1. Meeting Materials

Documents:

MARCH 2, 2016 ARCHITECTURAL REVIEW COMMITTEE ACTION AGENDA AND DRAFT MINUTES.PDF
MARCH 2, 2016 ARCHITECTURAL REVIEW COMMITTEE FINAL AGENDA.PDF
ARC MEMBERS PRESENT: Paul Pugliese (chair), Rhonda Cohen, Louis Contadino, John Conte, James Doyle, Richard Hein, Katherine LoBalbo, and Mark Strazza.

STAFF MEMBER PRESENT: Patrick LaRow.

1. Fairview Country Club

Application PLPZ2016 00052 for Exterior Alteration review for new addition to the main clubhouse, dining terrace, golf cart storage area, trellis, lighting and landscaping on a property located at 1241 KING STREET GREENWICH in the RA-4 Zone. Proposed use: Private Club

Existing Use: Private Club

DECISION STATUS: APPROVED AS NOTED, RETURN WITH CDS

Voting to approve: Pugliese, Cohen, Contadino Conte, Doyle, Hein, LoBalbo, Strazza.

Proposed:

- Raised Terrace on East Side. Natural granite base. Stainless steel cable wire railing
- Pool terrace alteration. Nano wall to be installed near pool bar to open to pool terrace.
- Pergola to be PVC or Steel.
- Wall sconces to be Bronzed or brushed nickel. Light warmth/color will match across fixtures.
- Columns may be on the face of building as well as exterior of patio

Modifications:

- Finalize column placement of pergola. Inconsistent in drawings provided.
• PVC/Steel Pergola is in direct conflict with the stone archways on the elevations above the windows on the elevations. This need to be resolved appropriately. 
• Bring sample of existing stone color for ARC to review with terrace proposed stone.
• Consider how the PVC, cable rail and, brick and stone will go together contextually. Needs to match stylistically.
• Landscape Plan is approved as noted with the removal of all up lighting which is prohibited.
• Provide photographs of existing façades.
• Return with and submit electronically materials and revisions.
• Need to return with Construction Documents.
• Provide a materials list.

2. Greenwich Country Club

Application PLPZ2016 00058 for Exterior Alteration review to reconstruct pool complex building and skeet building on a property located at 254 EAST PUTNAM, GREENWICH in the RA-1 Zone. Proposed use: Private Club Existing Use: Private Club

DECISION STATUS: RETURN
Voting to approve: Pugliese, Cohen, Contadino Conte, Doyle, Hein, LoBalbo, Strazza.

Proposed:
• Demo Existing buildings and pools.
• Replace Pool and Deck, Kiddie pool, snack bar and pool office building, camp Building and Skeet shooting building.
• Snack bar would be located between pool and tennis courts.
• Materials to be, cedar shingle, stone veneer.
• Pool patio to be 2x2 pattern brushed concrete
• New fence around pool and kiddie pool

Modification:
• Consider remove or changing pool house roof railing expression. The railing spacing is unrealistic (Elevation A2.0A) Consider extending the eave.
• Review column spacing at Pool House and revise to consistent rhythm.
• Post rails need to be traditional in design.
• Exaggerate eaves at the ends on the pool house.
• Larger number of ornamentals; less species.
• Provide Conceptual section showing the grade change in the pool area.
• Provide an elevation of the new east wall created by raising the kiddie pool elevation.
• Show images of screening that will be provided when wall transitions to less lower cost material
• Review Skeet Building to add charming details seen on the Pool Building.
• Provide a materials list.
• Return with changes.

3. 66 Field Point Road

Application PLPZ2016 0060 for Exterior Alteration review for new lighting on a property located at 66 FIELD POINT ROAD GREENWICH in the CGB Zone. Proposed use: Office Existing Use: Office

DECISION STATUS: APPROVED AS NOTED, Resubmit electronically
Voting to approve: Pugliese, Cohen, Contadino Conte, Doyle, Hein, LoBalbo, Strazza.
Proposed:
• Hand rails will be lit from underneath.
• No step lights.
• Bollards 39” High
Modification:
• Keep bollards under 30 inches in height.
• Provide lighting specification to clarify color warmth will be consistent.
• Submit revisions electronically.

4. Eagle Hill School - Hardwick House

Application PLPZ2016 00061 for Exterior Alteration review for a new handicap ramp, mechanical area, new entrance and paving on a property located at 45 GLENVILLE ROAD GREENWICH in the RA-2 Zone. Proposed use: institutional Existing Use: institutional Note: Needs admin site plan

DECISION STATUS: RETURN
Voting to return: Pugliese, Cohen, Contadino Conte, Doyle, Hein, LoBalbo, Strazza.
Proposed:
• Remove service road near building. Turn it into a pedestrian space.
• Add ramp to create refurbished and handicap accessible entrance on Glennville Road side of the Building.
• Southern fire escape will be removed.
• Stair and elevator addition.
• Create new loading area and parking area for pick-up hours

Modification:
• Rendering is inconsistent with new elevation – Revise rendering to provide constancy. Look at front entrance canopy.
• Landscaping of the teardrop area and termination of new pedestrian walkway and paving should be reconsidered. Possible additional sidewalk and further thought on its relation to the rest of the campus with formal versus informal courtyards.
• Columns are not in keeping with style of the rest of the architecture and should be modified. Maybe not white in color.
• The elevator and overrun tower expression tower needs revision. Review Cladding with stone or alternate stucco expression, review a flat roof in lieu of the pitched. Provide Roof Plan.
• Remove gables of addition to match east elevation; current design is calling too much attention to it.
• Provide railing detail/specification/elevation for new entrance ramp and provide drawing to show the landscaping at this location.

5. Pickwick Plaza Building 1

Application PLPZ2016 00076 for Exterior Alteration review to modify the storefront, lighting, paving and entrance on a property located at 0 EAST PUTNAM AVENUE GREENWICH in the CGBR Zone. Proposed use: office

Existing Use: office

DECISION STATUS: APPROVED AS SUBMITTED


Proposed:
• Building one entrance
• Limestone surround, with extruded metal framing
• Polished stainless steel lettering
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, application incomplete

7. Saks Fifth Avenue - Women's Apparel

Application PLPZ2016 00010 for Exterior Alteration review to paint entire 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, application incomplete

8. Lugano Restaurant

Application PLPZ2015 005558 for Exterior Alteration review to construct outdoor dining on a property located 1392 EAST PUTNAM AVENUE OLD GREENWICH in the LB Zone. Proposed use: restaurant Existing use: restaurant

DECISION STATUS: APPROVED AS NOTED, Submit Electronically

Voting to approve: Pugliese, Cohen, Contadino Conte, Doyle, Hein, LoBalbo, Strazza.

Proposed:
- Outdoor dining.
- Change window to glass door.
- Planting areas will be added.

Modification:
- Green strip should be extended across the whole frontage.
- Terrace line should be straight across, pull back from the road.
- Continue a tree/hedge/tree pattern.
- Revised Plan with material specs, at presented materials to match existing, need to be submitted electronically.
9. Two Sound View Drive

Application PLPZ2015 00579 for Exterior Alteration review for new front entrance on a property located at 2 ARCH STREET, GREENWICH, in the CGB Zone. Proposed use: office Existing Use: office

DECISION STATUS: RETURN, for Landscape

Voting to approve: Pugliese, Cohen, Contadino Conte, Doyle, Hein, LoBalbo, Strazza.

Proposed:
- Limestone surround on existing entrance.
- Glass and aluminum canopy.
- Pickle brick with grey tone.
- Repave parking, remove planters for leaking problem.
- No added planting landscaping proposed at this time, landscape architect had been brought on to the project.

Modification:
- Need to do a landscape plan prior to approval.
- Need to “beef up” cap.
- All brick will be pickled.
- Provide pickling specification and a picture of the sample area.
- Some members will go out individually to review mock up on the building.

10. 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: POSTPONED
11. Brooks Brothers

Application PLPZ2016 00049 for Sign and Awning review for new façade sign on a property located at 181 GREENWICH AVENUE GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS: APROVED AS NOTED, return electronically

Proposed:
• As presented letters will glow from indirect light.
• Sample of Color.

Modifications;
• Back should match front; or reviewed in context of the front as applicant did not provide the front of the building
• Return with revisions electronically.

COMMITTEE BUSINESS

1. FEBRUARY 2016 ACTION AGENDA

DECISION STATUS: POSTPONED

- CONTINUED ON NEXT PAGE
ARCHITECTURAL REVIEW SIGN SUB-COMMITTEE
Action Agenda & Draft Minutes
Monday, February 29, 2016
Cone Room
10:30 AM
Greenwich Town Hall
Second Floor
101 Field Point Road, Greenwich, CT

ARC MEMBERS PRESENT: Paul Pugliese (chair), Richard Hein, Heidi Smith, and Mark Strazza.
STAFF MEMBER PRESENT: Cindy Tyminski

DECISION STATUS (3/2/2016): APPROVED AS SUBMITTED
Voting TO APPROVE the recommendations of the Sign Sub-committee:
Pugliese, Cohen, Contadino, Conte, Doyle, Hein, LoBalbo, Strazza.

1. Brooks Brothers

Application PLPZ2016 00049 for Sign and Awning review for new façade sign on a property located at 181 GREENWICH AVENUE GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS: To be heard on 3/2/2016 @ end of agenda.

2. Stuart Weitzman

Application PLPZ2016 00054 for Sign and Awning review for new façade sign on a property located at 120 GREENWICH AVENUE, Unit:124, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS: APPROVED AS NOTED
Voting to approve: Hein, Smith and Strazza.
Proposed:
- Awning: Cadet Gray
- 5 signs in total.

Modifications:
• Television and SW are signs as they are on or are within 3 feet of glass.
• Recalculate area of the sign.
• There cannot be illuminate signs in the windows; these should be replaced with decals.
• Applicant to provide a photograph documenting the removal of unpermitted signs prior to sign-off.

3. HBA Kitchens and Bath

Application PLPZ2016 00055 for Sign and Awning review for new façade sign on a property located at 232 EAST PUTNAM AVENUE, Unit:238, COS COB in the LBR-2 Zone. Proposed use: retail Existing Use: retail

DECISION STATUS: RETURN to meeting

Proposed:
• Application as submitted is incomplete.
• Is existing awning staying up?

Modifications:
• Applicant directed to get application checklist.
• Need samples of sign and awning colors and materials.
• Take pictures of existing fabric color of awning if it is to remain.
• What is happening with blue duct tape in the windows?
• PMS colors are needed.
• Mechanical plans with the size and type of font and spacing.
• A complete application was not provided; additional modifications may be imposed when there is a full review.

4. OOMPH

Application PLPZ2016 00063 for Sign and Awning review for new façade sign on a property located at 19 WEST PUTNAM AVENUE, Unit:23

GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS: APPROVED AS NOTED

Voting to approve: Hein, Smith and Strazza.

Proposed:
• Application as submitted is incomplete.

Modifications:
• Company needs to use plan dates. There are no dates on plans even though there are spaces for them and there were three versions of the plan present at the meeting.
5. Abis Japanese Restaurant

Application PLPZ2016 00066 for Sign and Awning review for new façade sign on a property located at 379 GREENWICH AVENUE, Unit:381 GREENWICH in the CGBR Zone. Proposed use: restaurant Existing Use: restaurant

DECISION STATUS: RETURN to meeting

Modifications:
- Mechanicals needed for sign.
- The colors and the font need to be consistent from the rendering to the sign plan.
- Need to provide pms colors, font size, and font type.
- Illumination of sign cannot be by a light below.
- A complete application was not provided; additional modifications may be imposed when there is a full review.

6. Abis Japanese Restaurant

Application PLPZ2016 00067 for Exterior Alteration review for relocation of the door and installation of folding door on a property located at 379 GREENWICH AVENUE, Unit:381 GREENWICH in the CGBR Zone. Proposed use: restaurant Existing Use: restaurant

DECISION STATUS: RETURN to meeting

Modifications:
- Make glass down to bottom of sides of doors.
- Contact health department about open windows with exposed food.
- Bring complete plans to the meeting as noted on the checklist.
- A complete application was not provided; additional modifications may be imposed when there is a full review.

7. Domino’s
Application PLPZ2015 00577 for Sign and Awning review for new façade sign on a property located at 142 EAST PUTNAM AVENUE, COS COB in the LBR-2 Zone. Proposed use: retail food Existing use: retail food

DECISION STATUS: RETURN to meeting

Modifications:
- Must remove all unapproved signs and non-compliant window coverage prior to the next review.
- Bring a photograph showing that there has been compliance.
- The internally illuminated sign is not consistent with the character of downtown Cos Cob.
- Will the applicant provide a complete sign program?

8. COS

Application PLPZ2016 00079 for Sign and Awning review for new façade sign on a property located at 283 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: retail Existing use: retail

DECISION STATUS: RETURN to meeting

Modifications:
- Sign is too bright.
- Provide mechanicals of the sign.
- This is not a sign but a fixture casting the sign onto the building.
- How does this sign work in the daytime?
- Need mechanicals and photometric plans.

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. 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: ctymsinski@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 that 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.
1. Fairview Country Club

Application PLPZ2016 00052 for Exterior Alteration review for new addition to the main clubhouse, dining terrace, golf cart storage area, trellis, lighting and landscaping on a property located at 1241 KING STREET GREENWICH in the RA-4 Zone. Proposed use: Private Club

Existing Use: Private Club

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
☐ Meeting
☐ Electronic resubmission
☐ Construction Documents

☐ PUGLIESE ☐ HEIN ☐ CONTE ☐
☐ DOYLE ☐ STRAZZA ☐ SMITH ☐
☐ COHEN ☐ CONTADINO ☐ LOBALBO ☐

2. Greenwich Country Club

Application PLPZ2016 00058 for Exterior Alteration review to reconstruct pool complex building and skeet building on a property located at 254 EAST PUTNAM, GREENWICH in the RA-1 Zone. Proposed use: Private Club

Existing Use: Private Club

DECISION STATUS:
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☐ DOYLE ☐ STRAZZA ☐ SMITH ☐
☐ COHEN ☐ CONTADINO ☐ LOBALBO ☐
3. 66 Field Point Road

Application PLPZ2016 0060 for Exterior Alteration review for new lighting on a property located at 66 FIELD POINT ROAD GREENWICH in the CGB Zone. Proposed use: Office Existing Use: Office

DECISION STATUS:
☐ AS SUBMITTED  ☐ AS NOTED  ☐ RETURN  ☐ DENIED
☐ Meeting
☐ Electronic resubmission
☐ Construction Documents

☐ PUGLIESE  ☐ HEIN  ☐ CONTE  ☐
☐ Doyle  ☐ Strazza  ☐ Smith  ☐
☐ Cohen  ☐ Contadino  ☐ Lobalbo  ☐

4. Eagle Hill School - Hardwick House

Application PLPZ2016 00061 for Exterior Alteration review for a new handicap ramp, mechanical area, new entrance and paving on a property located at 45 GLENVILLE ROAD GREENWICH in the RA-2 Zone. Proposed use: institutional Existing Use: institutional Note: Needs admin site plan

DECISION STATUS:
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5. Pickwick Plaza Building 1

Application PLPZ2016 00076 for Exterior Alteration review to modify the storefront, lighting, paving and entrance on a property located at 0 EAST PUTNAM AVENUE GREENWICH in the CGBR Zone. Proposed use: office Existing Use: office

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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

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☐ DOYLE ☐ STRAZZA ☐ SMITH ☐
☐ COHEN ☐ CONTADINO ☐ LOBALBO ☐

7. Saks Fifth Avenue - Women’s Apparel

Application PLPZ2016 0010 for Exterior Alteration review to paint entire 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:
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☐ COHEN ☐ CONTADINO ☐ LOBALBO ☐

8. Lugano Restaurant

Application PLPZ2015 005558 for Exterior Alteration review to construct outdoor dining on a property located 1392 EAST PUTNAM AVENUE OLD GREENWICH in the LB Zone. Proposed use: restaurant Existing use: restaurant

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
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9. Two Sound View Drive

Application PLPZ2015 00579 for Exterior Alteration review for new front entrance on a property located at 2 ARCH STREET GREENWICH, in the CGB Zone. Proposed use: office Existing Use: office

DECISION STATUS:
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☐ COHEN  ☐ CONTADINO  ☐ LOBALBO

10. 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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COMMITTEE BUSINESS

1. FEBRUARY 2016 ACTION AGENDA

DECISION STATUS:
☐ AS SUBMITTED  ☐ AS NOTED  ☐ RETURN  ☐ DENIED

☐ PUGLIESE  ☐ HEIN  ☐ CONTE
☐ DOYLE  ☐ STRAZZA  ☐ SMITH
☐ COHEN  ☐ CONTADINO  ☐ LOBALBO
ARCHITECTURAL REVIEW SIGN SUB-COMMITTEE
FINAL AGENDA
Monday, February 29, 2016
Cone Room
10:30 AM
Greenwich Town Hall
Second Floor
101 Field Point Road, Greenwich, CT

1. Brooks Brothers

Application PLPZ2016 00049 for Sign and Awning review for new façade sign on a property located at 181 GREENWICH AVENUE GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS:
☐ AS SUBMITTED  ☐ AS NOTED  ☐ RETURN  ☐ DENIED
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☐ DOYLE ☐ STRAZZA ☐ SMITH ☐
☐ COHEN ☐ CONTADINO ☐ SMITH ☐

2. Stuart Weitzman

Application PLPZ2016 00054 for Sign and Awning review for new façade sign on a property located at 120 GREENWICH AVENUE, Unit:124, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS:
☐ AS SUBMITTED  ☐ AS NOTED  ☐ RETURN  ☐ DENIED
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3. HBA Kitchens and Bath

Application PLPZ2016 00055 for Sign and Awning review for new façade sign on a property located at 232 EAST PUTNAM AVENUE, Unit:238, COS COB in the LBR-2 Zone. Proposed use: retail Existing Use: retail

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
☐ Meeting ☐ Electronic resubmission ☐ Construction Documents

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4. OOMPH

Application PLPZ2016 00063 for Sign and Awning review for new façade sign on a property located at 19 WEST PUTNAM AVENUE, Unit:23 GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
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5. Abis Japanese Restaurant

Application PLPZ2016 00066 for Sign and Awning review for new façade sign on a property located at 379 GREENWICH AVENUE, Unit:381 GREENWICH in the CGBR Zone. Proposed use: restaurant Existing Use: restaurant

DECISION STATUS:
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Application PLPZ2016 00067 for Exterior Alteration review for relocation of the door and installation of folding door on a property located at 379 GREENWICH AVENUE, Unit:381 GREENWICH in the CGBR Zone. Proposed use: restaurant Existing Use: restaurant

DECISION STATUS:
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7. Domino’s

Application PLPZ2015 00577 for Sign and Awning review for new façade sign on a property located at 142 EAST PUTNAM AVENUE, COS COB in the LBR-2 Zone. Proposed use: retail food Existing use: retail food

DECISION STATUS:
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8. COS

Application PLPZ2016 00079 for Sign and Awning review for new façade sign on a property located at 283 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: retail Existing use: retail

DECISION STATUS:
☐ AS SUBMITTED ☐ AS NOTED ☐ RETURN ☐ DENIED
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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. 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 Alteration 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.

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.