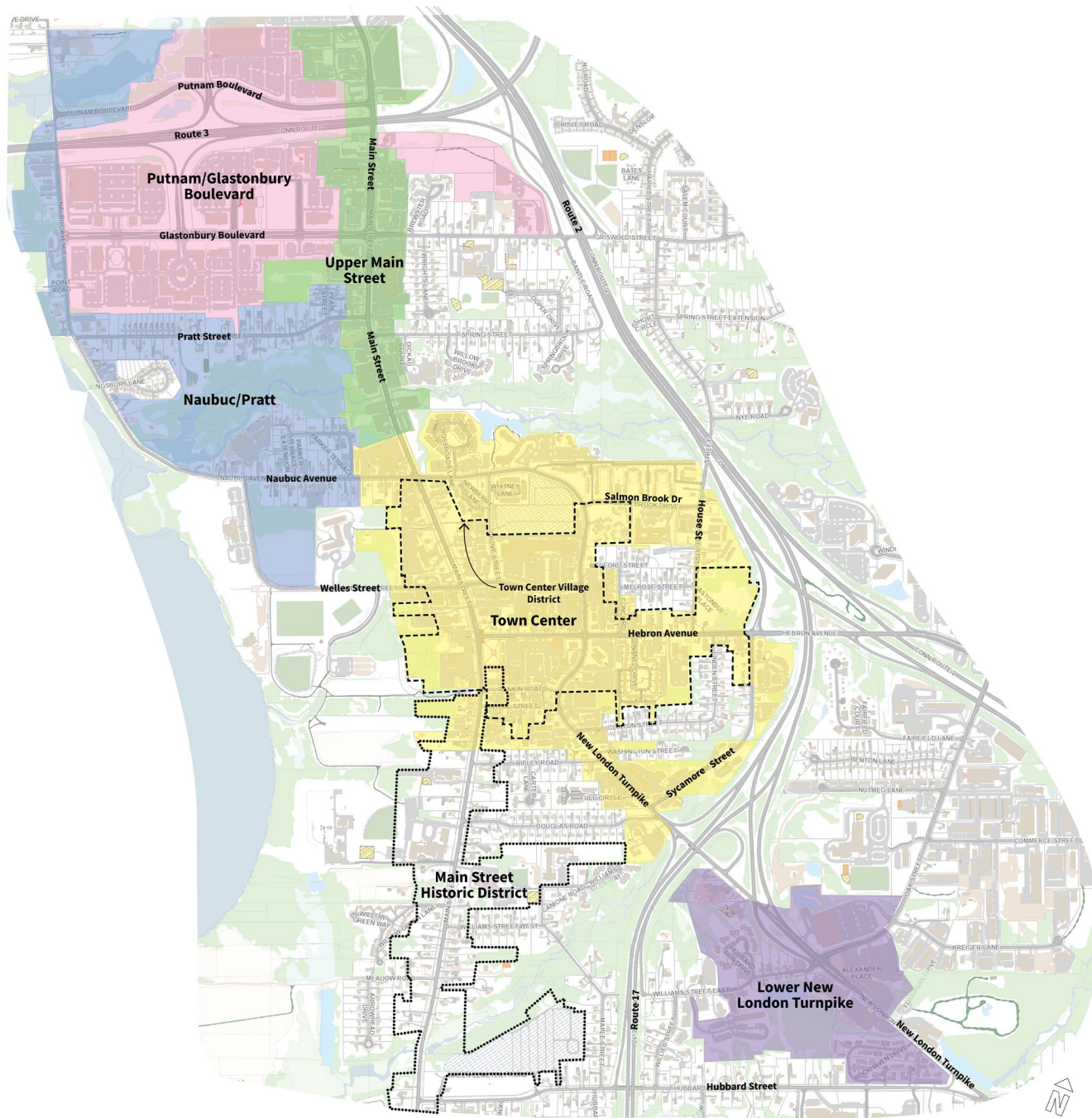


## Where the Town Center Design Guidelines are Applied

The Guidelines may be used by the ASDRC to review applications across the Town's geography but are specifically intended to be referenced for applications in subareas of northwest Glastonbury, which includes the following:

- Town Center Village District
- Town Center Area
- Putnam/Glastonbury Boulevard Area
- Upper Main Street Area
- Naubuc/Pratt Area
- Lower New London Turnpike Area



## Glastonbury Architectural and Site Design Review Committee (ASDRC) Guide





## Purpose of the Committee

Provide advisory design review to ensure that proposed development and redevelopment is appropriate to the site and its location in Glastonbury.

## Applications Reviewed by the Committee

- All applications for new construction and substantial reconstruction within the Town Center Village District (TCVD) that are in view from public roadways.
- 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.
- Applications for all projects in the ARZ and PAD zones.
- Applications for projects on Town-owned property (this is a courtesy review not required by the Building Zone Regulations)

## Review Process

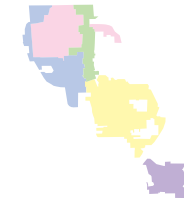
- 1 Applications subject to ASDRC review that are received by the Town Plan and Zoning Commission (TPZ) or Building Official are referred to the ASDRC for its review and recommendations. The ASDRC may meet informally with the property owner(s) or prospective developer(s) prior to the formal submission of applications to TPZ.
- 2 In addition to the permit application requirements, the ASDRC may also require one or more of the following items where it is reasonably required to adequately evaluate a proposal:
  - Cross-section drawings
  - Perspective drawings
  - The superimposition of the proposal on a computer created image of the existing area
  - A street-level illustration demonstrating the new proposal to scale and indicating the dimensional relationship between the project and structures on adjacent parcels
  - Samples of colors and materials
  - Historical pictures of the subject site and surrounding area, as available
- 3 The ASDRC reviews the application and reports to the TPZ or Building Official within 35 days from receipt of the application. The report and recommendation is entered into the public hearing record and considered by the TPZ in making its decision. 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 the Building Zone Regulations (A request from the ASDRC for resubmission of the application based on the ASDRC recommendations shall not be considered failure to act).
- 4 The TPZ takes action on the application upon receipt of the report from the ASDRC. In addition to the report and recommendation of the ASDRC, the TPZ 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 is entered into the public hearing record.

## Use of Design Guidelines and Considerations for Review



### *Applications within the Town Center Village District*

The Glastonbury Town Center Design Guidelines (Guidelines) shall be used to evaluate applications within the TCVD. The Guidelines are comprised of both required (compulsory) and preferred (advisory) elements. The Guidelines are intended to allow for flexibility in design and for conditions that are unique to each site and development program. While it may not be possible for a proposed project to conform with all required and preferred elements, project designs should aim to conform to the greatest extent feasible.



### *Applications in northwest Glastonbury subareas outside of the Town Center Village District*

In addition to applications for projects located within the TCVD, the Guidelines shall be used to evaluate applications located outside of the TCVD but within subareas of northwest Glastonbury identified by the Guidelines (see map on following page). The Guidelines are advisory to those applications and strict adherence to the Guidelines, while preferred, is not required.



### *Applications outside of northwest Glastonbury subareas*

The Guidelines may be used to evaluate applications located outside of the subareas identified on the following page and are advisory to those applications. Specific elements of the Guidelines may not be relevant to applications located outside of the northwest Glastonbury subareas and the Guidelines should be applied conditionally based upon the specific application, site, location, and zoning district.

### Glastonbury Town Center Design Guidelines



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