

DRAFT Architecture and Site Design Review Committee (ASDRC) Related Building Zone Regulation Amendments

Jan. 28, 2022

4.12 Planned Area Development (PAD)

4.12.4 Procedure and Application

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- b. Subsequent to the hearing on the Preliminary Development Plan, the Final Development Plan shall, where applicable, be prepared and certified by a licensed architect, or a professional civil engineer, and shall include or be accompanied by the following information unless specifically waived:
1. Location and zone of property and nature of owner's interest, including a boundary map certified to State of Connecticut A-2 map survey standards, which map is to be adopted as description of the zone boundaries.
 2. Present and proposed land and building uses, categorized as residential, non-residential, or both, and the acreage assigned to each.
 3. Proposed dwelling unit densities pursuant to Section 4.12.3c above, including the number of dwelling units and rooms within the units.
 4. Building intensities pursuant to Section 4.12.3g above, including use, dimensions and locations of present and proposed structures.
 5. Proposed vehicular and pedestrian circulation patterns, including location and dimension of private and public streets and common drives.
 6. Location of proposed off-street parking areas with dimensions, including location, size and number of parking spaces, access routes, parking barriers and walkways.
 7. Proposed pedestrian walks, malls and other paths, public and private.
 8. Proposed open space such as parks, lawn areas, and recreational facilities, and such proposed covenants, easements and other provisions relating to dimensions, location and density of such building units and public facilities as are necessary for the welfare and maintenance of the development and are not inconsistent with the best interests of the Town.
 9. Landscaping, present and proposed, including major tree and shrub area, present and proposed water elements, and related treatment of open space, screening, present and proposed topography.
 10. Proposed utilities, including water supply, sewage disposal, electrical service, exterior lighting and drainage, including capacity and additional flow produced for water courses utilized. If within area not presently served but within a master utility plan, a utility system which will be adaptable to municipal services when provided.
 11. Preliminary building plans, including schematic floor plans, exterior elevations and perspective drawings.

12. Description of types of building materials and facing, including fire retardant characteristics for all proposed buildings.
13. Relation to existing and future land uses in the surrounding area.
14. Priority schedule of construction of the various units, buildings, landscaping, and other elements of the plan.
15. Future division of property among landowners either by building or other reasonable separations.
16. Any other information which the Commission may reasonably require or the applicant may wish to submit.
17. If non-residential land uses are proposed, or if the residential density shall exceed the amount shown in the residential density table set forth in Section 4.12.3c above, a traffic survey of the area as it may be affected by the proposed development, including present and anticipated traffic counts, flow patterns, and capacity analysis of present and proposed interchanges, intersections and entrances serving the development shall be done by a professional engineer licensed to practice in the State of Connecticut. In addition, a report on these items and other security-related items shall be submitted from the Chief of Police.
18. A report from the Fire Marshal on firefighting feasibility of the proposed development.
19. A statement from the Town Sanitarian of the adequacy of solid wastes, disposal, and if no public sanitary sewers are available, private sewage disposal system.
20. A statement from the Town Engineer in reference to adequacy of drainage, public street design, the design of elements to be served by the Department of Public Works, and the engineering validity, as the design relates to the roads and utilities of the Town.
21. A statement from the Sewer Commission on the adequacy of the public sanitary sewers and treatment facilities if public sanitary sewers are available.
22. A statement from the ~~Community Beautification Committee~~ Architectural and Site Design Review Committee on the adequacy and design of proposed site layout, architecture, and planting and landscaping plans and implementations program thereof.
23. A statement from the Conservation Commission on the environmental impact of the proposed development.
24. A statement from any other advisory committee whose opinion is deemed appropriate by the Town Plan and Zoning Commission and Town Council.

A determination shall be made that a complete Final Development Plan has been filed. The Commission's determination on completeness of the application shall be made on the specific objective criteria contained in this regulation only. The Commission shall then consider such plan in relation to the findings required in Section 4.12.5 and make an appropriate recommendation thereon to the Town Council at a public meeting. Regardless of the recommendations of the Commission, the applicant shall have the right to apply to the Town Council for a change of zone.

The Commission's recommendation for such Final Development Plan may be for a stage or stages of not less than the minimum size permitted by Section 4.12.2a above. Such a stage shall include, to substantially the same proportion as included in the Final Development Plan, all the public amenities and elements used as public protection of the surrounding area, and shall be to substantially the same dwelling and building density as the Final Development Plan. Such a stage shall be capable of complete and self-sufficient

existence without the completion of the final stages. Such plan shall conform to and include the information required by the Final Development Plan.

The applicant may thereafter submit the Final Development Plan and the Commission's recommendations thereon as a request for a change in zone to the Town Council.

Such an application for a change in zone to the Town Council with the Final Development Plan shall include four (4) copies of each of the following documents:

1. Site plan containing information developed in Section 4.12.4b-1, 2, 4, 5, 6, 7, 13, 14, 15 and 16.
2. Building plan, containing information developed in Section 4.12.4b-3, 4, 11, 12 and 16.
3. Open space plan, containing information developed in Section 4.12.4b-8, 9 and 16.
4. Engineering plan, including information developed in Section 4.12.4b-5, 10, 16 and 17.

The Council may require additional documents to be submitted and explanatory statements or descriptive material to be appended. The Council shall approve or disapprove the Final Development Plan after a public hearing in the manner as required by law for a change of zone. Approval of the Final Development Plan may include such changes, limitations, restrictions or conditions, as the Town Council shall consider appropriate.

A certified linen, black and white copy of the approved Final Development Plan, shall be filed in the Office of the Town Clerk by the owner at his expense within ninety (90) days following approval by the Council, and any Final Development Plan not so filed within ninety (90) days shall be void. Reproducible linen or Mylar, black and white copies of the approved Final Development Plan shall also be filed with the Building Inspector and Town Planner.

4.13 Town Center Zone

4.13.6 Development Requirements

Uses in effect prior to the enactment of the Town Center Zone on January 30, 2014 that do not meet the Development Requirements outlined herein shall be considered grandfathered uses provided that they met the Development Requirements of the previously existing zone. Any new additions or buildings on such sites shall not increase non-compliance within the new Town Center Zone. Any change of use that is not considered a minor change or insignificant change in accordance with Section 12 of these Regulations shall be subject to the Development Standards outlined herein and will require Development Plan approval from the Town Plan and Zoning Commission in accordance with all requirements set forth in Section 12 of these Regulations

a) Lot Area

Minimum lot area shall be 40,000 square feet, except that smaller legal lots of record under separate ownership may be developed and used for a permitted use provided that the Town Plan and Zoning Commission finds that the proposed Development Plan for such lots complies with the criteria set forth in Section 12 of these Regulations. There shall be no limit to the number of smaller lots of record that may be combined and developed as a single/unified development plan.

b) Building Coverage

Maximum floor area ratio (FAR) shall be 0.5 for all commercial, multifamily residential and mixed use buildings. FAR shall not apply to single family and two-family dwellings.

c) Lot Frontage

Every lot shall have a minimum lot frontage of not less than 100 feet, except that the provisions set forth in 4.13.6(a) above for smaller lots shall also apply to lot frontage.

d) Setbacks

1. Front Yard

There shall be a minimum front yard of 20 feet for every principal building. Placement of parking to the rear or side of the building is encouraged. No driveway serving a drive-up customer service window shall traverse the area in front of the subject building and within the front yard setback.

2. Side Yards

There shall be a minimum side yard of 8 feet for every principal building, excluding those buildings attached at the side property line to a building on an adjoining property.

3. Rear Yard

There shall be a minimum rear yard of 20 feet for every principal building.

e) Maximum Height Limit

No building shall exceed a height of three (3) stories or forty-two and three-fourths (42 3/4) feet. Amended 1/4/21

f) Required Open Space

Open space for commercial, multifamily dwellings and mixed use buildings shall be equal to 15 percent of lot area.

g) Design Standards

As part of Development Plan approval the applicant shall demonstrate to the Plan and Zoning Commission ~~that how the design standards outlined in the Glastonbury Center 2020 Shared Vision Plan have been incorporated into the Development Plan. These standards shall the project appropriately~~ includes the use of distinctive paving materials; incorporation of trees, shrubs and seasonal plantings; placement of street furniture; and use and placement of appropriate lighting fixtures.

Where parking areas are contiguous with adjacent parking areas, whether within the same or different ownership, no fencing, screening, shrubbery or other barrier shall be used to prevent the movement of vehicles from one parking area to another.

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4.17 Adaptive Redevelopment Zone

4.17.3 Procedure and Application

An application for Change of Zone to ARZ shall be made in accordance with the provisions of Section 16 of the Building-Zone Regulations and shall include Site Development Plans containing the following data/information:

1. Location and zone of property and nature of owner's interest, including a boundary map certified to State of Connecticut A-2 map survey standards, which map is to be adopted as description of the zone boundaries.

2. Present and proposed land and building uses, categorized as residential, non-residential, or both; wetland and watercourses, topography and grading plan.
3. Development intensity pursuant to Section 4.17.2 (c) above, including use, dimensions and locations of proposed structures and structures to remain.
4. Proposed vehicular and pedestrian circulation patterns, including location and dimension of private and public streets and common drives.
5. Location of proposed off-street parking areas with dimensions, including location, size and number of parking spaces, access routes, parking barriers and walkways.
6. Proposed pedestrian walks, malls and other paths, public and private.
7. Proposed open space such as parks, lawn areas, and recreational facilities, and such proposed covenants, easements and other provisions relating to dimensions, location and density of such building units and public facilities as are necessary for the welfare and maintenance of the development and are not inconsistent with the best interests of the Town.
8. Landscaping, present and proposed, including major tree and shrub area, present and proposed water elements, and related treatment of open space, screening, present and proposed topography.
9. Proposed utilities, including water supply, sanitary sewers, electrical, gas, exterior lighting and stormwater management infrastructure.
10. Building plans, including floor plans and exterior elevations with exterior material specifications.
11. Relation to existing and future land uses in the surrounding area.
12. Priority schedule of construction of the various units, buildings, landscaping, and other elements of the plan.
13. Future division of property among landowners either by building or other reasonable separations.
14. Any other information which the Commission may reasonably require or the applicant may wish to submit.
15. A traffic survey of the area as it may be affected by the proposed development, including present and anticipated traffic counts, flow patterns, and capacity analysis of present and proposed interchanges, intersections and entrances serving the development shall be done by a professional engineer licensed to practice in the State of Connecticut. In addition, a report on these items and other security-related items shall be submitted from the Chief of Police (Legal Traffic Authority).
16. A statement from the Fire Marshal concerning the adequacy of layout and design as it pertains to fire prevention and protection.
17. A statement from the Health Director concerning any public health matters
18. A statement from the Town Engineer in reference to adequacy of drainage, public street design, the design of elements to be maintained by the Town, and the engineering validity, as the design relates to the roads and utilities of the Town.
19. A statement from the Water Pollution Control Authority on the adequacy of the sanitary sewer service.
20. A statement from the ~~Community Beautification Committee~~ Architectural and Site Design Review Committee on the adequacy and design of proposed site layout, architecture, and planting and landscaping plans and implementations program thereof.

21. A statement from the Conservation Commission on the environmental impact of the proposed development. The Conservation Commission shall be authorized to require the submittal of an Environmental Impact Report completed by the applicant.
22. A statement from any other advisory committee whose opinion is deemed appropriate by the Town Plan and Zoning Commission and Town Council.

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4.19 Town Center Village District

4.19.7 Architectural and Site Design Review Committee (ASDRC)

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

- a. The ASDRC is comprised of 7 members and is established pursuant to Connecticut General Statutes Section 8-2j.
- b. Appointments to the ASDRC 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 ASDRC.
- d. Members shall include at least two architects, one landscape architect, 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 ASDRC 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 ASDRC shall provide design support to the Commission consistent with the objectives and purpose of the TCVD.

g-h. In addition to applications subject to the provisions of this Section, the ASDRC shall review all Special Permits with Design Review for Multi-Family, Commercial, Office and Industrial projects in the F, PBD, PC, PE, PT, TC, TCMU, VC and VR Zones and applications for all projects in the ARZ, and PAD zones. As set forth in Section 12 of these regulations, the ASDRC shall provide an advisory report with recommendations to the Town Plan and Zoning Commission on the adequacy and design of the project's site layout, architecture, landscaping, screening, signs, and lighting.

Section 12 Special Permit with Design Review Approval

12.1 Authorization For Special Permit With Design Review Approval

The Town Plan and Zoning Commission is authorized to grant a special permit with design review approval for the purpose of meeting the provisions of this section and these Regulations. Prior to review by the Commission, the Architectural and Site Design Review Committee shall review each application for a special permit with design review in accordance with Section 4.19.7(h) and provide an advisory report with recommendations as to the adequacy and design of the project's site design, architecture, landscaping, screening, signs, and lighting.

