

Issued: 8/4/2023

**TOWN PLAN AND ZONING COMMISSION  
REGULAR MEETING  
MONDAY, AUGUST 7, 2023  
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, Monday, [July 10](#), 2023

**COMMUNICATIONS:**

2.
  - a. None.

**NEW BUSINESS:**

3. **33 Sheep Hill Drive** – [Application](#) (IWW #1206) of the Town of West Hartford requesting approval of a map amendment to the Official Inland Wetlands and Watercourses Map of the Town of West Hartford. The proposed amendment is based on an onsite soil survey prepared by a professional soil scientist. (Submitted for IWWA receipt on August 7, 2023. Suggest required public hearing be scheduled for September 6, 2023)
  - [Wetlands Report](#)
  - [Plan](#)
4. **33 Sheep Hill Drive** – [Application](#) (IWW #1207) of the Town of West Hartford, 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 the demolition of the existing pool, the construction of a new inground pool, the remodel of the existing pool house, improvements to handicap accessibility, associated site grading and site work. Work is proposed within the 150 ft. upland review area with no direct wetland impacts proposed. (Submitted for IWWA receipt on August 7, 2023. Presented for a determination of significance.)
  - [Narrative](#)
  - [Plan](#)

**OLD BUSINESS:**

5. **170 Kingswood Road** -- [Application](#) (SUP #1420) of Kingswood Oxford School, requesting approval of a temporary Special Use Permit to use portable field lighting for two athletic events on September 29, 2023 and September 30, 2023. (Submitted for TPZ receipt on July 10, 2023. Suggest required public hearing be scheduled for August 7, 2023)
- [Narrative](#)
  - [Lighting Details](#)
  - [Response to Staff Comments](#) 7.28.23
  - [Plan](#)
  - [Staff Comments](#) 7.19.23
  - [Planning Staff Report](#) 7.28.23
6. **554 New Park Avenue** -- [Application](#) (SUP #1421) of Bret Bowin (architect), requesting approval of a Special Use Permit to operate a Place of Worship within the ground floor of an existing commercial building. (Submitted for TPZ receipt on July 10, 2023. Suggest required public hearing be scheduled for August 7, 2023)
- [Narrative](#)
  - [Agent Authorization](#)
  - [Revised Site Plan](#) 7.28.23
  - [Planning Staff Report](#) 8.1.23
  - [Site Plan](#)
  - [Staff Comments](#) 7.28.23
  - [Waste Management Statement](#) 7.28.23

**TOWN COUNCIL REFERRAL:**

7. [Application filed on behalf of Prospect Plaza Improvements, LLC](#), owner of 245 Prospect Avenue, Special Development District (SDD) #11, more commonly known as Prospect Plaza. The application seeks permission to amend the existing SDD to allow the installation of a new approximately 5,000 square foot multitenant out-building, with drive-through facility, adjacent to the Kane Street frontage. In addition, associated improvements including the reconfiguration of the parking layout, installation of new landscaping, lighting and pedestrian amenities are proposed. (Received by Town Council on July 11, 2023. Set for public hearing on August 22, 2023.)
- [Owner Authorization Letter](#)
  - [Architectural Plans](#)
  - [Community Outreach](#)
  - [DRAC Referral Letter](#)
  - [Site Plans](#)
  - [Drainage Report](#)
  - [Traffic Study](#)
  - [Staff Comments](#) 7.19.23

**TOWN PLANNER'S REPORT:**

8. None

**INFORMATION ITEMS:**

9. None

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

- TPZ Regular Meeting, Wednesday, September 6, 2023 @ 7:00 P.M.
- TPZ Regular Meeting, Monday, October 2, 2023 @ 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](mailto:suzanneo@westhartfordct.gov) or (860) 561-7580, as soon as possible, preferably seven days beforehand.”