

## 1. Meeting Materials

### Documents:

FEBRUARY 17, 2016 ARCHITECTURAL REVIEW COMMITTEE FINAL  
AGENDA.PDF

FEBRUARY 17, 2016 ARCHITECTURAL REVIEW COMMITTEE NOTICE.PDF

FEBRUARY 17, 2016 ARCHITECTURAL REVIEW COMMITTEE ACTION  
AGENDA AND DRAFT MINUTES.PDF

# ARCHITECTURAL REVIEW COMMITTEE

Wednesday, February 17, 2016

## FINAL AGENDA

### Mazza Room

7:00 PM

Greenwich Town Hall

First Floor

101 Field Point Road, Greenwich, CT

#### 1. Douglas Elliman Real Estate

Application PLPZ2016 00027 for Sign and Awning Review for new free standing on a property located at 88 FIELD POINT ROAD, GREENWICH in the CGB Zone. Proposed use: office Existing Use: office

**DECISION STATUS:**

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|---------------------------------------|-----------------------------------|--|---------------------------------|
| <input type="checkbox"/> AS SUBMITTED | <input type="checkbox"/> AS NOTED | <input type="checkbox"/> RETURN                  | <input type="checkbox"/> DENIED |
|                                       |                                   | <input type="checkbox"/> Meeting                 |                                 |
|                                       |                                   | <input type="checkbox"/> Electronic resubmission |                                 |
|                                       |                                   | <input type="checkbox"/> Construction Documents  |                                 |

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| <input type="checkbox"/> DOYLE    | <input type="checkbox"/> STRAZZA   | <input type="checkbox"/> SMITH   | <input type="checkbox"/> |
| <input type="checkbox"/> COHEN    | <input type="checkbox"/> CONTADINO | <input type="checkbox"/> LOBALBO | <input type="checkbox"/> |

#### 2. 28 Havemeyer Place

Application PLPZ2016 00022 for Exterior Alteration review for screening of roof top mechanicals on a property located at 28 HAVEMEYER PLACE, GREENWICH in the CGB Zone. Proposed use: Office Existing Use: Retail Bank/Office

**DECISION STATUS:**

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| <input type="checkbox"/> AS SUBMITTED | <input type="checkbox"/> AS NOTED | <input type="checkbox"/> RETURN                  | <input type="checkbox"/> DENIED |
|                                       |                                   | <input type="checkbox"/> Meeting                 |                                 |
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| <input type="checkbox"/> COHEN    | <input type="checkbox"/> CONTADINO | <input type="checkbox"/> LOBALBO | <input type="checkbox"/> |

### 3. Christ Church

Application PLPZ2016 00012 for Exterior Alteration review for new paving, curbing, and site lighting on a property located at 254 EAST PUTNAM, GREENWICH in the R-20 Zone. Proposed use: Institutional Existing Use: Institutional

**DECISION STATUS:**

- AS SUBMITTED     AS NOTED     RETURN     DENIED
- Meeting
  - Electronic resubmission
  - Construction Documents

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| <input type="checkbox"/> COHEN    | <input type="checkbox"/> CONTADINO | <input type="checkbox"/> LOBALBO | <input type="checkbox"/> |

### 4. The Perfect Provenance

Application PLPZ2016 00007 for Sign and Awning Review for new vertical sign and freestanding sign on a property located at 47 ARCH STREET, GREENWICH in the CGB Zone. Proposed use: office Existing Use: office Note: Variances needed.

**DECISION STATUS:**

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### 5. The Perfect Provenance

Application PLPZ2016 00006 for Exterior Alteration for sign and awning review for wood fence, to remove two trees which block house from street, site lighting, landscaping, new AC condenser on a property located at 47 ARCH STREET, GREENWICH in the CGB Zone. Proposed use: retail food Existing Use: retail

**DECISION STATUS:**

- AS SUBMITTED     AS NOTED     RETURN     DENIED
- Meeting
  - Electronic resubmission
  - Construction Documents

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| <input type="checkbox"/> COHEN    | <input type="checkbox"/> CONTADINO | <input type="checkbox"/> LOBALBO | <input type="checkbox"/> |

**6. Saks Fifth Avenue - Women's Apparel**

Application PLPZ2016 0011 for Sign and Awning review for façade signs and awnings on a property located at 200 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS:

- AS SUBMITTED     AS NOTED     RETURN     DENIED  
 Meeting  
 Electronic resubmission  
 Construction Documents

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**7. Saks Fifth Avenue - Women's Apparel**

Application PLPZ2016 00010 for Exterior Alteration review to paint brick front façade gray and replace storefront on a property located at 200 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS:

- AS SUBMITTED     AS NOTED     RETURN     DENIED  
 Meeting  
 Electronic resubmission  
 Construction Documents

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| <input type="checkbox"/> COHEN    | <input type="checkbox"/> CONTADINO | <input type="checkbox"/> LOBALBO | <input type="checkbox"/> |

**8. Saks Fifth Avenue - Women's Shoes**

Application PLPZ2016 0009 for Sign and Awning review for façade signs and awnings on a property located at 20 EAST ELM, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS:

- AS SUBMITTED     AS NOTED     RETURN     DENIED  
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 Construction Documents

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| <input type="checkbox"/> COHEN    | <input type="checkbox"/> CONTADINO | <input type="checkbox"/> LOBALBO | <input type="checkbox"/> |

**9. Saks Fifth Avenue - Women's Shoes**

Application PLPZ2016 00008 for Exterior Alteration review to paint brick building gray, close off windows, add glass covered entrance canopy and lighted planters at entrance on a property located at 20 EAST ELM, GREENWICH in the CGB Zone.

Proposed use: retail Existing Use: retail

**DECISION STATUS:**

- AS SUBMITTED       AS NOTED       RETURN       DENIED  
 Meeting  
 Electronic resubmission  
 Construction Documents

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| <input type="checkbox"/> DOYLE    | <input type="checkbox"/> STRAZZA   | <input type="checkbox"/> SMITH   | <input type="checkbox"/> |
| <input type="checkbox"/> COHEN    | <input type="checkbox"/> CONTADINO | <input type="checkbox"/> LOBALBO | <input type="checkbox"/> |

**10. Milbrook Country Club**

Application PLPZ2016 00024 for Exterior Alteration review for modifications to the club house and the pool house on a property located at 0 WEST BROTHER DRIVE, (A.K.A. 61 WOODSIDE DRIVE), GREENWICH in the RA-4 Zone. Proposed use: private club Existing Use: private club

Note: This is for Club property on the West side of Woodside Drive.

**DECISION STATUS:**

- AS SUBMITTED       AS NOTED       RETURN       DENIED  
 Meeting  
 Electronic resubmission  
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| <input type="checkbox"/> COHEN    | <input type="checkbox"/> CONTADINO | <input type="checkbox"/> LOBALBO | <input type="checkbox"/> |

## 11. Milbrook Country Club

Application PLPZ2016 00025 for Exterior Alteration review for new paddle tennis courts on a property located at 0 WOODSIDE DRIVE (A.K.A. 61 WOODSIDE DRIVE), GREENWICH in the RA-4 Zone. Proposed use: private club Existing Use: private club  
Note: This is for Club property on the East side of Woodside Drive.

**DECISION STATUS:**

- AS SUBMITTED       AS NOTED       RETURN       DENIED  
 Meeting  
 Electronic resubmission  
 Construction Documents

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<input type="checkbox"/> PUGLIESE	<input type="checkbox"/> HEIN	<input type="checkbox"/> CONTE	<input type="checkbox"/>
<input type="checkbox"/> DOYLE	<input type="checkbox"/> STRAZZA	<input type="checkbox"/> SMITH	<input type="checkbox"/>
<input type="checkbox"/> COHEN	<input type="checkbox"/> CONTADINO	<input type="checkbox"/> LOBALBO	<input type="checkbox"/>

## 12. 75 Holly Hill Lane

Application PLPZ2015 00593 for Exterior Alteration review to add additional parking spaces with associated landscaping and lighting on a property located at 75 HOLLY HILL LANE, GREENWICH in the GBO Zone. Proposed use: medical Existing Use: office/medical

**DECISION STATUS:**

- AS SUBMITTED       AS NOTED       RETURN       DENIED  
 Meeting  
 Electronic resubmission  
 Construction Documents

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<input type="checkbox"/> PUGLIESE	<input type="checkbox"/> HEIN	<input type="checkbox"/> CONTE	<input type="checkbox"/>
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## COMMITTEE BUSINESS

### 1. JANUARY 6, 2016 ACTION AGENDA

**DECISION STATUS:**

- AS SUBMITTED       AS NOTED       RETURN       DENIED

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<input type="checkbox"/> PUGLIESE	<input type="checkbox"/> HEIN	<input type="checkbox"/> CONTE	<input type="checkbox"/>
<input type="checkbox"/> DOYLE	<input type="checkbox"/> STRAZZA	<input type="checkbox"/> SMITH	<input type="checkbox"/>
<input type="checkbox"/> COHEN	<input type="checkbox"/> CONTADINO	<input type="checkbox"/> LOBALBO	<input type="checkbox"/>

### 2. OTHER COMMITTEE BUSINESS

#### NOTICE TO APPLICANTS

Applicants or their representatives must be present at the meeting for which their item is scheduled. If unable to attend, the applicant must submit a written request for continuance prior to the meeting. **Please record all recommended revisions to your design** that are requested by the Architectural Review Committee during your public hearing.

If an application is **“approved as submitted”** and no revisions are required, **plans may be picked up** by the applicant at the Planning and Zoning Department. **These plans will not be available any sooner than 9:00 am on the Friday following the meeting.**

If an application requires revisions **the Committee may review subsequent revisions via email** in order to expedite the process for the applicant. The applicant will be told at the meeting if this option is available to them. These revisions can be emailed to: [ctyminski@greenwichct.org](mailto:ctyminski@greenwichct.org). The Committee will review these revisions and comments and/or conditions will be emailed back to the applicant.

**Once revisions are approved, three new final design plan sets must be submitted** that incorporate the required changes to the design. No Sign plans will be accepted that are smaller than 11" x 17" in size. Exterior Alternation plans must be full size and scalable. **Planning and Zoning Staff will stamp the revised and approved drawings on Fridays from 9:00 -11:00 AM.** If you need to schedule an alternative time to have your revised drawings stamped, please contact staff at: [ctyminski@greenwichct.org](mailto:ctyminski@greenwichct.org).

Occasionally the Committee will request that subsequent revisions be reviewed at a future meeting. You will be scheduled for another meeting once revised plans are received by the Planning and Zoning department. Plans must be received at least three weeks prior to a meeting date to be scheduled for a particular meeting.

**To complete the permitting process** the applicant must apply to the Zoning Department for a zoning permit and to the Building Division of the Department of Public Works for a building permit. No sign shall be erected, relocated or altered until a building permit has been issued per Section 6-175 of the Building Zone Regulations. Applicants are requested to contact the Building Division for building permit requirements.

Please note that **any changes to approved plans** will require additional Architectural Review Committee review and must return to a meeting.



## NOTICE

is hereby given that the  
ARCHITECTURAL REVIEW COMMITTEE  
has rescheduled it's  
FEBRUARY 3, 2016 MEETING  
to  
**Wednesday, February 17, 2016**  
at  
7:00 PM  
in the  
MAZZA ROOM.  
First Floor, Greenwich Town Hall, 101 Field Point  
Road, Greenwich, CT 06830

### **NOTE**

Copies of previous meeting agendas and minutes for the Architectural Review Committee are available for review at the Planning and Zoning Department or at [www.greenwichct.org](http://www.greenwichct.org)

### **NOTICE TO APPLICANTS**

Applicants or their representatives must be present at the meeting for which their item is scheduled. If unable to attend, the applicant must submit a written request for continuance prior to the meeting. **Please record all recommended revisions to your design** that are requested by the Architectural Review Committee during your public hearing.



# ARCHITECTURAL REVIEW COMMITTEE

Wednesday, February 17, 2016

## Action Agenda & Draft Minutes

Mazza Room

7:00 PM

Greenwich Town Hall

First Floor

101 Field Point Road, Greenwich, CT

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**ARC MEMBERS PRESENT:** Paul Pugliese (chair), Louis Contadino, John Conte, Richard Hein, Katherine LoBalbo, Heidi Brake Smith, and Mark Strazza.

**STAFF MEMBER PRESENT:** Cindy Tyminski

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### 1. Douglas Elliman Real Estate

Application PLPZ2016 00027 for Sign and Awning Review for new free standing on a property located at 88 FIELD POINT ROAD, GREENWICH in the CGB Zone. Proposed use: office Existing Use: office

**DECISION STATUS:** RETURN to Meeting

Recused: Pugliese

**Proposed:**

- Freestanding Sign monument sign that is 6 feet in height.
- Internally illuminated.

**Modification:**

- Cannot illuminate the logo, name of business is only thing that can illuminate.
- Modify the ellipse on the top, and consider a more delicate composition which reflects the Georgian architecture of the building. The proposed sign conflicts with the existing architecture.
- The brick base is inappropriate; consider removing it or lowering it. Show the brick to scale on drawings.
- Sign is too tall and dense; too much mass to the sign.
- Consider representing the two tenants differently than two 17" portions.
- Show all signs together on rendering, consider moving sign closer to driveway rather than the middle of the lawn and unclutter lawn by combining one of the driveway signs enter/exit signs with the monolith sign; no opposition to the post enter/exit signs.

## 2. 28 Havemeyer Place

Application PLPZ2016 00022 for Exterior Alteration review for screening of roof top mechanicals on a property located at 28 HAVEMEYER PLACE, GREENWICH in the CGB Zone. Proposed use: Office Existing Use: Retail Bank/Office Note: Needs to do an administrative site plan application.

**DECISION STATUS: APPROVED AS NOTED, resubmit electronically**

Voting to approve: Pugliese, Contadino, Conte, Hein, Smith, and Strazza.

Recused: LoBalbo.

**Proposed:**

- Remove the mechanical condensers from the roof and put into a new 500 SF pit.

**Modification:**

- Install a partial brick wall or "knee wall" with a wrought iron fence on top to achieve the overall 42" height would be preferable.
- Consider not going as deep with the "pit".
- Provide a sample of the brick.
- Resubmit electronically.

## 3. Christ Church

Application PLPZ2016 00012 for Exterior Alteration review for new paving, curbing, and site lighting on a property located at 254 EAST PUTNAM, GREENWICH in the R-20 Zone. Proposed use: Institutional Existing Use: Institutional Note: Need site plan review for this proposal.

**DECISION STATUS: APPROVED AS NOTED, resubmit electronically**

Voting to approve: Pugliese, Contadino, Conte, Hein, LoBalbo, Smith, and Strazza.

**Proposed:**

- Modifications to create a courtyard with benches.

**Modification:**

- Use a shorter bollard; it should be 30" maximum to top of fixture from grade.
- Restripe, if possible, the parking spaces to allow a visual 4'x 8' approx. car free area in front of new proposed stair.
- A lot of hard surfaces consider planting some plants that are shade tolerant.
- Use warm and consistent color for all light fixtures; Recommended 2700 Kelvin.
- Review the edge of the plaza as appears arbitrary. Define edge better if possible. Add planting at this edge.
- Remove proposed and existing light in trees. Frame the plaza with lamp posts in the style of the light proposed for the architecture.
- Need to provide a lumen plan.

#### 4. The Perfect Provenance

Application PLPZ2016 00007 for Sign and Awning Review for new vertical sign and freestanding sign on a property located at 47 ARCH STREET, GREENWICH in the CGB Zone. Proposed use: office Existing Use: office Note: Need site plan review for this proposal.

**DECISION STATUS: APPROVED AS NOTED, resubmit electronically**

Voting to approve: Pugliese, Contadino, Conte, Hein, LoBalbo, Smith, and Strazza.

**Proposed:**

- 5 ½" font height.

**Modification:**

- Cannot illuminate any of the logos.
- Remove the second floor sign on south façade. (A.3)
- No illumination of logo next to the front doorway.
- No illumination of logo at the egress stair.
- Free-standing sign has received variances and is approved.

#### 5. The Perfect Provenance

Application PLPZ2016 00006 for Exterior Alteration for sign and awning review for wood fence, to remove two trees which block house from street, site lighting, and landscaping, new AC condenser on a property located at 47 ARCH STREET, GREENWICH in the CGB Zone. Proposed use: retail food Existing Use: retail Note: Are going to submit a revised site plan application.

**DECISION STATUS: APPROVED AS NOTED, resubmit electronically**

Voting to approve: Pugliese, Contadino, Conte, Hein, LoBalbo, Smith, and Strazza.

**Proposed:**

- Glass railings on porch.
- Will rotate the sculptures seasonally (2-4 times a year).
- Ramp and deck has been expanded.

**Modification:**

- Bike racks cannot be signs, redesign.
- Removing the cherry tree without replacement is approved.
- Keep the spruce as there is not a significant amount of mature shade trees in this neighborhood.
- Review streetscape for existing line of cherry blossoms at the street and continue it; this will need approval of the Tree Warden.

- The style of the porches modern/traditional are not consistent and in conflict with one another. Remove the stainless steel notes on the modern railings and look at providing a wood rail and cap to soften the style; look at making the front entry rails modern as well. Fire stair to remain.
- The proposed sculpture cannot be a logo or be a sign of any type.
- Provide a lighting and lumen plan of how the sculpture will be illuminated.
- Consider using posts in the deck that are Dark Blue, instead of stainless steel.
- Fence should be painted Dark Blue
- Provide a materials and Color list.
- Mechanicals as located are approved.

#### 6. Saks Fifth Avenue - Women's Apparel

Application PLPZ2016 0011 for Sign and Awning review for façade signs and awnings on a property located at 200 GREENWICH AVENUE, GREENWICH in the CGBR Zone.

Proposed use: retail Existing Use: retail

**DECISION STATUS: POSTPONED BY APPLICANT to 3/02/2016**

#### 7. Saks Fifth Avenue - Women's Apparel

Application PLPZ2016 00010 for Exterior Alteration review to paint brick front façade gray and replace storefront on a property located at 200 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

**DECISION STATUS: POSTPONED BY APPLICANT to 3/02/2016**

## 8. Saks Fifth Avenue - Women's Shoes

Application PLPZ2016 0009 for Sign and Awning review for façade signs and awnings on a property located at 20 EAST ELM, GREENWICH in the CGBR Zone.

**DECISION STATUS: APPROVED AS NOTED, resubmit electronically**

Voting to approve: Pugliese, Contadino, Conte, Hein, LoBalbo, Smith, and Strazza.

**Proposed:**

- Flexi-pave porous paving material with resin.
- Use a different tone flexi-pave to distinguish parking spaces.

**Modification:**

- Maintain a minimum of 7'6" awning height.
- Two small windows no signs on the awnings.
- Replace Saks sign on the front façade to "10022 Shoe".
- Light on shoe sign cannot go past sign and light building at entrance.

## 9. Saks Fifth Avenue - Women's Shoes

Application PLPZ2016 00008 for Exterior Alteration review to paint brick building gray, close off windows, add glass covered entrance canopy and lighted planters at entrance on a property located at 20 EAST ELM, GREENWICH in the CGB Zone.

Proposed use: retail Existing Use: retail

**DECISION STATUS: APPROVED AS NOTED, resubmit electronically**

Voting to approve: Pugliese, Contadino, Conte, Hein, LoBalbo, Smith, and Strazza.

**Proposed:**

- Paint brick with a light "white wash" so that it matches the limestone of the existing Saks store and conceals the variations in the brick.
- Power washing the limestone.

**Modification:**

- Proposed ending the paint finish at eastern edge is not acceptable and must extend back to finish the entire façade to at least the break in the height of massing as this is visible to the corner to the street.
- Remove the green shutters; no replacement required.
- Color "C" proposed; Provide mock up on site so ARC can see proposed brick finish with cleaned limestone.
- Need a list of all the materials and colors.
- No lighting of shrubs or plants.

## 10. Milbrook Country Club

Application PLPZ2016 00024 for Exterior Alteration review for modifications to the club house and the pool house on a property located at 0 WEST BROTHER DRIVE, (A.K.A. 61 WOODSIDE DRIVE), GREENWICH in the RA-4 Zone. Proposed use: private club  
Existing Use: private club

Note: This is for Club property on the West side of Woodside Drive.

**DECISION STATUS:** RETURN, meeting

### Proposed:

- Expansion onto clubhouse to the dining room area.
- Adding an outdoor patio.
- High pitch roof.
- Tudor style.
- Faux slate "DaVinci" on the main clubhouse.
- Use smooth composite fly ash resin material (Boral).
- Norwood wood windows.
- Matching brackets in pool area.
- The post light is at 10' feet.
- Redesign fence, around the pool to match elegance of the rest of the building.
- PVC product for the pergola.

### Modification:

- Need to return with landscaping, mechanicals, lighting and paving plans.
- Considered a texture instead of the smooth board, even though the patio kitchen.
- Thoughtful landscape design is important in providing a unified character to the project and a pleasant user experience.
- Painting wood windows is a big investment.
- Return with specific windows that they are using.
- Consider the absence of chimneys.
- Consider removing recessed windows on the east façade so that drainage/downspouts will work better.
- Need to provide a different fence.
- Need to provide a detailed material list.

## 11. Milbrook Country Club

Application PLPZ2016 00025 for Exterior Alteration review for new paddle tennis courts on a property located at 0 WOODSIDE DRIVE (A.K.A. 61 WOODSIDE DRIVE), GREENWICH in the RA-4 Zone. Proposed use: private club Existing Use: private club  
Note: This is for Club property on the East side of Woodside Drive.

DECISION STATUS:

**DECISION STATUS: RETURN, meeting**

**Proposed:**

- Paddle tennis courts.
- Building is Tudor style.

**Modification:**

- Add landscaping to balance where there is a large grove of trees that are being removed. Add landscaping in front of deck.
- Need to provide a material list that is more detailed.
- Need to return with landscaping, mechanicals, lighting, and paving plans.
- Lumen plan for new lights.
- Consider adding some islands with trees to the proposed parking lot.
- The ARC strongly suggests that they add trees to the parking lot to offset heat island effect and would support a loss of 2-4 additional spaces to incorporate landscaping.

## 12. 75 Holly Hill Lane

Application PLPZ2015 00593 for Exterior Alteration review to add additional parking spaces with associated landscaping and lighting on a property located at 75 HOLLY HILL LANE, GREENWICH in the GBO Zone. Proposed use: medical Existing Use: office/medical

**DECISION STATUS: RETURN, meeting**

Voting to approve: Pugliese, Contadino, Conte, Hein, LoBalbo, Smith, and Strazza.

**Proposed:**

- New parking lot with 89 new spaces.

**Modification:**

- Need site sections.
- Need to see what all the dimensions are including details of the wall.
- Need to provide plans, photographs and all documents at the meeting for Committee members.

## **COMMITTEE BUSINESS**

### **1. JANUARY 6, 2016 ACTION AGENDA**

#### **DECISION STATUS: APPROVED AS SUBMITTED**

Voting to approve: Pugliese, Contadino, Conte, Hein, LoBalbo, Smith, and Strazza.

### **2. OTHER COMMITTEE BUSINESS**

#### **NOTICE TO APPLICANTS**

Applicants or their representatives must be present at the meeting for which their item is scheduled. If unable to attend, the applicant must submit a written request for continuance prior to the meeting. **Please record all recommended revisions to your design** that are requested by the Architectural Review Committee during your public hearing.

If an application is **“approved as submitted”** and no revisions are required, **plans may be picked up** by the applicant at the Planning and Zoning Department. **These plans will not be available any sooner than 9:00 am on the Friday following the meeting.**

If an application requires revisions **the Committee may review subsequent revisions via email** in order to expedite the process for the applicant. The applicant will be told at the meeting if this option is available to them. These revisions can be emailed to: [ctyminski@greenwichct.org](mailto:ctyminski@greenwichct.org). The Committee will review these revisions and comments and/or conditions will be emailed back to the applicant.

**Once revisions are approved, three new final design plan sets must be submitted** that incorporate the required changes to the design. No Sign plans will be accepted that are smaller than 11" x 17" in size. Exterior Alternation plans must be full size and scalable. **Planning and Zoning Staff will stamp the revised and approved drawings on Fridays from 9:00 -11:00 AM.** If you need to schedule an alternative time to have your revised drawings stamped, please contact staff at: [ctyminski@greenwichct.org](mailto:ctyminski@greenwichct.org).

Occasionally the Committee will request that subsequent revisions be reviewed at a future meeting. You will be scheduled for another meeting once revised plans are received by the Planning and Zoning department. Plans must be received at least three weeks prior to a meeting date to be scheduled for a particular meeting.

**To complete the permitting process** the applicant must apply to the Zoning Department for a zoning permit and to the Building Division of the Department of Public Works for a building permit. No sign shall be erected, relocated or altered until a building permit has been issued per Section 6-175 of the Building Zone Regulations. Applicants are requested to contact the Building Division for building permit requirements.

Please note that **any changes to approved plans** will require additional Architectural Review Committee review and must return to a meeting.