

ITEM NO. 8
FILE NO. 1308

May 1, 2015

Mayor Scott Slifka
The Honorable Town Council
Town of West Hartford
28 South Main Street
West Hartford, CT 06107

Re: Request amendment to Special Development District #93 located at 26 Caya Avenue

Dear Mayor and Members of the Council:

Application is hereby filed on behalf of the Connecticut Association of Public School Superintendents, Inc. (CAPSS) for an amendment to the existing Special Development District (SDD) #93. The Town Council approved the original petition for the SDD in December of 1993 and a subsequent modification of the SDD in August of 2003. This property is located along the north side of Caya Avenue. A legal description of the property, from Town records, is set forth in exhibit A, which is incorporated as a part of this application.

The applicant respectfully requests an amendment to the existing SDD to allow for demolition of the entryway and staircase added to the existing house under the 1993 amendment, the construction of a two story addition of 1,235 square feet (a net area increase of 955 square feet) and the reconfiguration and expansion of the parking lot by four (4) spaces. The following is a brief description of the proposal, which summarizes the details set forth in the plans and other enclosures.

RECEIVED

MAY - 1 2015

TOWN CLERK/TOWN COUNCIL OFFICE
West Hartford, CT

Lerner Ladds Bartels

161 Exchange St.
Pawtucket, RI 02860

401.421.7715
www.LLBarch.com

ABOUT THE APPLICANT:

The Connecticut Association of Public School Superintendents (CAPSS) is a statewide nonprofit educational administration organization the membership of which includes Connecticut public school superintendents, assistant superintendents, central office administrative personnel and other administrators. It provides educational and administrative leadership on a state and national level, including researching, gathering and disseminating data and information helpful to the effective management and operation of public school systems. CAPSS maintains state and federal legislative activity and strives to influence positive laws and regulations affecting the education of public school students. They also provide personal support services for their members, including statewide conferences of interest to the education community. CAPSS is a voice for and advocate of quality public school education.

HISTORY OF THE SITE:

1993

CAPSS located its executive offices at 26 Caya Avenue in 1993, after making improvements to the existing house and site. Under the original SDD approval, CAPSS demolished one of the two existing dwelling units, remodeled the 1750 square foot unit at 26 Caya Avenue and added a one-story meeting room of approximately 820 square feet. In addition to an existing driveway, CAPSS added 25 regular parking spaces, plus one ADA space. This was to accommodate three full time staff and host delegates and visitors ranging from 6 to 15 per day. Once a month, the full board of directors meets, typically comprising 16 board members and 10 guests.

2003

Under the 2003 amendment to the SDD, CAPSS increased the size of the meeting room by 280 square feet and added four parking spaces. Their primary motivation for adding on to the meeting room was that, though attendance at meetings was matching projected levels, the conference room was cramped during meetings of the board.

2013

In keeping with the needs of its members, CAPSS has increased their staffing in recent years. This has allowed them to better serve constituent districts while also providing better representation at legislative activities. Full and part time staff number fewer than ten, however, so while the parking is more than adequate for day to day operations and is acceptable for monthly board meetings, the available work and meeting space in the existing building is inadequate for effective operations.

Under the current proposal, CAPSS plans to demolish the existing entry and stairway and replace it with a new entry, stairway, reception area, offices, and a meeting room. In keeping with Town Zoning ordinances, they are proposing four additional parking spaces. This will make a total of 37 regular spaces, and two ADA compliant spaces. To accommodate these spaces and the new building configuration, the driveway is designed to maintain the vehicle entry at the western driveway, circulation around the building and exiting from both the eastern and western driveways.

Under the previous applications, the existing woods were retained. These remain still and continue to provide shielding of the existing parking lot from both Caya Avenue and the Interstate Highway. In addition, the open areas around the house were planted with grass and ornamental bushes and trees. As part of this application, one of the existing trees is to be removed and replaced. A landscaping plan has been developed to show this proposed planting as well as other improvements to the vegetation and drainage on the site.

The proposed addition will require some work to be done to the existing building. This includes stripping and re-roofing the entire building, removing the vinyl siding from most of the western elevation and replacing it with cement board siding, replacing the non-ADA compliant building entry with a compliant walkway, and moving the ADA compliant parking spaces into closer proximity to the entry.

Two neighborhood outreach sessions are planned for May 14th. One afternoon and one evening session will allow neighbors to view the plans, meet with the architect and CAPSS staff, and ask questions they may have. A copy of the invitation letter is included in this submittal package.

I trust the foregoing narrative and other information provided allows a complete understanding of the project to be developed. Please do not hesitate to contact me if there are any questions.

Sincerely yours,



Gregory J. Smalley, AIA
Principal

ATTACHMENTS:

1. Exhibit A: Legal description of the property from Town records
2. Agent Authorization Letter
3. Three 24" x 36" drawing sets, dated May 1, 2015
4. 20 11" x 17" drawing sets with narrative letter, dated May 1, 2015
5. Copy of neighborhood outreach letter

CC: J Tindall-Gibson CAPSS

DESCRIPTION OF PROPERTY

A certain piece or parcel of land with the buildings thereon situated in the Town of West Hartford, County of Hartford and State of Connecticut, known as No. 24 and 26-28 Caya Avenue, and being more particularly bounded and described as follows, to wit:

- Northerly: by land now or formerly of the State of Connecticut, Interstate Route #84, three hundred and fifty (350) feet;
- Easterly: by land now or formerly of Remesh and Labhu Nar being lot No. 20, one hundred and twelve (112) feet;
- Southerly: Easterly portion by Caya Avenue one hundred and fifty (150) feet; and the Westerly portion by land released by State of Connecticut now or formerly to Johnathan Googel & Benjamin Sisti, one hundred and forty one (141) feet;
- Westerly: Northerly portion by land now or formerly of State of Connecticut, Interstate #84, twenty four (24) feet; and the southerly portion by land released by State of Connecticut now or formerly to Jonathan Googel & Benjamin Sisti, thirty (30) feet.



14790
23/430
4/1/15

May 1, 2015

Mayor Scott Slifka
The Honorable Town Council
Town of West Hartford
28 South Main Street
West Hartford, CT 06107

Re: Petition for an amendment to the existing Special District Designation for the premises known as 26 Caya Avenue

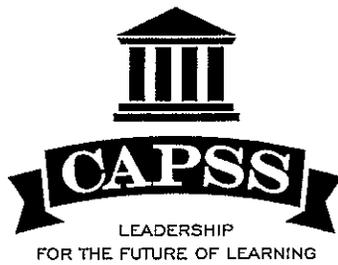
Dear Mayor and Members of the Council:

Application is hereby filed on behalf of the Connecticut Association of Public School Superintendents, Inc. (CAPSS), for an amendment to the existing Zone Change and Special District Designation (ZCSDD).

This letter is to authorize Gregory Smolley, Architect, as a partner of LLB Architects, to file the application on behalf of CAPSS.

Sincerely Yours,

Joseph J. Cirsuolo
Executive Director
CAPSS



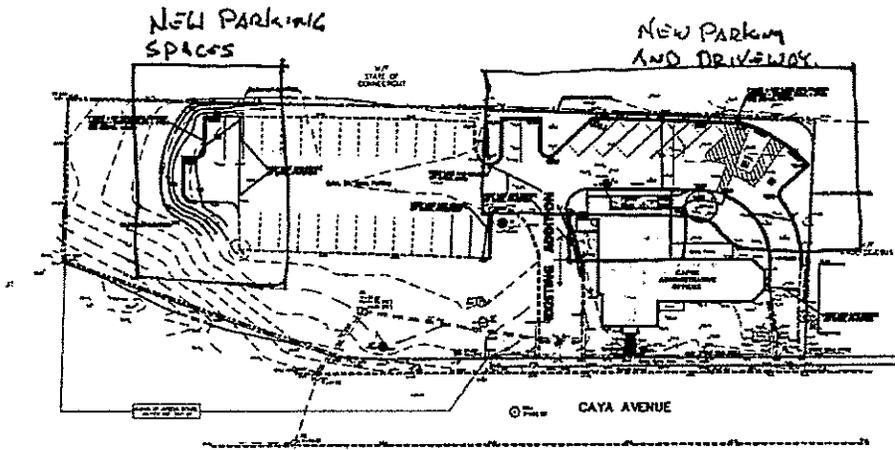
Dear Neighbor,

This letter is to inform you that The Connecticut Association of School Superintendents, located at 26 Caya Avenue, has submitted an application to the Town of West Hartford for approval to make improvements to our property. We are proposing to demolish the existing entrance and stairway at the rear of the building and replace it with an entrance, stairway, and offices, as shown on the rendering on the back of this letter. We are also proposing to demolish the garage and to add parking spaces, as shown on the site plan on the back of this letter.

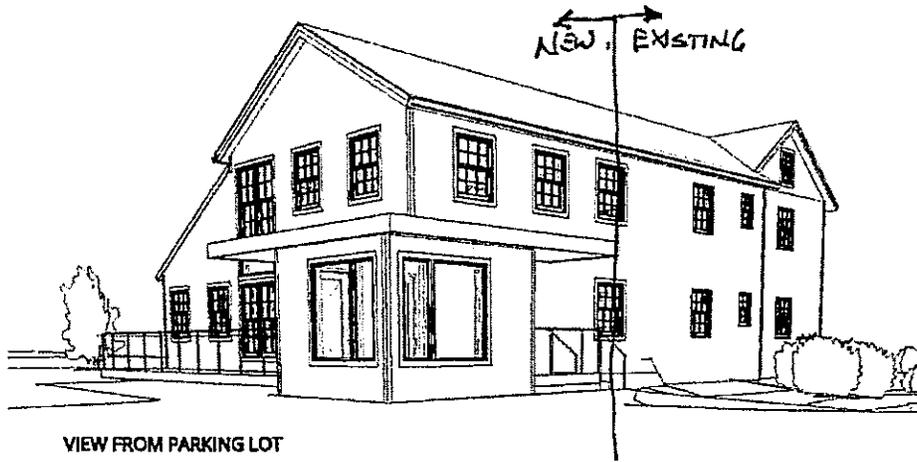
We invite you to our office to review our plans, meet with us and the architect, and ask any questions you may have about the project. We have scheduled two meeting times: May 14th from 3:00 to 4:00pm and from 6:00 to 7:00pm. We hope you will stop by for a cup of coffee, review the plans, and ask us any questions you may have.

Sincerely,

Joseph J. Cirsuolo, Ed.D.
Executive Director
CAPSS



SITE PLAN



VIEW FROM PARKING LOT