



Issued: 12/4/2024

**TOWN PLAN AND ZONING COMMISSION REGULAR MEETING  
MONDAY, DECEMBER 2, 2024  
LEGISLATIVE CHAMBER, ROOM 314  
TOWN HALL, WEST HARTFORD, CT 06107**

**MINUTES**

**ATTENDANCE:** Chain: Kevin Ahern; Vice Chair: Gordon Binkhorst; Commissioners: Andrea Gomes, Liz Gillette and Josh Kaplan; Alternates Nancy Grassilli and John Lyons; Town Staff: Todd Dumais, Town Planner & Brian Pudlik, Senior Planner

**ABSENT:** Alternate Commissioner Donald Neville

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

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**MINUTES:**

- 1. Approval of Minutes:
  - a. Minutes of the Regular Meeting, Monday, October 7, 2024: **Motion to approve minutes** – Kaplan/ Second; Gomes - **Vote: 5-0; YEA:** Ahern, Binkhorst, Kaplan, Gillette and Gomes; **NAY:** None

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**COMMUNICATIONS:**

- 2.
  - a. Approval of Annual Calendar – 2025 TPZ Meeting and Filing Dates

The TPZ acted by **unanimous vote (5-0)** (Motion/Binkhorst; Second/Grassilli, Gillette recused; **YEA:** Ahern, Binkhorst, Kaplan, Grassilli, Gomes; **NAY:** None) to **receive** this communication.

- b. 1678 Asylum Avenue – Notice of the Town Planner’s intent to approve, pursuant to section 177-42 (A)(9), a request filed by the University of St. Joseph, to install bleachers and a small press box adjacent to the multisport turf field at the northwest corner of the campus.

The TPZ acted by **unanimous vote (5-0)** (Motion/Binkhorst; Second/Gomes; **YEA:** Ahern, Binkhorst, Kaplan, Gillette, Gomes; **NAY:** None) to **receive** this communication.

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**NEW BUSINESS:**

- 3. **170 Kingswood Road** – Application (SUP #1394-LB-24) of the Kingswood Oxford School, requesting TPZ review and look-back of compliance with the conditions of SUP #1394. Originally approved in December of 2022 for the construction of dugouts and the installation of protective netting for the varsity baseball field. (Submitted for TPZ receipt. Suggest required public hearing be scheduled for January 6, 2025.)

The TPZ acted by **unanimous vote (5-0)** (Motion/Binkhorst; Second/Kaplan; **YEA**: Ahern, Binkhorst, Kaplan, Gillette, Gomes; **NAY**: None) to schedule this matter for public hearing at the regularly scheduled meeting on **Monday, January 6<sup>th</sup>, 2024 at 7:15 in room 314 of Town Hall, located at 50 South Main Street.**

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4. **1710 Asylum Avenue & 1800 Asylum Avenue** – Application (IWW #1229) 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 is requesting to replace two existing culverts within the East Branch of Trout Brook, near Asylum Avenue, as Phase 1 of a multi-phase project to alleviate flooding in the project vicinity. Work is proposed within the 150 ft. upland review area and within the watercourse, which results in both temporary and permanent direct wetland impacts. (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/Kaplan; Second/Binkhorst; **YEA**: Ahern, Binkhorst, Kaplan, Gillette, Gomes; **NAY**: None) to find the proposed regulated activity to be **POTENTIALLY SIGNIFICANT** and set this matter for public hearing on **Monday, January 6<sup>th</sup>, 2025 at 7:15 in room 314 of Town Hall, located at 50 South Main Street.**

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**OLD BUSINESS / PUBLIC HEARING:**

5. **2865 Albany Avenue** – Application (SUP #1377-LB-24) of Renbrook School, requesting TPZ review and look-back of compliance with the conditions of SUP #1377. Originally approved in May of 2022 for the installation of a synthetic turf athletic field. (Received by the TPZ on October 7, 2024 and set for public hearing on November 4, 2024, then moved to December 2, 2024.)

The TPZ acted by **unanimous vote (5-0)** (Motion/Binkhorst; Second/Gomes; **YEA**: Ahern, Binkhorst, Kaplan, Gillette, Gomes; **NAY**: None) to determine that the Special Use Permit did not require additional conditions of approval.

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6. **1678 Asylum Avenue** – Application (SUP #1378-LB-24) of the University of St. Joseph, requesting TPZ review and look-back of compliance with the conditions of SUP #1378. Originally approved in May of 2022 for the installation of a synthetic turf softball field. (Received by the TPZ on October 7, 2024 and set for public hearing on November 4, 2024, then moved to December 2, 2024.)

The TPZ acted by **unanimous vote (5-0)** (Motion/Binkhorst; Second/Gomes; **YEA**: Ahern, Binkhorst, Kaplan, Gillette, Gomes; **NAY**: None) to determine that the Special Use Permit did not require additional conditions of approval.

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7. **160 Mohegan Drive** – Application (SUP #1383-LB-24) of The Children’s Museum Inc., on behalf of The Emanuel Synagogue, (R.O.). Originally approved in August of 2022 to temporarily house the Children’s Museum. (Received by the TPZ on October 7, 2024 and set for public hearing on November 4, 2024, then moved to December 2, 2024.)

The TPZ acted by **unanimous vote (5-0)** (Motion/Gomes; Second/Gillette; **YEA**: Ahern, Binkhorst, Kaplan, Gillette, Gomes; **NAY**: None) to determine that the Special Use Permit did not require additional conditions of approval.

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8. **134 Norwood Road** – Application (SUP #1426-R1-24) of the Hartford Golf Club, requesting approval to renovate one existing fire pit area, add an additional fire pit adjacent to the existing one and add approximately 1,200 square feet of new patio area. (Received by the TPZ on October 7, 2024 and set for public hearing on November 4, 2024, then moved to December 2, 2024.)

After detailed discussions and deliberations on the matter, the TPZ acted by **unanimous vote (5-0)** (Motion/Gillette; Second/Kaplan; **YEA**: Ahern, Binkhorst, Kaplan, Gillette, Gomes; **NAY**: None) 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 fire pit and patio area.
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. After project completion, an inspection by the Planning Division is required to ensure compliance with the approved plan.
6. Pursuant to West Hartford Code of Ordinances Section 177-42A (8), the applicant shall return to the TPZ by December 2026 for further review and evaluation. The TPZ may consider supplemental conditions of approval if operational concerns are identified.
7. This letter of approval shall be stripped onto the final plan.

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**TOWN COUNCIL REFERRAL:**

- 9. **1800 Asylum Avenue** – Application filed on behalf of WeHa Development Group, LLC owner of 1800 Asylum Avenue, for change of zone of approximately 33.5 acres of the site from a R-10 single-family zone to a BS shopping center zone with Special Development District Designation (SDD) overlay for the redevelopment of the site into a new mixed-use development of commercial and residential uses along with associated parking and site amenities.

No action was taken on this item.

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- 10. Resolution Authorizing the Town Manager to Accept the Donation of 1700 Asylum Avenue.

After a detailed review of the application and its related exhibits, the TPZ acted by **unanimous vote (5-0)** (Motion/Gomes; Second/Kaplan; **YEA:** Ahern, Binkhorst, Kaplan, Gillette, Gomes; **NAY:** None) to **RECOMMEND** approval of this resolution to the Town Council.

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**TOWN PLANNER’S REPORT:**

- 11. None

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**INFORMATION ITEMS:**

- 12. None

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**MEETING ADJOURNED: 9:23 P.M. Motion/Gomes; Second/Kaplan; Vote 5-0; YEA:** Ahern, Binkhorst, Kaplan, Gillette, Gomes; **NAY:** None

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U: shareddocs/TPZ/Minutes/2024/December 2\_Draft

**NOTE:** A digital recording of this meeting is available for public review by contacting Planning and Zoning staff by phone at 860.561.7552 or by email at [comment.tpz@westhartfordct.gov](mailto:comment.tpz@westhartfordct.gov).