



**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, August 6, 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: Alan Goldstone, Joshua Dykstra, John Kerwin, Pete Zbras, Dave Sauter, Jeff Luff, Pat Cocchiarella, and Tanya Carver.

Not Present: Dan Wall and Greg Wanamaker.

Also Present: Jessica Pennell and Steve Macary, ZEO.

SEATING OF ALTERNATES

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

I. PUBLIC HEARINGS

A. CONTINUED PUBLIC HEARINGS

B. NEW PUBLIC HEARINGS

C. FUTURE PUBLIC HEARINGS AND OPEN PUBLIC HEARINGS

II. REGULAR MEETING BUISNESS

A. AMENDMENTS TO THE AGENDA

1. **MOTION BY Commission Secretary Pat Cocchiarella** to amend the agenda to add the 7/2/19 Meeting Minutes under (I. – Minutes).

Second by Commissioner Dave Sauter.

All (7) Ayes.

Motion passed unanimously.

2. **MOTION BY Commission Secretary Pat Cocchiarella** to amend the agenda to move **Z-19-274** under (E. Old Business – Other Matters).

Second by Commissioner Pete Zbras.

All (7) Ayes.

Motion passed unanimously.

B. AUDIENCE OF CITIZENS

Gerard Smith, Chairman of the Building Committee for the Cornerstone Assembly of God Church at 646 Oxford Road is present at the request of the Chairman.

Chairman Jeff Luff stated that he spoke to Mr. Smith and requested that he come before the Commission to discuss what they want to do regarding the new parcel they are acquiring and the need for parking at the Church.

Mr. Smith stated that they are under contract to buy the parcel next door and are currently having the area surveyed by Civil 1. He noted that the growth at the Church has been so much that they are in need of additional parking and have negotiated that with the property owners of the adjacent parcel. They have obtained a parking license until the final purchase of the property is final. He explained that adding the parking would be done by cutting down some trees, clearing a stonewall, minor excavation, and bringing in gravel/stone for the parking area.

Chairman Jeff Luff initially had questions about the owner of the property being aware and giving permission to create the additional parking area on the property before it is sold. In order to answer his questions, Mr. Smith supplied him with the purchase agreement.

Mr. Smith stated that he supplied the Chairman with the contract agreement and parking license, as well as insurance information, detail and a map.

Chairman Jeff Luff asked for input from the Commission.

Commissioners had various questions for Mr. Smith regarding the property, the ingress and egress, the wetlands, and the period that the area would be considered “temporary” parking. After some discussion, the Commission agreed that Mr. Smith should complete an application for the “temporary parking” area and stated that they see no issues with the use of the property for additional parking at this time. It was noted that Mr. Smith stated that approximately 18 months should be a sufficient period.

Chairman Jeff Luff asked that Mr. Smith contact Steve Macary, ZEO and fill out the appropriate application, and be it will be put on the August 16th agenda for discussion and action by the Commission.

C. CORRESPONDENCE

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)

Application Accepted: June 18, 2019; Deadline to make decision: August 21, 2019.

(No Wetlands Approval – Requested extension from applicant).

Commission Secretary Pat Cocchiarella read a letter dated August 5, 2019 from Siyuan Cao requesting a 14 day extension for this application.

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)

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

John Mack, Stuart Somers, engineer for the applicant stated that he revised the plan; he added the dark sky compliant lighting and the sign rendering. He noted that he has sent everything to P&Z Engineer, Jim Galligan.

Staff informed the Commission that they have not yet received Jim Galligan's comments regarding this application.

Chairman Jeff Luff asked Mr. Mack to forward the revised plan and sign rendering to staff for the file.

MOTION BY Commission Secretary Pat Cocchiarella to table this application to the next regular meeting.

Second by Alternate Commissioner Joshua Dykstra.

All (7) Ayes.

Motion passed unanimously.

F. NEW BUSINESS – SCHEDULE PUBLIC HEARING

G. NEW BUSINESS – OTHER

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

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

Fred D'Amico, engineer for the applicant was present. He stated that the does not have the rendering for the building at this time and stated that he would have it for the next meeting. He also noted that the application has not received wetlands approval to date.

MOTION BY Commissioner Tanya Carver to table this application to the next regular meeting.

Second by Commissioner Dave Sauter.

All (7) Ayes.

Motion passed unanimously.

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

Applicant: Barry Mucci (Site Plan - Driveway)

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

Barry Mucci was present representing Dan and Nancy Barbris. He explained that the homeowners lost their home in the tornado, and while rebuilding, would like to move the entrance of their driveway from Chestnut Tree Hill Extension to Oakwood Drive.

Chairman Jeff Luff stated that he has looked at the property using the GIS map from the Town and is concerned that there are discrepancies that may lead to legal problems in the future. He asked the applicant if the other property owners have been advised of the change that Mr. and Mrs. Barbris would like to make to the driveway, and if they had any input in the decision.

Mr. Mucci stated that he has the deed and it describes the property, the GIS is not a reliable source of information in determining property lines.

Fred D'Amico, engineer for the applicant stated that the deed prevails over the GIS map.

Chairman Jeff Luff stated that he would like to have this application reviewed by Town Counsel, Kevin Condon before the Commission moves forward.

MOTION BY Commissioner John Kerwin to refer this application with all supporting documentation to Town Counsel, Kevin Condon for review.

Second by Commission Secretary Pat Cocchiarella.

All (7) Ayes.

Motion passed unanimously.

4. **Z-19-036 [VCMUD] – 354 Center Rock Green – Owner: Oxford Towne Center, LLC - Applicant: “Shake This” (Use Permit)**

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

MOTION BY Commissioner John Kerwin to approve application Z-19-036, subject to 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 4/8/2019.
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.

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

Second by Commissioner Pete Zbras.

All (7) Ayes.

Motion passed unanimously.

H. ZONING ENFORCEMENT

Steve Macary, ZEO discussed briefly the excavation and moving of materials regarding the new Middle School. He stated that the materials from the school site will be stored on Town owned lots on Woodruff Hill Road. He stated that the truck traffic should be diverted to 188 rather than Riggs Street. He questioned if the Commission wanted to have a formal application submitted by the Town.

Commissioners agreed that a formal applications should be submitted, and presented at the next Regular Meeting.

Steve Macary, ZEO stated that he would speak to the First Selectman, Town Counsel, Kevin Condon and a representative of O&G. He will prepare the application for the next regular meeting.

I. MINUTES

1. MOTION BY Commission Secretary Pat Cocchiarella to approve the 7/16/19 Meeting Minutes as presented. **Second by Commissioner Dave Sauter.**

All (7) Ayes.

Motion passed unanimously.

2. MOTION BY Commissioner Dave Sauter to approve the 7/2/19 Meeting Minutes (added as Amendment) as presented. **Second by Commission Secretary Pat Cocchiarella.**

All (6) Ayes. (Commissioner Tanya Carver abstained)

Motion passed 6-1.

J. INVOICES

K. OTHER BUSINESS

1. Letter dated 7/26/2019 from Robert Crawford of RBC Bearings – Bond Release Request for 66 Hawley Road (Refer to P&Z Engineer, Jim Galligan for review).

MOTION BY Commission Secretary Pat Cocchiarella to refer the bond release request to P&Z Engineer Jim Galligan for review.

Second by Commissioner Tanya Carver.

All (7) Ayes.

Motion passed unanimously.

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

L. ADJOURNMENT

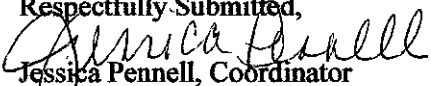
MOTION BY Commissioner Tanya Carver to adjourn the meeting at 8:25 PM.


Second by Commissioner Pete Zbras.

All (7) Ayes.

Motion passed unanimously.

Respectfully Submitted,


Jessica Pennell, Coordinator
Planning & Zoning Commission

19 AUG 12 AM 9:46
TOWN OF OXFORD, CT

TOWN CLERK