



**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, July 6, 2021**  
**7:30 PM – Main Meeting Room**  
**S.B. Church Memorial Town Hall**

The meeting was accessible online using the following information:

**Zoom Meeting:**

<https://zoom.us/j/6727345461?pwd=d3NvbG8zWmNSWnlVQmgrZGdBNyt6dz09>

**Meeting ID:** 672 734 5461

**Passcode:** 588851

**Join by Phone:** +1 929 205 6099

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**Passcode:** 588851

**I. CALL TO ORDER**

**Chairman Dave Sauter** called the meeting to order at 7:31 PM.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Present:** Pete Zbras, Dave Sauter, Brett Olbrys, and John Kerwin.  
Pat Cocchiarella and Dan Wall attended the meeting remotely.

**Also Present:** Steve Macary, ZEO and Jessica Pennell, Coordinator.

**Not Present:** Jesse Schremmer and Attorney Kevin McSherry.

**IV. SEATING OF ALTERNATES**

No alternates were seated.

**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)**

### **C. Correspondence**

- a. Memorandum dated 6/18/21 from Gordon Gramolini, Building Official  
Re: Quarry Walk Parking

**Commissioner Brett Olbrys** read the memo from Gordon Gramolini, Building Official.

A discussion ensued regarding the parking at Quarry Walk. It was noted that a Parking Management Plan was submitted with the original application. The Commission discussed their role in regulating parking at Quarry Walk.

**Chairman Dave Sauter** requested that a note be sent to Gordon regarding the Parking Management Plan that was filed with the original application.

The Commission also noted that there have been no formal written complaints submitted to the Zoning Enforcement Officer regarding the parking.

### **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**

**Steve Macary, ZEO** discussed the property located at 348 Oxford Road.

The Commission requested that he verify any complaints that he has received for the property.

**Commissioner Brett Olbrys** requested an update on the wedding venue located at 81 Newgate Road.

**Steve Macary, ZEO** explained that the property owners are in the process of applying for permits from the Pomperaug Health Department.

A brief discussion ensued regarding other properties in Town that have been approved for recreational uses.

**Chairman Dave Sauter** questioned if any new apartments have been approved in Town. He stated that there has been some advertising of apartments on social media.

**Steve Macary, ZEO** stated that there are no new approvals for apartments in Town.

**Steve Macary, ZEO** also discussed briefly complaints about the “Trump” sign on Route 67.

**Chairman Dave Sauter** requested that Steve obtain the measurements of the sign, and discuss this item with Attorney McSherry.

#### **I. Minutes**

1. **MOTION BY Commissioner Brett Olbrys** to approve the 6/1/2021 – Regular Meeting Minutes as presented. **Second by Vice-Chairman John Kerwin.**  
**All Ayes.**  
Motion passed unanimously.
2. **MOTION BY Commissioner Brett Olbrys** to approve the 6/16/2021 – Regular Meeting Minutes as presented. **Second by Vice-Chairman John Kerwin.**  
**All Ayes.**  
Motion passed unanimously.

#### **J. Invoices**

1. Invoice #INV94279513 – Zoom Licenses (Reimburse Jessica)

**MOTION BY Commission Secretary Pat Cocchiarella** to approve the reimbursement to Jessica for Invoice #INV94279513 for Planning & Zoning Zoom licenses.

**Commission Secretary Pat Cocchiarella** rescinded his motion.

**MOTION BY Commissioner Brett Olbrys** to approve reimbursement to Jessica for Invoice #INV94279513 for Planning & Zoning Zoom licenses.

There was a brief discussion regarding the need for two zoom licenses.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

2. Invoices - Adobe Acrobat Pro (Reimburse Jessica)
  - a. #1393396631 – April (Monthly)
  - b. #1412775000 – May (Monthly)
  - c. #1436328668 – June (Yearly)

**MOTION BY Commissioner Brett Olbrys** to reimburse Jessica for all the Invoices for Adobe Acrobat Pro.

**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. Updates from Land Use Counsel, Kevin McSherry
- c. Planning & Zoning Policies & Procedures Review.

**Chairman Dave Sauter** requested that Jessica resend the Policies and Procedures to the Commissioners.

#### **L. Adjournment**

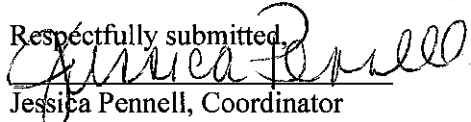
**MOTION BY Commissioner Brett Olbrys to adjourn the meeting at 8:22 PM.**


**Second by Vice-Chairman John Kerwin.**

**All Ayes.**

Motion passed unanimously.

Respectfully submitted,

  
Jessica Pennell, Coordinator  
Planning & Zoning Commission

21 JUL 28 AM 11:51  
TOWN OF OXFORD, CT  
  
TOWN CLERK