



Town of Glastonbury

Community Development

TO: Town Plan and Zoning Commission

FROM: Shelley Caltagirone, Director of Community Development

DATE: April 30, 2026

RE: **Proposed Text Amendment to Building Zone Regulations Section 4.19.7.d – Architectural and Site Design Review Committee Membership**

At its meeting of April 28, 2026, the Town Council referred the attached proposal for a text amendment to Section 4.19.7.d of the Glastonbury Building Zone Regulations to the Commission for a recommendation. This text amendment would modify the membership requirements for the Architectural and Site Design Review Committee (ASDRC) such that a planner/urban designer member would not be required.

ASDRC was established in order to implement design guideline review for Village Districts and certain multifamily, commercial, or industrial development projects. Their authority is established in CGS Section 8-2j. Per subsection (d), design review for a Village District must be performed by an architect or landscape architect or planner. Please see an excerpt of the statute section below, with the applicable text highlighted.

(d) All applications for new construction and substantial reconstruction within the district and in view from public roadways shall be **subject to review and recommendation by an architect or architectural firm, landscape architect, or planner** who is a member of the American Institute of Certified Planners selected and contracted by the commission and designated as the village district consultant for such application. **Alternatively, the commission may designate as the village district consultant for such application an architectural review board whose members shall include at least one architect, landscape architect or planner** who is a member of the American Institute of Certified Planners.

Staff finds that the text amendment would adhere to the CGS Section 8-2j while allowing more flexibility in the appointment of ASDRC members. If the commission supports the text amendment, it may consider the following motion:

BE IT RESOLVED, that the Town Plan & Zoning Commission hereby favorably recommends to the Town Council amendment of the Building Zone Regulation Section 4.17.7.d as described in the report by the Town Manager dated April 24, 2026 to modify the ASDRC membership requirements.

Attachments:

Town Manager Report to Town Council regarding text amendment, dated April 24, 2026.



Town of Glastonbury

TOWN MANAGER'S OFFICE • (860) 652-7500 • Jonathan.Luiz@glastonbury-ct.gov

ITEM #5(B)
04-28-2026 Meeting

April 24, 2026

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Proposed Text Amendment to Building Zone Regulations Section 4.19.7.d – Architectural and Site Design Review Committee (ASDRC)

Dear Council Members:

There are two vacancies on the ASDRC. Previously, openings were advertised town wide by the Town Manager's office. Resumes and cover letters were received, with the top candidates interviewed by three Councilors. Those Councilors made appointment recommendations to the full Council. Prior to conducting any new advertising, the Community Development Director and I ask the Council to consider amending the Building Zone Regulations as shown below. We feel that the text amendment would broaden the Councils' appointment options given the limited number of individuals in Glastonbury with professional experience as a planner/urban designer.

The recommended changes to the Building Zone Regulations are shown below in redline format:

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; and one landscape architect; ~~and one professional planner/urban designer~~. Other members shall have background, experience and education in art, historic preservation, planning, urban design, 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.

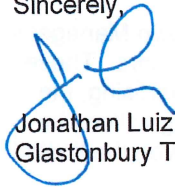
- h. In addition to applications subject to the provisions of this Section, the ASDRC shall review all Special Permits with Design Review for Multi-Family, Commercial, Office and Industrial projects in the F, PBD, PC, PE, PT, TC, TCMU, and RL Zones and applications for all projects in the ARZ, and PAD 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. EFFECTIVE MARCH 28, 2022

As with any amendment to the Building Zone Regulations, the Council would need to refer the proposed amendment to the Town Plan and Zoning Commission for its recommendation and schedule a public hearing on the matter.

The following motion is offered for Town Council consideration:

"BE IT RESOLVED, that the Glastonbury Town Council hereby refers to the Town Plan and Zoning Commission for a recommendation, proposed text amendment to the Building Zone Regulations, Section 4.17.7.d concerning the Architectural and Site Design Review Committee (ASDRC) and schedules a public hearing for 8:00 p.m. on Tuesday May 12, 2026 in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury and/or through Zoom Video Conferencing to consider the proposed amendment, as described in a report by the Town Manager dated April 24, 2026."

Sincerely,



Jonathan Luiz
Glastonbury Town Manager

JL/sal