

DEPARTMENT OF
COMMUNITY SERVICES

March 13, 2015

To: Town Council

From: Todd Dumais, Town Planner 

**SUBJECT: 1 MEMORIAL ROAD
SPECIAL DEVELOPMENT DISTRICT
ADMINISTRATIVE AMENDMENT (SDD #140-R1-15)**

I have received an administrative amendment request from Attorney Robin Pearson, on behalf of Delamar West Hartford LLC ("Delamar") for revisions to the approved Special Development District plan (SDD #140) located at 1 Memorial Road, formerly known as 90 Raymond Road. The request is for minor architectural modifications to the building, including interior layout alterations which have resulted in an increase of three (3) hotel rooms; façade detail and material changes; reductions in the size, number and arrangement of windows, and a reduction in the size of the building canopies. Other requested modifications include minor adjustments to the required parking and to the design details of the outdoor pavilion and exterior hardscape elements, including the surface material treatment of the off-site crosswalk improvement.

Attached are a narrative and supporting plans which further explain the proposal.

The requested modifications fall within the approval powers contained in *Section 177-44C (9)* of the Code of Ordinances. This section allows the Town Planner to approve *minor* adjustments to limited plan elements of an SDD, in this instance, to *Section 177-44C (9) (c)* the arrangement of parking spaces within a designated area may be adjusted, and the number of required parking spaces (including the mixture of types of spaces required) may be adjusted by up to a cumulative total of 10% of the required number of spaces or 10 spaces, whichever is less; *(d)* minor architectural changes and *(e)* the location of accessory uses and structures. It is my opinion that the plan, as modified, is in accordance with the purpose of the original SDD approved by the Town Council.

The purpose of the memo is to *notify* the Town Council of my intention to approve the requested modifications. This notice of approval is given with the understanding that such action will not be effective until the day following the next regular meeting of the Town Council and that such notice of approval is given 10 days prior to such Council meeting. This matter would therefore appear as a regular agenda item on the Regular Town Council Meeting, Tuesday, March 23, 2015. It is understood that the Town Council may reject my approval decision and direct that the modifications requested be



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considered under the provisions of *Section 177-44C (9)* which would require a complete application for amendment and requisite public hearing.

C: Ronald Van Winkle, Town Manager
Joseph O'Brien, Corporation Counsel
Mark McGovern, Director of Community Services
Patrick Alair, Corporation Counsel
Robin Pearson, Esq.
Subject SDD File

SD\TPZ\SDD\MemorialRoad_SDD#140_R1_15_Mar15

**ALTER
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March 10, 2015

Todd Dumais
Town Planner
Town of West Hartford
Town Hall
50 South Main Street
West Hartford, Connecticut 06107

**RE: SDD #140, Delamar Hotel, 1 Memorial Road, West Hartford, Connecticut-
Administrative Adjustment Request Pursuant to Code §177-44 C.(9).**

Dear Mr. Dumais:

On behalf of Delamar West Hartford LLC ("Delamar") to whom a special development district ("SDD") approval establishing SDD #140 at 1 Memorial Drive for development of a hotel was granted by the West Hartford Town Council on June 10, 2014, it is hereby requested that the Town Planner approve an administrative adjustment pursuant to §177-44 C.(9) of the West Hartford Code of Ordinances and as set out in the enclosed set of plans entitled "Delamar Hotel Administrative Amendment to SDD #140" consisting of 28 sheets. The proposed changes are in accord with the purposes of the original SDD approval and no limitations in the underlying zone are exceeded. The requested changes are primarily minor architectural changes, most of which were made necessary due to further refinement of the interior hotel space layout. They also include minor substitutions for some exterior hardscape elements, an alternative roof location for some mechanicals, and minor changes to the design details of the outdoor pavilion.

Please let me know if you require any additional information.

Respectfully submitted,

DELAMAR WEST HARTFORD LLC

By: 

Robin Messier Pearson
Alter & Pearson, LLC
Its Attorneys and Authorized Agent

