



**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 15, 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, John Kerwin, Pete Zbras, Dave Sauter, Jeff Luff, Pat Cocchiarella, and Tanya Carver. Alan Goldstone arrived at 7:36 PM.

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

Not Present: Dan Wall.

SEATING OF ALTERNATES

Chairman Jeff 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 BUSINESS

A. AMENDMENTS TO THE AGENDA

B. AUDIENCE OF CITIZENS

C. CORRESPONDENCE

Commission Secretary Pat Cocchiarella read the following correspondence into the record:

- a. Email received 10/8/2019 from Amy Swanson.

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

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

MOTION BY Commission Secretary Pat Cocchiarella:

WHEREAS, The Oxford Planning and Zoning Commission have received Application Z-19-283, a Special Exception for a Sports Training Facility in the Industrial Zone.

WHEREAS, The Oxford Planning and Zoning Commission considered this application at regularly scheduled meeting/public hearings held on 9/17/19 and 10/1/19.

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

- Application
- Amended Statement of Use
- Site Development Plan
- Interior Layout Plan
- Sign Application and Photo

WHEREAS, The Oxford Planning and Zoning Commission considered the Town of Oxford Application Z-19-283 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. 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. Final striping of the finished parking lot will include an additional 7 parking spaces added to the proposal, requiring a total of 29 on-site parking spaces.
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.

Commissioner John Kerwin noted that the resolution should state that this is a Special Exception.

Commission Secretary Pat Cocchiarella accepted the amendment by Commissioner John Kerwin.

Commissioner Dave Sauter seconded the acceptance of the amendment.

Vote on Amendment: All (7) Ayes.

Vote on Motion: All (7) Ayes.

Motion passed unanimously.

Alan Goldstone arrived at 7:36 PM.

<i>Public Hearing Closed: October 1, 2019; Deadline for Commission Action: December 4, 2019</i>

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

This item will be removed from the agenda, the applicant has withdrawn the application.

F. NEW BUSINESS – SCHEDULE PUBLIC HEARING

G. NEW BUSINESS – OTHER

1. **Z-19-307 [RESA] – 76 Bower’s Hill Road – Owner & Applicant: Tyler Tucker**

(Cottage Business Permit & Sign Permit)

MOTION BY Commission Secretary Pat Cocchiarella to table this application to the next meeting.
Second by Commissioner Pete Zbras.

All (7) Ayes.

Motion passed unanimously.

<i>Application Accepted: October 15, 2019</i>

H. ZONING ENFORCEMENT

Steve Macary, ZEO informed the Commission that an application may be submitted for an ax throwing recreational use.

Chairman Jeff Luff asked Keith Rosenfeld to see if this type of use complies with the regulation if an application is submitted.

I. MINUTES

1. **MOTION BY Commission Secretary Pat Cocchiarella** to approve the 10/1/19 Meeting Minutes as presented.
Second by Commissioner Tanya Carver.
All (7) Ayes.
Motion passed unanimously.

J. INVOICES

1. **MOTION by Commission Secretary Pat Cocchiarella** approve payment for Nafis & Young Invoice #214-19 – Garden Homes, and to send the applicant the invoice for payment.
Second by Commissioner Tanya Carver.
All (7) Ayes.
Motion passed unanimously.
2. **MOTION BY Commission Secretary Pat Cocchiarella** to approve payment for Nafis & Young Invoice #215-19 – Lot 7 Fox Hollow Road.
Second by Commissioner Tanya Carver.
All (7) Ayes.
Motion passed unanimously.
3. **MOTION BY Commission Secretary Pat Cocchiarella** to approve payment for Nafis & Young Invoice #216-19 – Oxford Greens, and to send the applicant the invoice for payment.
Second by Commissioner Tanya Carver.
All (7) Ayes.
Motion passed unanimously.

K. OTHER BUSINESS

1. Recommend Alan Goldstone for NVCOG Regional Planning Commission.

Commissioner John Kerwin stated that he wasn't at the last meeting, but he would be interested in being the representative for Oxford.

Chairman Jeff Luff asked Alan Goldstone if he would be the alternate.

The Commission voted unanimously to send a recommendation to the Board of Selectmen to appoint John Kerwin as the Oxford representative for NVCOG, and to also recommend that Alan Goldstone be considered as the alternate.

2. Zoning Complaint Procedure.

Chairman Jeff Luff explained that there is a new procedure that has been drafted for the processing of zoning complaints. He outlined the procedure for the Commission and requested their input.

Commissioner John Kerwin noted that the new procedure should be reviewed by Town Counsel to make sure it complies with CGS 8-12.

3. Status of November 5, 2019 Meeting.

MOTION BY Commission Secretary Pat Cocchiarella to cancel the November 5, 2019 Regular Meeting.

Second by Commissioner John Kerwin.

All (7) Ayes.

Motion passed unanimously.

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

Commission Secretary Pat Cocchiarella noted that this would be Tanya's last meeting and he thanked her for the time that she dedicated to serving the Town.

L. ADJOURNMENT

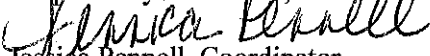
MOTION BY Commissioner Tanya Carver to adjourn the meeting at 8:07 PM.

Second by Commissioner Pete Zbras.

All (7) Ayes.

Motion passed unanimously.

Respectfully Submitted,


Jessica Pennell, Coordinator
Planning & Zoning Commission

19 OCT 21 PM 1:55
TOWN OF OXFORD, CT
TOWN CLERK
Patricia H. West