



Town of Glastonbury

Community Development

TO: Town Planning and Zoning Commission
PREPARED BY: Shelley Caltagirone, Director of Community Development
DATE: April 12, 2024
RE: **Town Center Village District Overlay Zone Expansion**

On March 12, 2024, the Town Council referred the proposed expansion of the Town Center Village District Overlay Zone to the Commission for review. The Village District overlay expansion is being reviewed by the Council in conjunction with the proposed Main Street Commercial Corridor Flood Zone, which was recommended by the Commission for adoption August 22, 2023. A video presentation regarding the proposed changes can be found at the following link: [Town Council 3/8/2024 - TCVD District Overlay Zone Expansion](#).

Amendment of BZR Section 4.19 to expand the Town Center Village District Overlay Zone (Village District Overlay) would make the Town's design guidelines compulsory for a larger area within Town Center. The Village District Overlay currently encompasses a subsection of the Town Center Zone, as shown in the hatched in the map below.

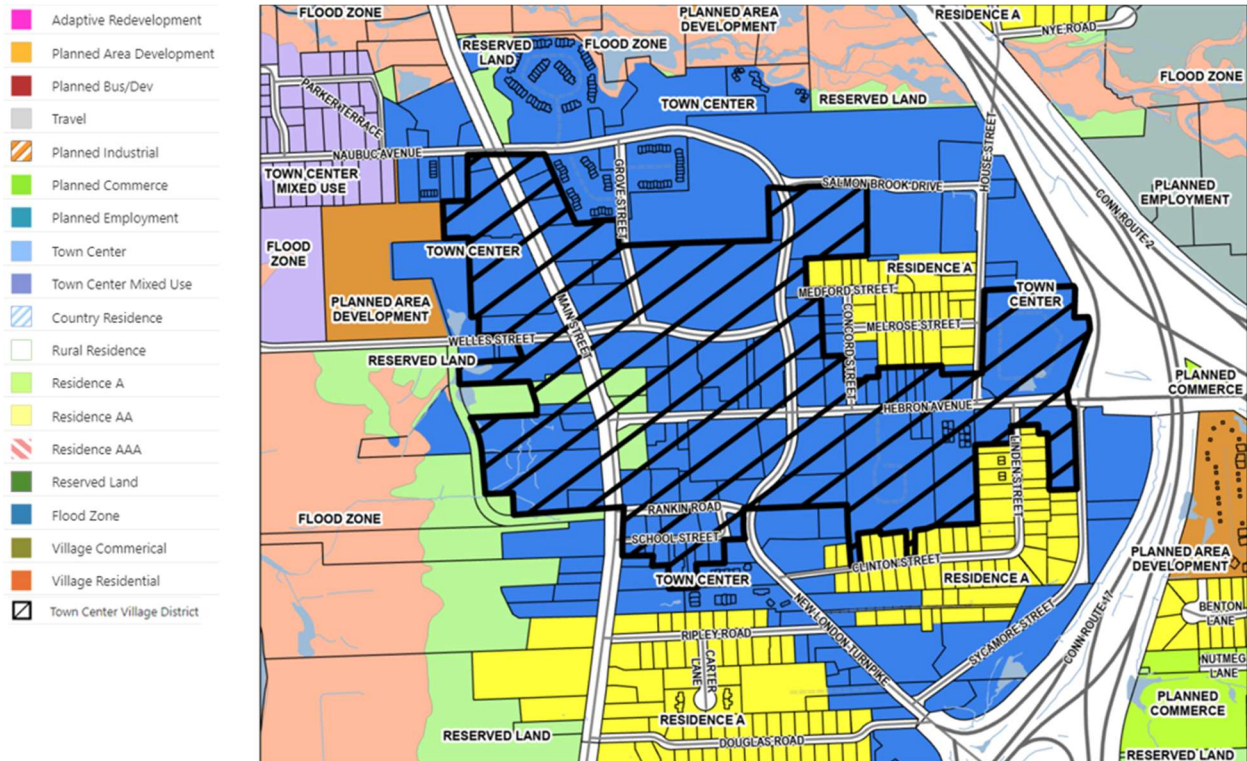


Figure 1. Current zoning map of Town Center.

Within the overlay zone, compliance with the Town’s design guidelines is compulsory. Outside of the overlay zone, the guidelines are advisory for applications requiring 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. Expanding the overlay zone to a larger area would strengthen the Town’s ability to enforce design guidelines throughout much of the area identified as Town Center in the Plan of Conservation and Development (see Figure 2).



Figure 2. Town Center Plan Area, POCD 2018-2028

If adopted, design review would be compulsory for new construction, substantial reconstruction, and rehabilitation of property within the expanded district and in view from public roadways. The change would require broadening the zone’s purpose statement and adding a justification of the new boundary. This would also require amendment of the recently adopted Design Guidelines to reflect the new mapping and potentially shift some “Preferred” guidelines to “Required” in new area.

As shown in the map below, the area would include seven (7) zoning districts. This area roughly correlates with the study areas included in the Town’s design guidelines. This map has been revised based upon the Council’s discussion in January to exclude Planned Area Developments, where regulations already require a high level of design review by staff and the Council, and to stop the overlay zone at the major intersection of Oak Street, Williams Street and New London Turnpike.

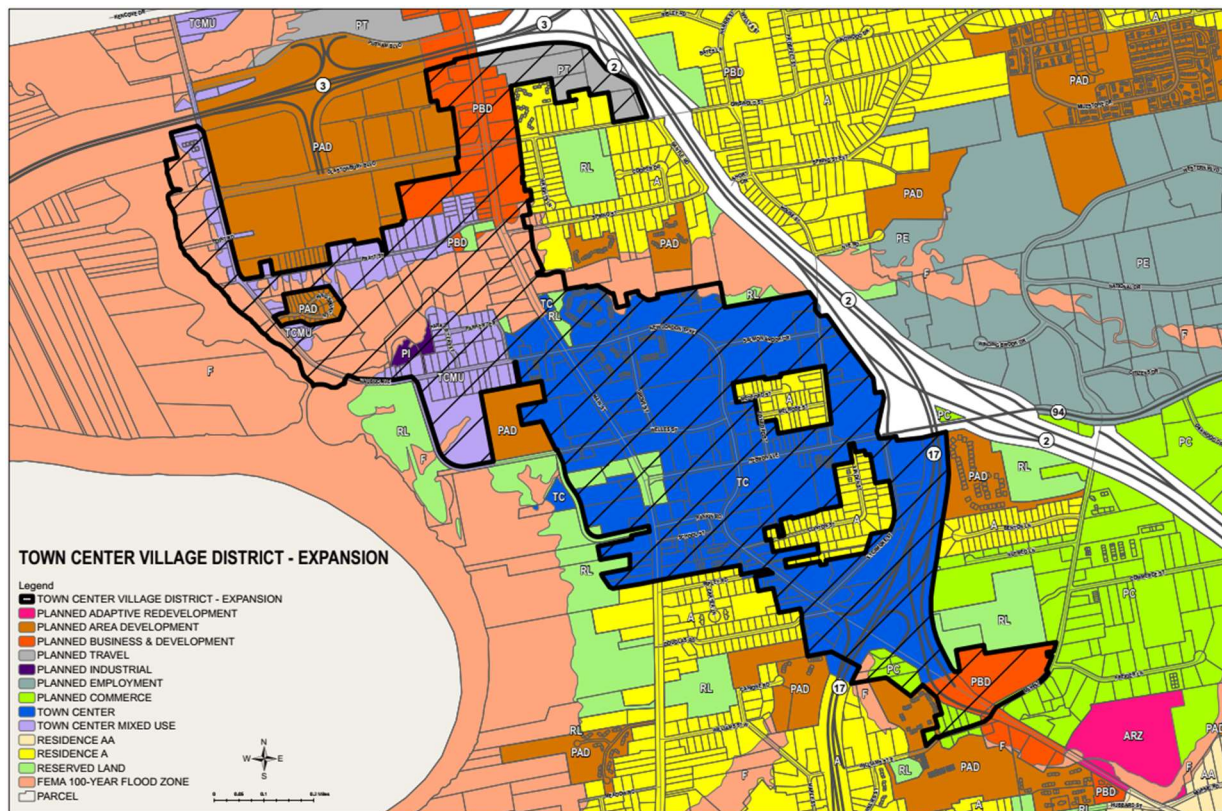


Figure 3. Draft outline of potential Town Center Village District Overlay Expansion.

Lastly, the proposed revisions would add the Reserved Land zoning district to list of zones where ASDRC advisory review is required for Special Permits.

Recommendation

If the Commission is in agreement to favorably recommend the refer the draft text amendments to the Council, the following motion is offered for consideration:

“BE IT RESOLVED, the Town Plan and Zoning Commission hereby provides a favorable recommendation to the Town Council regarding the proposed amendment to the Zoning Map and Building-Zone Regulations concerning the Town Center Village District Overlay expansion, as described in a report by the Director of Community Development dated April 12, 2024.”

Attachments:

1. Proposed TCVD Overlay Regulations

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~~underlying zones and ~~its~~their purposes.

4.19.2 Definitions

- a. "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 ~~underlying zones~~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.

In the case of demolition permit applications not associated with any zoning, site plan or special permit, the ASDRC shall provide a report to the Building Official in accordance with the procedures established in Section 4.19.8.

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 Town Council shall develop and maintain Village District Design Guidelines for review by the Commission and ASDRC, 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 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.
- 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, Institutional, and Industrial projects in all areas of the F, PBD, PC, PE₂, PT, RL, TC, TCMU, VC and VR Zones that fall outside of the TCVD overlay zone, and applications for all projects in the ARZ₇ 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. EFFECTIVE MARCH 28, 2022

4.19.8 Procedure

- a. Applications subject to this Section received by the Commission or Building Official, in the case of demolition permit applications not associated with a zoning, site plan or special permit, will be referred to the ASDRC 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 ASDRC 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 ASDRC shall review the application and report to the Commission or Building Official 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 ASDRC 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 ASDRC for resubmission of the application based on the ASDRC recommendations shall not be considered failure to act.

- f. The Commission shall take action on the application upon receipt of the report from the ASDRC. In addition to the report and recommendation of the ASDRC, 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. 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.

EFFECTIVE DATE: January 7, 2022