



**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, February 16, 2021**  
**7:30 PM - Online/Virtual Meeting**

The Planning & Zoning Commission met remotely on **Tuesday, February 16, 2021, at 7:30 PM.**

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

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/81746872988?pwd=Ky9oRkVWei9kcGN6TmtXbE0vNnNKQT09>

**Meeting ID:** 817 4687 2988

**Passcode:** 954429

**One tap mobile:** +1 646 558 8656

**Dial by Location:** +1 646 558 8656

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Present:** Mary LoPresti, Pete Zbras, John Kerwin, Pat Cocchiarella, Dave Sauter, and Dan Wall.

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

**Not Present:** Brett Olbrys, Joshua Dykstra, and Jesse Schremmer.

**IV. SEATING OF ALTERNATES**

**Alternate Commissioner Mary LoPresti** was seated for Commissioner Brett Olbrys.

**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**

**Commission Secretary Pat Cocchiarella** read or noted the correspondence for the record.

a. Memorandum from the Selectmen's Office

Re: Appointments

b. CFPZA Newsletter – Winter 2021

**Chairman Dave Sauter** requested the current appointments and expiration dates of the appointees.

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

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

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)

**Chairman Dave Sauter** noted that there was correspondence from Land Use Engineer, Jim Galligan, and a response letter from Civil 1 regarding the applications. He asked Commissioners for their comments.

**Alternate Commissioner Mary LoPresti** questioned Item #7 in Jim Galligan's letter regarding the thickness of the bituminous pavement. She asked if the applicant had complied with the request in Jim Galligan's letter.

**Vice-Chairman John Kerwin** noted a final letter was received from Jim Galligan, which stated that he had no further comments. He commented that if Jim Galligan had any further issues that needed to be addressed, they would have been noted in his letter.

Commissioners agreed that the final letter was an indication of Jim's acceptance of the applicant's revision to the thickness of the bituminous pavement.

**Brian Baker** of Civil 1, the engineer for the applicant informed the Commission that he spoke to Jim Galligan and discussed the thickness of the bituminous pavement.

**Commissioner Pete Zbras** questioned the length of the scale located on the site plan.

**Darin Bouchard**, applicant stated that it is 40 feet.

**Commissioner Pete Zbras** questioned if the scale would be open to the public so that they could weigh their trucks.

**Darin Bouchard** explained that he did not plan to open the scale to the public.

**Commissioner Pete Zbras** questioned the length of the driveway.

**Brian Baker** stated that it is 30 feet wide.

**Commissioner Pete Zbras** questioned how far the scale is from the road. He asked the applicant if he would be willing to move the scale up some, so that trucks would not be backed up into the road.

**Darin Bouchard** stated that he thought about moving it to the other side of the driveway, and pushing it back from the road. He commented that he was also thinking about placing a scale for inbound traffic on the opposite side, further up, and leaving the current proposed scale location for outbound traffic.

**Vice-Chairman John Kerwin** stated that he has a concern with Item #1 in Jim's letter regarding the easement for the two (2) lots. He asked the applicant if he would be willing to file the easements now, rather than wait. He noted that the lots need to comply with Article 3.3.22 of the zoning regulations, which requires that both lots have access. He asked the applicant if he would have an objection to filing the easements on the land records.

**Brian Baker** stated they have kept the lots separate for permitting and financing reasons. He also noted that there was discussion about combining the two (2) lots into one (1) lot.

**Vice-Chairman John Kerwin** stated that if they did combine the two (2) lots, then the easement would be void.

**Darin Bouchard** stated that he does not have a problem with that.

**Brian Baker** stated that they would just have to file another map on the land records showing the easement.

**Attorney Kevin McSherry** stated that the lots need to have access if they are separate and distinct. He explained that he does not think that the Commission has the authority to approve a lot without having access. He also stated that if they did combine the lots in the future, the easement would be eliminated.

**Commissioner Pete Zbras** questioned the number of employees and parking spaces.

**Brian Baker** stated that there are thirty-nine (39) spaces.

**Darin Bouchard** stated that the parking spaces are only for employees and visitors.

**Commission Secretary Pat Cocchiarella** suggested that the Commission request Attorney McSherry to draft approvals including the condition that the applicant file the easement on the land records.

**MOTION BY Commission Secretary Pat Cocchiarella** to table these applications and request that Attorney McSherry draft resolutions for Z-21-012, and Z-21-013.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

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

**G. New Business**

1. **Z-21-015 [VCMUD] -276-1 Oxford Road (H-102) – Owner & Applicant:** Oxford Town Center, LLC, 220-2F Main Street, Oxford, CT (Use Permit – Realogy/Coldwell Banker)

**MOTION BY Vice-Chairman John Kerwin** to approve application Z-21-015 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 2/3/2021.
3. Compliance with the W.P.C.A approval dated 2/5/2021.
4. Compliance with the color scheme depicted on the plans dated January 26, 2021, and submitted as part of the application.
5. Compliance with the Oxford Zoning Regulations as of this date.
6. 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 Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

**H. Zoning Enforcement**

**Steve Macary, ZEO** gave a brief update on 117 Good Hill Road.

**Chairman Dave Sauter** asked Steve if he had visited the site in the past two (2) weeks.

**Steve Macary, ZEO** stated that he did visit the site.

**Chairman Dave Sauter** asked if there was any evidence that any of the logs on the property came from an external source.

**Steve Macary, ZEO** stated that there are no new materials entering the property.

**Chairman Dave Sauter** requested that Steve have a new report every meeting until March.

**Vice-Chairman John Kerwin** clarified that he saw one (1) truck with one (1) load a few months ago.

**Steve Macary, ZEO** stated that the trees are being harvested from the property.

**Steve Macary, ZEO** commented that there are some of his complaints/violations in the ZEO log, and he will add items as arise.

**Chairman Dave Sauter** stated that Steve is referencing a procedure that will be used to track activities regarding zoning complaints. He also noted that eventually this information will be on the drive for the Commission to review.

**Commissioner Pete Zbras** briefly discussed a phone call he received regarding Franco's Plumbing extending their use in the residential zone.

**Steve Macary, ZEO** and the other Commissioners discussed the Franco property.

**Chairman Dave Sauter** requested that Steve drive by the property and send him an assessment of what can be seen from the road.

**Commissioners** also discussed that if they are contacted personally with a complaint, the complainant should be referred to Steve so that it can be documented and handled properly.

**Attorney McSherry** stated that a process and procedure for handling violations and complaints will also benefit the Commission in any potential litigation proceedings.

## **I. Minutes**

### **1. 1/19/21 - Regular Meeting Minutes**

**MOTION BY Commission Secretary Pat Cocchiarella** to approve the 1/19/21 Regular Meeting Minutes as presented.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

### **2. 2/2/21 – Regular Meeting Minutes**

## **J. Invoices**

### **a. East Coast Car Care Repair – Order #39356**

**MOTION BY Commission Secretary Pat Cocchiarella** to approve Order #39356 from East Coast Car Care Repair.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

### **b. McSherry Law Office – February Invoice**

**MOTION BY Commission Secretary Pat Cocchiarella** to pay the February Invoice for legal services from Attorney Kevin McSherry.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

## **K. Other Business**

- a. Any other business the Commission deems necessary for discussion.
- b. Moose Hill Estates Requests – Discussion with possible action.

**Attorney McSherry** stated that he has spoken to Attorney Condon who will discuss this item with the Selectmen to see how they would like to proceed.

c. Riverview Subdivision – Request from Horbal & Judson – Referred to Attorney Kevin McSherry

**Attorney McSherry** stated that he spoke to Jesse Judson, and they are currently working on revising the maps.

**Chairman Dave Sauter** informed the Commission that Commissioner Brett Olbrys is working on updating the website and asked if any other members were interested in forming a subcommittee. No subcommittee members were appointed at this time.

#### **L. Adjournment**


**MOTION BY Commission Secretary Pat Cocchiarella** to adjourn the meeting at 8:31 PM.

**Second by Commissioner Pete Zbras.**

**All Ayes.**

Motion passed unanimously.

Respectfully submitted,

  
Jessica Pennell, Coordinator  
Planning & Zoning Commission

21 MAR 15 PM 1:42  
TOWN OF OXFORD, CT  
*Christopher H. West*  
TOWN CLERK