

**TOWN OF OXFORD**  
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**

**SPECIAL MEETING**  
**RECESSED PUBLIC HEARING**  
**MINUTES**

**Tuesday, February 17, 2015**  
**7:00 PM**  
**Main Meeting Room**

**CALL TO ORDER**

Acting Chairman Cocchiarella opened the recessed Public Hearing on the following application at 7:00 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:** Pete Zbras, Harold Cosgrove, Glen Persson, Arnie Jensen and Pat Cocchiarella.

**Not Present:** John Kerwin, Ed Rowland, Jeff Luff, Tanya Carver and Todd Romagna.

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

**SEATING OF ALTERNATES**

Acting Chairman Cocchiarella seated Alternate Pete Zbras.

**MOTION BY Commissioner Cosgrove to APPOINT Jessica Pennell as Acting Secretary for the Commission.**

**Second by Commissioner Jensen.**

**VOTE: All Ayes.**

**CORRESPONDENCE**

Acting Chairman Cocchiarella inquired if there was any correspondence.

**Jessica Pennell, Administrative Secretary** stated that at the last meeting the following items were requested, a landscaping plan, a parking plan based on the parking calculations in the Zoning Regulations, a lighting plan and a rendering of the proposed sign. She explained that the **landscaping, parking and lighting plan** have been revised and submitted. She also noted that a rendering of the sign has been submitted. She commented that the applicant has received Inland/Wetlands approval, the only item that is needed is the report/review from P&Z Engineer Jim Galligan. It was also noted that P&Z Engineer Jim Galligan is in contact with the applicant's engineer, but that the current weather conditions are holding up the site review and report.

**Acting Chairman Cocchiarella** asked for the sign rendering.

**Jessica Pennell, Administrative Secretary** passed out a copy of the sign rendering to the Commission members.

**Acting Chairman Cocchiarella** questioned the proposed color of the sign.

**Brianna Cloutier** stated that the colors would be black and white.

**Acting Chairman Cocchiarella** questioned if the lighting was going to be dark sky compliant.

**Donna Cloutier** stated that she would speak to her architect to confirm the type of lighting being proposed.

#### APPLICANT PRESENTATION

#### QUESTIONS/COMMENTS FROM THE COMMISSION

**Commissioner Cosgrove** noted for the record that the Commission has received the revised site plant that includes the landscaping, lighting and parking. He also noted for the record that they have received a sign rendering.

**Acting Chairman Cocchiarella** suggested keeping the Public Hearing open until they receive the review from the P&Z Engineer.

#### QUESTIONS/COMMENTS FROM THE PUBLIC


#### CONTINUE/CLOSE


**MOTION BY Commissioner Cosgrove to *RECESS* the Public Hearing to Tuesday, March 3, 2015 at 7:00 PM.**

**Second by Alternate Pete Zbras.**

**VOTE: All Ayes.**

Respectfully submitted,

  
Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

15 FEB 23 PM 1:27  
TOWN OF OXFORD, CT  
  
TOWN CLERK