



Issued: 11/07/25

**TOWN PLAN AND ZONING COMMISSION
SPECIAL MEETING
MONDAY, NOVEMBER 10, 2025
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 TPZ Meeting, Monday, October 6, 2025

COMMUNICATIONS:

2)

- a) [Approval of Annual Calendar](#) - 2026 TPZ Meeting and Filing Dates
- b) [Request to withdraw](#) application SUP #1434-R1-25, for 170 Kingswood Road, submitted by Paul Righenzi, Project manager on behalf of Kingsford Oxford School.
- c) [Request to extend the validity of permit](#) IWW #1127, for the replacement of the Fern Street bridge, submitted by Greg Sommer, Town Engineer, Town of West Hartford.

NEW BUSINESS:

- 3) **1563 Asylum Avenue** – Application (SUP #1355-LB-25) of Elizabeth Park, requesting TPZ review and look-back of compliance with the conditions of SUP #1355. Originally approved in May of 2020 for the expansion of the Visitor Center parking lot with associated site improvements. (Submitted for TPZ receipt. Suggest required public hearing be scheduled for December 1, 2025.)

[1563 Asylum Avenue Application](#)

This link provides access to the following application materials:

- Application Form
- As-Built Survey
- Project Narrative
- Original Application Materials
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- 4) **1678 Asylum Avenue** – Application (SUP #1482) of the University of Saint Joseph, requesting approval of a Special Use Permit for an approximately 5,800 sf addition to the entry area of the existing Pope Pius XII Library, with associated site work, grading, drainage, and utility improvements. Application also includes parking improvements across various parking lot areas throughout campus. (Submitted for TPZ receipt. Suggest required public hearing be scheduled for December 1, 2025.)

[1678 Asylum Avenue Application](#)

This link provides access to the following application materials:

- Application Form
- Architectural and Site Plans
- Parking Improvement Plans
- Parking Utilization Memo
- Project Narrative
- Stormwater Narrative
- Owner Authorization Memo

- 5) **82 Waterside Lane** – Application (IWW #1244) of Danielle Levasseur, Juliano’s Pools, on behalf of Alison Overholt & Seth Wickersham (R.O.), 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 install a 20’ x 24’ addition and an inground pool with associated site work. The work is proposed within the 150 ft. upland review area with no direct wetland impacts proposed. (Submitted for IWWA receipt on November 10, 2025. Presented for a determination of significance).

[82 Waterside Lane](#)

This link provides access to the following application materials:

- Application Form
- Narrative
- Site Photos
- Site Plan 8.16.25
- Wetlands Report
- Staff Comments 11.5.25

- 6) **14-16 Oakwood Avenue** – Request for TPZ review and approval of an Alternate Method of Parking, pursuant to section 177-32 (G) of the zoning ordinances.

[14-16 Oakwood Avenue](#)

This link provides access to the following application materials:

- Staff Report
- Narrative Request
- Corporation Counsel Memo
- GIS Map of Location

OLD BUSINESS:

- 7) **1459 New Britain Avenue** – Application (SUP #1332-LB-25) of Edge Fitness, requesting TPZ review and look-back of compliance with the conditions of SUP #1332. Originally approved in February of 2019 to allow 24-hour operation of a personal service establishment, pursuant to Section 177-37.1 of the zoning ordinances. (Received by the TPZ on October 6, 2025. Required public hearing scheduled for November 10, 2025.)

[1459 New Britain Avenue Application](#)

This link provides access to the following application materials:

- Application Form
- Staff Comments
- Staff Report
- Project Narrative
- Original Application Materials

- 8) **2865 Albany Avenue** – Application (SUP #1380-LB-25) of the Renbrook School, requesting TPZ review and look-back of compliance with the conditions of SUP #1380. Originally approved in June of 2022 for the installation of a greenhouse and a pole-based climbing wall with high ropes course elements. (Received by the TPZ on October 6, 2025. Required public hearing scheduled for November 10, 2025.)

[2865 Albany Avenue Application](#)

This link provides access to the following application materials:

- Application Form
- Original Application Materials
- Staff Comments
- Project Narrative
- Staff Report

TOWN COUNCIL REFERRAL:

- 9) None

TOWN PLANNER'S REPORT:

- 10) Land Use Commissioner, In Person Training Opportunity - [2025 Land Use Academy Advanced Training for New Land Use Commissioners](#): 11/15 at the UConn Middlesex County Extension Center.

INFORMATION ITEMS:

- 11) None

REMINDER OF FUTURE TPZ REGULAR AND SPECIAL MEETINGS:

- TPZ Regular Meeting, December 1, 2025 @ 7:00 PM
- TPZ Regular Meeting, January 5, 2025 @ 7:00 PM

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.