



# Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500  
FAX (860) 652-7505

ITEM #7  
07-27-2021 Meeting

Richard J. Johnson  
Town Manager

July 23, 2021

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

Re: **Town Manager's Report**

Dear Council Members:

The following will keep you up to date on various topics.

1. **Town Center- Design Guidelines**

The RFQ is complete and I have attached an excerpt concerning the general criteria, scope and desired background and experience of the selected consultant. I would expect interviews to be held in early to mid-September and will appreciate a Council designee to the Selection Committee. The TP&Z will be asked to appoint a designee as well.

2. **Zoom Format**

I was asked a question on continuing the Zoom protocol for groups now meeting in person or providing added public access televising. This will require additional staffing costs/personnel and additional background information will be available for the September 14th meeting.

3. **Regular Meeting Schedule**

The next Regular Council Meeting is scheduled for Tuesday, August 3<sup>rd</sup>. Should Council schedule a Special Meeting for August 11<sup>th</sup> or 12<sup>th</sup>, I suggest you cancel the August 3<sup>rd</sup> meeting and complete any business items at the Special Meeting along with the hearing and action on the proposed moratorium.

4. **Public Forum**

As a follow up to the Thursday, July 22<sup>nd</sup> Public Forum, the solution to crimes by juveniles and young people is state legislation to establish consequences for such activity. Absent such consequences, repeat offenders will continue with little concern for police response and public safety. Clearly, not a good situation. Chief Porter and I review this matter on an almost daily basis and compared notes following the Forum. The Chief is actively engaged in discussions with Departments in other communities and we will adjust protocols and assignments as deemed most effective to the situation.

Additional efforts include:

- Community Outreach Officer Michael Magrey will be the point of contact for the Safe Streets Group.
- Town website being updated to provide a direct home page link to all information concerning juvenile crimes.
- July 1<sup>st</sup> budget funds a Glastonbury Everbridge Notification System (Reverse 911). Periodic notifications through sign up process.
- Software licensing is in place to broaden crime data reporting per the Town website.
- Cost benefit of license plate readers to current situation in progress. Expect testing of 1-3 mobile units.
- Staffing levels under ongoing review as to assignments, recruitment, cost benefit, etc.
- Chief Porter actively engaged with Task Force, other communities, and other activities related to juvenile crimes.
- Funding or Council support will be proposed as applicable.

Sincerely,

Richard J. Johnson  
Town Manager

RJJ/sal  
Attachment

**TOWN OF GLASTONBURY  
REQUEST FOR QUALIFICATIONS  
TOWN CENTER AREA DESIGN GUIDELINES  
RPGL-2022-09**

***OVERVIEW***

The purpose of this Request for Qualifications ("RFQ") is to solicit proposals from qualified architectural, urban design or planning firms or teams of professionals to assist in creating design guidelines for the Town of Glastonbury's Town Center Planning Area as identified in the Glastonbury 2018-2028 Plan of Conservation and Development (POCD).

***BACKGROUND***

The Town of Glastonbury's POCD identified the Town Center Planning Area as the Town's most diverse planning area. It is the Town's retail, business and civic center, and is home to a variety of mixed-use and residential neighborhoods, three National Register Historic Districts and significant floodplain area. The Town Center Planning Area is generally defined as the area between the Connecticut River to the west and Routes 2, 3 and New London Turnpike to the east, and between the East Hartford town line to the north and Hubbard Street to the south. It encompasses several zoning districts including Town Center, Town Center Mixed Use, Planned Business, Residence A, Flood Zone, and Planned Area Development. The POCD's policies emphasize high quality design, preservation and enhancement of architectural features, rehabilitation of older commercial buildings, and promoting pedestrian friendly streetscape enhancements in the Town Center Planning Area.

The main objective for this project is to preserve, maintain and enhance Glastonbury's unique Town Center Planning Area while still allowing for variety and creativity in development. Design guidelines are intended to assist landowners, potential developers and land use commissioners by establishing parameters for high quality design, particularly with respect to architectural design. The Town seeks to engage the community throughout the process of developing design guidelines to ensure overall success.

***PROJECT DELIVERABLES***

- Community engagement materials
- Draft and Final Design Guidelines for adoption
- Recommendations for implementation to ensure success

The consultant will be expected to be present for some or all of the meetings which may need to be conducted with the Project Steering Committee and/or other boards and commissions at Town offices, on site, or elsewhere.

## ***PROJECT COORDINATION***

The Respondent will work closely with the Town Manager, Richard J. Johnson and the Director of Planning and Land Use, Services Rebecca Augur throughout the project.

## ***SPECIFIC SERVICES***

The purpose of this project is to develop and adopt design guidelines for all or portions of the Town Center Planning Area, as identified in the Glastonbury 2018-2028 Plan of Conservation and Development. The selected consultant will be expected to coordinate with Town staff and an appointed Project Steering Committee to facilitate the following anticipated work items.

- Review existing commercial, mixed-use and residential development within the Town Center Planning Area to assess the current aesthetic and evaluate the cohesiveness of existing design and/ or areas of distinct design character.
- Review existing land use regulations for the Town Center Planning Area and current Special Permit with Design Review application review policies and procedures for baseline information.
- Evaluate the potential for design guidelines for the entirety of the Town Center Planning Area and/or sub-districts based on current development and regulatory conditions.
- Assess community preferences and appropriate aesthetic and design standards through public education and outreach efforts.
- Develop specific design objectives and a recommended approach to establishing design guidelines and their administration in conjunction with the Project Steering Committee.
- Draft design guidelines with maps, graphics, images and models (in accordance with the established approach) that address site planning; landscaping and site elements; building design, architecture and materials; streetscape; public and private space; pedestrian and vehicle space; etc.
- In collaboration with Steering Committee, finalize recommended design guidelines for adoption by the Town Planning & Zoning Commission and the Town Council.
- Recommend approach for effective administration of design guidelines, including changes to land use application review policies and procedures.