



Issued: 2/16/24

**TOWN PLAN AND ZONING COMMISSION SPECIAL MEETING  
MONDAY, FEBRUARY 12, 2024  
LEGISLATIVE CHAMBER, ROOM 314  
TOWN HALL, WEST HARTFORD, CT 06107**

**MINUTES**

**ATTENDANCE:** Vice Chair, Gordon Binkhorst (Acting Chair); Commissioners: Liz Gillette  
Alternates: Nancy Grassilli & John Lyons; Town Staff: Brian Pudlik, Senior  
Planner

**ABSENT:** Chair, Kevin Ahern; Andrea Gomes, Donald Neville & Josh Kaplan; Town Staff:  
Todd Dumais, Town Planner

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

\*\*\*\*\*

**MINUTES:**

1. Approval of Minutes:
  - a. Minutes of the Regular Meeting, Wednesday, January 3, 2024 – **Motion/Grassilli; Second Lyons; Vote 4-0**
  - b. Minutes of the Special Meeting, Wednesday, January 17, 204 – **Motion /Grassilli; Second Gillette; Vote 3-0**

\*\*\*\*\*

**COMMUNICATIONS:**

2. a. **110 Beechwood Road** - Notice of the Town Planner’s intent to approve, pursuant to section 177-42 (A)(9), a request filed by E. Mallinson on behalf of the Conard Baseball Booster Club, to replace and relocate the existing scoreboard for the varsity baseball field at Conard High School.

The TPZ acted by **unanimous vote (4-0)** (Motion/Lyons; Second/Gillette) to **receive** this communication.

\*\*\*\*\*

**NEW BUSINESS:**

3. **596 Mountain Road** – Application (IWW #1221) of Mountain Commons Condominium Association, 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 remove the existing tennis court with associated fencing and return the area to natural grass. Work is proposed within the 150 ft. upland review area with some impact to an area of mapped wetland soils that extends into the tennis court area. (Submitted for IWWA receipt on February 12, 2024. 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 (4-0)** (Motion/Gillette; Second/Grassilli) to find the proposed

regulated activity to be **POTENTIALLY SIGNIFICANT** and set this matter for public hearing on **Monday, March 4, 2024 at 7:15 in room 314 of Town Hall, located at 50 South Main Street.**

\*\*\*\*\*

- 4. **58 Waterside Lane** – Application (IWW #1222) of Z. Reichelt (contractor), 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 enlarge an existing rear deck, enclose an existing front porch, add a new front porch, construct a new garage in place of the existing driveway and conduct associated minor site grading. Work is proposed within the 150 ft. upland review area with no direct wetland impacts proposed (Submitted for IWWA receipt on February 12, 2024. 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 (4-0)** (Motion/Gillette; Second/Lyons) to find the proposed regulated activity to be **POTENTIALLY SIGNIFICANT** and set this matter for public hearing on **Monday, March 4, 2024 at 7:15 in room 314 of Town Hall, located at 50 South Main Street.**

\*\*\*\*\*

- 5. **331 South Road** – Application (SUP #1441) of INSPIRED BY OPPORTUNITY, LLC, requesting approval, pursuant to Section 177-16.12, for a new restaurant drive-through facility in association with the reconstruction of the Wendy’s restaurant (Submitted for TPZ receipt on February 12, 2024. Suggest required public hearing be scheduled for March 4, 2024).

The TPZ acted by **unanimous vote (4-0)** (Motion/Lyons; Second/Gillette) to schedule this matter for public hearing at the regularly scheduled meeting on **Monday, March 4, 2024 at 7:15 in room 314 of Town Hall, located at 50 South Main Street.**

\*\*\*\*\*

**OLD BUSINESS:**

- 6. **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. Required public hearing scheduled for February 12, 2024).

The TPZ acted by **unanimous vote (4-0)** (Motion/Gillette; Second/Grassilli) to **continue** this matter, after testimony, to the regularly scheduled meeting on **Monday, March 4, 2024 at 7:15 in room 314 of Town Hall, located at 50 South Main Street.**

\*\*\*\*\*

- 7. **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. Required public hearing scheduled for February 12, 2024).

After detailed discussions and deliberations on the matter, the TPZ acted by **unanimous vote (4-0)** (Motion/Gillette; Second/Grassilli) 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 operation of the garden 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. All stormwater infrastructure shall be installed per the standards and specifications of the Town of West Hartford Division of Engineering.
6. All landscaping and wetland plantings associated with IWW #1122 and SUP #1355 for the construction of the visitor center parking lot shall be completed as part of this project.
7. A final as built survey shall be submitted to the Town Planner upon completion of all work.
8. A final completion of report which certifies that all work was completed per plan, prepared by qualified professional, shall be submitted to the Town Planner.
9. Pursuant to West Hartford Code of Ordinances Section 177-42A (8), the applicant shall return to the TPZ by February 2026 for further review and evaluation. The TPZ may consider supplemental conditions of approval if operational concerns are identified.
10. This letter of approval shall be stripped onto the final plan.

\*\*\*\*\*

8. **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. Required public hearing scheduled for February 12, 2024).

After detailed discussions and deliberations on the matter, the TPZ acted by **unanimous vote (4-0)** (Motion/Gillette; Second/Grassilli) 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 operation of the 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 work, any outstanding review comments from the Division of Engineering shall be addressed to the full satisfaction of that department.
5. 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.
6. All stormwater infrastructure shall be installed per the standards and specifications of the Town of West Hartford Division of Engineering.
7. 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.
8. A final as built survey shall be submitted to the Town Planner upon completion of all work.
9. A final completion of report which certifies that all work was completed per plan, prepared by qualified professional, shall be submitted to the Town Planner.

10. Pursuant to West Hartford Code of Ordinances Section 177-42A (8), the applicant shall return to the TPZ by February 2026 for further review and evaluation. The TPZ may consider supplemental conditions of approval if operational concerns are identified.

11. This letter of approval shall be stripped onto the final plan.

\*\*\*\*\*

9. **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. Required public hearing scheduled for February 12, 2024).

After detailed discussions and deliberations on the matter, the TPZ acted by **unanimous vote (4-0)** (Motion/Lyons Second/Grassilli) 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 operation of the softball field dugouts.
3. A final completion of report which certifies that all work was completed per plan, prepared by qualified professional, shall be submitted to the Town Planner.
4. If any screening material is used around the dugout structure to screen the players, it shall only be used while the fields are in-use for the softball and baseball season and shall be removed in the offseason.
5. Pursuant to West Hartford Code of Ordinances Section 177-42A (8), the applicant shall return to the TPZ by February 2026 for further review and evaluation. The TPZ may consider supplemental conditions of approval if operational concerns are identified.
6. This letter of approval shall be stripped onto the final plan.

\*\*\*\*\*

10. **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. Required public hearing scheduled for February 12, 2024).

After detailed discussions and deliberations on the matter, the TPZ acted by **unanimous vote (4-0)** (Motion/Lyons; Second/Gillette) 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 operation of the softball field dugouts.
3. A final completion of report which certifies that all work was completed per plan, prepared by qualified professional, shall be submitted to the Town Planner.
4. If any screening material is used around the dugout structure to screen the players, it shall only be used while the fields are in-use for the softball and baseball season and shall be removed in the offseason.
5. Pursuant to West Hartford Code of Ordinances Section 177-42A (8), the applicant shall return to the TPZ by February 2026 for further review and evaluation. The TPZ may consider supplemental conditions of approval if operational concerns are identified.
6. This letter of approval shall be stripped onto the final plan.

\*\*\*\*\*

### **TOWN COUNCIL REFERRAL**

11. Application filed on behalf of INSPIRED BY OPPORTUNITY, LLC, lessee of property commonly known as Wendy's Restaurant, to modify Special Design District #29 (SDD #29) located at 331 South Road to demolish the existing restaurant building and create a new 2,680 s.f. restaurant building with drive-through facility. Associated modifications include the reconfiguration of the parking layout and drive aisles and new landscaping, signage, and stormwater and sanitary sewer improvements.

The TPZ acted by **unanimous vote (4-0)** (Motion/Lyons; Second/Gillette) to recommend that the Town Council approve this application.

\*\*\*\*\*

**MEETING ADJOURNED: 10:46 P.M. Motion/Gillette; Second/Lyons – Vote: 4-0**

U: shareddocs/TPZ/Minutes/2024/Feb 12\_Draft