



TOWN OF OXFORD
S.B. Church Memorial Town Hall
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Planning & Zoning Commission

Regular Meeting Minutes
Tuesday, November 15, 2016
7:30 PM
Oxford Town Hall
Main Meeting Room

CALL TO ORDER

Chairman Arnie Jensen called the meeting to order at 7:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Pete Zbras, Jeff Luff, Arnie Jensen, Pat Cocchiarella, Todd Romagna and Tanya Carver (arrived at 7:39 PM).
Not Present: John Kerwin, Harold Cosgrove, Glen Persson and Bob Costigan.
Also Present: Jessica Pennell, Administrative Secretary, Steven S. Macary, ZEO, Brian J. Miller, Town Planner and Peter Olson, Land Use Counsel.

SEATING OF ALTERNATES

Chairman Arnie Jensen seated Alternate Commissioner Pete Zbras.

AMENDMENTS TO THE AGENDA

CORRESPONDENCE

Commission Secretary Pat Cocchiarella read the following correspondence into the record and noted that it is on file in the P&Z Department.

- a. Report from Lawrence Secor regarding E Commerce Drive

AUDIENCE OF CITIZENS

OLD BUSINESS

- 1. Hearing: Ralph & Lorraine Tirella/Oxford Towne Center, LLC/Goodwill

The Planning & Zoning Commission heard testimony from Lorraine and Ralph Tirella, Attorney Dominick Thomas for Oxford Towne Center, LLC and Tom Haynes of Oxford Towne Center, LLC.

After discussion, it was noted that the Commission would take the information received this evening and discuss it at the December 6th Regular Meeting.

2. Larkey Land Investors, LLC & Burns Construction

(Requested postponement of this item)

NEW BUSINESS

1. Z-16-218 [COMM] – 312 Oxford Road (34/9/29)

Owner: Route 67 Professional Center, LLC

Applicant: Joseph Gumbrewicz - “Patriot Nutrition”

- a. Use Permit – Retail

MOTION BY Commission Secretary Pat Cocchiarella to approve application Z-16-218 with the following conditions:

- 1) Applicant and their assigns must comply with all representations made at P&Z Commission meetings regarding this application.
- 2) Compliance with the Statement of Use dated 10/4/2016.
- 3) Compliance with P.D.H.’s approval dated 10/13/2016.
- 4) Compliance with the Fire Marshal approval dated 10/11/2016.
- 5) Any changes and/or modifications to the use permit must come back before the Planning & Zoning Commission for approval including any lease changes or change of ownership.
- 6) Per Article 3, Section 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 the application is in compliance with the Zoning Regulations in effect as of this date.

Second by Vice Chairman Jeff Luff. All Ayes.

Approval Effective: November 15, 2016.

2. Z-16-222 [RGCD] – Oxford Greens (32-33/10-11/2 1)

Owner & Applicant: Timberlake Investment Partners V, LLC

- a. **Special Exception** (Article 5A, Section 8.1, Article 5A, Section 9.1 and Article 10, Section 10.2)
- b. **Site Plan Application** (Modification of previously approved Conceptual Plan)

MOTION BY Vice Chairman Jeff Luff to set a Public Hearing for **December 20, 2016 at 7:00 PM.**

Second by Commission Secretary Pat Cocchiarella. All Ayes.

3. Z-16-223 [RESA] – 25 Hogsback Road (Lot 6A & Lot 22 Somers Lane)

“Hogsback Road Subdivision”

Owner & Applicant: West Church Street, LLC

- a. Application for 4 Lot Subdivision

MOTION BY Vice Chairman Jeff Luff to set a Public Hearing for December 6, 2016 at 7:10 PM. Second by Commission Secretary Pat Cocchiarella. All Ayes.

4. Z-16-224 [VCMUD] – 300 Oxford Road

Owner & Applicant: Oxford Towne Center, LLC

- a. Site Plan Modification – Installation of canopies and clock

MOTION BY Commission Secretary Pat Cocchiarella to approve application Z-16-224 based on architectural plans prepared by Phase Zero Design dated 11/2/2016 and a plan prepared by Langan dated 4/16/2016, revised 11/3/2016 with the following conditions:

- 1) Applicant and their assigns must comply with all representations made at P&Z Commission meetings regarding this application.
- 2) Prior to installation, the lighting must be approved by the ZEO.
- 3) Per Article 3, Section 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.
- 4) Site Plan Modification approval expires if the work is not completed within 5 years of the date of approval.

Reason for approval is this application is in compliance with the Town of Oxford Zoning Regulations in effect as of this date.

Second by Vice Chairman Jeff Luff. All Ayes.

Approval Effective: November 15, 2016.

5. Z-16-225 [VCMUD] – 300 Oxford Road

Owner: Oxford Towne Center, LLC

Applicant: Eileen Mulrenan & Philip Walker – “Supercuts”

- a. Use Permit

MOTION BY Commission Secretary Pat Cocchiarella to approve application Z-16-225 with the following conditions:

- 1) Applicant and their assigns must comply with all representations made at P&Z Commission meetings regarding this application.
- 2) Compliance with the Statement of Use dated 11/9/2016.
- 3) Compliance with P.D.D.H. approval 11/9/2016.
- 4) Any changes and/or modifications to the use permit must come back before the Planning & Zoning Commission for approval; including any lease changes or changes in ownership.
- 5) Per Article 3, Section 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 because this application in compliance with the Town of Oxford Zoning Regulations in effect as of this date.

Second by Vice Chairman Jeff Luff. All Ayes.

Approval Effective: November 15, 2016.

6. Z-16-226 [IND] – Fox Hollow Industrial Park (Lot 7 Fox Hollow Road)

Owner: 589 Investments, LLC

Applicant: Macton Corporation

- a. Special Exception to construct a 52,250 square foot building.

***SET PUBLIC HEARING DATE**

- b. Site Plan Application

MOTION BY Vice Chairman Jeff Luff to set a Public Hearing for December 20, 2016 at 7:10 PM. Second by Commission Secretary Pat Cocchiarella. All Ayes.

7. Z-16-227 [COMM] – 318 Oxford Road

Owner: Wally Archer – Route 67 Professional Center, LLC

Applicant: Stephen Kest – “The Smile Spot Children’s Dentistry & Orthodontics”

- a. Use Permit

- b. Sign Permit

MOTION BY Commission Secretary Pat Cocchiarella to approve application Z-16-227 with the following conditions:

- 1) Applicant and their assigns must comply with all representations made at P&Z Commission meetings regarding this application.
- 2) Compliance with the Statement of Use dated 11/9/2016.
- 3) Compliance with P.D.D.H. approval.
- 4) Any changes and/or modifications to the use permit must come back before the Planning & Zoning Commission for approval; including any lease changes or changes in ownership.
- 5) Per Article 3, Section 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 because this application in compliance with the Town of Oxford Zoning Regulations in effect as of this date.

Second by Vice Chairman Jeff Luff. All Ayes.

Steven S. Macary, ZEO mentioned that he had another use permit application and asked if the Commission would consider acting on it this evening.

MOTION BY Vice Chairman Jeff Luff to amend the agenda to add Z-16-228. Second by Commissioner Todd Romagna. All Ayes.

APPLICATION ADDED TO AGENDA:

Z-16-228 [VCMUD] – 300 Oxford Road

Owner: Oxford Towne Center, LLC

Applicant: Nobility Nail & Spa

- a. Use Permit

- b. Sign Permit

MOTION BY Commission Secretary Pat Cocchiarella to approve application Z-16-228 with the following conditions:

- 1) Applicant and their assigns must comply with all representations made at P&Z Commission meetings regarding this application.
- 2) Compliance with the Statement of Use dated 11/10/2016.
- 3) Compliance with P.D.D.H. approval.
- 4) Any changes and/or modifications to the use permit must come back before the Planning & Zoning Commission for approval; including any lease changes or changes in ownership.
- 5) Per Article 3, Section 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 because this application in compliance with the Town of Oxford Zoning Regulations in effect as of this date.

**Second by Vice Chairman Jeff Luff. All Ayes.
Approval Effective: November 15, 2016.**

BONDS/BONDS RELEASES

1. **Riverview Subdivision, Riverview Road**
(Bond Release & Road Acceptance)
Awaiting Report from James H. Galligan, PZC Engineer.
2. **Central Park Bond Release Request**
 - a. Letter dated 11/3/2016 from Matt Zaloumis
 - b. Letter with attachment dated 10/17/2016 from James H. Galligan, PZC Engineer.

Commission Secretary Pat Cocchiarella read a letter dated 11/3/2016 from Matt Zaloumis requesting that the bond for application Z-06-121 be released. He also read a report from James H. Galligan, PZC Engineer dated 10/17/2016 that stated that all his comments and concerns have been addressed.

MOTION BY Alternate Commissioner Tanya Carver to make a favorable recommendation to the Board of Selectmen to release the bond in the amount of \$55,638.00 for three wetlands crossings and a logging operation. **Second by Commission Secretary Pat Cocchiarella. All Ayes.**

ZONING ENFORCEMENT

- **Report of the ZEO on complaints, violations and any other items deemed necessary for discussion/action by the Commission.**

APPROVAL OF MINUTES

1. **MOTION BY Vice Chairman Jeff Luff** to approve the 10/18/2016 Public Hearing Minutes as presented. **Second by Alternate Commissioner Pete Zbras. Ayes (4), Abstentions (2 Alternate Commissioner Tanya Carver and Commission Secretary Pat Cocchiarella).**

2. **MOTION BY Vice Chairman Jeff Luff** to approve the 11/1/2016 Regular Meeting Minutes as presented. **Second by Alternate Commissioner Pete Zbras. Ayes (5), Abstention (1 Commission Secretary Pat Cocchiarella).**

INVOICES


1. **MOTION BY Commission Secretary Pat Cocchiarella** to approve Invoice # 5314 Turner Miller Group (10 Robinson Lane). **Second by Vice Chairman Jeff Luff. All Ayes.**
2. **MOTION BY Commission Secretary Pat Cocchiarella** to forward Invoice # 370-16 from Nafis & Young Engineers (E Commerce Drive) to the Board of Selectmen for payment. **Second by Vice Chairman Jeff Luff. All Ayes.**
3. **MOTION BY Commission Secretary Pat Cocchiarella** to table Invoice # 389-16 from Nafis & Young Engineers (Cocchiola/Riverview). **Second by Alternate Commissioner Pete Zbras. All Ayes.**
4. **MOTION BY Commission Secretary Pat Cocchiarella** to approve Invoice #387-16 from Nafis & Young Engineers (10 Robinson Lane). **Second by Vice Chairman Jeff Luff. All Ayes.**

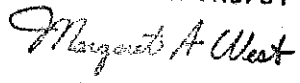
OTHER BUSINESS

1. Approve Meeting Schedule 2017
- MOTION BY Commission Secretary Pat Cocchiarella** to approve the Planning & Zoning Meeting schedule as presented. **Second by Vice Chairman Jeff Luff. All Ayes.**
2. Committee Updates
 - a. POCD Committee
 - b. Schedule next Policies & Procedures Workshop
3. Updates/discussion regarding Audio/Video System.
4. Any other items the Commission deems necessary for discussion.

ADOURNMENT

MOTION BY Commissioner Todd Romagna to adjourn the meeting at 10:15 PM. **Second by Alternate Commissioner Pete Zbras. All Ayes.**

Respectfully submitted,

Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

16 NOV 28 PM 12:04
TOWN OF OXFORD, CT

TOWN CLERK