



Issued: 2/9/2024

**TOWN PLAN AND ZONING COMMISSION
SPECIAL MEETING
MONDAY, FEBRUARY 12, 2024
LEGISLATIVE CHAMBER, ROOM 314
TOWN HALL, WEST HARTFORD, CT 06107**

AGENDA

[Legal Notice](#)

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

MINUTES:

1. Approval of Minutes:
 - a. [Minutes](#) of the Regular Meeting, Wednesday, January 3, 2024
 - b. [Minutes](#) of the Special Meeting, Wednesday, January 17, 2024

COMMUNICATIONS:

2. **110 Beechwood Road** - [Notice](#) of the Town Planner's intent to approve, pursuant to section 177-42 (A)(9), a request filed by E. Mallinson on behalf of the Conard Baseball Booster Club, to replace and relocate the existing scoreboard for the varsity baseball field at Conard High School.
 - [Application Form](#)
 - [Scoreboard Location](#)
 - [Approval from WHPS Athletic Director](#)
 - [Scoreboard Plan](#)
 - [Emailed Narrative](#)

NEW BUSINESS:

3. **596 Mountain Road** – [Application](#) (IWW #1221) of Mountain Commons Condominium Association, 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 to remove the existing tennis court with associated fencing and return the area to natural grass. Work is proposed within the 150 ft. upland review area with some impact to an area of mapped wetland soils that extends into the tennis court area. (Submitted for IWWA receipt on February 12, 2024. Presented for a determination of significance).
 - [Narrative](#)
 - [Erosion & Sedimentation Controls](#)
 - [Original Site Plan](#)
 - [Site Photos](#)

4. **58 Waterside Lane** – [Application](#) (IWW #1222) of Z. Reichelt (contractor), 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 to enlarge an existing rear deck, enclose an existing front porch, add a new front porch, construct a new garage in place of the existing driveway and conduct associated minor site grading. Work is proposed within the 150 ft. upland review area with no direct wetland impacts proposed (Submitted for IWWA receipt on February 12, 2024. Presented for a determination of significance).
- [Site Plan](#)
 - [Wetland Delineation Report](#)
 - [Architectural Plans](#)
5. **331 South Road** – [Application](#) (SUP #1441) of INSPIRED BY OPPORTUNITY, LLC, requesting approval, pursuant to Section 177-16.12, for a new restaurant drive-through facility in association with the reconstruction of the Wendy's restaurant (Submitted for TPZ receipt on February 12, 2024. Suggest required public hearing be scheduled for March 4, 2024).
- [Narrative](#)
 - [Town of Farmington Approvals](#)
 - [Signage Plans](#)
 - [Traffic Study](#)
 - [Civil & Architectural Plans](#)
 - [Sewer Adequacy Letter](#)
 - [Traffic Study](#)

OLD BUSINESS:

6. **289 South Main Street** – [Application](#) (SUP #1430) of the Town of West Hartford, requesting approval of a Special Use Permit to improve and modernize the existing driving range at the Rockledge Golf Course, which will include the addition of up to 20 covered tee stations along with a small snack bar and restroom facility (Submitted for TPZ receipt on January 3, 2024. Required public hearing scheduled for February 12, 2024).

Updated Materials:

- [Narrative](#)
- [Response To Staff Comments](#)
- [Drainage Report](#)
- [Plan Set](#)
- [Neighborhood Outreach Flyer](#)
- [Staff Report](#)

Originally Submitted Materials:

- [Narrative](#)
- [Plan Set](#)

7. **1563 Asylum Avenue** - [Application](#) (SUP #1433) of FHI Studio, on behalf of the City of Hartford, requesting approval of a Special Use Permit to make site improvements to the existing Horticultural Garden and adjacent walkways within Elizabeth Park (Submitted for TPZ receipt on January 3, 2024. Required public hearing scheduled for February 12, 2024).

Updated Materials:

- [Staff Report](#)
- [Revised Plan Set](#)
- [Response to Staff Comments](#)

Originally Submitted Materials:

- [Narrative](#)
- [Plan Set](#)

8. **170 Kingswood Road** – [Application](#) (SUP #1434) of Centerbrook Architects, on behalf of the Kingswood Oxford School, requesting approval of a Special Use Permit to construct an approximately 3,600 square foot addition and new outdoor patio with associated stormwater, landscaping and decorative site lighting improvements to the existing Conklin Library and Mead Dining Hall buildings within the KO campus (Submitted for TPZ receipt on January 3, 2024. Required public hearing scheduled for February 12, 2024).

Updated Materials:

- [Plan Set](#)
- [Response to Staff Comments](#)
- [Site Logistics Plan](#)
- [Food Plan Review Application](#)
- [Pest Control Service Agreement](#)
- [ServSafe Certification](#)
- [Revised Civil Plans](#)
- [Stormwater Narrative](#)
- [Staff Report](#)
- [Light Fixture Cut Sheets](#)
- [Neighborhood Outreach](#)
- [Sample Lunch Menu](#)
- [Food License](#)

Originally Submitted Materials:

- [Narrative](#)
- [Civil Plans](#)
- [Stormwater Report](#)
- [Architectural Plans](#)

9. **1515 Boulevard** - [Application](#) (SUP #1435) of the Town of West Hartford, requesting approval of a Special Use Permit to add player dugout structures to the existing softball field at Norfeldt Field (Submitted for TPZ receipt on January 3, 2024. Required public hearing scheduled for February 12, 2024).

Updated Materials:

- [Staff Report](#)

Originally Submitted Materials:

- [Narrative](#)
- [Plan Set](#)

10. **425 Oakwood Avenue** - [Application](#) (SUP #1436) of the Town of West Hartford, requesting approval of a Special Use Permit to add player dugout structures to each of the four existing softball fields located within the Sterling Athletic Field complex (Submitted for TPZ receipt on January 3, 2024. Required public hearing scheduled for February 12, 2024).

Updated Materials:

- [Staff Report](#)

Originally Submitted Materials:

- [Narrative](#)
- [Plan Set](#)

TOWN COUNCIL REFERRAL:

11. [Application](#) filed on behalf of INSPIRED BY OPPORTUNITY, LLC, lessee of property commonly known as Wendy's Restaurant, to modify Special Design District #29 (SDD #29) located at 331 South Road to demolish the existing restaurant building and create a new 2,680 s.f. restaurant building with drive-through facility. Associated modifications include the reconfiguration of the parking layout and drive aisles and new landscaping, signage, and stormwater and sanitary sewer improvements.

Updated Materials:

- [Building Elevations](#)
- [Sign Proposal](#)
- [Roof Plan](#)
- [Combined Staff Comments](#)
- [Floor Plan](#)

Originally Submitted Materials:

- [Civil & Architectural Plans](#)
- [Town of Farmington Approvals](#)
- [Stormwater Management Report](#)
- [Traffic Impact Statement](#)
- [Trash Management Plan](#)
- [Neighborhood Outreach](#)

TOWN PLANNER'S REPORT:

12. None

INFORMATION ITEMS:

13. None

REMINDER OF FUTURE TPZ REGULAR AND SPECIAL MEETINGS:

- TPZ Regular Meeting, March 4, 2024 @ 7:00 P.M.

Anyone requiring auxiliary aid or service for effective communication or modification of policies or procedures to participate in a meeting, service, program or activity of the Town of West Hartford, should contact Suzanne Oslander, ADA Coordinator, at suzanneo@westhartfordct.gov or (860) 561-7580, as soon as possible, preferably seven days beforehand.