



Issued: 12/29/2023

**TOWN PLAN AND ZONING COMMISSION  
REGULAR MEETING  
WEDNESDAY, JANUARY 3, 2024  
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, December 4, 2023
  - b. [Minutes](#) of the Special Meeting, Monday, December 11, 2023
  - c. [Minutes](#) of the Special Meeting, Wednesday, December 13, 2023

**COMMUNICATIONS:**

2.
  - a. [Applicant request to withdraw SUP #1425 for 14-16 Oakwood Avenue](#)

**NEW BUSINESS:**

3. **289 South Main Street** – [Application](#) (SUP #1430) of the Town of West Hartford, requesting approval of a Special Use Permit to improve and modernize the existing driving range at the Rockledge Golf Course, which will include the addition of up to 20 covered tee stations along with a small snack bar and restroom facility (Submitted for TPZ receipt on January 3, 2024. Suggest required public hearing be scheduled for February 5, 2024).
  - [Narrative](#) – 12.22.23
  - [Plan Set](#) -12.21.23
4. **1563 Asylum Avenue** - [Application](#) (SUP #1433) of FHI Studio, on behalf of the City of Hartford, requesting approval of a Special Use Permit to make site improvements to the existing Horticultural Garden and adjacent walkways within Elizabeth Park (Submitted for TPZ receipt on January 3, 2024. Suggest required public hearing be scheduled for February 5, 2024).
  - [Narrative](#) -11.29.23
  - [Plan Set](#) – 11.29.23

5. **170 Kingswood Road** – [Application](#) (SUP #1434) of Centerbrook Architects, on behalf of the Kingswood Oxford School, requesting approval of a Special Use Permit to construct an approximately 3,600 square foot addition and new outdoor patio with associated stormwater, landscaping and decorative site lighting improvements to the existing Conklin Library and Mead Dining Hall buildings within the KO campus (Submitted for TPZ receipt on January 3, 2024. Suggest required public hearing be scheduled for February 5, 2024).
  - [Narrative](#) -12.20.23
  - [Civil Plans](#)
  - [Stormwater Report](#) – 12.18.23
  - [Architectural Plans](#) – 12.20.23
  
6. **1515 Boulevard** - [Application](#) (SUP #1435) of the Town of West Hartford, requesting approval of a Special Use Permit to add player dugout structures to the existing softball field at Norfeldt Field (Submitted for TPZ receipt on January 3, 2024. Suggest required public hearing be scheduled for February 5, 2024).
  - [Narrative](#)
  - [Plan Set](#)
  
7. **425 Oakwood Avenue** - [Application](#) (SUP #1436) of the Town of West Hartford, requesting approval of a Special Use Permit to add player dugout structures to each of the four existing softball fields located within the Sterling Athletic Field complex (Submitted for TPZ receipt on January 3, 2024. Suggest required public hearing be scheduled for February 5, 2024).
  - [Narrative](#)
  - [Plan Set](#)

**OLD BUSINESS:**

8. **119 Flagg Road** – [Application](#) (IWW #1217) 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 to replace an existing bridge spanning Hart Meadow Brook along with the bridge’s supporting abutments within Westmoor Park. Work is proposed within a wetland area and immediately adjacent to the watercourse. (Submitted for IWWA receipt on November 6, 2023. Determined potentially significant and set for public hearing on December 4, 2023. This item was opened on 12/4/23 and immediately continued without testimony to January 3, 2024)
  - [Narrative](#)
  - [DEEP Report](#)
  - [Combined Staff Comments](#) - 11.17.23
  - [Response to Comments](#) - 11.27.23
  - [Staff Comments](#) - 12.28.23
  - [Updated Plan Set](#) – 11.29.23
  - [Wetland Report](#) – 12.9.23

9. **173 Mountain Road** – [Application](#) (IWW #1218) 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 to replace an existing bridge spanning the stream that outlets into McGovern Pond along with the bridge’s supporting abutments within Spicebush Swamp Park. Work is proposed within a wetland area and immediately adjacent to the watercourse (Submitted for IWWA receipt on November 6, 2023. Determined potentially significant and set for public hearing on December 4, 2023. This item was opened on 12/4/23 and immediately continued without testimony to January 3, 2024)
- [Narrative](#)
  - [DEEP Report](#)
  - [Combined Staff Comments](#) – 11.17.23
  - [Response to Comments](#) – 11.27.23
  - [Staff Comments](#) – 12.28.23
  - [Updated Plan Set](#) – 11.29.23
  - [Wetland Report](#) – 12.11.23
10. **37 Ranger Lane** – [Application](#) (IWW #1209) of J. Kemper, 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 construct a +/- 1488 square foot addition, which includes a deck. The applicant also proposes the installation of retaining walls, stormwater management structures and associated site grading. Work is proposed within the 150 ft. upland review area with no direct wetland impacts proposed. (Submitted for IWWA receipt on December 4, 2023. Determined potentially significant and set for public hearing on January 3, 2024.)
- [Architectural Plans](#) -8.31.23
  - [Stormwater Report](#) – 10.2.23
  - [Combined Staff Comments](#) – 12.28.23
  - [Civil Plans](#) – 12.11.23
  - [Narrative](#) – 12.11.23
  - [Wetland Report](#) – 12.11.23
  - [Wetland Impact Statement](#) – 12.11.23
11. **176 Newington Road** – [Application](#) (SUP #1431) of GreenDrop, requesting approval of a temporary Special Use Permit to construct a +/-358 square foot mobile “GreenDrop” donation trailer within the existing undeveloped pad site within the existing shopping plaza for a period of 1 year. (Submitted for TPZ receipt on December 4, 2023. Required public hearing scheduled for January 3, 2024).
- [Narrative](#) -11.21.23
  - [Mobile Vehicle Plans](#)
  - [Site Plan](#) -11.20.23
  - [Staff Report](#) – 12.28.23
12. **14-16 Oakwood Avenue** – [Application](#) (SUP #1425) of R. Mercier, requesting approval of a Special Use Permit to operate a new Indoor Recreation or Amusement Facility pursuant to sections 177-2(B), 177-6(B) and 177-42(A) of the zoning ordinances. (Submitted for TPZ receipt on November 6, 2023. Required public hearing scheduled for December 4,

2023.) ***This item is subject to a request to withdraw, pursuant to Communication Item #2 on the agenda.***

13. **1700 Asylum Avenue** – Intervener Petition: Christine Feely, Jessica Rubin and Gary Schulman.
  - [Petition](#)
  
14. **1700 Asylum Avenue** – [Application](#) (IWW #1203) of WEHA Development Group East, LLC, 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 construction of four (4) multi-story residential buildings with related residential amenities, in addition to drainage, landscaping, parking and associated site improvements. Work is proposed within the 150 ft. upland review area and includes direct wetlands and watercourses impacts. (Application determined potentially significant on July 10, 2023 and set for public hearing on Wednesday, September 6, 2023 and was opened and immediately continued to October 2, 2023, continued again to October 23, 2023, then again to November 6, 2023. On November 29, 2023, public hearing testimony began and the hearing was continued to December 11, 2023 and again to December 13, 2023. Public hearing testimony concluded and the hearing closed on December 13, 2023. Possible deliberation and vote on January 3, 2024)

### **Final Plans And Updated Information as of 12/13/23:**

- [Tree Inventory](#) – 12.3.23
- [Comparison Plan](#) – 12.8.23
- [Stormwater Report](#) – 12.8.23
- [Land Stewardship Plan](#) – 12.8.23
- [Applicant Outreach Letter](#) -12.11.23
- [Applicant Presentation – 12.11.23](#)
- [Plan Set 1 of 2](#) – 12.11.23
- [Plan Set 2 of 2](#) – 12.11.23
- [Public Comments](#) – 12.13.23
- [Site Plan Colorized](#) – 12.13.23
- [Wetlands Assessment Report Part 1](#) – 12.13.23
- [Wetlands Assessment Report Part 2](#) – 12.13.23
- [Existing Pavement Exhibit](#) – 12.13.23
- [Staff Comments](#) – 12.13.23
- [Conservation Easement](#) – 12.13.23
- [Impervious Area Reduction Plan](#) – 12.13.23
- [Response to Staff Comments](#) – 12.13.23
- [Applicant Public Hearing Presentation](#) – 12.13.23

### ***Past Revisions and Supporting Documentation Listed Below***

- [Plan Set 1 of 2](#) 11.20.23
- [Plan Set 2 of 2](#) 11.20.23
- [Response to Staff Comments – 11-17-23](#)
- [Stormwater Report – 11-21-23](#)
- [Wetland Assessment Report – 11.20-23](#)
- [Staff Comments – 11.16.23](#)
- [Comparison Plan](#)
- [Land Stewardship/ Management Plan – 11.17.23](#)
- [Earthwork Exhibit – 11.20.23](#)
- [Wetland Impact Exhibit – 11.20.23](#)
- [Tree Removal Exhibit & Inventory - 11-20-23](#)
- [DEEP Reporting Form](#)
- [Special Flood Area Application](#)

**Plans and Supporting Documentation as of 11/9/23:**

- [Plan Set 1 of 2 – 10.23.23](#)
- [Plan Set 2 of 2 – 10.23.23](#)
- [Response to Staff Comments – 10.23.23](#)
- [Stormwater Report – 10.23.23](#)
- [Wetland Assessment Report – 10.23.23](#)
- [Staff Comments – 11.16.23](#)
- [Land Stewardship/ Management Plan – 10.23.23](#)
- [Neighborhood Outreach Description – 10.23.23](#)
- [Earthwork Exhibit – 11.3.23](#)
- [Wetland Impact Exhibit – 11.3.23](#)

**Revised Plans, Supporting Documentation and Staff Comments from 8/7/23 to 9/22/23:**

- [Staff Comments](#) 8.7.23
- [Response to Staff Comments](#) 8.22.23
- [Stormwater Report](#) – 8.21.23
- [FEMA SFHA Comps](#) 8.16.23
- [Earthwork Plan](#) 8.25.23
- [DEEP Reporting Form](#) - 8.22.23
- [Plan Set 1 of 2](#) - 8.21.23
- [Plan Set 2 of 2](#) - 8-21-23
- [Comparison Plan](#) – 8.22.23
- [Staff Comments through](#) 9.22.23

**Plans, Supporting Documentation and Staff Comments from Original Submission:**

- [Narrative](#)
- [Stormwater Report](#)
- [Wetlands Delineation Report](#)
- [Response to Staff Comments from Previous application.](#)
- [Staff Comments](#) 7.18.23
- [DEEP Reporting Form](#)
- [Plan Set 1 of 2](#)
- [Plan Set 2 of 2](#)
- [Wetlands Assessment Report](#)
- [Neighborhood Outreach](#)

**TOWN COUNCIL REFERRAL:**

15. [Application](#) filed on behalf of Chick-fil-A, Inc. ("CFA"), as lessee of property commonly known as 509 New Park Avenue ("CFA Premises"), to modify Special Design District #94 (SDD #94) located at 509 New Park Avenue to accommodate a reconfiguration of the existing drive-thru lane and related site improvements including landscaping and parking.
- [Plan Set](#) – 12.5.23
  - [Combined Staff Comments](#) – 12.22.23
16. Ordinance Concerning Group Child Care Homes – Amendment to the zoning ordinances to address compliance with Public Act 23-142.
- [Proposed Ordinance](#)
  - [Proposed Schedule of Permitted Uses](#)

**EXECUTIVE SESSION:**

17. Executive Session pursuant to section 1-200(6)(E) of the Connecticut General Statutes regarding discussion of an Attorney-Client Privileged and Confidential Legal Memorandum regarding IWWA #1203 and the Intervenor Petition.

**TOWN PLANNER'S REPORT:**

18. None

**INFORMATION ITEMS:**

19. None

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

- TPZ Regular Meeting, February 5, 2024 @ 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.