

TOWN OF OXFORD
PLANNING & ZONING COMMISSION
 S.B. Church Memorial Town Hall
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Planning & Zoning Commission
Organizational Meeting
 Tuesday, December 5, 2023
 7:00 PM – Main Meeting Room
 S.B. Church Memorial Town Hall

I. Call to Order

Chairman Pat Cocchiarella called the meeting to order at 7:28 PM.

II. Pledge of Allegiance

III. Roll Call

Commissioner/Staff	Present	Not Present
Sara Locke	✓	
Joshua Dykstra	✓	
Dan Wall	✓ - Remote	
Pete Zbras	✓	
Pat Cocchiarella	✓	
Carl Bouchard	✓	
Ed Rowland	✓	
Jason Swan	✓	
Jessica Pennell	✓	
Steve Macary	✓	
Kevin McSherry	✓	

Pat Cocchiarella called for nominations for Chairman pro temp.

Carl Bouchard nominated Pat Cocchiarella as Chairman pro temp.

Pat Cocchiarella called for any other nominations three (3) times.

There were no other nominations.

Pat Cocchiarella closed nominations for Chairman Pro Temp.

Vote on the nomination of Pat Cocchiarella for Chairman pro temp: **All (7) Ayes**

Pat Cocchiarella took his place as Chairman Pro Temp.

IV. Election of Officers

A. Election of Chairman

Chairman Pro Temp Pat Cocchiarella opened nominations for Chairman.

Dan Wall nominated Pat Cocchiarella for Chairman, second by **Pete Zbras**.

Chairman Pro Temp called for any other nominations three (3) times.

There were no other nominations.

Chairman Pro Temp closed nominations for Chairman.

Vote on nomination of Pat Cocchiarella for Chairman: **All (7) Ayes.**

Pat Cocchiarella continued the meeting as Chairman.

B. Election of Vice-Chairman

Chairman Pat Cocchiarella opened nominations for Vice-Chairman.

Pete Zbras nominated Joshua Dysktra for Vice-Chairman, second by **Ed Rowland**.

Chairman Pat Cocchiarella called for any other nominations two (2) times.

Pat Cocchiarella nominated Dan Wall for Vice-Chairman, second by **Jason Swan**.

Vote on nomination of Joshua Dykstra for Vice-Chairman: Ayes (3)

Vote on nomination of Dan Wall for Vice-Chairman: Ayes (4)

Results of vote: Dan Wall for Vice-Chairman.

C. Election of Commission Secretary

Chairman Pro Temp opened nominations for Commission Secretary.

Pat Cocchiarella nominated Carl Bouchard for Commission Secretary, second by **Pete Zbras**.

Chairman Pro Temp called for any other nominations three (3) times.

There were no other nominations.

Chairman Pro Temp closed nominations for Commission Secretary.

Vote on nomination of Carl Bouchard Bouchard for Commission Secretary: All (7) Ayes.

V. Comments from the Chairman

Chairman Cocchiarella made a brief statement about working together in the upcoming year.

VI. Establish Meeting Dates and Times

Motion by Commission Secretary Carl Bouchard to approve the 2024 Regular Meeting Schedule as presented. **Second by Commissioner Jason Swan.**

All (7) Ayes.

NOTE: Regular Meeting Schedule attached to these minutes.

VII. Establish Agenda Format

The agenda format was briefly discussed. Jessica Pennell suggested that the minutes be moved to the beginning of the agenda.

Chairman Pat Cocchiarella stated that the minutes would be Item #5 on the agenda moving forward.

VIII. Any other procedural and/or organizational items deemed necessary by the Commission.

The Commission did not discuss any items regarding procedure or organization at this time.

IX. Adjournment

Motion by Commission Secretary Carl Bouchard to adjourn the meeting at 7:37 PM. **Second by Commissioner Pete Zbras.**

All (7) Ayes. Motion passed unanimously.

Respectfully submitted,



Jessica Pennell, Coordinator

2023 DEC 9 PM 4:15
JESSICA PENNELL
COORDINATOR