



Issued: 2/5/2025

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

MINUTES

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

ABSENT: Commissioner Andrea Gomes, Alternate Commissioner Donald Neville

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

MINUTES:

1. Approval of Minutes:
 - a. Minutes of the Regular Meeting, Monday, January 6, 2025: **Motion to approve minutes** – Binkhorst/ Second; Gillette - **Vote: 5-0; YEA:** Ahern, Binkhorst, Kaplan, Gillette and Grassilli (seated for Gomes); **NAY:** None

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. (Applicant requested to withdraw the application per their letter dated February 3, 2025).

After review of the request to withdraw the application, the TPZ acted by **unanimous vote (5-0)** [Motion/Lyons; Second/Gillette; **YEA:** Ahern, Binkhorst, Kaplan, Gillette, Lyons (seated for Gomes); **NAY:** None] to accept the request.

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.)

After a detailed review of the application and its related exhibits and after consideration of staff technical comments, the TPZ acted by **unanimous vote (5-0)** [Motion/Grassilli; Second/Binkhorst **YEA**: Ahern, Binkhorst, Kaplan, Gillette, Grassilli (seated for Gomes); **NAY**: None] to **APPROVE** the Subdivision application with following conditions:

1. A “street address” assignment for the new parcel shall be requested to the Department of Community Development prior to the filing of the final Subdivision Map.
2. All lot corners shall be pinned.
3. Prior to filing the map on the land records, the corresponding deeds to each property shall be updated and filed on the land records, which reflect the new property dimensions as depicted on map associated with this approval. A copy of the updated and recorded deeds shall be submitted to the Planning and Zoning Division.
4. Prior to filing the map on the land records, mutual access easements shall be recorded to allow rights of ingress and egress through both 245 Prospect and the newly established property. Copies of the recorded easements shall be submitted to the Planning and Zoning Division.
5. This approval letter shall be stripped into the final map for filing.

OLD BUSINESS / PUBLIC HEARING:

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.)

After a detailed review of the application and its related exhibits, the TPZ acted by a **vote of (4-1)** [Motion/Kaplan; Second/Binkhorst; **YEA**: Ahern, Binkhorst, Kaplan, Lyons (seated for Gomes); **NAY**: Gillette] to **RECOMMEND** approval of this referral to the Town Council.

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*)

No action taken by the TPZ

- 8. **POCD Implementation Progress Report** – Discussion of a Draft POCD Implementation Progress Report. *(Continued discussion from 1/6/25 meeting)*
No action taken by the TPZ

ANNUAL MEETING

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

No action taken by the TPZ

INFORMATION ITEMS:

- 10. None

MEETING ADJOURNED: 10:15 P.M. Motion/Binkhorst; Second/Gillette; Vote 5-0; YEA: Ahern, Binkhorst, Kaplan, Gillette, Grassilli (seated for Gomes); **NAY:** None

U: shareddocs/TPZ/Minutes/2025/February_3_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.