



Issued: 2/7/2023

**TOWN PLAN AND ZONING COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 6, 2023
LEGISLATIVE CHAMBER, ROOM 314
TOWN HALL, WEST HARTFORD, CT 06107**

DRAFT MINUTES

ATTENDANCE: Chair: Kevin Ahern & Commissioners: Gordon Binkhorst, Liz Gillette and Andrea Gomes; Alternate Nancy Grassilli; Town Staff: Todd Dumais, Town Planner & Brian Pudlik, Associate Planner

ABSENT: Commissioner Kaplan and Alternate Donald Neville

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

MINUTES:

- 1. Approval of Minutes
 - a. Minutes of the Regular Meeting, Monday, January 4, 2023- **Motion Gillette/Second Grassilli; Approved 5-0**

COMMUNICATIONS:

- 2.
 - a. None

NEW BUSINESS:

- 3. **471 South Quaker Lane** – Application (SUP #1400) of the Church of St. Mark the Evangelist Corp. (R.O.) requesting approval of a Special Use Permit to install a 12’ x 14’ shed at the southerly portion of the property. (Submitted for TPZ receipt on February 6, 2023. Suggest required public hearing be scheduled for March 8, 2023.)

The TPZ acted by **unanimous vote (5-0)** (Motion/Gomes; Second/Binkhorst) to schedule this matter for public hearing at the regularly scheduled meeting on **Wednesday, March 8, 2023 at 7:15 in room 314 of Town Hall, located at 50 South Main Street.**

- 4. **1018 Farmington Avenue** – Application (SUP #1401) of St. James Episcopal Church (R.O.) requesting approval of a Special Use Permit to install a 10’ x 18’ greenhouse immediately east of the church in the existing garden area. (Submitted for TPZ receipt on February 6, 2023. Required public hearing scheduled for March 8, 2023.)

The TPZ acted by **unanimous vote (5-0)** (Motion/Grassilli; Second/Binkhorst) to schedule this matter for public hearing at the regularly scheduled meeting on **Wednesday, March 8, 2023 at 7:15 in room 314 of Town Hall, located at 50 South Main Street.**

5. **134 Norwood Road** – Application (SUP #1402) of the Hartford Golf Club (R.O.) requesting approval of a Special Use Permit to install three (3) pickleball courts adjacent to the existing tennis courts within the golf club property. (Submitted for TPZ receipt on February 6, 2023. Suggest required public hearing be scheduled for March 8, 2023.)

The TPZ acted by **unanimous vote (5-0)** (Motion/Binkhorst; Second/Grassilli) to schedule this matter for public hearing at the regularly scheduled meeting on **Wednesday, March 8, 2023 at 7:15 in room 314 of Town Hall, located at 50 South Main Street.**

6. **35 Ravenwood Road** -- Application (IWW #1188) of Andrea Sands, (RO) requesting approval of an Inland Wetlands and Watercourses Permit to conduct certain regulated activities, which may have an adverse impact on a wetlands regulated area. The applicant proposes the installation of a 16' x 32' in-ground swimming pool with a three (3) foot patio surround, a future gazebo and associated site grading. The proposed work is within a 150 ft. upland review area with no direct wetlands impacts proposed. (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/Gillette; Second/Binkhorst) to find the proposed regulated activity to be **POTENTIALLY SIGNIFICANT** and set this matter for public hearing on **Wednesday, March 8, 2023 at 7:15 the Legislative Chambers, Room 314, West Hartford Town Hall, 50 South Main Street.**

OLD BUSINESS/PUBLIC HEARING:

7. **1678 Asylum Avenue – University of St. Joseph** – Application (SUP #1399) of University of St. Joseph (R.O.), requesting approval of a Special Use Permit to install a turf baseball field, dugouts and associated site improvements in the general area that was previously approved for a practice soccer field under SUP 1286-R1-17. (Submitted for TPZ receipt on January 4, 2023. Required public hearing scheduled for February 6, 2023.)

After detailed discussions and deliberations on the matter, the TPZ acted by **unanimous vote (5 - 0)** (Motion/Gillette; 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:
 - 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 and shall guide the appearance, layout and field, parking area and associated improvements.
 3. The special use permit approval is subject to full compliance with the Town erosion and sediment requirements and shall be installed and maintained in accordance with the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control as amended.
 4. Prior to the start of any site disturbance, all sediment and erosion controls and tree protection shall be installed. Once installed, but before the commencement of any disturbance, the Town Planner shall be notified and provided the opportunity to inspect.
 5. Prior to the filing of the Special Use Permit on the Land Records, the Applicant shall submit for review and approval by the Town Engineer and Town Planner, a yearly maintenance plan for the on-site stormwater infrastructure and maintenance of the turf field.
 6. Prior to the filing of the Special Use Permit on the Land Records, the Applicant shall satisfactorily address all outstanding comments from the West Hartford Division of Engineering.
 7. Prior to filing of the Special Use Permit on the Land Records, the Applicant shall submit for review and approval by the Town Planner, a landscaping plan that addresses screening of the baseball safety netting adjacent to Albany Avenue on the north side of the proposed field.
 8. All stormwater infrastructure shall be installed per the standards and specifications of the Town of West Hartford Division of Engineering.
 9. Any change to the infill material used on the turf field shall be subject to review and approval by the TPZ.
 10. A final as built survey shall be submitted to the Town Planner upon completion of all work.
 11. Certifications from the project's Professional Engineer and Landscape Architect, which state that all aspects of the project have been completed in conformance with the approved plans, shall be submitted to the Town Planner upon completion of all work. This L.A. certification shall include the work associated with the aforementioned landscaping plan in condition #7.
 12. Pursuant to West Hartford Code of Ordinances Section 177-42A (8), the applicant shall return to the TPZ by February of 2025 for further review and evaluation. The TPZ may consider supplemental conditions of approval if operational concerns are identified.
 13. This letter of approval shall be stripped onto the final plan.

- 8. **445 South Main Street** -- Application (IWW #1187) of Corporate Center West Associates, LLC, (RO) requesting approval of an Inland Wetlands and Watercourses Permit to conduct certain regulated activities, which may have an adverse impact on a wetlands regulated area. The applicant proposes the expansion of the existing medical office building and reconfiguration and expansion of existing parking areas along with landscaping, grading and drainage improvements. The proposed work is within a 150 ft. upland review area with no direct wetlands impacts proposed. (Determined potentially significant on January 6, 2023 and set for public hearing on February 6, 2023)

Item postponed. No action taken by the TPZ

TOWN COUNCIL REFERRAL:

- 9. Application of Steele Road, LLC to Amend the Boundaries of SDD #139 located at 243 Steele Road and SDD #33 located at 253-275 Steele Road and 2021 Albany Avenue by Rezoning a Portion of SDD #139 to SDD#33 and Rezoning a Portion of SDD #33 to SDD #139.

After a detailed review of the application and its related exhibits and after consideration of staff technical comments, the TPZ acted by **unanimous vote (4-0)** (Motion/Gillette; Second/Grassilli) (Gomes recused) to **RECOMMEND** approval of this application to the Town Council.

ANNUAL MEETING:

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

Item postponed. No action taken by the TPZ

TOWN PLANNER’S REPORT:

- 11. POCD Implementation Update & LID UConn Stormwater Corps Summary

Information received. No action taken by the TPZ

INFORMATION ITEMS:

- 12. Upcoming Land Use Commissioner Training Opportunities

Information received. No action taken by the TPZ

MEETING ADJOURNED: 8:40 P.M. Motion/Binkhorst; Second/Gillette; Vote 5-0