



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

Planning & Zoning Commission

SPECIAL MEETING/PUBLIC HEARING MINUTES

Tuesday, February 3, 2015

7:05 PM

Main Meeting Room

CALL TO ORDER

Chairman Carver opened the Public Hearing on the following application at 7:15 PM.

Z-15-001 [OCD] – 451 Oxford Road – Owner & Applicant: Donna & Normand Cloutier
(Special Exception – Article 8A, Section 8A.3.3) (Retail Sales-Bakery)

ROLL CALL

Present: John Kerwin, Pete Zbras, Harold Cosgrove, Glen Persson, Arnie Jensen, Tanya Carver, Pat Cocchiarella and Todd Romagna.

Staff Present: Jessica Pennell, Administrative Secretary, Steven S. Macary, ZEO and Brian Miller, Town Planner.

Not Present: Jeff Luff and Ed Rowland.

CHAIRMAN OUTLINES PUBLIC HEARING PROCEDURES

Chairman Carver seated Alternate Pete Zbras.

Commission Secretary Cocchiarella read the Call of the Meeting/Legal Notice.

Chairman Carver called for any conflicts of interest from the Commissioner members and the applicant. There were no conflicts.

CORRESPONDENCE

Commission Secretary Cocchiarella noted that the Statement of Use dated 1/5/2015 is included in the application documents.

Commission Secretary Cocchiarella read a Memorandum dated 2/2/2015 prepared by Brian Miller, Town Planner.

Jessica Pennell, Administrative Secretary noted that the applicant is before wetlands, and that Jim Galligan, P&Z Engineer is currently reviewing the application for Wetlands and Zoning. She also noted that the applicant has posted the sign and submitted a photo of the sign and they have also submitted the certificates of mailing.

APPLICANT PRESENTATION

Donna, Normand & Brianna Cloutier were present to present their application.

Chairman Carver questioned the intent of their application.

Donna Cloutier stated that they would like to open a bakery and coffee shop located at 451 Oxford Road. She noted that they would like to put on an addition, there is an existing garage in the rear, and they would like to put an addition on in front of that, which would become the kitchen. She also stated that they would use the existing building for a small seating area and front end display area for the bakery case. She explained that the upstairs currently has two rooms; they want to remove one of the rooms by just opening it up and use the other room for additional seating.

Chairman Carver stated that the premises would be used for the business; there would be no residential use.

Donna Cloutier stated that they have no intention of using it for residential use, the residential area will become an office, consultation area and a break room for employees.

Commission Secretary Cocchiarella stated that one of the conditions of approval should be to vacate the residential use.

Brian Miller, Town Planner stated that the Assessor's records indicated that the building has a current residential use.

Commissioner Cosgrove questioned if the applicant has any intention of using the upper area to rent out to a different business.

Donna Cloutier stated that is not intended, there are two rooms upstairs that will be office space for the bakery.

Commissioner Cosgrove questioned what type of baked goods will be sold.

Donna Cloutier stated that it would be pies, breads, cakes, coffee, pastries and muffins, etc.

Alternate John Kerwin questioned if this was strictly retail sales, or if any of the baking would be done for off site locations.

Donna Cloutier stated it would be retail sales only.

Alternate John Kerwin questioned the hours of operation.

Donna Cloutier commented that the hours would be Tuesday – Sunday.

Normand Cloutier stated that they have not made a final decision on the hours. Right now they are thinking of closing between 2:30 PM and 5:00 PM.

Alternate John Kerwin questioned the number of employees.

Brianna Cloutier stated that there would be four to six employees.

Alternate John Kerwin questioned the parking.

Brian Miller, Town Planner stated that the plans indicate 22 parking spaces and his question was that there is usually a zoning calculation based on the use of the property depicted on the plan.

Donna Cloutier stated that they were not exactly sure of the square footage when that was done.

Brian Miller, Town Planner asked that they ask their architect to compute parking spaces based on the zoning regulations for parking.

Donna Cloutier stated that there would be seating for 24 people.

Commission Secretary Cocchiarella stated that he sees that there is an outdoor seating area.

Donna Cloutier stated that they do have a back patio where they would locate two tables or possibly a bench.

Commission Secretary Cocchiarella questioned if the back patio seating is including in the seating for 24.

Normand Cloutier stated that they were planning on having the 24 seats inside and adding additional seating outside as seasonal seating.

Commissioner Cosgrove questioned if the applicant needs approval from P.D.D.H.

Donna & Normand stated that they have received their sign off from the P.D.D.H.

Alternate John Kerwin asked who is responsible for determining the amount facilities for a restroom.

Brian Miller, Town Planner stated that it was the determined by building code.

Steven S. Macary, ZEO agreed with Brian Miller.

Normand Cloutier stated that there are two restrooms on the first floor and one on the second floor.

Alternate Pete Zbras questioned the hours of operation; the hours stated in the Statement of Use are listed as 6:00 AM – 7:00 PM.

Normand Cloutier stated that they put down the maximum amount of hours that they would be open, but the hours have not been finalized.

Commissioner Jensen questioned if the kitchen area is the existing garage.

Normand Cloutier stated “yes” it is the existing garage and they want to build an addition connecting the garage to the house.

Commissioner Jensen also questioned the barn in the back.

Normand Cloutier stated that it is an existing barn.

Chairman Carver questioned if there would be a sign.

Normand Cloutier stated that they will be requesting a sign.

Commission Secretary Cocchiarella stated that staff should make sure the sign conforms to the regulations for the Oxford Center District.

Normand Cloutier stated that the house was built in 1910 and they are trying to bring it back to that.

Commissioner Romagna questioned the location of the dumpsters.

Normand Cloutier stated the dumpsters would be on the side of the garage.

Brian Miller, Town Planner stated that the engineer should add that to the site plan.

Commission Secretary Cocchiarella noted that the dumpster has to be screened and enclosed. He also mentioned the landscaping plan.

Normand Cloutier stated that they have the rain gardens in the back, so the only area of concern would be the parking spaces next to the driveway.

Brian Miller, Town Planner stated that the landscaping must be done to the front area, there has to be some sort of screening of the parking area from the street.

Normand Cloutier stated that they did not want to put too much in front because of site lines.

Brian Miller, Town Planner stated that adjacent to the parking area they could install a row of shrubbery to soften the view of the parking lot from the road.

Commissioner Cosgrove questioned if the property is located in a flood plain.

Normand Cloutier stated that the existing garage is in the flood plain. He stated that they want to lift the garage approximately 3 feet to be the same floor height as the house.

Commissioner Cosgrove stated that the area in question does flood.

Normand Cloutier stated that is why he wants to raise the garage.

Commissioner Romagna questioned if there were any safety concerns with regard to the outdoor seating area and the parking.

QUESTIONS/COMMENTS FROM THE COMMISSION

QUESTIONS/COMMENTS FROM THE PUBLIC

Kathy Johnson, 68 Dorman Road stated that she is excited about this bakery coming into town.

Commission Secretary Cocchiarella stated that the applicant should touch base with the ZEO for the continuation of the Public Hearing so that they are prepared with the landscape plan, dumpster and sign for discussion at the continued Public Hearing.

Brian Miller, Town Planner asked that the revised plans be forwarded to him as soon as possible.

Commissioner Cosgrove stated that the traffic flow should be shown on the plan.

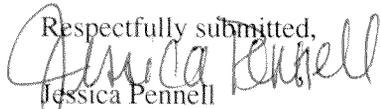
Normand Cloutier stated that they have one entrance in and one entrance out.

CONTINUE/CLOSE

MOTION BY Commissioner Cosgrove to CONTINUE the Public Hearing until Tuesday, February 17, 2015 at 7:00 PM.

Second by Commission Secretary Cocchiarella.

VOTE: All Ayes.

Respectfully submitted,

Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

15 FEB -5 AM 11:36
TOWN CLERK
