

Issued: 1/31/25

**TOWN PLAN AND ZONING COMMISSION  
REGULAR MEETING  
MONDAY, FEBRUARY 3, 2025  
LEGISLATIVE CHAMBER, ROOM 314  
TOWN HALL, WEST HARTFORD, CT 06107**

**AGENDA**

Legal Notice – *None for February*

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

**MINUTES:**

1. Approval of Minutes:
  - a. [Minutes](#) of the Regular Meeting, Monday, January 6, 2025

**COMMUNICATIONS:**

2. None

**NEW BUSINESS:**

3. **137 North Main Street** – Application (SUP #1448) of The American School for the Deaf, requesting approval of a Special Use Permit to regrade the northeast portion of the campus open lawn area in order to construct a new natural grass sports field. (Submitted for TPZ receipt on February 3, 2025. Suggest required public hearing be schedule for March 3, 2025).

[137 North Main Street Application Materials](#) *This link contains the following:*

- Application Form
  - Civil Plan Set
  - Staff Comments
4. **245 Prospect Avenue** -- Application (SUB 301) of Prospect Plaza Improvements, LLC (RO) for a subdivision of an approximately 13.25-acre parcel of land known as 245 Prospect Avenue. The proposed subdivision seeks to split the parcel into two parcels: an approximately 11.88-acre parcel and an approximately 1.37 +/- acre parcel, the purpose

of which is to create a new “out-parcel” where the new freestanding building is being constructed at the southeast corner of the property. (Submitted for receipt on February 3, 2025 and pursuant to Section A184-33 A., TPZ to determine if a public hearing is required.)

[245 Prospect Avenue Application Materials](#) *This link contains the following:*

- Application Form
- Subdivision Map
- Control Point Survey
- Metes and Bounds -Parcel A
- Metes and Bounds – Parcel B

**OLD BUSINESS:**

5. None

**TOWN COUNCIL REFERRAL:**

6. **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. **(NOTE: This item will be presented to the TPZ at its regular meeting in February.)**

[1800 Asylum Avenue Application Materials](#) *This link contains the following:*

***Updated Materials:***

- Architectural Plan – 1/21/25
- Civil Plan Set – 1/21/25
- Rendering Exhibit – 1/30/25
- MDC Sewer Capacity Letter – 12/16/24
- MDC Water Capacity Letter – 12/16/24
- Parking Analysis – 1/22/25
- Traffic Study – 1/14/25
- Staff Comments – Latest 1/10/25
- Responses to Comments – Latest 1/21/25

***Original Application Materials:***

- Application Narrative Letter
- Application Enclosures (a-r)
- Civil Plan Set
- Culvert Easement Exhibit
- DRAC Referral Letter
- Sewer Adequacy Letter
- Architectural Plan Set
- Stormwater Report
- Parking Analysis
- Traffic Study
- Staff Comments

### **TOWN PLANNER'S REPORT:**

7. **TPZ / IWWA 2024 Annual Report** – Communication from the TPZ/IWWA on the Draft 2024 Annual Report of activities of the Commission/Agency to the Town Council. *(Continued discussion from 1/6/25 meeting)*
8. **POCD Implementation Progress Report** – Discussion of a Draft POCD Implementation Progress Report. *(Continued discussion from 1/6/25 meeting)*

### **ANNUAL MEETING**

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

### **INFORMATION ITEMS:**

10. None

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

- TPZ Regular Meeting, March 3, 2025 @ 7:00 PM

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.