

Issued: 2/4/2022

**TOWN PLAN AND ZONING COMMISSION  
REGULAR MEETING  
MONDAY, FEBRUARY 7, 2022  
VIRTUAL MEETING**

**VIRTUAL MEETING VIEWING INSTRUCTIONS:**

Members of the public can view the meeting live on YouTube at <https://youtu.be/ErXn7sqDVVo> or on West Hartford Community Television at [www.whctv.org](http://www.whctv.org) and [www.youtube/whctv5](http://www.youtube/whctv5). The meeting is also being recorded for on-demand viewing and will be available on the Town's website for at least 45 days.

**AUDIO COMMENT:**

Any interested person(s) may participate in real-time by calling:

**1 (408) 418-9388 and using the following Access Code: 2348 057 5050**, at 6:15 pm. Participants using caller ID blocking will not be permitted to participate. Participants will be called on in the order in which their call was received. When prompted by the Chair and/or Moderator, participants will have the permission to speak on matters germane to the hearing.

**WRITTEN COMMENT:**

Any interested person(s) may submit a written comment via email to [comment.tpz@westhartfordct.gov](mailto:comment.tpz@westhartfordct.gov) or via mail attention: Town Plan & Zoning Commission, Town Plan and Zoning Office, Room 214, Town Hall, 50 South Main Street, West Hartford, CT 06107.

Written comments will be made part of the record at the February 7, 2022 public hearing and posted on the Town's website. In order to be included as part of the record, comments must meet the following requirements:

- Comments must be received no later than 3:30 PM on February 7, 2022.
- The "subject" of the email shall be: "[Application # and Address], TPZ February 7th Public Hearing".
- The body of the email must begin with the interested person(s) full name and street address.
- Comments must be germane to the application and no longer than 500 words.

## AGENDA

**CALL TO ORDER/ROLL CALL: 6:00 P.M.**

### **MINUTES:**

1. Approval of Minutes:
  - a. Minutes of the Regular Meeting, Monday, [January 3](#), 2022
  - b. Minutes of the Special Meeting, Wednesday, [January 19](#), 2022

### **COMMUNICATIONS:**

2.
  - a. **4 Banbury Lane - Application (IWW#1129)** of Martin Ringey on behalf of Nancy & Don Hunt, (R.O), is [requesting to formally withdraw](#) the Regulated Activity Permit.

### **NEW BUSINESS:**

3. **22 Belcrest Road - Application** (SUP#1374) of Matthew Cassidy. (R.O.), requesting approval of a Special Use Permit to allow 4 unrelated individuals to live in a single dwelling unit pursuant to Section 177-2 and as set forth in Section 177-cC of the zoning ordinances. (Submitted for TPZ receipt on February 7, 2022. Suggest required public hearing to be scheduled for March 7, 2022)
  - [Narrative](#)
  - [Outreach](#)
  - [Staff Comments](#) 2.4.22
4. **1678 Asylum Avenue – University of St. Joseph – Application** (SUP #1336-LB-22) of John McMeeking, SMRT Architects & Engineers, on behalf of The University of St. Joseph, (R.O.), requesting TPZ review and look-back of compliance with the conditions of SUP #1336. Originally approved May 6, 2019 for a synthetic turf field and athletic field lighting. (Submitted for TPZ receipt on February 7, 2022. Suggest required public hearing to be scheduled for March 7, 2022)
  - [Narrative](#)
  - [Approved Plans](#)
  - [Supplemental Materials](#)
  - [Staff Comments](#) 2.4.22
5. **25 Dover Road – St. Thomas the Apostle School – Application** (SUP #1019-R1-22) of St. Thomas the Apostle School (R.O.) requesting approval of a Special Use Permit for the installation of two shade structures on existing playground equipment. (Submitted for TPZ receipt on February 7, 2022. Suggest required public hearing to be scheduled for March 7, 2022)
  - [Narrative](#)
  - [Plan](#)
  - [Staff Comments](#) 2.4.22

6. **245 Prospect Avenue – Planet Fitness** – [Application](#) (SUP #1375) of Kari L. Olson, Esq, Murtha Cullina, LLP, on behalf of Planet Fitness and Prospect Plaza Improvements, LLC (R.O.), requesting approval of a Special Use Permit to allow for 24-hour operations of the fitness facility pursuant to Section 177-37.1 of the zoning ordinances. (Submitted for TPZ receipt on February 7, 2022. Suggest required public hearing to be scheduled for March 7, 2022)
  - [Narrative](#)
  - [Plans](#)
  - [Authorization Letter](#)
  - [Staff Comments](#) 2.4.22
  
7. **300 Bloomfield Avenue – New England Jewish Academy** – [Application](#) (IWW #1169) of Michael Cegan, Richter & Cegan, Inc, on behalf of New England Jewish Academy, (R.O), requesting approval of an Inland Wetlands and Watercourse Permit to conduct certain regulated activities which may have an adverse impact on a wetlands regulated area. The applicant purposes the construction of a new addition, a new outdoor play area and associated site work in support of expanded educational programs from Pre-K through 12<sup>th</sup> grade. The proposed work is partially within a 150 ft. upland review area and no direct wetland impacts are proposed. (Submitted for IWVA receipt on February 7, 2022. Presented for determination of significance.)
  - [DEEP Form](#)
  - [Traffic Study](#)
  - [Plans](#)
  - [Stormwater Report](#)
  - [Wetlands Report](#)
  - [Staff Comments](#)
  
8. **300 Bloomfield Avenue – New England Jewish Academy** – [Application](#) (SUP #1150-R1-22) of Michael Cegan, Richter & Cegan, Inc, on behalf of New England Jewish Academy, (R.O), requesting approval of a Special Use Permit for the construction of a new addition, a new outdoor play area and associated site work in support of expanded educational programs from Pre-K through 12<sup>th</sup> grade. (Submitted for TPZ receipt on February 7, 2022. Required public hearing scheduled for March 7, 2022.)
  - [DEEP Form](#)
  - [Traffic Study](#)
  - [Plans](#)
  - [Stormwater Report](#)
  - [Wetlands Report](#)
  - [Staff Comments](#)
  
9. **25 Kane Street** – [Application](#) (IWW #1170) of David Shipe, Starbucks Coffee Company on behalf of Thomas R. Evans, (R.O.), requesting approval of an Inland Wetlands and Watercourse Permit to conduct certain regulated activities, which may have an adverse impact on a wetlands regulated area. The applicant purposes the reconfiguration and reconstruction of an existing commercial parking lot, building accessibility/ ADA improvements, the relocation of an existing trash enclosure relocation and landscaping improvements. The proposed work is within a 150 ft. upland review area and no direct wetland impacts are proposed. (Submitted for IWVA receipt on February 7, 2022. Presented for determination of significance.)
  - [Narrative](#)
  - [Wetlands Report](#)
  - [Plan](#)
  - [Staff Comments](#)

**OLD BUSINESS / PUBLIC HEARING:**

10. **289 South Main Street – Rockledge Golf Course** – [Application](#) (IWW#1167) of Helen Rubino-Turco, on behalf of the Town of West Hartford, (R.O), requesting approval of an Inland Wetlands and Watercourse Permit to conduct certain regulated activities which may have an adverse impact on a wetlands regulated area. The applicant purposes the mechanical dredging of Rockledge Golf Course’s irrigation pond and onsite reuse of dredged soils. The proposed work is partially within a watercourse, wetlands area, and 150 ft. upland review area. (Submitted for IWWA receipt on January 3, 2022. Determined to be potentially significant and set for public hearing on February 7, 2022.)

- [Narrative](#)
- [Site Photos](#)
- [Updated Narrative](#) 2.2.22
- [Updated Wetlands Report](#) 2.2.22
- [Plan](#)
- [Staff Comments](#) 2.4.22
- [Updated Plans](#) 2.2.22
- [Floodplain Graphic](#) 2.2.22

11. **Town-wide Sewer Easement Clearing Project- As of Right/Nonregulated Determination request submission** by the Metropolitan District Commission (MDC) for vegetation clearing within 11-12 miles of existing sewer easement areas. (Submitted for IWWA receipt on September 8, 2021. Discussion, presentation and determination of as/of right / nonregulated activated request.)  
*\*Note: This matter is will be continued, without testimony, to the March 7, 2022 meeting.*

- [Narrative](#)
- [NDDDB Map](#)
- [Index Map](#)
- [Clearing Maps](#)

**ANNUAL MEETING:**

12. **Annual Meeting:** TPZ election of officers, selection of committee representatives, and approval of rules and regulations.

**TOWN COUNCIL REFERRAL:**

13. **None**

**TOWN PLANNER’S REPORT:**

14. **Discussion of Zoning Ordinance Amendments**

**INFORMATION ITEMS:**

15. **None**

**REMINDER OF FUTURE TPZ REGULAR AND SPECIAL MEETINGS:**

- TPZ Regular Meeting, Monday, March 7, 2022 @ 6:00 P.M.
- TPZ Regular Meeting, Monday, April 4, 2022 @ 7:00 P.M.
- TPZ Regular Meeting, Monday, May 2, 2022 @ 7:00 P.M.

***“Any individual with a disability who needs special assistance to participate in a meeting or public hearing should contact Suzanne Oslander, Department of Social Services, 860.561.7580, seven days prior to the meeting or public hearing.”***

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