



**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, March 15, 2022
7:30 PM – Main Meeting Room
S.B. Church Memorial Town Hall

The meeting was accessible online by using the following information:

Meeting Link:

<https://zoom.us/j/95683288543?pwd=QVovRzF5UmhLaW8xNnY4bC96YkRmZz09>

Meeting ID: 956 8328 8543

Passcode: 857997

Join by Phone: +1 929 205 6099

The video of the meeting is available on YouTube:

<https://www.youtube.com/channel/UCu9jwntiynuBbB-uvhMjCug>

I. CALL TO ORDER

Chairman Pat Cocchiarella called the meeting to order at 7:35 PM.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present in person: Joshua Dykstra, Dan Wall, Pete Zbras, John Kerwin, Pat Cocchiarella, Brett Olbrys, and Jesse Schremmer.

Also present in person: Steve Macary, ZEO, Jessica Pennell, Coordinator, and Kevin McSherry, Land Use Counsel.

Absent: Ed Rowland

IV. SEATING OF ALTERNATES

Chairman Cocchiarella seated Alternate Commissioner Dykstra.

V. PUBLIC HEARINGS

A. Recessed Public Hearings:

1. **Z- 21-133 [COMM] – 60 Oxford Road – Owner & Applicant: Pitt-Conn Holdings, LLC,**
15 Apple Drive, Oxford, CT 06478 – Proposed, “Dunkin Donuts”
(Special Exception – Article 10, and Article 7 - Section 7.7.3.2- Drive-thru Window)

B. New Public Hearings:

Chairman Cocchiarella opened the Public Hearing on Application Z-22-019.

1. **Z-22-019 – Proposed Text Amendment to the Oxford Zoning Regulations - Applicant: Becir & Esma Selmani, 43 Eagle View Road, Southbury, CT 06488** *(Proposed Amendments: Article 2 – Definitions, add Section 2.45(a), Article 9, Industrial District – add Section 9.23.3, Article 10 – Special Exceptions, add 10.11.1-10.11.4).*

- a. Referral Letter from NVCOG.

Chairman Cocchiarella outlined the Public Hearing Procedures.

Commission Secretary Olbrys read the Public Hearing Legal Notice.

Chairman Cocchiarella called for any conflicts of interest from the Commissioners. Through a roll call vote it was unanimous that there were no Commissioners that had a conflict of interest.

Chairman Cocchiarella called for any conflict of interest from the applicant or their representatives.

The applicants and their representatives stated that there was no conflict of interest.

Commission Secretary Olbrys read the following correspondence into the record:

Curt Jones, Engineer for the applicant, 43 Sherman Hill Road, Woodbury presented the proposed text amendment, which would allow self-storage facilities in the industrial zone, to the Commission.

Commissioner Kerwin outlined his modifications to the applicant’s proposed amendment.

Commissioners and the Mr. Jones discussed the possibility of omitting 10.11.3.B, which refers to renting of vehicle and trailer storage, which would be determined by the types of vehicles/trailers that would be stored on the site.

Commissioner Zbras had questions regarding security of the self-storage facilities.

Esma Selmani, applicant, stated that there would be cameras and it would be a very secure facility, that would be heavily surveilled.

Kevin McSherry, Land Use Counsel, and Commissioners questioned the applicant about the day-to-day operations of the facility.

Mrs. Selmani responded by explaining the office operations, staffing and hours, and after hour’s service.

Commission Secretary Olbrys asked questions regarding entrance into the facility.

Mrs. Selmani stated that entrance would be through a retractable gate and would require a code and a key card.

Chairman Cocchiarella asked if there was anyone from the public that would like to speak.

Elaine Bartel, 22 Old State Road #1, stated that she is in favor of this type of use in the industrial zone.

Tanya Carver, 1 Old Moose Hill Road, suggested that any vehicles stored on site should be registered.

Commission Secretary Olbrys read the correspondence from the NVCOG.

MOTION BY Commission Alternate Dykstra to close the Public Hearing.

Second by Commissioner Zbras.

All (7) Ayes.

Motion passed unanimously.

2. **Z-22-031 [IND] – 2 Pheasant Run Road (Lot 1R) – Owner: 589 Investments, LLC, P.O. Box 506, Oxford, CT – Applicant: Becir & Esma Selmani, 43 Eagle View Road, Southbury, CT (Special Exception Use – Self-Storage Facility) (Site Plan – Construct a 30,000 sq. ft. industrial building)**

Curt Jones, Engineer for the applicant, 43 Sherman Hill Road, Woodbury presented the Site Plan application for a 30,000 square foot self-storage facility to the Commission.

Commission Secretary Olbrys read a letter dated 12/9/21 from Mark Oczkowski, and a letter from Civil 1 dated 2/9/22, which outlined the use for the building proposed for 2 Pheasant Run Road.

Commissioner Zbras asked if there was a floor plan or architectural rendering of the facility.

Mr. Jones stated that he would send the architectural rendering and a building layout to staff for distribution to the Commission.

Chairman Cocchiarella asked if there was anyone from the public that would like to speak.

Elaine Bartel, 22 Old State Road #1, stated that her property abuts 2 Pheasant Run Road, and she requested that the Commission consider requiring a buffer between the back of the building and her property. She also requested that any lighting installed be dark sky compliant.

Tanya Carver, 1 Old Moose Hill Road questioned that this type of facility may attract mice or vermin and asked how that would be handled.

Commissioner Kerwin stated that rodent control would fall under the jurisdiction of the health department.

Commissioners questioned what areas would be designated for parking.

Mr. Jones referred to the plans and pointed out the areas that would be designated for general parking, and the rental parking for trailers, and/or large recreational vehicles.

MOTION BY Commissioner Zbras to recess the public hearing to April 5, 2022.

Second by Commissioner Kerwin.

All (7) Ayes.

Motion passed unanimously.

C. Future Public Hearings – NONE

VI. REGULAR MEETING BUSINESS

A. Amendments to the Agenda

1. **MOTION BY Commission Secretary Olbrys** to amend the agenda to add the invoice from the CFPZA for membership dues through March 31, 2023 to the agenda as Item #1 under Invoices.

Second by Commissioner Kerwin.

All (7) Ayes.

Motion passed unanimously.

2. **MOTION BY Commission Secretary Olbrys** to amend the agenda as Item #2 under Invoices to authorize Jessica to purchase archival paper for the permanent record minutes stored in the Town Clerk's Office.

Second by Commissioner Kerwin.

All (7) Ayes.

Motion passed unanimously.

B. Audience of Citizens – (Items not listed on the Agenda) – None

C. Correspondence

- a. **Commission Secretary Olbrys** read a letter dated 3/15/22 from Dominick Thomas regarding an extension for Application Z-21-133.

D. Old Business – Matters on which a Public Hearing was held

1. **Z-22-014 [COMM]– Applicant & Owner: Pitt-Conn Holdings, LLC, c/o Attorney Dominick Thomas, 315 Main Street, Derby, CT, 06418** *(Proposed Text Amendment to the Zoning Regulations Article 3, General Regulations; (Amend) Section 3.24, Parking – General Requirements) (Hearing closed on 3/1/22 – Commission Action on or before 5/3/22)*

The Commission began deliberations on the proposed parking amendment. Overall, they agreed that the idea of the text amendment with regard to categorizing restaurants and tailoring parking requirements based on the different categories of restaurants makes sense.

Commissioners did have concerns about amending the regulations because the regulation is not site specific, and would apply to all commercial properties. They requested that Attorney McSherry speak to P&Z Jim Galligan to get a more technical, in-depth view of his review letter.

The Commission will continue to deliberate at the meeting scheduled for 4/5/22.

2. **Z-22-015 [RES-A] – Applicant & Owner: Marc Deslauries, c/o Attorney Dominick Thomas, 315 Main Street, Derby, CT, 06418** *(Proposed Text Amendments to the Zoning Regulations – Article 5, (New) Section 5.3.5; Article 10, (New) Section 10.12, (Amend) Article 17.2.1) (Hearing closed on 3/1/22 – Commission Action on or before 5/3/22)*

The Commission began deliberations on the proposed text amendment. Many Commissioners expressed that there would need to be a lot of work and thought involved in this regulations. They also agreed that they could identify with the applicant, as a landowner, as well as the neighbors as homeowners.

Commissioners also discussed using the applicant's proposed amendment as a starting point and if necessary, possibly moving on to their own text amendment to the regulations addressing these types of events. They also stated that they might need to focus on finding ways to mitigate the externalities, so that it doesn't have a negative effect on the surrounding properties.

Lastly, Commissioners felt that it was very important that they consider the acreage, and to keep in mind that there are many areas in Oxford that this regulation could possibly apply.

Commissioners will continue to deliberate at the next scheduled meeting on 4/5/22.

E. Old Business – Other Matters

F. New Business – Schedule a Public Hearing

G. New Business – Other

H. Zoning Enforcement

Steve Macary, ZEO did not have any new items to report to the Commission.

I. Minutes

1. 12/7/2021 Regular Meeting Minutes

MOTION BY Commissioner Zbras to approve the 12/7/21 minutes as presented.

Second by Commissioner Wall.

All (7) Ayes.

Motion passed unanimously.

2. 2/1/2022 Regular Meeting Minutes

MOTION BY Commissioner Kerwin to approve the 2/1/22 minutes as presented.

Second by Commissioner Wall.

All (7) Ayes.

Motion passed unanimously.

J. Invoices – None

1. CFPZA Invoice – Dues

MOTION BY Commission Alternate Dykstra to approve the Invoice for CFPZA Dues in the amount of \$110.00.

Second by Commissioner Zbras.

All (7) Ayes.

Motion passed unanimously.

I. Purchase Authorization – Minutes Paper

MOTION BY Commissioner Kerwin to authorize Jessica Pennell, Coordinator to purchase archival paper for the minutes to be filed as a permanent record.

Second by Commissioner Zbras.

All (7) Ayes.

Motion passed unanimously.

K. Other Business

- a. Letter from Lisa Foster dated 12/1/2021
Re: Riverview Drive (*Referred to Land Use Counsel, Kevin McSherry*) – No action
- b. *Riverbend Estates – Bond Release – Letter from Jim Galligan – No action*
- c. Discussion with possible action – New Land Use Opt-Out Provisions

The Commission briefly discussed the new land use legislation and opt-outs. A suggestion was made that they begin preparations for having the hearings to address the new regulation requirements in the Fall of 2022.

- d. Discussion with possible action – Affordable Housing Plan to OPM

Commissioners requested that Attorney McSherry look at our current Affordable Housing regulations and Plan of Conservation and Development and use them to comprise an Affordable Housing Plan as now required by the latest legislation. It was noted that once complete the Plan could be sent to OPM to fulfill the 6/1/22 requirement.

- e. P&Z Budget – Board of Finance

Commissioners discussed the large cuts that were made to the budget by the Board of Selectmen. They also discussed the items that they felt were necessary to run the department and the Commission meetings necessary.

- f. CFPZA Annual Conference
- e. Any other items the Commission deems necessary for discussion.

L. Adjournment

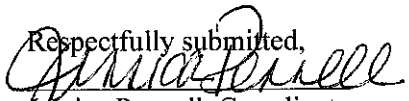
MOTION BY Commissioner Kerwin to adjourn the meeting at 9:47 PM.

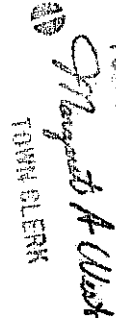
Second by Commission Secretary Olbrys.

All (7) Ayes.

Motion passed unanimously.

Respectfully submitted,


Jessica Pennell, Coordinator
Planning & Zoning Commission

22 MAR 16 PM 3:51
TOWN OF OXFORD, CT

TOWN CLERK