



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

The meeting can be accessed online by 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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. SEATING OF ALTERNATES

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

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. 6/1/2021 – Regular Meeting Minutes
2. 6/16/2021 – Regular Meeting Minutes

J. Invoices

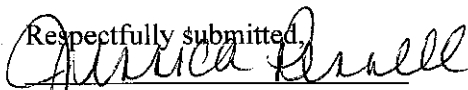
1. Invoice #INV94279513 – Zoom Licenses (Reimburse Jessica)
2. Invoices - Adobe Acrobat Pro (Reimburse Jessica)
 - a. #1393396631 – April (Monthly)
 - b. #1412775000 – May (Monthly)
 - c. #1436328668 – June (Yearly)

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.

L. Adjournment

Respectfully submitted,


Jessica Pennell, Coordinator
Planning & Zoning Commission

21 JUN 30 PM 4:34
TOWN OF OXFORD, CT
TOWN CLERK
Stephanie A. West

RECEIVED
6/24/21



MEMORANDUM

Building Department

TO: Zoning Commission

FROM: Gordon G. Gramolini, Building Official

DATE: June 18, 2021

RE: Quarry Walk Parking

With reference to our inspections at the plaza, we have noticed very limited parking for visitors and shop owners. We have received numerous complaints regarding parking. Since there is additional construction in progress at the plaza, it may be an appropriate time to reevaluate the parking, and verify sufficient parking spaces for customers and employees.

The last thing we want is another empty plaza!

cc: Fire Marshall
Board of Selectmen

Invoice



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Jun 29, 2021
Invoice #: INV94279513
Payment Terms: Due Upon Receipt
Due Date: Jun 29, 2021
Account Number: 7008514970
Currency: USD
Account Information: Planning & Zoning

Sold To Address: 17 REDWOOD DR,
OXFORD, Connecticut 06478
United States

pandz@oxford-ct.gov

Bill To Address: 17 REDWOOD DR,
OXFORD, Connecticut 06478
United States

pandz@oxford-ct.gov

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & OTHER CHARGES	TOTAL
Charge Name: Standard Pro Annual				
Quantity: 2 Unit Price: \$149.90	Jun 29, 2021-Jun 28, 2022	\$299.80	\$19.29	\$319.09
		Subtotal		\$299.80
		Total (Including Tax)		\$319.09
		Invoice Balance		\$0.00

Taxes, Fees & Other Charge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR OTHER CHARGE AMOUNT
Standard Pro Annual	Telecom Relay Surcharge	State	\$299.80	\$0.25
Standard Pro Annual	Sales Tax	State	\$299.80	\$19.04

Total Tax \$19.29

Transactions

Invoice Total \$319.09

TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Jun 29, 2021	P-103035059	Payment		(\$319.09)

Invoice Balance \$0.00

Need help understanding your invoice?

[CLICK HERE](#)

This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$299.80 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at zoom.us/billing will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to zoom.us/billing and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.

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INVOICE



Adobe Inc.
345 Park Ave
San Jose, CA 95110

Reprint Page 1 of 1

Invoice Number: 1393396631

Invoice Date: APR-24-21

Payment Terms: Credit Card

Due Date: MAY-01-21

Purchase Order: ADB104716726

Contract No 00004490

Order Number: 7010641863

Order Date: APR-16-20

Customer No.: 1452233

Bill to No. 1205879294

Adobe Contact Information:
<https://helpx.adobe.com/contact.html>

Bill To:

Jessica Pennell
17 Redwood Dr
Oxford CT 06478

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price
000010	65232730 Acrobat Pro DC	EA	14.99	1	14.99

North America	Invoice Totals				
	S & H	Sales Tax	Currency	Qty Shipped	Invoice Total
	0.00	0.95	USD	1	15.94

Comments:

INVOICE



Adobe Inc.
345 Park Ave
San Jose, CA 95110

Reprint Page 1 of 1

Invoice Number: 1412775000

Invoice Date: MAY-24-21

Payment Terms: Credit Card

Due Date: MAY-31-21

Purchase Order: ADB104716726

Contract No 00004490

Order Number: 7010641863

Order Date: APR-16-20

Customer No.: 1452233

Bill to No. 1205879294

Adobe Contact Information:
<https://helpx.adobe.com/contact.html>

Bill To:

Jessica Pennell
17 Redwood Dr
Oxford CT 06478

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price	
000010	65232730 Acrobat Pro DC	EA	14.99	1	14.99	
North America		Invoice Totals				
		S & H	Sales Tax	Currency	Qty Shipped	Invoice Total
		0.00	0.95	USD	1	15.94

Comments:

INVOICE



Adobe Inc.
345 Park Ave
San Jose, CA 95110

Reprint Page 1 of 1

Invoice Number: 1436328668

Invoice Date: JUN-30-21

Payment Terms: Credit Card

Due Date: JUL-07-21

Purchase Order: HB00130812260CUS

Contract No 00004490

Order Number: 7047992406

Order Date: JUN-30-21

Customer No.: 1452233

Bill to No. 1205879294

Adobe Contact Information:
<https://helpx.adobe.com/contact.html>

Bill To:

Jessica Pennell
17 Redwood Dr
Oxford CT 06478

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price
000010	65312645 Acrobat Pro DC	EA	119.88	1	119.88

North America	Invoice Totals
	S & H 0.00 Sales Tax 7.61 Currency USD Qty Shipped 1 Invoice Total 127.49

Comments:



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, 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.

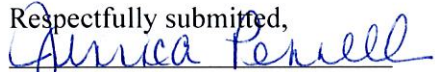
Attorney McSherry’s response was inaudible.

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
Gregory A. West
TOWN CLERK



TOWN OF OXFORD
PLANNING & ZONING COMMISSION
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
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Planning & Zoning Commission
Regular Meeting Minutes
Tuesday, June 15, 2021
7:30 PM – Main Meeting Room
S.B. Church Memorial Town Hall

The meeting was accessible online with the following information:

Zoom Meeting:

<https://us02web.zoom.us/j/83668257507?pwd=WFVFNEV2QyswcG8xS0VnNEQwRlZDZz09>

Join by Phone: +1 646 558 8656

Meeting ID: 836 6825 7507

Passcode: 584984

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, Pat Cocchiarella, and Dan Wall.

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

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

MOTION BY Commission Secretary Pat Cocchiarella to amend the agenda to add correspondence received on 5/15/21 via email regarding Halcyon Hill Farm, as Item (a) under Correspondence.

Second by Commissioner Brett Olbrys.

All Ayes.

Motion passed unanimously.

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 – NONE

G. New Business

1. Z-21-092 [VCMUD] – 220-2C Main Street “Quarry Walk” – Owner: Oxford Towne Center, LLC, 220-2F Main Street, “Quarry Walk” – Applicant: Hartford Healthcare Corporation, 129 Patricia M. Lenova Drive, Newington, CT 06111 (*Use Permit/Tenant Fit-out/Sign*)

MOTION BY by Commission Secretary Pat Cocchiarella to approve application Z-21-092 with the following conditions:

1. Applicant and their assigns must comply with all representations made at the Planning & Zoning Commission meetings and/or the public hearings regarding this application.
2. Compliance with the Statement of Use dated 5/26/2021.
3. Compliance with the Oxford Zoning Regulations as of this date.
4. Per Article 3, Section 3.19.1 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 it meets Oxford Zoning Regulations in effect as of this date.

Second by Commissioner Brett Olbrys.

All Ayes.

Motion passed unanimously.

H. Zoning Enforcement

1. Discussion of events/use at Halcyon Hill Farm – 81 Newgate Road

Chairman Dave Sauter gave a brief overview of the situation regarding the complaint received regarding 81 Newgate Road.

Marc Deslauries, owner of 81 Newgate Road is present to discuss this complaint with the Commission.

Commissioners and Attorney McSherry discussed whether it was appropriate for the owners of 81 Newgate Road to address the Commission, and answer questions from the Commission.

The Commission and the owners of 81 Newgate Road discussed the events and activities that have taken place on their property, as well as possible upcoming events.

Commissioners and the ZEO discussed how to handle the current situation; Mr. Deslauries will meet with Steve Macary, ZEO tomorrow morning to discuss how to proceed.

I. Minutes

- 1. **MOTION BY Commission Secretary Pat Cocchiarella** to approve 5/4/2021 – Regular Meeting Minutes as presented. **Second by Commissioner Pete Zbras.**
All Ayes.
 Motion passed unanimously.
- 2. **MOTION BY Commission Secretary Pat Cocchiarella** to approve the 5/18/2021 – Regular Meeting Minutes as presented. **Second by Commissioner Brett Olbrys.**
All Ayes.
 Motion passed unanimously.

J. Invoices

K. Other Business

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

Attorney McSherry gave brief updates on Moose Hill Estates, Riverview, and Timberlake.

- c. Planning & Zoning Policies & Procedures Review.

Commissioners and Attorney McSherry discussed briefly some of the possible clarifications, amendments, and overall updates to the Policies and Procedures.

Commission Secretary Pat Cocchiarella stated that with the passing of SB 1201, the legalization of marijuana in Connecticut, the Commission should consider drafting a regulation that addresses marijuana sales/dispensaries.

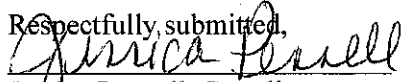
L. Adjournment

MOTION BY Commissioner Pete Zbras to adjourn the meeting at 8:52 PM.

Second by Alternate Joshua Dykstra.

All Ayes.

Motion passed unanimously.

Respectfully submitted,

 Jessica Pennell, Coordinator
 Planning & Zoning Commission

21 JUN 30 PM 14:10
 TOWN OF OXFORD, CT
 TOWN CLERK
 [Handwritten signature]