

MEMORANDUM

To: Rebecca Augur, Director of Planning and Land Use Services

From: Richard J. Johnson, Town Manager

Date: September 15, 2021

Re: Building Zone Regulations – Town Center Village District (Overlay Zone)

The Town Council is considering a proposed amendment to the Building Zone Regulations (BZR) to establish a Town Center Village District (Overlay Zone) per CGS section 8-2j. At its meeting of Tuesday, September 14, 2021, the Council referred the proposed amendment to the TP&Z for a report and recommendation. Per section 16 of the Regulations, the Commission has 35 days in which to issue its report.

Several background comments as follows:

- Draft TCVD reviewed by Town Attorney and modeled after CGS section 8-2j.
- Proposed map and text amendments attached.
- Design guidelines to be developed and included to BZR to complement TCVD regulations and provide guidance to Commission and property owners.
- Architectural Design Review Committee to be comprised of members with specific education, expertise, and background related to function.










Please review this matter with the Town Plan & Zoning Commission and advise of its report and recommendation. Should you have any questions, please let me know.

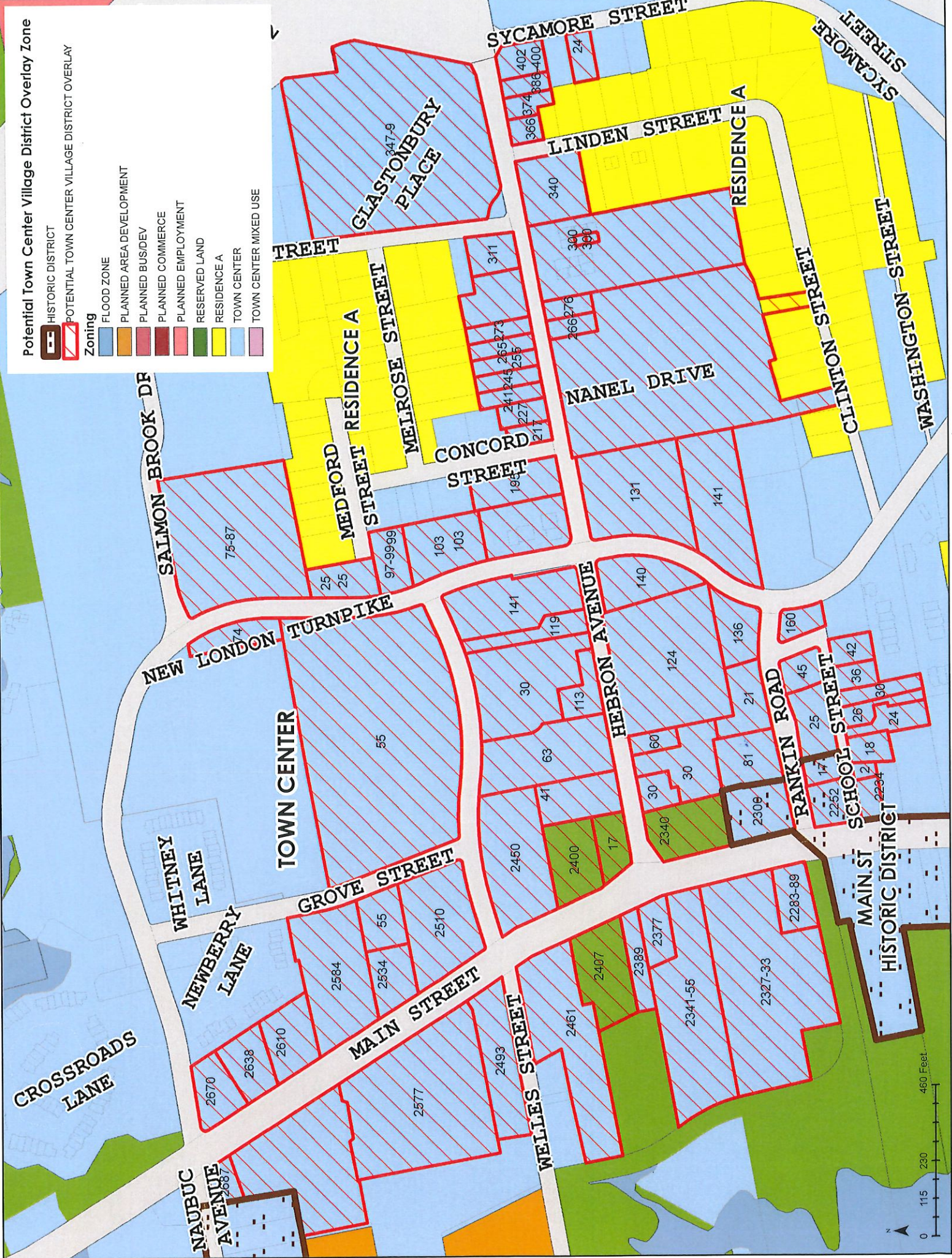
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Potential Town Center Village District Overlay Zone

-  HISTORIC DISTRICT
-  POTENTIAL TOWN CENTER VILLAGE DISTRICT OVERLAY

Zoning

-  FLOOD ZONE
-  PLANNED AREA DEVELOPMENT
-  PLANNED BUS/DEV
-  PLANNED COMMERCE
-  PLANNED EMPLOYMENT
-  RESERVED LAND
-  RESIDENCE A
-  TOWN CENTER
-  TOWN CENTER MIXED USE



4.19 Town Center Village District Overlay Zone

4.19.1 Purpose

Pursuant to Connecticut General Statutes 8-2j, the Town Center Village District Overlay Zone (TCVD) is hereby created. The TCVD is intended to promote, protect and enhance the unique and distinctive character, historic settlement pattern and architecture, and landscape of Glastonbury's Town Center and to function in support of the Town Center Zone and its purposes.

4.19.2 Definitions

- a. "ADRC" – Architectural Design Review Committee . Possibly ASDRC – Architectural and Site Design Review Committee.
- b. "Commission" – Town Plan and Zoning Commission.
- c. "Council" – Town Council (Zoning Authority)
- d. "Town Center Village District" (TCVD) OR "District" - The Town Center Village District as delineated on the official Zoning Map for the Town of Glastonbury. The District shall be an overlay zone and its requirements and standards shall be in addition to and not in lieu of the regulations pertaining to the Town Center Zone.

4.19.3 Applicability

The TCVD is enacted to protect the distinctive character, landscape and historic structures within the District and shall apply to new construction, substantial reconstruction, and rehabilitation of property within the District and in view from public roadways, including but not limited to:

- a. The design and placement of new, expanded or altered buildings including materials and colors;
- b. The maintenance of public views;
- c. The design, paving materials and placement of public roadways;
- d. The design and placement of new and modified landscape areas, lighting, fencing and walls;
- e. The demolition of any structure or part thereof or the elimination of any landscape area; and
- f. Other elements that the Commission deems appropriate to maintain and protect the character of the TCVD.

This provision shall not apply to repairs to buildings where such repairs involve the replacement of building elements with like materials, colors etc. and such repairs do not expand or decrease the area, vertical or horizontal footprint of the building, change roof line or roof type or add or remove building elements.

4.19.4 Objectives

All development in the TCVD shall be designed to achieve the following objectives:

- a. The building and layout of buildings and included site improvements shall reinforce existing buildings and streetscape patterns and the placement of buildings and included site improvements shall assure there is no adverse impact on the district;
- b. Proposed streets shall be connected to the existing district road network, wherever possible;
- c. Open spaces within the proposed development shall reinforce open space patterns of the district, in form and siting;
- d. Locally significant features of the site such as distinctive buildings or sight lines of vistas from within the district, shall be integrated into the site design;
- e. The landscape design shall complement the district's landscape patterns;
- f. The exterior signs, site lighting and accessory structures shall support a uniform architectural theme if such a theme exists and be compatible with its surroundings; and
- g. The scale, proportions, massing and detailing of any proposed building shall be in proportion to the scale, proportion, massing and detailing in the district.

4.19.5 TCVD Design Guidelines

The ADRC shall develop Village District Design Guidelines for review by the Commission and adoption by the Council. Such Guidelines may establish sub-districts. The Guidelines shall include design criteria to achieve the compatibility objectives stated in Section 4.19.4.

4.19.6 General Requirements

The following shall be considered in all development proposals requiring a zoning permit, site plan approval or special permit and in accordance with Section 4.19.3 within the TCVD:

- a. That proposed buildings or modifications to existing buildings be harmoniously related to their surroundings, and the terrain in the district and to the use, scale and architecture of existing buildings in the district that have a functional or visual relationship to a proposed building or modification;
- b. That all spaces, structures and related site improvements visible from public roadways be designed to be compatible with the elements of the area of the village district in and around the proposed building or modification;

- c. That the color, size, height, location, proportion of openings, roof treatments, building materials and landscaping of commercial or residential property and any proposed signs and lighting be evaluated for compatibility with the local architectural motif and the maintenance of views, historic buildings, monuments and landscaping; and
- d. That the removal or disruption of historic traditional or significant structures or architectural elements shall be minimized.

4.19.7 Architectural Design Review Committee (ADRC)

All applications subject to the provisions of this Section shall be referred to the Architectural Design Review Committee (ADRC) upon receipt of a complete application.

- a. The ADRC is comprised of 7 members and is established pursuant to Connecticut General Statutes Section 8-2j.
- b. Appointments to the ADRC shall be made by the Town Council (Zoning Authority).
- c. The Town Manager shall assign a liaison(s) to serve as professional staff to the ADRC.
- d. Members shall include at least two architects, one landscape architects, and one professional planner/ urban designer. Other members shall have background, experience and education in art, historic preservation, or similar areas specifically related to the role of the Committee and as otherwise required by CGS Section 8-2j
- e. Initial terms of 3 members shall be 2 years, and 4 members, 4 years. After initial terms, all subsequent appointments shall be for a 4-year term.
- f. The ADRC may meet informally with the property owner(s) or prospective developer(s) prior to the formal submission of applications to the Town Plan & Zoning Commission.
- g. The ADRC shall provide design support to the Commission consistent with the objectives and purpose of the TCVD.

4.19.8 Procedure

- a. Applications subject to this Section received by the Commission will be referred to the ADRC pursuant to Sections 4.19.3 and 4.19.6 for its review and recommendation in relation to the Design Guidelines of Section 4.19.5 and other requirements of the TCVD.
- b. In addition to the information, exhibits, drawings and plans required by a specific permit under these regulations, the ADRC may also require one or more of the following items where it is reasonably required to adequately evaluate a proposal:
 - 1) Cross-section drawings.
 - 2) Perspective drawings.
 - 3) The superimposition of the proposal on a computer created image of the existing area.

- 4) A streetscape illustrating the new proposal to scale and indicating the dimensional relationship between the project and structures on adjacent parcels.
 - 5) Samples of colors and materials.
 - 6) Historical pictures of the subject site and surrounding area, as available.
- c. The ADRC shall review the application and report to the Commission within thirty-five (35) days from receipt of the application. Such report and recommendation shall be entered into the public hearing record and considered by the Commission in making its decision.
 - d. Failure of the ADRC to report within the specified time shall be construed as approval of the design, and shall not alter or delay any other time limit imposed by these Regulations.
 - e. A request from the ADRC for resubmission of the application based on the ADRC recommendations shall not be considered failure to act.
 - f. The Commission shall take action on the application upon receipt of the report from the ADRC. In addition to the report and recommendation of the ADRC, the Commission may seek the recommendations of any Town agency, regional council, or outside specialist as applicable. All reports or recommendations from such agency, council, or specialist shall be entered into the public hearing record.
 - g. If the Commission grants or denies an application, it shall state upon the record the reasons for its decision. If the Commission denies an application, the reasons for the denial shall cite the specific Regulations under which the application was denied. Notice of the decision shall be published in the newspaper having a substantial circulation in Glastonbury.
 - h. In accordance with §8-2j(f) and 8-3c of the Connecticut General Statutes, approval of a TCVD Application is effective upon filing in the office of the Town Clerk.