



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

**DRAFT MINUTES**  
October 13, 2020

The Planning & Zoning Commission held a Virtual Regular Meeting at 6:00 p.m. on Tuesday, October 13, 2020.

**Attendance**

Present: Chair Josye Utick, Commissioners Gary Bazzano, Andrew Cascudo, Aaron Gill, Jonathan Harding, David McKinley and Kelvin Thomas; Alternate Commissioners Juliana Garcia-Uribe and Andres Jimenez-Franck

Absent: Alternate Commissioner Guy Neumann

Staff Present: Aimee Chambers, Attorney Richard Vassallo and Vanessa Walton

**I. CALL TO ORDER**

Chair Josye Utick called the meeting to order at 6:06 p.m.

**II. PUBLIC HEARING**

- a. **5 Constitution Plaza** – This was a Special Permit for the approval of signage at The Place 2 Be, located on the Downtown District.

Ms. Aimee Chambers, Director of Planning, gave an overview. The applicant, Mr. Zacharias Morton, was present and he addressed the Commission. There were no questions, comments or testimony from the public and the Public Hearing was closed.

Commissioner McKinley made a **MOTION** to **AMEND** the resolution, pending math updates and to add a clause that states:

“Neon signs are permitted”

**Seconded** by Commissioner Bazzano. The Commission **APPROVED** the **AMENDED** resolution by a vote of **7-0**.

**PLANNING AND ZONING COMMISSION**  
**SPECIAL PERMIT RESOLUTION FOR SIGNS**  
**5 Constitution Plaza**  
**October 13, 2020**

**Whereas,** The City of Hartford Planning and Zoning Commission (the “Commission”) has reviewed the petition for Special Permit per Section 1.3.4, Section 8.1.3.E, and Figure 8.2-B for signage at a new restaurant called The Place 2 Be; and

**Whereas,** The property is located at 5 Constitution Plaza in the DT-1 Downtown District; and

55 **Whereas,** The subject of this petition is that ground floor storefront on the northwest corner of  
56 the Columbus Boulevard and Kinsley Street intersection; and  
57

58 **Whereas,** The applicant proposes to install signage on the property for The Place 2 Be  
59 restaurant, a Hartford based restaurant on Franklin Avenue that is adding an  
60 additional location in the space previously occupied by Spectra Wired Café; and  
61

62 **Whereas,** The proposed signage is largely compliant with the Regulations and matching the  
63 type, location and size of the signage installed by the previous tenant with the  
64 exception of the two (2) projecting banner signs and a new window sign; and  
65

66 **Whereas,** Per Figure 8.4.A of the Regulations, the maximum size for each projecting sign is 20  
67 square feet per face, and the maximum size of projecting signs when mixed with  
68 other signs types or when utilized for multiple tenants on one lot, is 6 square feet per  
69 face; and  
70

71 **Whereas,** The three (3) small projecting signs are 6.04 square feet each and the two (2) larger  
72 projecting signs proposed for the building columns along Columbus Boulevard are  
73 25 square feet each; and  
74

75 **Whereas,** The banner signs project 30 inches from the building, but do not interfere with the  
76 sidewalk; and  
77

78 **Whereas,** The maximum area for window signs per Figure 8.9-A is 30% coverage of a set of  
79 continuous windows, and no more than 50% on any one window panel may be  
80 covered with sigs; and  
81

82 **Whereas,** The proposed approximately 48.25 square foot window sign on Columbus boulevard  
83 will read “Go Bottom-Less... in the garden” and covers approximately 32% of the  
84 set of windows;  
85

86 **Whereas,** The overall quantity of signage permitted for Downtown Districts without a Special  
87 Permit is 3 square feet per 1 linear foot of front lot length per Figure 8.2-B; and  
88

89 **Whereas,** The total signage proposed for the +/- 100 feet on Kinsley Street is +/- 20 square feet  
90 where 300 square feet is permitted; and  
91

92 **Whereas,** The total signage proposed on the +/- 72 feet of frontage on Columbus Boulevard is  
93 +/- 152 square feet 216 square feet is permitted; and  
94

95 **Whereas,** The intention of the recently adopted provision of the Zoning Regulations, Section  
96 8.1.3.E, and amendment to Figure 8.2-B, is to allow additional flexibility for signage  
97 within the Downtown Districts by Special Permit; and  
98  
99

100 **Whereas,** The proposed signage was approved by the City of Hartford Historic Preservation  
101 Commission o the 16<sup>th</sup> day of September 2020; and  
102

103 **Whereas,** The requested signage is not anticipated to be detrimental to existing development  
104 and other complies with regulations and comports to the purposes of the district;

105 **Now Therefore Be It**

106  
107 **Resolved,** That the City of Hartford Planning and Zoning Commission hereby approves the  
108 petition of Gjinovefa Luari, of The Place 2 Be restaurant, for Special Permit for signage  
109 depicted on the drawings prepared by Artfx signs and entitled “Place to Be-5  
110 Constitution Plaza, Hartford, CT,” Rev 2, June 11, 2020.

111  
112 Be it Further

113  
114 **Resolved** this 13<sup>th</sup> day of October 2020

- 115  
116  
117 b. **330 New Park Avenue-** This was an application for the resubdivision of land into four lots. It is  
118 located along New Park Avenue.

119  
120 Ms. Aimee Chambers, Director of Planning gave an overview of the proposal. The applicant, Mr.  
121 Mark Pilotte of Dakota Partners Inc., was present and he addressed the Commission. Mr. Pilotte  
122 stated that he has met with the Parkville Business Association, as well as the area NRZ. The  
123 Commission also heard from Mr. Will Walter, who gave a PowerPoint presentation, and Mr. Ted  
124 Grogan, Vice President and owner of said property. There were no questions, testimony or  
125 comments from the public and the Public Hearing was closed.

126  
127 The Commission deliberated and Commissioner Bazzano made a **MOTION** to **APPROVE** the  
128 resolution as written by staff, **Seconded** by Commissioner Gill. The resolution was APPROVED  
129 by a vote of **7-0**.

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131  
132 **PLANNING AND ZONING COMMISSION**  
133 **SUBDIVISION APPROVAL RESOLUTION**  
134 **330 New Park Avenue**  
135 **October 13, 2020**

136  
137 **Whereas,** The City of Hartford Planning and Zoning Commission has reviewed the requested  
138 subdivision of the existing 13.41-acre lot know as 330 New Park Avenue; and

139  
140 **Whereas,** The existing lot know as 330 New Park Avenue is located in the MS-3 zoning  
141 district and he Transit Oriented Development Overlay; and

142  
143 **Whereas,** The subdivision of the lot at 330 New Park Avenue will create Lot 1, a 1.96 acre  
144 parcel on the South End of the lot, Lot 2, a 1.62 acre parcel to the North of Lot 1, Lot  
145 3, a 1.36 acre parcel to the North of Lot 1 & 2, and Lot 4, a 8.31 acre parcel on the  
146 North end of the lot containing the existing movie theater building; and

147  
148 **Whereas,** The parcels resulting from the subdivision allow for the construction of a Downtown  
149 Storefront building on each of Lots 1 & 3, and an Apartment building on Lot 2; and

150  
151 **Whereas,** The variances approved by the Zoning Board of Appeals on October 6, 2020, permit  
152 noncompliance’s that result from the buildings proposed on this subdivision. The  
153 variances allow the noncompliant first floor uses within the proposed building types  
154 and the building coverage of the proposed Downtown Storefront buildings on Lots  
155 1& 3; and

157 **Whereas,** The applicant has supplied letters from The Metropolitan District Commission,  
158 Connecticut Natural Gas and Eversource, stating that the entities have reviewed the  
159 proposed plans and the proposed development can be connected to and served by the  
160 respective utility companies; and  
161

162 **Whereas,** The applicant has submitted a Traffic Impact Study, stating that the proposed  
163 Resubdivision and development will have a negligible impact on the traffic on New  
164 Park Avenue; and  
165

166 **Whereas,** The proposed work is consistent with the intent of the Transit Oriented Development  
167 Overlay, to provide mixed uses and increased density near fixed nodes of public  
168 transportation; and  
169

170 **Whereas,** The proposed work is consistent with the goal of the City of Hartford’s Plan of  
171 Conservation and Development, “One City, One Plan POCD 2020” (the “POCD”) to  
172 provide quality housing near a CT-Fastrak station; and  
173

174 **Now Therefore Be It**

175  
176 **Resolved,** The City of Hartford Planning and Zoning Commission hereby approves the  
177 application for subdivision of 330 New Park Avenue as shown on the drawing  
178 entitled, “Subdivision Plan, Prepared for Dakota Partners, Inc. 330 New Par Avenue,  
179 Hartford, Connecticut April 3, 2020” Scale 1” = 80’. Prepared by Alfred Benesch &  
180 Company, 120 Hebron Avenue – 2<sup>nd</sup> Floor, Glastonbury, Connecticut, with the  
181 following conditions:  
182

- 183 1. Applicant must provide an Easement Agreement, detailing the appropriate  
184 easements needed across the proposed lots, and a Maintenance Agreement,  
185 detailing the maintenance, operation, management, and replacement of shared  
186 private common improvements.  
187

188 Be it Further  
189

190 **Resolved** this 13<sup>th</sup> day of October 2020  
191  
192

193 *The Commission moved right into the Inland Wetlands and Watercourses Session and there was no*  
194 *rollcall required as all Commissioners from previous session remained.*  
195

196 **Inland Wetlands & Watercourses Commission**  
197

198 **III. Public Hearings**

199 **a. Continued-2 Maxim Road-**

200 This was an application of the Inland Wetlands and Watercourses Permit to conduct a regulated  
201 activity in wetlands and upland review area related to the construction of a new driveway and bridge  
202 that will provide vehicular access to and from the property on Maxim Road.  
203

204 Ms. Aimee Chamber, Planning Director gave an overview of the project. The Applicant, Mr. Glen  
205 Damboise, Central Group Companies was present. Also present was Attorney Allan Koerner and  
206 Mr. Ron Gaudet who both addressed and answered questions from the Commission. There were no  
207 question, comments or testimony from the public and the Public Hearing was closed.  
208

209 The Commission deliberated and Commissioner Gill made a **MOTION** to **AMEND** the resolution  
210 with the following changes:

- 211       ▪ Removal of items F and G of the conditions, and
- 212       ▪ That the required \$5,000.00 payments for the City Green Infrastructure Fund and the  
213       Open Space Fund, be evenly split to \$2,500.00 for each fund.

214 **Seconded** by Commissioner McKinley. The **AMENDED** resolution was **APPROVED** by a vote of  
215 **7-0**.

216  
217                                   **PLANNING AND ZONING COMMISSION AS**  
218                                   **INLAND WETLANDS AND WATERCOURSES COMMISSION**  
219                                   **INLAND WETLANDS AND WATERCOURSES PERMIT**  
220                                   **APPROVAL RESOLUTION**  
221                                   **2 Maxim Road**  
222                                   **October 13, 2020**  
223

224 **Whereas,** The Planning and Zoning Commission is designated as the Inland Wetlands Agency  
225 of the City of Hartford (the “Agency”); and  
226

227 **Whereas,** The Agency has reviewed an application for Inland Wetlands and Watercourses  
228 Permit to conduct regulated activity related to construction of a new driveway and  
229 associated bridge over inland wetlands and upland review area on property that is  
230 identified by the City Assessor as 2 Maxim Road, Parcel ID 315-693-002 (the  
231 “Property”); and  
232

233 **Whereas,** FEMA Flood Insurance Rate Map Panel 09003C0506G, effective 09/16/2011,  
234 depicts the Property within the Other Flood Area: Zone X Area with Reduced Flood  
235 Risk Due to Levee; and  
236

237 **Whereas,** The Municipal Inland Wetland Agent has determined the proposed activity involves  
238 a significant impact to the wetlands and watercourses; and  
239

240 **Whereas,** The City Engineer has indicated this area is prone to flooding; and  
241

242 **Whereas,** Vehicular access to the site is currently via a driveway across the adjacent property  
243 and the Applicant proposes the new driveway and bridge in order to gain access  
244 from the site to Maxim Road, thereby eliminating the need to use the driveway  
245 located on the adjacent property; and  
246

247 **Whereas,** The Agency finds that a feasible and prudent alternative to the proposed regulated  
248 activity does not exist;  
249

250 **Now Therefore Be It**

251  
252 **Resolved,** *That* the Agency hereby approves the petition of Glen Damboise to conduct the  
253 following activities on the Property:  
254

- 255 1. Maintenance of installed erosion control measures, and installation of new or  
256 additional erosion control measures if installed measures are found to be  
257 inadequate, installed to the satisfaction of the Inland Wetland Agent and/or City  
258 Engineer.

259 2. Construction Activities as depicted on plans entitled “Property Survey & Site  
260 Plan” prepared for 2 Maxim Road LLC, prepared by Close, Jenson & Miller,  
261 P.C., dated February 18, 2016, last revised October 11, 2019, consisting of one  
262 sheet, and “Erosion & Sedimentation Control Plan” prepared for Central Group  
263 Bridge, prepared by Dutch & Associates Land Surveyors, dated August 21 2020,  
264 consisting of one sheet, subject to the following conditions:

- 265
- 266 a. Bridge and driveway construction are subject to review and approval by  
267 Licenses & Inspections Division and Office of the Fire Marshal; the  
268 Municipal Wetland Agent is authorized to approve minor amendments  
269 that may be necessary in order to comply with applicable codes.
  - 270
  - 271 b. The Project Professional Engineer or Professional/Registered Landscape  
272 Architect shall prepare bi-weekly inspection reports documenting site  
273 conditions and effectiveness of installed erosion control measures and  
274 submit to the Inland Wetland Agent for monthly review by the Inland  
275 Wetland Agent until the site has been determined to be stable.
  - 276
  - 277 c. To address concerns raised by the City Engineer, it is recommended that  
278 the Applicant be required to work with a Qualified Environmental  
279 Scientist to clear the drainage swale on this property and near the culvert,  
280 after obtaining authorization from the adjacent Property Owner, of  
281 phragmites, debris, and other plants growing within the water flowline  
282 which obstruct drainage, likely contributing to the flooding issues in the  
283 area, completed to satisfaction of the City Engineer.
  - 284
  - 285 d. Payment into the City Green Infrastructure Fund in the amount of  
286 \$2,500.00 to assist with construction related to flood prevention and/or  
287 stormwater management improvements;
  - 288
  - 289 e. Payment into the Open Space Fund in the amount of \$2,500.00 to support  
290 creation of meaningful outdoor spaces and/or off-site wetlands elsewhere  
291 in the City;

292 Be it Further

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294  
295 **Resolved,** This permit shall become effective the day after the notice of this action is posted  
296 and shall expire five years from that date;

297  
298 Be it Further

299  
300 **Resolved** this 13<sup>th</sup> day of October 2020  
301

302 **IV. New/Old Business**

303 **225 Brainard road (a.k.a. The Metropolitan District Commission (MDC) South**

304 **Conveyance and Storage Tunnel Project** – This was a request for an Extension of Inland  
305 Wetlands and Watercourses Permit (Munis Application # 20144479), that was approved by the  
306 Wetlands Agency on October 28, 2014 and set to expire on October 28, 202, in accordance with  
307 Section 7.9 and 7.10 of the Inland Wetlands and Watercourses Regulations.  
308

309 Ms. Aimee Chambers gave an overview of the request and Commissioner Gill made a

310 **MOTION** to **APPROVE** the resolution as written by staff, **Seconded** by Commissioner  
311 Bazzano. The resolution was **APPROVED** by a vote of **7-0**.

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313 **PLANNING AND ZONING COMMISSION AS**  
314 **INLAND WETLANDS AND WATERCOURSES COMMISSION**  
315 **INLAND WETLANDS AND WATERCOURSES PERMIT**  
316 **APPROVAL RESOLUTION**  
317 **255 Brainard Road**  
318 **October 13, 2020**  
319

320 **Whereas,** The Inland Wetlands Agency of the City of Hartford was established in accordance  
321 with an ordinance and designated to be the zoning commission (now the Planning  
322 and Zoning Commission) (hereinafter the “Agency”) by ordinance in 1977, and shall  
323 implement the purposes and provisions of the Inland Wetlands Regulations and the  
324 Watercourses Act in the City of Hartford; and  
325

326 **Whereas,** The Agency has reviewed a request to extend Inland Wetlands and Watercourses  
327 Permit # MUNIS Application 20144479 (IWW Permit”) to conduct regulated  
328 activity on property identified by the City Assessor as 255 Brainard Road, Parcel ID  
329 301-816-004, related to construction of The Metropolitan District Commission South  
330 Conveyance and Storage Tunnel Project and the main tunnel launch shaft site (the  
331 “Project”); and  
332

333 **Whereas,** At its regular meeting held on October 28, 2014 the Agency issued the IWW Permit,  
334 and the permit is set to expire on October 28, 2020; and  
335

336 **Whereas,** The Project is still under construction, and due to size, complexity, and unforeseen  
337 construction delays, it will not be completed prior to expiration of the existing IWW  
338 Permit; and  
339

340 **Whereas,** The Commission finds that there has not been a substantial change in circumstances  
341 which requires a new permit application, nor has an enforcement action been  
342 undertaken with regard to the regulated activity for which the permit was issued;  
343

344 **Now Therefore Be It**  
345

346 **Resolved,** That the Agency hereby approves the request for permit extension by Shawn  
347 Callaghan of Fitzgerald & Halliday, Inc. on behalf of MDC, subject to the following  
348 conditions:  
349

- 350 1. Erosion and sedimentation controls shall be installed and maintained to  
351 satisfaction of the Wetland Agent throughout construction activities, and shall  
352 only be removed once the site is permanently stabilized.
- 353 2. This permit shall expire on October 28, 2024, in accordance with Connecticut  
354 General Statutes Chapter 440, Section 22a-42a(d)(2) currently in effect.  
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357 Be it Further  
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359 **Resolved** this 13<sup>th</sup> day of October 2020  
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**V. CHAIR’S REPORT**

There was no Chair’s report for this meeting.

**VI. DIRECTOR’S REPORT**

Ms. Aimee Chambers reported on the number of applications received by the Planning Division for the month of September and gave a breakdown of their status.

**VII. Approval of the Minutes**

a. September 22, 2020- Approved with address correction for 330 New Britain Avenue.

**VIII. ADJOURMENT**

Chair Josye Utick adjourned the meeting at 8:30 p.m.

**Respectfully Submitted by:  
Vanessa Walton, Executive Assistant**