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CITY OF HARTFORD
Planning & Zoning Commission
260 Constitution Plaza – Hartford, CT

DRAFT MINUTES

February 8, 2022

The Planning & Zoning Commission held a Virtual Regular Meeting at 6:00 p.m. on Tuesday, February 8, 2022.

Attendance

Present: Chair Josye Utick, Commissioners Gary Bazzano, Aaron Gill, Jonathan Harding, David McKinley, and Alternate Commissioner Juliana Garcia-Uribe.

Absent: Commissioner Andres Jimenez-Franck, and Alternate Commissioners Raul Irizarry and Guy Neumann,

Staff Present: Aimee Chambers, Attorney Rich Vassallo, and Paige Berschet.

Regular Meeting of the Planning & Zoning Commission

I. CALL TO ORDER

Chair Josye Utick called the meeting to order at 6:05pm and seated Commissioner Juliana Garcia-Uribe.

II. APPROVAL OF

a. Agenda for February 8, 2022

Director Aimee Chambers requested to have 300 Maxim Rd as the first public hearing item.

Commissioner Gary Bazzano made a **MOTION** to **APPROVE** the agenda as amended, **SECONDED** by Commissioner David McKinley. The agenda was approved by a vote of **6-0**.

b. Minutes for January 25, 2022 – APPROVED

III. APPLICATIONS RECEIVED

*Indicates the official Date of Receipt for an application and start of the Public Hearing Timeline. Preliminary Application Documents are available at: <https://www.meetinginfo.org/groups/30>

a. **55 Elm Street** – Subdivision of property located at 55 Elm Street into three (3) lots,

45 pursuant to the City of Hartford’s Subdivision Regulations and Zoning Regulations
46 Section 5.1.5. Owner & Applicant: 55 Elm Street, LLC c/o Spinnaker Real Estate
47 Partners LLC. Anticipated Public Hearing Date: February 22, 2022.
48

49 **IV. APPLICATIONS CARRIED FORWARD**

50 *Indicates that an application was received in a prior meeting and that the public hearing timeline
51 is open. Preliminary Application Documents are available on meetinginfo.org in the meeting
52 associated with the "Application Received Date" below.

53
54 **V. PUBLIC HEARINGS**

- 55 a. **300 Maxim Rd** – Special Permit for the conversion of a billboard along Interstate 91
56 from a static face to a dynamic display per Section 8.12.3.D.(2). Owner: Materials
57 Innovation and Recycling Authority; Applicant: OUTFRONT Media c/o Brian Roeser.

58
59 Director Aimee Chambers presented staff report.

60
61 Commissioner Gary Bazzano asked about the amount in the Complete Streets Fund.
62 Director Aimee Chambers stated they have about \$500k in the Complete Streets Fund
63 and would like to have a discussion with the Commissioners about where the funds
64 should go.

65
66 Commissioner Aaron Gill asked if the applicant had followed through on all
67 requirements for their past applications. Director Aimee Chambers stated they had
68 followed through on all requirements.

69
70 Mr. Steve Bonafonte and Mr. Brian Roeser were present on behalf of the applicant and
71 had nothing additional to note.

72
73 Public comment was opened and there were no comments or testimony from the public.

74
75 Commissioner David McKinley made a **MOTION** to **APPROVE** the request as
76 recommended by staff, **SECONDED** by Commissioner Gary Bazzano. The motion
77 passed by a vote of **6-0**.

78
79 **CITY OF HARTFORD**
80 **PLANNING & ZONING COMMISSION RESOLUTION**
81 **300 MAXIM ROAD**
82 **SPECIAL PERMIT FOR CONVERSION OF BILLBOARD TO DYNAMIC DISPLAY**
83

84 **Whereas,** The City of Hartford Planning & Zoning Commission reviewed the application and
85 attached documents regarding the request for a special permit for the conversion of
86 the easterly face of an existing large-scale billboard located at 300 Maxim Road to a
87 dynamic display of the same size; and
88

89 **Whereas,** The Zoning Regulations permit the replacement of large-scale static billboards under
90 certain conditions; and

91
92 **Whereas,** The Applicant will remove the northern face of a billboard visible from Interstate 91
93 and located at 101 Reserve Road and identified by OUTFRONT MEDIA as #375B;
94 and

95
96 **Whereas,** The subject billboard is located approximately 750 feet from the nearest town line;
97 and

98
99 **Whereas,** The Applicant will pay \$250,000 into the City of Hartford Complete Streets Fund
100 consistent with the regulatory requirement for an application of this type issued in
101 the year 2022; and

102
103 **Whereas,** Negative impacts of the installation of the dynamic display will be mitigated by the
104 safety and performance requirements of Section 8.12 of the Regulations; and

105
106 **Whereas** The payment of \$250,000 into the complete streets fund will allow for safety and
107 functionality improvements to the right-of-way consistent with the complete streets
108 plan within the surrounding neighborhood; and

109
110 Now therefore Be It

111
112 **Resolved,** The City of Hartford Planning & Zoning Commission hereby ~~denies~~/approves the
113 request for a special permit for the conversion of the easterly face of an existing
114 large-scale billboard located at 300 Maxim Road to a dynamic display of the same
115 size subject to the following conditions:

- 116 1. Prior to the installation of the dynamic display, the billboard
117 identified as 375B and located at 101 Reserve Road shall be
118 removed from service;
119 2. Prior to the installation of the dynamic display a payment into the
120 complete streets fund of \$250,000 shall be made; and
121 3. Prior to installation of the dynamic display the applicant shall
122 enter into an agreement with the City providing the city with a
123 minimum of 10 hours of advertising time each month of operation
124 per Sec.8.12.

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127 Be It Further,

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129 **Resolved,** This 8th day of February, 2022.

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- 132 b. **CONTINUED from 1/11 - Text Amendment** – Proposed Changes to the Zoning
133 Regulations regarding natural conditions, tree plantings, and sitework. Changes include
134 Sections 1.3-Procedures and Section 6-Sitework & Landscape. Applicant: City of
135 Hartford Tree Advisory Commission.
136

137 Chair Josye Utick reviewed a redlined version of the text amendments with minor edits
138 that she worked on with Hartford Tree Advisory Commission Chair Jack Hale.
139

140 There was discussion around the proposed language for Section 6.2.3.G. Director Aimee
141 Chambers stated that the language may be difficult for Zoning Enforcement Officers to
142 enforce and that Certificates of Planning Compliance or Landscaping Bonds were
143 usually approved/released after one planting season.
144

145 Commissioner David McKinley stated that the proposed changes might be too stringent.
146

147 Chair Jack Hale noted that the language was focused more on the establishment of trees
148 because the prior language was difficult to enforce.
149

150 Commissioner Juliana Garcia-Urbe stated she was leaving the meeting.
151

152 Public comment was opened.
153

154 Ms. Susan Masino stated she was a professor at Trinity College and was supportive of
155 the proposed changes. She stated that it may be good to note that the tree spacing section
156 would be for street trees, to allow clustered trees in other areas.
157

158 Mr. Scott Alexander stated he was an Urban Planning Student at Trinity College and
159 was supportive of the amendments. He noted it was important to preserve trees and add
160 more to the city.
161

162 Commissioner David McKinley stated he was unsure about including the note section
163 within in the tree list.
164

165 Commissioners agreed that the public hearing should continue so the discussed changes
166 could be incorporated into a clean document to vote on for next meeting. Chair Jack
167 Hale stated he was okay with continuing the public hearing.
168

- 169 c. **Text Amendment** – Proposed Changes to the Zoning Regulations adding a new,
170 Section 4.20.7.I, which provides for regulation of Macro Cellular Radio Access Nodes
171 as accessory structures, including screening, size, and siting; and, adding a line to Figure
172 4.20-A allowing for the placement of such structures in all districts subject to the
173 conditions in Sec.4.20.7.I. Applicant: Verizon Wireless c/o Kenneth C. Baldwin, Esq.
174 Robinson & Cole LLP.
175

176 Director Aimee Chambers presented the staff report.

177
178 Commissioner David McKinley asked if the amendments would help reduce coverage
179 gaps and how neighboring towns addressed Macro Cellular Radio Access Nodes.
180

181 Director Aimee Chambers noted that there was a gap in the current regulations regarding
182 these types of accessory structures and that staff looked into a few neighboring towns
183 regulations, but had no major notes about how they were treated in residential
184 neighborhoods.
185

186 Mr. Ken Baldwin and Mr. Mark Brauer were present on behalf of the applicant. They
187 stated they supported the changes to subsection (h). He noted their proposed for
188 subsection (b) was to allow for more possibilities in areas that needed more coverage,
189 but they would be agreeable to staff's changes.
190

191 Public comment was opened and there were no comments or testimony from the public.
192

193 Commissioner David McKinley made a **MOTION** to **APPROVE** the amendments as
194 recommended by staff, **SECONDED** by Commissioner Jonathan Harding. The motion
195 passed by a vote of **5-0**.
196

197
198 **CITY OF HARTFORD**
199 **PLANNING & ZONING COMMISSION RESOLUTION**
200 **TEXT AMENDMENT TO THE ZONING REGULATIONS**
201 **MACRO CELL NODES**

202 **Whereas,** The City of Hartford Planning & Zoning Commission reviewed the application and
203 attached documents regarding the request for a text amendment to the Hartford
204 Zoning Regulations adding Section 4.20.7.I which provides for regulation of Macro
205 Cellular Radio Access Nodes as accessory structures, including screening, size, and
206 siting; and, adding a line to Figure 4.20-A allowing for the placement of such
207 structures in all districts subject to the conditions in Sec.4.20.7.I; and
208

209 **Whereas,** The Commission reviews requests for re-zonings and text amendments in
210 accordance with Zoning Regulations section 1.3.5; and
211

212 **Whereas,** The POCD states the following under the Grow400 element “Build high-speed
213 communications infrastructure: Ensuring businesses on our avenues have the latest
214 technology will equalize access to economic opportunity and connect our
215 entrepreneurs to the world”; and
216

217 **Whereas,** The POCD states the following under the Play400 element “Hartford has
218 architecture, history, parks, arts culture, sports, and museums that would be the envy
219 of any similarly-sized city. Creating a coherent tourism strategy that highlights our

220 diverse assets will draw people, drive investment, create service jobs, and foster a
221 love of our great city”; and

222
223 **Whereas,** The applicant has proposed a text amendment to allow for the installation and
224 regulation of cellular radio access nodes that are larger than “small cells” and are not
225 located on traditional freestanding radio or wireless towers, hereby referred to as
226 macro cell nodes; and

227
228 **Whereas,** The Regulations do not currently allow for installation of such accessory structures;
229 and

230
231 **Whereas,** The applicant provided a justification statement in which they argue that macro cell
232 nodes are a typical and necessary part of a modern “high speed communications
233 infrastructure” consistent with the POCD’s goal; and

234
235 **Whereas,** The proposed text amendment includes architectural, siting, size and design
236 requirements that adequately protect the City’s historical an architectural assets
237 consistent with the POCD; and

238
239 Now therefore Be It

240
241 **Resolved,** The City of Hartford Planning & Zoning Commission hereby ~~denies~~/approves the
242 request for a text amendment to the Hartford Zoning Regulations adding Section
243 4.20.7.I which provides for regulation of Macro Cellular Radio Access Nodes as
244 accessory structures, including screening, size, and siting; and, adding a line to
245 Figure 4.20-A allowing for the placement of such structures in all districts subject to
246 the conditions in Sec.4.20.7.I:

247
248 Be It Further,

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250 **Resolved,** This 8th day of February, 2022.

251
252 **Proposed Text Amendment – Macro Cell Nodes**
253 **Sec. 4.20.7**

254
255 **I. Macro Cell Nodes.** All cellular radio access nodes larger than those qualifying as Small Cell
256 Nodes and not located on a Freestanding Radio or Wireless Tower (Section 4.20.7.C) shall be
257 considered Macro Cell Nodes. Macro Cell Nodes shall be permitted in all zones and subject to
258 the following conditions.

259
260 (a) Macro Cell nodes are permitted in locations where they are least visible from the public
261 right of way including: on the roof of existing buildings; and, on rear or internal side
262 facades subject to these conditions.

263

- 264 (b) Macro Cell Nodes shall maintain a 50-foot setback from a 1, 2 or 3-family residential
265 properties.
266
- 267 (c) Any equipment shelters, or cabinets associated with a Macro Cell Node must be
268 concealed from public view using landscaping or fencing for ground-mounted equipment,
269 roof-top screening for roof-mounted equipment if said equipment is visible from a public
270 right of way or equipment may be placed underground. Roof-top equipment screening
271 shall be made compatible with the architecture of the surrounding structures.
272
- 273 (d) The applicant shall submit written documentation demonstrating that the emissions from
274 the proposed project are within the limits set by the Federal Communications
275 Commission.
276
- 277 (e) Façade mounted antennas should be painted and/or textured to match the existing
278 structure.
279
- 280 (f) Where feasible, antennas can be placed directly above, below or incorporated within
281 vertical design elements of a building to help in camouflaging.
282
- 283 (g) Façade-mounted antennas shall not extend above the cornice line of the building.
284
- 285 (h) Roof -mounted antennas shall be permitted on flat or on shallow-pitched roofs. Shallow
286 pitched roofs shall be those with a ration of 2/12 or less. If the roof is pitched the node
287 should be placed on the rear pitch whenever possible.
288
- 289 (i) Roof mounted antennas shall be set back from the roof edge 10 feet, or 10 percent of roof
290 depth (measured from the building edge facing public street to opposite edge of roof),
291 whichever is greater.
292
- 293 (j) Roof mounted antennas shall not extend more than 15' above the roof line or parapet.
294
- 295 (k) Roof-mounted antennas and associated equipment shall not occupy more than 25% of the
296 roof area.
297
- 298 (l) The applicant shall demonstrate that the antenna size and the antenna height are the
299 minimum required to function satisfactorily.
300
- 301 (m) An antenna may not be located on a building or structure that is listed on an historic
302 register or is within an historic district, except with approval from the Historic
303 Preservation Commission and by special permit approved by the Commission.
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305 **Add a Macro Cell Nodes line to Figure 4.20-A with the “subject to conditions” symbol in each**
306 **district slot.**
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VI. NEW BUSINESS

a. Director's Report

Director Aimee Chambers noted that an Arrowhead Gateway survey would be coming soon to target feedback from people who live and work in the area as part of the Arrowhead Gateway Small Area Plan.

i. Plan Review Numbers for January

Director Aimee Chambers shared the Plan Review numbers for January.

b. Chair's Report

Chair Josye stated she owed a letter about the Bushnell South Study for review at the at the next meeting.

VII. ADJOURNMENT

Commissioner David McKinley made a **MOTION** to adjourn the meeting, **SECONDED** by Commissioner Gary Bazzano and the meeting was adjourned at 8:34p.m.

Respectfully Submitted by:
Paige Berschet, Administrative Assistant

AC