



**TOWN OF OXFORD
PLANNING & ZONING COMMISSION**
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
www.Oxford-CT.gov

Planning & Zoning Commission
Regular Meeting Minutes
Tuesday, August 3, 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

Meeting ID: 672 734 5461

Passcode: 588851

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Also Present: Steve Macary, ZEO, Jessica Pennell, Coordinator, and Attorney Kevin McSherry.

Not Present: Jesse Schremmer.

IV. SEATING OF ALTERNATES

Chairman Dave Sauter seated Alternate Joshua Dykstra for Commissioner Jesse Schremmer.

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

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

E. Old Business – Other Matters

F. New Business – Schedule a Public Hearing

1. Proposed Moratorium on retail sales, manufacture, and cultivation of Marijuana/Cannabis

Suggested Public Hearing Date: *Tuesday, September 7, 2021*

MOTION BY Commissioner Brett Olbrys to schedule a hearing on the proposed 18 (eighteen) month moratorium for Tuesday, September 7, 2021 at 7:30 PM in the Main Meeting Room at S.B. Church Memorial Town Hall.

Second by Commission Secretary Pat Cocchiarella.

All (7) Ayes.

Motion passed unanimously.

G. New Business

1. Z-21-092 [VCMUD] – 101 Main Street – “Quarry Walk” – Owner & Applicant: Oxford Towne Center, LLC, 220-F Main Street, Quarry Walk (Site Plan)

Attorney Kevin McSherry informed the Commission that he spoke to the applicant briefly, and that they are prepared to present their application to the Commission.

Tom Haynes, Owner of Oxford Town Center, LLC, and Kathy Ekstrom were present to discuss the application with the Commission. He explained that the modification was changing the orientation of the building, and slightly increasing the size of the building to accommodate the needs of the tenant.

Commissioner Brett Olbrys asked where the building would be located.

Mr. Haynes explained the approximate location of the building from the entrance to Quarry Walk. He also stated that the building was always meant to be a coffee shop. He also noted that the original application included this building, and in 2016 the Commission approved a site plan modification for this building.

Commissioners and Mr. Haynes discussed how the parking is determined for this type of development.

It was noted that there is a shared Parking Management Plan; the parking is not based on each individual building.

Vice-Chairman John Kerwin stated that he would like an updated conceptual plan each time the project is modified. He explained that part of the Commission’s job is to make sure that each site plan complies with the conceptual plan that was approved. He also noted that the Parking Management Plan

should be reviewed at this time. He stated that there have been complaints regarding the parking, and that it is incumbent upon the Commission to make sure the parking plan is followed.

Mr. Haynes stated that he has not had any complaints about parking. He asked what specific complaints have been received regarding the parking.

Vice-Chairman John Kerwin reiterated that there is an application for approval before the Commission, and the Commission has to do their due diligence. He stated again that he would like to see the parking plan and the overall conceptual plan.

A discussion ensued between Vice-Chairman John Kerwin, Mr. Haynes and Attorney McSherry. It was stated that the Building Official may not have authority over parking, but he does have an obligation to provide safety information through the proper channels.

Mr. Haynes stated that he met with the Fire Marshall, and currently there is no parking problem, there is a concern about the parking in the future.

Vice-Chairman John Kerwin stated that someone has raised an issue, and the Commission cannot ignore the correspondence, it warrants Commission review.

Mr. Haynes stated that the Commission has received a letter from their civil engineer that a parking plan has been submitted, and that they are ready to address any specific issues regarding parking.

Commissioners stated that they did not have the memo from the civil engineer.

Commission Secretary Pat Cocchiarella explained that he has spoken to the Building Official and the Fire Marshal about their concerns regarding parking. He stated that it seems that the parking issue is surrounding the green and possible future concerns when more buildings are constructed.

Chairman Dave Sauter stated that the parking plan was approved, but he also believes that the Commission has a responsibility to make sure that the project is still compliant with the parking management plan.

Kathy Ekstrom stated that there have been no complaints from any tenants at Quarry Walk.

Vice-Chairman John Kerwin stated that he would like this application to be reviewed by the P&Z Engineer. He stated that each site plan stands on its own.

Chairman Dave Sauter stated that the Commission needs to see the original plan for comparison to the present overall plan, and the current application before the Commission. He agreed that the application needs to be reviewed by the P&Z Engineer.

MOTION BY Vice-Chairman John Kerwin to forward the plan to the P&Z Engineer for review.
Second by Commissioner Brett Olbrys.

Ayes (3) - Chairman Dave Sauter, Vice Chairman John Kerwin, and Commissioner Dan Wall.

Nays (4) - Commission Secretary Pat Cocchiarella, Commissioner Pete Zbras, Commissioner Brett Olbrys, and Alternate Commissioner Joshua Dykstra.

Motion did not pass 4-3.

MOTION BY Commission Secretary Pat Cocchiarella to approve application Z-21-092 as presented.
Second by Alternate Commissioner Joshua Dykstra.

Ayes (4), Commission Secretary Pat Cocchiarella, Commissioner Pete Zbras, Alternate Joshua Dykstra, and Commissioner Dan Wall.

Nays (3), Chairman Dave Sauter, Vice-Chairman John Kerwin, and Commissioner Brett Olbrys.

Motion to approved Z-21-092 passed 4-3.

2. **Z-21-096 [VCMUD] – 101 Main Street – “Quarry Walk” – Owner & Applicant:** Oxford Towne Center, LLC, 220-F Main Street, Quarry Walk (New Building) (Use Permit)

MOTION BY Commission Secretary Pat Cocchiarella to approve Z-21-096 as presented.

Second by Commissioner Pete Zbras.

All (7) Ayes.

Motion passed unanimously.

There was a brief discussion about Mr. Haynes, and his engineer meeting with the Commission to give an update on the Quarry Walk project.

Attorney McSherry stated that since it is a large project that will be still be developing in years to come, it would benefit the Commission to be updated regarding the progress of the development.

3. **Z-21-027a [IND] – 8-24 Referral for Tarby Lane Improvements – Applicant:** Clay Lacy, 9 Juliano Drive, Oxford, CT – **Owner:** Town of Oxford, 486 Oxford Road

Emily Jones, Civil 1 Engineers, Woodbury, CT was present via Zoom. She gave the Commission an overall summary of the request for the 8-24 Referral.

MOTION BY Commission Secretary Pat Cocchiarella to send a favorable recommendation to the Board of Selectmen with the suggestion that the plans be reviewed by the Town Engineer.

Second by Commissioner Brett Olbrys.

All (7) Ayes.

Motion passed unanimously.

4. **Z-09-106 – Lot 11 – Woodruff Hill Industrial Park, 62 Prokop Road – Applicant & Owner:** Tomsuwa, LLC, 297 White Street, Danbury, CT 06810 (Extension Request)

Emily Jones, Civil 1 Engineers, Woodbury, CT represented the owner of the property. She explained the reasons for the request for an extension and referred to a Public Act 21-163, regarding the expiration dates of permits.

MOTION BY Commission Secretary Pat Cocchiarella to grant an extension of application Z-09-106. The new expiration date will be September 3, 2023.

Second by Commissioner Brett Olbrys.

All (7) Ayes.

Motion passed unanimously.

H. Zoning Enforcement

Steve Macary, ZEO update the Commission regarding “Oxford Commons”, he has done 20 (twenty) inspections for 20 (twenty) permits in the development.

I. Minutes

1. **MOTION BY Commission Secretary Pat Cocchiarella** to approve the 7/6/2021 Regular Meeting Minutes as presented.

Second by Commissioner Brett Olbrys.

Ayes (6), Abstentions (1) – Chairman Dave Sauter.

Motion passed unanimously.

2. 7/20/2021 – Regular Meeting Minutes –No action

J. Invoices

K. Other Business

- a. Any other business the Commission deems necessary for discussion.
- b. Possible Updates from Land Use Counsel, Kevin McSherry

Attorney McSherry informed the Commission that the Cornerstone Assembly of God application was denied by the OCCIWA.

Vice-Chairman John Kerwin stated that the Commission should review the Omnibus Act and decide how they would like to proceed. He noted that the Commission needs to be cognizant of the time line, and actions required of the Commission.

- c. Planning & Zoning Policies & Procedures Review.

Chairman Dave Sauter stated that he is working on updating the Policies and Procedures. He asked Commissioners email him with comments or suggestions.

Chairman Dave Sauter also discussed the application that was presented tonight for Quarry Walk. He expressed the importance of applications being complete before they are placed on the agenda. He noted that all applications must be submitted before the close of business on the Tuesday before the meeting; any application incomplete as of that deadline will not be placed on the agenda.

It was noted that regardless of the application, and if previous approvals for projects have been granted, the applicant should provide all the pertinent information necessary for the Commission to make an informed decision.

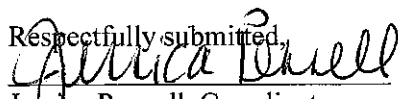
L. Adjournment

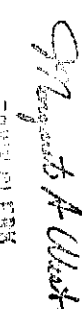
MOTION BY Commissioner Brett Olbrys to adjourn the meeting at 9:15 PM.

Second by Alternate Commissioner Joshua Dykstra.

All (7) Ayes.

Motion passed unanimously.

Respectfully submitted,

Jessica Pennell, Coordinator
Planning & Zoning Commission

21 SEP 29 PM 4:43
TOWN OF OXFORD, CT

TOWN CLERK