1 Commerce Drive.**

WHEREAS, The Oxford Planning and Zoning Commission received this application at a regularly scheduled meeting on February, 4, 2020.

WHEREAS, The Oxford Planning and Zoning Commission considered the application and plans prepared by Ron Wolff of Wolff Engineering within their deliberations, and finds:

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

THEREFORE, this application is approved **subject to the following conditions;**

1. Compliance with all Town of Oxford Regulations and Ordinances in effect as of this date.
2. The applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application from initial review through the issuance of a Zoning Certificate of Compliance.
3. The applicant and their assigns must comply with all representations made at Planning and Zoning Commission meetings or at public hearings regarding this application.
4. The applicant shall submit a final copy of revised plans to the Planning & Zoning Department with these conditions printed on the site plan.
5. No work to be done until security is set by the Planning & Zoning Engineer in a form acceptable to Town Counsel, and installed by the applicant.

6. The applicant shall obtain and comply with all the necessary permits and/or approvals, and follow the Town of Oxford approved Permit Procedure. This includes reviews and sign-offs including, but not limited to, the OCCIWA, ZEO, WPCA, Fire Marshal and any other applicable Town departments before work begins.

7. Any signs installed on the property shall be subject to approval by the Oxford PZC, in accordance with the standards and guidelines as interpreted by the Commission. Any signs not included in this application, must come back to the Planning & Zoning Commission for review and approval.

8. Site Plan approval expires within five years from the date of approval.

Expiration Date: April 7, 2025.

Second by Vice-Chairman John Kerwin for discussion.

Commissioner Pete Zbras questioned if there would be lighting for the building, and asked that it be added to the conditions of approval.

The Commission added condition #9, that any lighting for the building be dark sky compliant.

Vice-Chairman John Kerwin accepted the amendment.

Second by Commissioner Brett Olbrys.

All Ayes.

Motion passed unanimously.

2. **Z-20-007 [RESA] – 122 Jack’s Hill Road – Owner: Adriene Radcliffe – Applicant: Raymond Radcliffe, 122 Jack’s Hill Road, Oxford, CT 06478 (Cottage Business Permit)**

Chairman Jeff Luff explained that he spoke to the Fire Marshal and was told that propane trucks should not be parked in a residential area.

MOTION by Vice-Chairman John Kerwin to deny the applications for Z-20-007, 122 Jack’s Hill Road.

Second by Commissioner Pete Zbras.

All Ayes.

Motion passed unanimously.

3. **Z-20-021 [MIHD] – 117 Hurley Road – Owner: Garden Homes Management, Corp. – Applicant: William Davis, 29 Knapp Street, Stamford, CT 06907 (Sign Permit)**

MOTION by Vice-Chairman John Kerwin to approve the sign permit application for, Z-20-021 for 117 Hurley Road, as proposed in their application and depicted in the supporting documentation. Furthermore, the Planning & Zoning Commission approves the two signs for a six month period.

Second by Commissioner Brett Olbrys.

All Ayes.

Motion passed unanimously.

F. New Business – Schedule a Public Hearing

- None

G. New Business – Other

1. **Z-20-016 [VCMUD] – 308 Center Rock Green – Owner: Oxford Towne Center, LLC – Applicant: Bobbi Jo Beers TCB Bethel, LLC, Bethel, CT 06801 (Use Permit)**

MOTION by Commission Secretary Pat Cocchiarella to approve the use permit application with the following conditions:

1. The applicant and their assigns must comply with all representations made at the Planning & Zoning Meeting and/or Public Hearings regarding this application.
2. Compliance with the Statement of Use dated 2/18/2020.
3. The applicant shall obtain and comply with all the necessary permits and/or approvals, and follow the Town of Oxford approved Permit Procedure. This includes reviews and sign-offs including, but not limited to, the OCCIWA, ZEO, WPCA, Fire Marshal and any other applicable departments.
4. Compliance with the Oxford Zoning Regulations as of this date.
5. Any proposed sign shall be subject to approval by the Commission, in accordance with the standards and guidelines as interpreted by the Commission. Any signs not included in this application, must come back to the Planning & Zoning Commission for review and approval.
6. 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 the application.

Second by Commissioner Pete Zbras.

All Ayes.

Motion passed unanimously.

2. **Z-20-029 [IND] – 97 A Willenbrock Road – Owner: Anthony Petla, 97 Willenbrock Road – Applicant: Dorart Emini – Baseline Performance, LLC - Naugatuck, CT 06770 (Use Permit)**

MOTION by Vice-Chairman to approve the use permit application with the following conditions:

7. The applicant and their assigns must comply with all representations made at the Planning & Zoning Meeting and/or Public Hearings regarding this application.
8. Compliance with the Statement of Use dated 3/9/2020.
9. The applicant shall obtain and comply with all the necessary permits and/or approvals, and follow the Town of Oxford approved Permit Procedure. This includes reviews and sign-offs including, but not limited to, the OCCIWA, ZEO, WPCA, Fire Marshal and any other applicable departments.
10. Compliance with the Oxford Zoning Regulations as of this date.
11. Any proposed sign shall be subject to approval by the Commission, in accordance with the standards and guidelines as interpreted by the Commission. Any signs not included in this application, must come back to the Planning & Zoning Commission for review and approval.
12. 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 the application.

Second by Commissioner Dave Sauter.

All Ayes.

Motion passed unanimously.

3. **Z-20-031 [IND] – 10 Fox Hollow Road – Owner: Chadwick-Baross, Inc. – Applicant: Ennis Granata, 10 Fox Hollow Road, Oxford, CT 06478 (Use Permit)**

This item was removed from the agenda.

H. Zoning Enforcement

I. Municipal Planner

J. Minutes

1. 3/03/20 – Regular Meeting Minutes (Please table to April 21st Meeting)

K. Invoices

1. **MOTION by Commission Secretary Pat Cocchiarella** to approve Nafis & Young Invoice # 024-20 – 1 Commerce Drive Review.

Second by Commissioner Pete Zbras.

All Ayes.

Motion passed unanimously.

2. **MOTION by Commission Secretary Pat Cocchiarella** to approve the invoice from CFPZA – Yearly Membership Dues.

Second by Commissioner Pete Zbras.

All Ayes.

Motion passed unanimously.

L. Other Business

1. **Bond Release Request** – Z-07-061 & Z-08-040 – Pilot’s Mall, LLC – Technology Park – Airport Access Road & Donovan Road (Referred to Kevin Condon for review)

- Tabled

2. **Sign Letter** – Discussion with possible action.

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

4. Questions or items deemed necessary for discussion at next meeting can be emailed to pandz@oxford-ct.gov

M. Adjournment

MOTION by Vice-Chairman John Kerwin to adjourn the meeting at 8:49 PM.

Second by Commission Secretary Pat Cocchiarella.

All Ayes.

Motion passed unanimously.

Respectfully Submitted,

Jessica Pennell, Coordinator
Planning & Zoning Commission