



Issued: 8/18/2023

**TOWN PLAN AND ZONING COMMISSION REGULAR MEETING
MONDAY, AUGUST 7, 2023
LEGISLATIVE CHAMBER, ROOM 314
TOWN HALL, WEST HARTFORD, CT 06107**

MINUTES

ATTENDANCE: Vice Chair: Gordon Binkhorst & Commissioners: Liz Gillette, Andrea Gomes and Josh Kaplan; Alternates Nancy Grassilli; Town Staff: Todd Dumais, Town Planner

ABSENT: Kevin Ahern, Donald Neville

CALL TO ORDER/ROLL CALL: 7:00 P.M.

MINUTES:

1. Approval of Minutes:
 - a. Minutes of the Regular Meeting, Monday, July 10, 2023: **Motion to approve minutes – Grassilli/ Second; Gillette - Vote: 5-0**

COMMUNICATIONS:

2.
 - a. None

NEW BUSINESS:

3. **33 Sheep Hill Drive** – Application (IWW #1206) of the Town of West Hartford requesting approval of a map amendment to the Official Inland Wetlands and Watercourses Map of the Town of West Hartford. The proposed amendment is based on an onsite soil survey prepared by a professional soil scientist. (Submitted for IWWA receipt on August 7, 2023. Suggest required public hearing be scheduled for September 6, 2023)

The TPZ, also acting as the IWWA acted by **unanimous vote (5-0)** (Motion/Gomes; Second/Gillette) to schedule this matter for public hearing on **Wednesday, September 6, 2023.**

4. **33 Sheep Hill Drive** – Application (IWW #1207) of the Town of West Hartford, requesting approval of an Inland Wetlands and Watercourses Permit to conduct certain regulated activities, which may have an adverse impact on a wetland regulated area. The applicant proposes the demolition of the existing pool, the construction of a new inground pool, the remodel of the existing pool house, improvements to handicap accessibility, associated site grading and site work. Work is proposed within the 150 ft. upland

review area with no direct wetland impacts proposed. (Submitted for IWWA receipt on August 7, 2023. Presented for a determination of significance.)

After a detailed review of the application and its related exhibits and after consideration of staff technical comments, the IWWA acted by **unanimous vote (5-0)** (Motion/Kaplan; Second/Gomes) to find the proposed regulated activity to be **POTENTIALLY SIGNIFICANT** and set this matter for public hearing on **Wednesday, September 6, 2023 at 7:15 the Legislative Chambers, Room 314, West Hartford Town Hall, 50 South Main Street.**

OLD BUSINESS / PUBLIC HEARING:

5. **170 Kingswood Road** -- Application (SUP #1420) of Kingswood Oxford School, requesting approval of a temporary Special Use Permit to use portable field lighting for two athletic events on September 29, 2023 and September 30, 2023. (Submitted for TPZ receipt on July 10, 2023. Suggest required public hearing be scheduled for August 7, 2023)

After detailed discussions and deliberations on the matter, the TPZ acted by **unanimous vote (5 - 0)** (Motion/Gomes; Second/Grassilli) to **APPROVE** the Special Use Permit application subject to the following conditions.

1. The proposal meets the finding requirements of Section 177-37.4 and 177-42A (5a) of the West Hartford Code of Ordinances. In particular:
 - a. The location and size of the use, the nature and intensity of the operations connected with this use, the size of the lot in relation to it and the location of the lot with respect to streets giving access to it are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
 - b. The kind, location and height of all structures and the nature and extent of the landscaping on the lot are such that the use will not hinder or discourage the appropriate development and use of adjacent properties.
 - c. The parking, loading, trash and recycling facilities are adequate and properly located for the proposed use, and the entrance and exit driveways are laid out so as to achieve maximum safety.
2. Plans of record are incorporated by reference in this approval.

6. **554 New Park Avenue** -- Application (SUP #1421) of Bret Bowin (architect), requesting approval of a Special Use Permit to operate a Place of Worship within the ground floor of an existing commercial building. (Submitted for TPZ receipt on July 10, 2023. Suggest required public hearing be scheduled for August 7, 2023)

After detailed discussions and deliberations on the matter, the TPZ acted by **unanimous vote (5 - 0)** (Motion/Kaplan; Second/Gomes) to **APPROVE** the Special Use Permit application subject to the following conditions.

1. The proposal meets the finding requirements of Section 177-37.4 and 177-42A (5a) of the West Hartford Code of Ordinances. In particular:
 - d. The location and size of the use, the nature and intensity of the operations connected with this use, the size of the lot in relation to it and the location of the lot with respect to streets giving access to it are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
 - e. The kind, location and height of all structures and the nature and extent of the landscaping on the lot are such that the use will not hinder or discourage the appropriate development and use of adjacent properties.
 - f. The parking, loading, trash and recycling facilities are adequate and properly located for the proposed use, and the entrance and exit driveways are laid out so as to achieve maximum safety.
2. Plans of record are incorporated by reference in this approval.
3. No occupancy of the tenant space shall be permit until all applicable building and fire code compliance is established through issuance and approval of property building permits, as may be necessary.
4. Pursuant to West Hartford Code of Ordinances Section 177-42A (8), the applicant shall return to the TPZ by August 2025 for further review and evaluation. The TPZ may consider supplemental conditions of approval if operational concerns are identified.
5. This letter of approval shall be stripped onto the final plan.

TOWN COUNCIL REFERRAL:

7. Application filed on behalf of Prospect Plaza Improvements, LLC, owner of 245 Prospect Avenue, Special Development District (SDD) #11, more commonly known as Prospect Plaza. The application seeks permission to amend the existing SDD to allow the installation of a new approximately 5,000 square foot multitenant out-building, with drive-through facility, adjacent to the Kane Street frontage. In addition, associated improvements including the reconfiguration of the parking layout, installation of new landscaping, lighting and pedestrian amenities are proposed. (Received by Town Council on July 11, 2023. Set for public hearing on August 22, 2023.)

After a detailed review of the application and its related exhibits and after consideration of staff technical comments, the TPZ acted by **vote (5-0)** (Motion/Gomes; Second/Kaplan) to **RECOMMEND** approval of this application to the Town Council.

TOWN PLANNER'S REPORT:

8. None

INFORMATION ITEMS:

9. None

MEETING ADJOURNED: 8:08 P.M. *Motion/Gomes; Second/Kaplan; Vote 5-0*

U: shareddocs/TPZ/Minutes/2023/Aug 7_Draft