



**TOWN OF OXFORD  
PLANNING & ZONING COMMISSION**  
S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
[www.Oxford-CT.gov](http://www.Oxford-CT.gov)

**Planning & Zoning Commission**  
**Regular Meeting Minutes**  
**Tuesday, June 1, 2021**  
**7:30 PM – Oxford Town Hall**  
**Main Meeting Room**

**I. CALL TO ORDER**

Chairman Dave Sauter called the meeting to order at 7:30 PM.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Present:** Pete Zbras, Dave Sauter, Brett Olbrys, Joshua Dykstra, John Kerwin, and Jesse Schremmer.

**Also Present:** Steve Macary, ZEO, and Kevin McSherry, Land Use Counsel.

**Not Present:** Pat Cocchiarella, Dan Wall, and Jessica Pennell.

**IV. SEATING OF ALTERNATES**

Chairman Dave Sauter seated Alternate Joshua Dykstra for Commissioner Dan Wall.

**V. PUBLIC HEARINGS**

**A. Recessed Public Hearings – NONE**

**B. New Public Hearings- NONE**

**C. Future Public Hearings – NONE**

**VI. REGULAR MEETING BUSINESS**

**A. Amendments to the Agenda – NONE**

**B. Audience of Citizens – (Items not listed on the Agenda)**

**Donna Stone, of 447 Roosevelt Drive**, came before the Commission to discuss safety concerns regarding her neighbor's activities. She explained to the Commission that every summer her neighbor has a picnic with approximately 300 guests in attendance. She stated that the guests park on her property and block her in, and she is concerned that she would not be able to get out in the case of an emergency. She also expressed concerns about emergency services being able to get to her in case of an emergency. She went on to explain

that the guests also parked on other people's property, the rowing club, and the soccer field. She asked why the Town doesn't require a permit if so many people are attending.

**Chairman Dave Sauter** referred to Steve Macary, ZEO.

**Steve Macary's** response was inaudible.

**Chairman Dave Sauter** stated that they would need a chance to gather information from Ms. Stone, and asked that she discuss the matter with Steve to see if there is anything that he can do, if not, then to find out who can address her concerns.

### **C. Correspondence**

**Chairman Dave Sauter** read the following letter (Attachment A) into the record:

- a. Letter dated 5/13/21 from Fay Billings, President, Fairview at Oxford Greens  
Re: Fairview at Oxford Greens – Phase 4 – Application Z-12-018

**Chairman Dave Sauter** stated that his initial thought is that since both Land Use Boards use the same Attorney, it might make sense to have Attorney McSherry review this and come back to the Commission with his recommendations.

**Chairman Dave Sauter** referred to Steve Macary, ZEO.

**Steve Macary, ZEO** made comments that were inaudible, and stated that he has never had a problem at Oxford Greens, and noted that there are some issues with wetlands. The remainder of his response was inaudible.

**Chairman Dave Sauter** stated that from a coordinator standpoint he just wants to be sure that they are resolving any zoning issues.

**Steve Macary, ZEO** made comments that were inaudible.

**Vice-Chairman John Kerwin** stated that Steve should specifically document what he is doing so that when Pulte comes back with their bond release request; there will be a record of complaints, and resolutions.

Unknown speaker is inaudible.

**Commissioner Brett Olbrys** questioned if the Commission typically requires the developer to remediate all the concerns before the next phase begins, or are they addressed at the completion of the project.

Unknown speaker is inaudible.

**Vice-Chairman John Kerwin** stated that the Commission couldn't stop them from starting the next phase unless it was part of the initial approval.

Unknown speaker is inaudible.

**D. Old Business – Matters on which a Public Hearing was held – NONE**

**E. Old Business – Other Matters**

**F. New Business – Schedule a Public Hearing – NONE**

**G. New Business**

**H. Zoning Enforcement**

1. None

**I. Minutes**

1. 5/4/2021 – Regular Meeting Minutes
2. 5/18/2021 – Regular Meeting Minutes

**J. Invoices**

**Chairman Dave Sauter** briefly discussed his concerns regarding the budget for 21-22. He explained that he sent a letter to the Board of Finance and the Board of Selectmen outlining his concerns.

1. Land Use & Conservation Counsel
  - a. **MOTION BY Commissioner Brett Olbrys** to approve payment of Invoice # 816 - \$418.00 – New Haven Rowing Club. **Second by Vice-Chairman John Kerwin. All Ayes.**  
Motion passed unanimously
  - b. **MOTION BY Commissioner Brett Olbrys** to approve payment of Invoice #817 - \$301.00 – Timberlake 8-30g Appeal. **Second by Vice-Chairman John Kerwin. All Ayes.**  
Motion passed unanimously.
  - c. **MOTION BY Commissioner Brett Olbrys** to approve payment of Invoice # 818 - \$1,526.50 – TPB Contractor's Appeal. **Second by Vice-Chairman John Kerwin. All Ayes.**  
Motion passed unanimously.

**K. Other Business**

- a. Any other business the Commission deems necessary for discussion.
- b. Planning & Zoning Policies & Procedures Review.

**Chairman Dave Sauter** stated that he is looking for comments and suggestions regarding the Policies and Procedures.

**Vice-Chairman John Kerwin** suggested checking that the Town Charter and Ordinances do not conflict with any of the Policies and Procedures.

**Chairman Dave Sauter** asked Attorney McSherry if there were any updates on Moose Hill Estates, or Riverview.

**Attorney McSherry's** response was inaudible.

Unknown speaker is inaudible.

**Chairman Dave Sauter** stated that he responded to Mr. Beard after the comments that he made at a previous meeting. He explained that the site use is in discussions with land use counsel, and that all the other allegations regarding New England Septic are issues that fall under DEEP, and the Health Department.

**L. Adjournment**

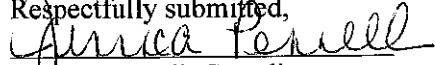
**MOTION BY Commissioner Brett Olbrys** to adjourn the meeting at 8:16 PM.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

Respectfully submitted,



Jessica Pennell, Coordinator

Planning & Zoning Commission

21 JUN 29 AM 9:40  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK