

Issued: 3/4/2022

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

**VIRTUAL MEETING VIEWING INSTRUCTIONS:**

Members of the public can view the meeting live on YouTube at [https://youtu.be/KLDT\\_JJ7jsk](https://youtu.be/KLDT_JJ7jsk) 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: 2336 974 6105**, 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 March 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 March 7, 2022.
- The "subject" of the email shall be: "[Application # and Address], TPZ March 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, [February 7](#), 2022

### **2a**

### **COMMUNICATIONS:**

2.
  - a. **22 Belcrest Road** - [Application](#) (SUP#1374) of Matthew Cassidy. (R.O.), is requesting to [formally withdraw](#) the Special Use Permit Application.

### **NEW BUSINESS:**

3. **15 Fernbrook** - [Application](#) (IWW #1161) of Ralph & Kim Cohen, (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 proposes to construct an elevated 3-season room and attached deck using helical piles on the same footprint as a previously existing raised brick patio that collapsed. The proposed work is within a 150 ft. upland review area and no direct wetland impacts are proposed. (Submitted for IWWA receipt on March 7, 2022. Presented for determination of significance.)
  - [Narrative](#)
  - [Flood Zone Letter](#)
  - [Staff Comments](#) 3.7.22 **\*Late Item\***
  - [Plans](#)
  - [Staff Comments](#) 3.2.22
4. **4 Banbury Lane** - [Application](#) (IWW#1129-R1-22) of David Whitney, on behalf of Nancy & Don Hunt, (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 has submitted a plan to preform site work and associated landscaping. The proposed work is within the 150 ft. upland review area and adjacent to the watercourse. (Submitted for IWWA receipt on March 7, 2022. Presented for determination of significance.)
  - [Narrative](#)
  - [Site Photos](#)
  - [Plans](#)
  - [Staff Comments](#) 3.2.22
5. **574-600 Mountain Road** - [Application](#) (IWW #1165) of Julie A. Viera 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 proposes the cleaning and restoration of a culvert. The proposed work is within a 150 ft. upland review area, wetlands soils area, and watercourse. (Submitted for IWWA receipt on March 7, 2022. Presented for determination of significance.)

- [Narrative](#)
  - [Wetlands Report](#)
  - [Plans](#)
  - [Staff Comments](#) 3.2.22
  
- 6. **660, 666, and 667 Mountain Road** - [Application](#) (IWW #1166) of Julie A. Viera 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 proposes the cleaning and restoration of a culvert. The proposed work is within a 150 ft. upland review area, wetlands soils area, and watercourse. (Submitted for IWWA receipt on March 7, 2022. Presented for determination of significance.)
  - [Narrative](#)
  - [Wetlands Report](#)
  - [Plans](#)
  - [Staff Comments](#) 3.3.22
  
- 7. **14 Wendy Lane** - [Application](#) (IWW #1168) of Jason McCabe 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 proposes the repair and restoration of a town owned drainage system. The proposed work is within a 150 ft. upland review area and watercourse. (Submitted for IWWA receipt on March 7, 2022. Presented for determination of significance.)
  - [Narrative](#)
  - [Wetlands Report](#)
  - [Plans](#)
  - [Staff Comments](#) 3.3.22
  
- 8. **34-38 Fairfield Road** - [Application](#) (IWW #1171) of Jason McCabe 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 proposes the repair and restoration of a town owned drainage system. The proposed work is within a 150 ft. upland review area and watercourse. (Submitted for IWWA receipt on March 7, 2022. Presented for determination of significance.)
  - [Narrative](#)
  - [Wetlands Report](#)
  - [Plans](#)
  - [Staff Comments](#) 3.4.22

**OLD BUSINESS / PUBLIC HEARING:**

- 9. **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. Required public hearing scheduled for March 7, 2022)
  - [Narrative](#)
  - [Supplemental Materials](#)
  - [Neighborhood Outreach](#)
  - [Planning Staff Report](#) \*Late Item\*
  - [Approved Plans](#)
  - [Staff Comments](#) 3.4.22
  - [Neighbor Correspondence](#)
  - [Written Comment](#) 3.7.22 \*Late Item\*
  
- 10. **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. Required public hearing scheduled for March 7, 2022)

- [Narrative](#)
- [Staff Comments](#) 3.4.22
- [Written Comment](#) 3.7.22 \*Late Item\*
- [Plan](#)
- [Planning Staff Report](#)

11. **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. Required public hearing scheduled for March 7, 2022)

- [Narrative](#)
- [Plans](#)
- [Planning Staff Report](#)
- [Sign Affidavit](#) \*Late Item\*
- [Authorization Letter](#)
- [Staff Comments](#) 3.4.22
- [Narrative Amendment](#) \*Late Item\*

12. **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 IWWA receipt on February 7, 2022. Determined to be potentially significant and set for public hearing on March 7, 2022)

- [DEEP Form](#)
- [Traffic Study](#)
- [Plans](#)
- [Staff Comments](#) 2.28.22
- [Revised Plans](#) 3.3.22
- [Planning Staff Report](#)
- [Neighborhood Outreach](#) \*Late Item\*
- [Stormwater Report](#)
- [Wetlands Report](#)
- [Staff Comments](#) 2.7.22
- [Response to Staff Comments](#)
- [Staff Comments](#) 3.4.22
- [Written Comment](#) 3.7.22 \*Late Item\*
- [Sign Affidavit](#) \*Late Item\*

13. **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](#)
- [Staff Comments](#) 2.28.22
- [Revised Plans](#) 3.3.22
- [Planning Staff Report](#)
- [Neighborhood Outreach](#) \*Late Item\*
- [Stormwater Report](#)
- [Wetlands Report](#)
- [Staff Comments](#) 2.7.22
- [Response to Staff Comments](#)
- [Staff Comments](#) 3.4.22
- [Written Comment](#) 3.7.22 \*Late Item\*
- [Sign Affidavit](#) \*Late Item\*

14. **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 IWWA receipt on February 7, 2022. Determined to be potentially significant and set for public hearing on March 7, 2022)

- [Narrative](#)
- [Wetlands Report](#)
- [Response to Staff Comments](#) 3.4.22
- [Revised Narrative](#) 3.4.22
- [Revised Narrative](#) 3.7.22 \*Late Item\*
- [Planning Comments](#) 3.7.22 \*Late Item\*
- [Plan](#)
- [Staff Comments](#) 2.22.22
- [Authorization Letter](#)
- [Revised Plans](#) 3.4.22
- [Revised Plan Sheet](#) 3.7.22 \*Late Item\*

15. **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](#)

**TOWN COUNCIL REFERRAL:**

16. **245 Prospect Avenue – [Application](#)** (SDD #11-R1-22) filed on behalf of Prospect Plaza Improvements, LLC, owner of 245 Prospect Avenue, Special Development District #11, more commonly known as Prospect Plaza. The stated purpose of the application is a request for modification to the existing conditions of approval of the SDD in order to remove restrictions on current uses and permit all uses allowed in the underlying zoning district for parcel. (Received by Town Council on February 8, 2022. Set for public hearing on March 22, 2022. Referred to TPZ and DRAC.)

- [SDD History](#)
- [Leasing Plan](#)
- [Authorization Form](#)
- [Community Outreach](#)
- [Prior Approved Plans](#)
- [Dashmart Operating Plan](#)
- [Doordash Construction Plans](#)
- [Staff Comments](#) 3.4.22

**TOWN PLANNER'S REPORT:**

17. **Discussion of Zoning Ordinance Amendments**

**INFORMATION ITEMS:**

18. None

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

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