



**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, February 2, 2021**  
**7:30 PM - Online/Virtual Meeting**

The Planning & Zoning Commission met remotely on Tuesday, February 2, 2021 at 7:30 PM.

Members of the public were able to join us online using the following information:

**Join Zoom Meeting:**

**<https://us02web.zoom.us/j/89944797563?pwd=MFE2dv9nY1VHK084ck5WOHN5SUZ0Zz09>**

**Meeting ID:** 899 4479 7563

**Passcode:** 213798

**OR:**

**Join by Phone Number:**

**+1 646 558 8656**

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Present:** Joshua Dykstra, Pete Zbras, John Kerwin, Pat Cocchiarella, and Brett Olbrys.

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

**Not Present:** Dan Wall, Jesse Schremmer, and Mary LoPresti.

**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**

**B. Audience of Citizens**

**C. Correspondence - NONE**

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

**E. Old Business – Other Matters - NONE**

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

**G. New Business:**

1. **Z-21-012 [IND] – 3 Woodruff Hill Road, aka Lot 5** - Owner: Town of Oxford – 486 Oxford Road, Oxford, CT - **Applicant:** Oxford Enterprises, LLC, 20 Old Country Road, Oxford, CT (Site Plan Application)
2. **Z-21-013 [IND] – 7 Woodruff Hill Road, aka Lot 6** - Owner: Town of Oxford – 486 Oxford Road, Oxford, CT - **Applicant:** Oxford Enterprises, LLC, 20 Old Country Road, Oxford, CT (Site Plan Application)

**Brian Baker of Civil 1** represented the applicant, Darin Bouchard. He explained that there are two (2) applications that apply to adjacent lots. The applicant is under contract to purchase both lots from the Town. He shared his screen with the Commission, which depicted the maps and plans submitted with the applications. He went over the site plan and noted that the applicant is building two (2) buildings. A 26,500 square foot building is planned for Lot 6, and an 11,200 square foot building is planned for Lot 5. He went over the Statement of Use with the Commission, noting this is a volume reduction facility. The applicant recycles asphalt shingles and construction debris, and processes it into raw materials. He also noted that all processing and storage of vehicles would be inside of the building. He stated that the smaller building would be for offices and the storage of vehicles, and the larger building would be the processing facility. He noted that the applications received wetlands approval. He also briefly discussed the detention basins, drainage, grading, and soil and erosion control plan.

**Darin Bouchard**, applicant was present to answer any questions from the Commission.

**Brian Baker** presented an architectural rendering of the site and buildings to the Commission.

**Vice-Chairman John Kerwin** reiterated Mr. Baker's explanation of the application and questioned if the lots are zoned industrial.

**Darin Bouchard** agreed with the statements made by Vice-Chairman John Kerwin. He explained how the facility recycles the materials to produce the final product.

**Vice-Chairman John Kerwin** questioned the type of equipment that would be located in the larger building.

**Darin Bouchard** listed the types of machinery used to recycle the asphalt and other construction debris.

**Vice-Chairman John Kerwin** questioned if other regulatory agencies would be overseeing the operation.

**Darin Bouchard** stated that DEEP, and OSHA would oversee the facility.

**Commission Secretary Pat Cocchiarella** noted that there is not a landscaping plan included in the plans.

**Brian Baker** stated that the landscaping plan is included and pointed out the landscaped areas to the Commission.

**Commissioner Pete Zbras** questioned if the applicant would be making shingle from the recycled asphalt. He also questioned if there would be any odors emitted during the recycling process.

**Darin Bouchard** stated that they do not make shingles, and that there is no heat involved in the process.

**Commissioners** and the applicant discussed the truck traffic for the proposed sites.

**Alternate Commissioner Joshua Dykstra** asked if there was a proposed lighting plan.

**Brian Baker** stated that the lighting plan includes full mounted led lighting that is dark sky compliant.

**Chairman Dave Sauter** stated that these applications would be referred to Jim Galligan, Land Use Engineer.

**Brian Baker** stated that this is an integral project, so the applications need to be discussed together for legal and financial reasons.

**MOTION BY Vice-Chairman John Kerwin** to refer Application Z-21-012 to Jim Galligan for review.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

**MOTION BY Commission Secretary Pat Cocchiarella** to refer Application Z-21-013 to Jim Galligan for review.

**Second by Alternate Commissioner Joshua Dykstra.**

**All Ayes.**

Motion passed unanimously.

**MOTION BY Vice-Chairman John Kerwin** to table the application Z-21-012 and Z-21-013 to the next regular meeting.

**Second by Commission Secretary Pat Cocchiarella.**

**All Ayes.**

Motion passed unanimously.

#### **H. New Business – Other - NONE**

#### **H. Zoning Enforcement**

##### **1. Good Hill Road – Discussion/Update**

**Commissioners** and Steve Macary, ZEO discussed the activity occurring on Good Hill Road.

**Vice-Chairman John Kerwin** presented a memo that he prepared to the Commission regarding the Right to Farm Ordinance. He briefly addressed the points made in the memo relating to land that designated as a “farm”. He explained that the property on Good Hill Road, if they do legitimate farming activities, such as

harvesting timber, they can also do the subsidiary activity of breaking it down into firewood. He noted that even if they are a farm, they are still subject to zoning control. He also stated that under the Town of Oxford Zoning Regulations, farming is allowed in a residential zone, it is not permitted because of the Right to Farm statute, it is permitted by the residential regulations. He stated that Mr. Drayton has to comply with the zoning regulations. He referred to photos that are included with his memo.

**Vice-Chairman John Kerwin** discussed the history of the violation, which began last year. He stated he and Dave have discussed some ideas regarding a spreadsheet for the ZEO to keep the complaints, actions, and any other documentation in order.

**Steve Macary, ZEO** asked Commissioners what they are looking for regarding documentation for this complaint. He stated that he has a second set of photos from two (2) weeks ago, and the processing equipment is still there.

**Chairman Dave Sauter** questioned if the volume of wood on the property has decreased in the last two (2) weeks.

**Steve Macary, ZEO** stated that the volume has gone down, but a lot of wood remains on the property.

**Commissioner Brett Olbrys** questioned if the order was to clean up the property or stop bringing in wood.

**Commissioners** discussed that the order stated that he could, he was not allowed to import any more timber onto the property for processing. They requested that Steve Macary, ZEO, visit the property every two (2) weeks for two (2) months and have an update for the Commission for every meeting unit the end of March.

Commissioners agreed that a folder for the ZEO should be created on the shared drive.

**Steve Macary, ZEO** and Commissioners also discussed briefly how to handle anonymous complaints and trailers at Under the Rock Park.

## **J. Minutes**

### **1. January 19, 2021 Regular Meeting Minutes**

**MOTION BY Commission Secretary Pat Cocchiarella** to table the January 19, 2021 regular meeting minutes.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

## **K. Invoices - NONE**

## **L. Other Business:**

**Attorney Kevin McSherry addressed the following items:**

### **1. Moose Hill Estates – Referred to Attorney McSherry**

**Attorney McSherry** discussed the process for abandoning the subdivision and the release of Town property back to the property owner. He noted that the Planning & Zoning Commission, and Board of Selectmen and would need to take action in order for the request to move forward. He also stated that he would speak to Attorney Kevin Condon regarding this item.

Commissioners agreed that they would like to inquire about how the land, if returned to the owner, would be used in the future.

2. Riverview Subdivision – Referred to Attorney McSherry

**Attorney McSherry** stated that he sent a letter to Jesse Judson, and he has not yet received a response.

**Attorney McSherry** also informed the Commission that he has filed several appearances for applications that have been appealed in court.

3. Any other business the Commission deems necessary for discussion.

**M. Adjournment**

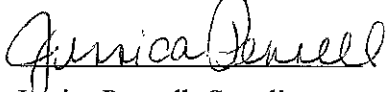
**MOTION BY Commission Secretary Pat Cocchiarella** to adjourn the meeting at 8:46 PM.

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

**All Ayes.**

Motion passed unanimously.

Respectfully Submitted,



Jessica Pennell, Coordinator  
Planning & Zoning Commission

21 MAR -1 PM 4:02  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK