

1. Meeting Materials

Documents:

[APRIL 5, 2017 ARCHITECTURAL REVIEW COMMITTEE ACTION AGENDA.PDF](#)

[APRIL 5, 2017 ARCHITECTURAL REVIEW COMMITTEE FINAL AGENDA -
REVISED 2.PDF](#)

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ARCHITECTURAL REVIEW COMMITTEE

Wednesday, April 5, 2017

ACTION AGENDA

Town Hall Meeting Room

7:00 PM

Greenwich Town Hall

First Floor

101 Field Point Road, Greenwich, CT

ARC MEMBERS PRESENT: Paul Pugliese (chairman), Richard Hein (vice-chairman), Rhonda Cohen, John Conte, Louis Contadino, Heidi Smith, and Mark Strazza.

STAFF MEMBER PRESENT: Cindy Tyminski

1. Greenwich Reform Synagogue

Application PLPZ201700088 for Exterior Alteration review to install a free standing sign on a property located at 92 ORCHARD STREET, GREENWICH in the R-12 Zone. Proposed use: institutional use Existing Use: institutional use Note: If a free-standing sign is 2.5 feet and under is not required to have the required clearance.

DECISION STATUS: APPROVED AS NOTED

Voting to Approve: Pugliese, Cohen, Conte, Contadino, Smith, and Strazza.
PRESENTED

- Sign on one side is a plate that is 14" high x 48" wide.
- The second side is a metal logo/symbol that is 21" high.
- No plans to illuminate the sign.
- Flowering plants will be planted around the sign.
- Signs will be mounted on a stone that is 2.5 feet high.

MODIFICATIONS:

- The sign cannot be illuminated in residential zones.
- The plate sign is approved.
- The metal logo component cannot be bigger than 18"; applicant needs to confirm height with ZEO. ARC finds it acceptable aesthetically.

2. One Sound Shore Drive

Application PLPZ2016 00476 for Exterior Alteration review to install façade modifications on a property located at 1 SOUND SHORE DRIVE,

GREENWICH in the GBO Zone. Proposed use: office Existing Use: office

Note: In the CAM zone. May require additional approvals for proposed.

DECISION STATUS: APPROVED AS SUBMITTED

Voting to Approve: Pugliese, Hein (7:30), Cohen, Conte, Contadino, Smith, and Strazza.

PRESENTED:

- Dryvit coating with reflective sheen.
- One sunshade on the penthouse.
- Removed lighting fixtures under the soffit and put LED, 18 Watt per fixture, pointed down on the walkway.

3. One Sound Shore Drive

Application PLPZ2017 00097 for Sign and Awning review to review two façade signs on a property located at 1 SOUND SHORE DRIVE,

GREENWICH in the GBO Zone. Proposed use: office Existing Use: office

Note: In the CAM zone. May require additional approvals for proposed work.

DECISION STATUS: APPROVED AS NOTED, electronic return

Voting to Approve: Pugliese, Hein (7:30), Cohen, Conte, Contadino, Smith, and Strazza.

PRESENTED:

- “One” is 18” in height the letters in the address are 14”.

MODIFICATIONS:

- Put “One Sound Shore Drive” all on the center section. All typography should be put on the middle row and centered.
- The sign on the side should be on bottom section and right justified. The space between “one” and “sound shore drive” should match the width of the column.

4. Something Natural from Nantucket

Application PLPZ201700110 for Sign and Awning review for **two façade signs** on a property located at 189 GREENWICH AVENUE, Unit: REAR GREENWICH, in the CGBR Zone. Proposed Use: retail food Existing Use: retail food NOTE: Applicant offered the opportunity to revise their front façade sign as it does not comply with the Building Zone Regulations; demanded to be placed on agenda with non-conforming sign.

DECISION STATUS: APPROVED AS NOTED, electronic return
Voting to Approve: Pugliese, Hein, Cohen, Conte, Contadino, Smith, and Strazza.

PRESENTED:

- More details on the porch.
- More details on the lighting.
- There are three windows being removed on rear elevation of the building; infilling with hardiplank.

MODIFICATIONS:

- All the finishes shall be the same on the light fixtures; brushed metal or brushed steel.

5. Something Natural from Nantucket

Application PLPZ201700014 for Exterior Alteration review for **replace siding and install new windows** on a property located at 189 GREENWICH AVENUE, Unit: REAR GREENWICH, in the CGBR Zone. Proposed Use: retail food Existing Use: retail food NOTE: The applicant has informed the fire marshal that they are removing two windows that were previously shown as remaining.

DECISION STATUS: APPROVED AS NOTED, electronic return
Voting to Approve: Pugliese, Hein, Cohen, Conte, Contadino, Smith, and Strazza.

PRESENTED:

- The whale logo is 18" in height.
- The letters are 7" in height.

MODIFICATIONS:

- Need at least 1.5" of space between the top and bottom the sign

- Sign board is forced and out of scale between the windows. The board should be tightened down to the letters; resulting in a thinner board height.
- Take out some of the space between the words.
- Committee would encourage some planting in two rectangles in the front; possibly hydrangea or even grass would be better than asphalt.

6. 646 Steamboat Road

Application PLPZ201700104 for Exterior Alteration review for **replacement of an existing glass and mullions** on a property located at 646

STEAMBOAT ROAD GREENWICH in the WB Zone. Proposed Use: office

Existing Use: office

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

PRESENTED: APPROVED AS SUBMITTED

- Replacing window glass and mullions.

7. Putnam Hill Wall

Application PLPZ201600571 for Exterior Alteration review for **replacement of an existing retaining wall** on a property located at 280 EAST PUTNAM

AVENUE, GREENWICH, CT in the R-6 Zone. Proposed Use: multi-family

residential Existing Use: multi-family residential

DECISION STATUS: APPROVED AS NOTED

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

PRESENTED:

- Replace concrete wall.
- Replace both the north and the south walls.
- Provided terracing of the walls; as requested by ARC.
- Provided more landscaping; as requested by the ARC.
- Provided a sample of the interlocking Block.

MODIFICATIONS:

- Stagger plantings so not a straight line.

8. Pickwick Plaza

Application PLPZ2016 00645 for Exterior Alteration review **for modifications to the existing landscape** on a property located at 1 – 3 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: office/retail Existing Use: office/retail.

DECISION STATUS: RETURN

PROPOSAL:

- Applicant presented plans to remove all the soil and plant material on site, replace it with a light weight soil and install 55 red maples.
- Applicant made it clear to the Committee that this is not a public park; it is private property.
- Applicant states that the water wall is an important aspect of their proposal; it will be heated in the wintertime so it will be in use year-round.

MODIFICATIONS:

- The Committee had major issues with the entire design:
 - i. This is an important pedestrian way and entrance to downtown Greenwich. Have not considered the edges of the property, even though this is what most people are going to see. Is the garden going to be 'sunken' at the top of the Avenue when the soil level is brought down?
 - ii. It is not clear from the applicant if they have designed this as a public or private space? Can the public go into the space or not? Will they be continued to be allowed into this space?
 - iii. There is no space making and formal pieces are just being plunked into the site resulting in a design that is not functional. How will people use the space? Where are the nodes for people to stop and sit on a bench to rest or look at the vistas? Need to create spaces first, then determine features.
 - iv. There is no correlation between the axis of garden to anything. An allee should go from somewhere to somewhere. Now the allee is hitting an oblique curve on Greenwich Avenue with a stop sign on one end and the edge of one building on the other; it is an allee to nowhere.
 - v. The formal rectilinear plan does not resonate with the entire Committee and the departure from the curvilinear design is not an improvement. The applicant needs to come up with a softer, more a curvilinear design.

- vi. Using a monoculture of a single type of tree is an issue, most notably they will have difficulty replacing and retaining a harmonious look over time. Having such a rigorous allee it will be very noticeable if one tree is missing.
- vii. The existing 60' high pin oaks anchor and soften the buildings and will be sorely missed. Consider a solution to protect the trees; it seems as if parking is often at odds with and are at the expense of trees. Would prefer to lose the parking spaces than the trees.
- viii. The water wall seems to "copycat" the nearby water wall that is on Lafayette and the Committee is not excited about another water wall. The scale of the double staircase down behind the water wall is very forced and is out of scale.
- ix. The design is not unique could be anywhere in the country or world. The formal design does not work well near modern style buildings. Right now the site is symbolic of Greenwich and New England.
- x. This is an important pedestrian way. Consider the edges of the property and this is what most people are going to see. Is this public or private space? Can the public go into the space or not?

9. Greenwich Plaza - Arch Street Planting

Application: PLPZ201700098 for an Exterior Alteration Review for the **removal of existing plant materials and to replace with new plantings** on a property located at 2 GREENWICH PLAZA, GREENWICH in the GB Zone.

DECISION STATUS: APPROVED AS NOTED

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

PRESENTED:

- Would like to plant with like to use single stem birch trees.
- Plants for seasonal interest will also be used.

MODIFICATIONS:

- Contrast the single stem birch with the multi-stem birch.
- Add more birch trees.
- Add a spruce tree on the corner.

10. Connecticut Natural Gas

Application: PLPZ201700107 for an Exterior Alteration Review of new generator, fencing and parking gate on a property located 16 OLD TRACK ROAD, GREENWICH in the GB Zone.

DECISION STATUS: APPROVED AS NOTED, return electronically
Voting to Approve: Pugliese, Hein, Cohen, Conte, Contadino, Smith, and Strazza.

PRESENTED:

- New Generator only at this time.
- Will return in the future if they decide to do the gate.

MODIFICATIONS:

- Need to provide cross sections to show that it will not be seen at the height that it is proposed.

11. Lexus of Greenwich

Application PLPZ201600616 for Exterior Alteration review for construction of a new building with brick siding and storefront panel system on a property located at 40 OLD FIELD POINT ROAD GREENWICH, in the CGBR Zone. Proposed Use: automotive Existing Use: automotive

DECISION STATUS: APPROVED AS NOTED, return electronically
Voting to Approve: Hein, Cohen, Conte, Contadino, Smith, and Strazza.
Recused: Pugliese.

PRESENTED:

- Many of the areas of the building areas have been reduced.
- The service wing was to bring down the mass and scale.
- Get rid of the sidewalk that ran across the building to allow for landscaping.
- Handicap space is now near the front door.
- Enhanced and added to the landscaping.
- Add lighting; all on the building.

MODIFICATIONS:

- Remove the three holly trees and use multi-stem river birch (betula nigra) trees instead; will soften the building.
- Needs more reveal or articulation on the service wing consider adding a green wall grid.
- Use a grey stone block for the tread, riser and platform.

12. 500 West Putnam Avenue

Application PLPZ2017 00128 for Exterior Alteration review to **change previous approved metal panel color** on property located at 500 West Putnam Avenue in the GB Zone. Proposed use: office Existing Use: office/medical

DECISION STATUS: APPROVED AS NOTED, return electronically
Voting to Approve: Pugliese, Hein, Cohen, Conte, Contadino, Smith, and Strazza.

PRESENTED:

- Custom color cool, bluish silver.
- Glass color: blue

MODIFICATIONS:

- The joint in the limestone entrance does not align with anything. Consider making 'column' more narrow and pulling entrance up as a parapet.
- Cool silver color approved.
- Return with signs.

13. Greenwich Acura

Application PLPZ201600629 for Exterior Alteration review **for modifications to the existing buildings** on a property located at 290 MASON STREET GREENWICH in the CGB Zone. Proposed use: automotive Existing Use: automotive. Note: Look at Lighting and New Landscaping.

DECISION STATUS: APPROVED AS NOTED, return electronically
Voting to Approve: Hein, Cohen, Conte, Contadino, Smith, and Strazza.
Recused: Pugliese.

PRESENTED:

- Landscaping modified with additional street trees.
- Plans in model form.

MODIFICATIONS:

- Consider a raised concrete planter with a *Taxus* hedge

14. Greenwich Acura

Application PLPZ201600630 for Exterior Alteration review **for modifications to the existing buildings** on a property located at 275 MASON STREET GREENWICH in the CGB Zone. Proposed use: automotive Existing Use: automotive. Note: Look at Lighting and New Landscaping.

DECISION STATUS: APPROVED AS NOTED, return electronically
Voting to Approve: Hein, Cohen, Conte, Contadino, Smith, and Strazza.
Recused: Pugliese.

MODIFICATIONS:

- Change the banding so that it is higher on the building.

COMMITTEE BUSINESS

1. REVIEW OF THE MARCH ACTION AGENDA

DECISION STATUS:

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

~~ARCHITECTURAL REVIEW SIGN SUB-COMMITTEE~~

~~FINAL AGENDA~~

~~Monday, April 3, 2017~~

~~CONE ROOM~~

~~10:00 AM~~

~~Greenwich Town Hall~~

~~Second Floor~~

~~101 Field Point Road, Greenwich, CT~~

[SIGN SUBCOMMITTEE MEETING CANCELLED]

NOTICE TO APPLICANTS:

SUBMITTING APPLICATIONS

Submitting an application by the posted deadline date does not guarantee a spot on the agenda. The agenda is filled on a first come basis. You must make an appointment with the application coordinator Lauren at lauren.lockwood@greenwichct.org to submit all applications. Please note that no appointments may be available the day of the deadline if you wait too long. Here is the link to the 2017 meeting schedule:

<http://www.greenwichct.org/upload/medialibrary/e03/2017%20ARC%20MEETING%20SCHEDULE.pdf>

BEFORE THE MEETING:

The final agenda is posted online the Friday before the meeting. You will be able to determine where your application is on the agenda. Please double check to confirm the date and the time of your meeting. To access the Final Agenda, you can find it on the Town website under Meetings and then Architectural Review Committee:

http://www.greenwichct.org/government/committees/architectural_review_committee/arc_meetings/

AT THE MEETING:

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. If an applicant does not show for the sign meeting they **will not be allowed to attend the regular ARC meeting** as this meeting has already been fully scheduled. The applicant must then wait until the next sign subcommittee meeting that has availability to have their application heard.

For ALL Exterior Alternation applications, applicants are required to **bring eight (8) sets of all plans to the meeting**. Exterior Alternation plans must be full size and scalable; reductions will not be reviewed. **If these plans are not brought to the meeting, you will not be heard**, and must wait until a subsequent ARC meeting to be heard. The applicant should also bring all color samples and materials to the meeting.

For ALL Sign applications, applicants are required to **bring all color samples and materials to the meeting**. Sign plans should be at least 11" x 17" and scalable. The applicant should have photographs of the entire building as well as the surrounding structures and streetscape.

AFTER THE MEETING:

If an application requires revisions, **the Committee may state that they will 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. It is the applicant's responsibility to follow up with the electronic review.

Electronic review is a process that was established to help expedite review of projects for the benefit of the applicants. **Electronic Review needs to be accomplished within one month after the meeting**. All revisions that are delayed past one month will need to return to a meeting. In addition, if there are still outstanding issues after electronic review, then the applicant must return to a meeting.

It is the responsibility of the applicant to follow up on electronic reviews and find their conditions of approval. The conditions of approval or requested revisions will be found on the Action Agenda which is posted the Friday following the meeting. To access the Action Agenda, you can find it on the Town website under Meetings and then Architectural Review Committee:http://www.greenwichct.org/government/committees/architectural_review_committee/arc_meetings/.

RETURNING TO A FUTURE MEETING:

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 **by the deadline for that meeting date** to be scheduled for a

particular meeting. In addition, please note that **submitting any application or revision by the posted deadline date** does not guarantee a spot on the agenda. The agenda is filled on a first come basis.

SIGN-OFFS:

Once revisions are approved either electronically or at a meeting, three new final design plan sets must be brought in for sign off that incorporate the required changes to the design. **Planning and Zoning Staff will stamp any revised and approved drawings on Fridays from 9:00 - 11:00 AM.**

To complete the permitting process, the applicant must apply to the Zoning Enforcement Department for a zoning permit and to the Building Division of the Department of Public Works for a building permit. 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.

ARCHITECTURAL REVIEW COMMITTEE

Wednesday, April 5, 2017

FINAL AGENDA – revised 2

Town Hall Meeting Room

7:00 PM

Greenwich Town Hall

First Floor

101 Field Point Road, Greenwich, CT

1. Greenwich Reform Synagogue

Application PLPZ201700088 for Exterior Alteration review to install a free standing sign on a property located at 92 ORCHARD STREET, GREENWICH in the R-12 Zone. Proposed use: institutional use Existing Use: institutional use Note: If a free-standing sign is 2.5 feet and under is not required to have the required clearance.

DECISION STATUS:

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

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- | | | | |
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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. One Sound Shore Drive

Application PLPZ2016 00476 for Exterior Alteration review to install façade modifications on a property located at 1 SOUND SHORE DRIVE, GREENWICH in the GBO Zone. Proposed use: office Existing Use: office Note: In the CAM zone. May require additional approvals for proposed.

DECISION STATUS:

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3. One Sound Shore Drive

Application PLPZ2017 00097 for Sign and Awning review to review two façade signs on a property located at 1 SOUND SHORE DRIVE, GREENWICH in the GBO Zone. Proposed use: office Existing Use: office Note: In the CAM zone. May require additional approvals for proposed work.

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Table with 4 columns of names: PUGLIESE, DOYLE, COHEN, HEIN, STRAZZA, CONTADINO, CONTE, SMITH, LOBALBO.

4. Something Natural from Nantucket

Application PLPZ201700110 for Sign and Awning review for two façade signs on a property located at 189 GREENWICH AVENUE, Unit: REAR GREENWICH, in the CGBR Zone. Proposed Use: retail food Existing Use: retail food NOTE: Applicant offered the opportunity to revise their front façade sign as it does not comply with the Building Zone Regulations; demanded to be placed on agenda with non-conforming sign.

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6. 646 Steamboat Road

Application PLPZ201700104 for Exterior Alteration review for replacement of an existing glass and mullions on a property located at 646 STEAMBOAT ROAD GREENWICH in the WB Zone. Proposed Use: office Existing Use: office

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7. Putnam Hill Wall

Application PLPZ201600571 for Exterior Alteration review for **replacement of an existing retaining wall** on a property located at 280 EAST PUTNAM AVENUE, GREENWICH, CT in the R-6 Zone. Proposed Use: multi-family residential Existing Use: multi-family residential

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"/>
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8. Pickwick Plaza

Application PLPZ2016 00645 for Exterior Alteration review **for modifications to the existing landscape** on a property located at 1 – 3 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: office/retail Existing Use: office/retail.

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9. Greenwich Plaza - Arch Street Planting

Application: PLPZ201700098 for an Exterior Alteration Review for the **removal of existing plant materials and to replace with new plantings** on a property located at 2 GREENWICH PLAZA, GREENWICH in the GB Zone.

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10. Connecticut Natural Gas

Application: PLPZ201700107 for an Exterior Alteration Review of **new generator, fencing and parking gate** on a property located 16 OLD TRACK ROAD, GREENWICH in the GB Zone.

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11. Lexus of Greenwich

Application PLPZ201600616 for Exterior Alteration review for **construction of a new building with brick siding and storefront panel system** on a property located at 40 OLD FIELD POINT ROAD GREENWICH, in the CGBR Zone. Proposed Use: automotive Existing Use: automotive

- DECISION STATUS:
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<input type="checkbox"/> COHEN	<input type="checkbox"/> CONTADINO	<input type="checkbox"/> LOBALBO	<input type="checkbox"/>

12. 500 West Putnam Avenue

Application PLPZ2017 00128 for Exterior Alteration review to **change previous approved metal panel color** on property located at 500 West Putnam Avenue in the GB Zone. Proposed use: office Existing Use: office/medical

DECISION STATUS:

- AS SUBMITTED
- AS NOTED
- RETURN
- DENIED

<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"/>

13. Greenwich Acura

Application PLPZ201600629 for Exterior Alteration review **for modifications to the existing buildings** on a property located at 290 MASON STREET GREENWICH in the CGB Zone. Proposed use: automotive Existing Use: automotive. Note: Look at Lighting and New Landscaping.

DECISION STATUS:

- AS SUBMITTED
- AS NOTED
- RETURN
- DENIED

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

14. Greenwich Acura

Application PLPZ201600630 for Exterior Alteration review **for modifications to the existing buildings** on a property located at 275 MASON STREET GREENWICH in the CGB Zone. Proposed use: automotive Existing Use: automotive. Note: Look at Lighting and New Landscaping.

- DECISION STATUS:**
- AS SUBMITTED AS NOTED RETURN
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 - Electronic resubmission

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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. REVIEW OF THE MARCH ACTION AGENDA

- DECISION STATUS:**
- AS SUBMITTED AS NOTED RETURN DENIED

<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"/>

~~FINAL AGENDA~~
~~Monday, April 3, 2017~~
~~CONE ROOM~~
~~10:00 AM~~
~~Greenwich Town Hall~~
~~Second Floor~~
~~101 Field Point Road, Greenwich, CT~~

[SIGN SUBCOMMITTEE MEETING CANCELLED]

NOTICE TO APPLICANTS:

SUBMITTING APPLICATIONS

Submitting an application by the posted deadline date does not guarantee a spot on the agenda. The agenda is filled on a first come basis. You must make an appointment with the application coordinator Lauren at lauren.lockwood@greenwichct.org to submit all applications. Please note that no appointments may be available the day of the deadline if you wait too long. Here is the link to the 2017 meeting schedule:

<http://www.greenwichct.org/upload/medialibrary/e03/2017%20ARC%20MEETING%20SCHEDULE.pdf>

BEFORE THE MEETING:

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http://www.greenwichct.org/government/committees/architectural_review_committee/arc_meetings/

AT THE MEETING:

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. If an applicant does not show for the sign meeting they **will not be allowed to attend the regular ARC meeting** as this meeting has already been fully scheduled. The applicant must then wait until the next sign subcommittee meeting that has availability to have their application heard.

For ALL Exterior Alternation applications, applicants are required to **bring eight (8) sets of all plans to the meeting**. Exterior Alternation plans must be full size and scalable; reductions will not be reviewed. **If these plans are not brought to the meeting, you will not be heard**, and must wait

until a subsequent ARC meeting to be heard. The applicant should also bring all color samples and materials to the meeting.

For ALL Sign applications, applicants are required to **bring all color samples and materials to the meeting**. Sign plans should be at least 11" x 17" and scalable. The applicant should have photographs of the entire building as well as the surrounding structures and streetscape.

AFTER THE MEETING:

If an application requires revisions, **the Committee may state that they will 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. It is the applicant's responsibility to follow up with the electronic review.

Electronic review is a process that was established to help expedite review of projects for the benefit of the applicants. **Electronic Review needs to be accomplished within one month after the meeting**. All revisions that are delayed past one month will need to return to a meeting. In addition, if there are still outstanding issues after electronic review, then the applicant must return to a meeting.

It is the responsibility of the applicant to follow up on electronic reviews and find their conditions of approval. The conditions of approval or requested revisions will be found on the Action Agenda which is posted the Friday following the meeting. To access the Action Agenda, you can find it on the Town website under Meetings and then Architectural Review Committee: http://www.greenwichct.org/government/committees/architectural_review_committee/arc_meetings/.

RETURNING TO A FUTURE MEETING:

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 **by the deadline for that meeting date** to be scheduled for a particular meeting. In addition, please note that **submitting any application or revision by the posted deadline date** does not guarantee a spot on the agenda. The agenda is filled on a first come basis.

SIGN-OFFS:

Once revisions are approved either electronically or at a meeting, three new final design plan sets must be brought in for sign off that incorporate the required changes to the design. **Planning and Zoning Staff will stamp any revised and approved drawings on Fridays from 9:00 - 11:00 AM.**

To complete the permitting process, the applicant must apply to the Zoning Enforcement Department for a zoning permit and to the Building Division of the Department of Public Works for a building permit. 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.

ARCHITECTURAL REVIEW COMMITTEE

Wednesday, April 5, 2017

FINAL AGENDA - revised

Town Hall Meeting Room

7:00 PM

Greenwich Town Hall

First Floor

101 Field Point Road, Greenwich, CT

1. Greenwich Reform Synagogue

Application PLPZ201700088 for Exterior Alteration review **to install a free standing sign** on a property located at 92 ORCHARD STREET, GREENWICH in the R-12 Zone. Proposed use: institutional use Existing Use: institutional use Note: If a free-standing sign is 2.5 feet and under is not required to have the required clearance.

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"/> |

2. One Sound Shore Drive

Application PLPZ2016 00476 for Exterior Alteration review **to install façade modifications** on a property located at 1 SOUND SHORE DRIVE, GREENWICH in the GBO Zone. Proposed use: office Existing Use: office Note: In the CAM zone. May require additional approvals for proposed.

DECISION STATUS:

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

-
- | | | | |
|-----------------------------------|------------------------------------|----------------------------------|--------------------------|
| <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"/> |

3. One Sound Shore Drive

Application PLPZ2017 00097 for Sign and Awning review to review two façade signs on a property located at 1 SOUND SHORE DRIVE, GREENWICH in the GBO Zone. Proposed use: office Existing Use: office
Note: In the CAM zone. May require additional approvals for proposed work.

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

<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"/>

4. Something Natural from Nantucket

Application PLPZ201700110 for Sign and Awning review for two façade signs on a property located at 189 GREENWICH AVENUE, Unit: REAR GREENWICH, in the CGBR Zone. Proposed Use: retail food Existing Use: retail food NOTE: Applicant offered the opportunity to revise their front façade sign as it does not comply with the Building Zone Regulations; demanded to be placed on agenda with non-conforming sign.

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

<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"/>

5. Something Natural from Nantucket

Application PLPZ201700014 for Exterior Alteration review for replace siding and install new windows on a property located at 189 GREENWICH AVENUE, Unit: REAR GREENWICH, in the CGBR Zone. Proposed Use: retail food Existing Use: retail food NOTE: The applicant has informed the fire marshal that they are removing two windows that were previously shown as remaining.

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

Table with 4 columns of names: PUGLIESE, DOYLE, COHEN, HEIN, STRAZZA, CONTADINO, CONTE, SMITH, LOBALBO.

6. 646 Steamboat Road

Application PLPZ201700104 for Exterior Alteration review for replacement of an existing glass and mullions on a property located at 646 STEAMBOAT ROAD GREENWICH in the WB Zone. Proposed Use: office Existing Use: office

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

Table with 4 columns of names: PUGLIESE, DOYLE, COHEN, HEIN, STRAZZA, CONTADINO, CONTE, SMITH, LOBALBO.

7. Putnam Hill Wall

Application PLPZ201600571 for Exterior Alteration review for **replacement of an existing retaining wall** on a property located at 280 EAST PUTNAM AVENUE, GREENWICH, CT in the R-6 Zone. Proposed Use: multi-family residential Existing Use: multi-family residential

DECISION STATUS:

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

<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"/>

8. Pickwick Plaza

Application PLPZ2016 00645 for Exterior Alteration review **for modifications to the existing landscape** on a property located at 1 – 3 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: office/retail Existing Use: office/retail.

DECISION STATUS:

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

<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"/>

9. Greenwich Plaza - Arch Street Planting

Application: PLPZ201700098 for an Exterior Alteration Review for the removal of existing plant materials and to replace with new plantings on a property located at 2 GREENWICH PLAZA, GREENWICH in the GB Zone.

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

<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"/>

10. Connecticut Natural Gas

Application: PLPZ201700107 for an Exterior Alteration Review of new generator, fencing and parking gate on a property located 16 OLD TRACK ROAD, GREENWICH in the GB Zone.

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

<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"/>

11. Lexus of Greenwich

Application PLPZ201600616 for Exterior Alteration review for construction of a new building with brick siding and storefront panel system on a property located at 40 OLD FIELD POINT ROAD GREENWICH, in the CGBR Zone. Proposed Use: automotive Existing Use: automotive

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

<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. 500 West Putnam Avenue

Application PLPZ2017 00128 for Exterior Alteration review to **change previous approved metal panel color** on property located at 500 West Putnam Avenue in the GB Zone. Proposed use: office Existing Use:
office/medical

DECISION STATUS:
 AS SUBMITTED AS NOTED RETURN DENIED

<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"/>

COMMITTEE BUSINESS

1. REVIEW OF THE MARCH ACTION AGENDA

DECISION STATUS:
 AS SUBMITTED AS NOTED RETURN DENIED

<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"/>

~~**ARCHITECTURAL REVIEW SIGN SUB-COMMITTEE
FINAL AGENDA
Monday, April 3, 2017
CONE ROOM
10:00 AM
Greenwich Town Hall
Second Floor
101 Field Point Road, Greenwich, CT**~~

[SIGN SUBCOMMITTEE MEETING CANCELLED]

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ARCHITECTURAL REVIEW COMMITTEE

Wednesday, April 5, 2017

FINAL AGENDA

Town Hall Meeting Room

7:00 PM

Greenwich Town Hall

First Floor

101 Field Point Road, Greenwich, CT

1. Greenwich Reform Synagogue

Application PLPZ201700088 for Exterior Alteration review to install a free standing sign on a property located at 92 ORCHARD STREET, GREENWICH in the R-12 Zone. Proposed use: institutional use Existing Use: institutional use Note: If a free-standing sign is 2.5 feet and under is not required to have the required clearance.

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"/> |

2. One Sound Shore Drive

Application PLPZ2016 00476 for Exterior Alteration review to install façade modifications on a property located at 1 SOUND SHORE DRIVE, GREENWICH in the GBO Zone. Proposed use: office Existing Use: office Note: In the CAM zone. May require additional approvals for proposed.

DECISION STATUS:

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- 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"/> |

3. One Sound Shore Drive

Application PLPZ2017 00097 for Sign and Awning review to review two façade signs on a property located at 1 SOUND SHORE DRIVE, GREENWICH in the GBO Zone. Proposed use: office Existing Use: office
 Note: In the CAM zone. May require additional approvals for proposed work.

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"/> |

4. Something Natural from Nantucket

Application PLPZ201700110 for Sign and Awning review for two façade signs on a property located at 189 GREENWICH AVENUE, Unit: REAR GREENWICH, in the CGBR Zone. Proposed Use: retail food Existing Use: retail food NOTE: Applicant offered the opportunity to revise their front façade sign as it does not comply with the Building Zone Regulations; demanded to be placed on agenda with non-conforming sign.

DECISION STATUS:

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- 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"/> |

5. Something Natural from Nantucket

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

Table with 4 columns of names: PUGLIESE, DOYLE, COHEN, HEIN, STRAZZA, CONTADINO, CONTE, SMITH, LOBALBO.

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Application PLPZ201700104 for Exterior Alteration review for replacement of an existing glass and mullions on a property located at 646 STEAMBOAT ROAD GREENWICH in the WB Zone. Proposed Use: office Existing Use: office

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

Table with 4 columns of names: PUGLIESE, DOYLE, COHEN, HEIN, STRAZZA, CONTADINO, CONTE, SMITH, LOBALBO.

7. Putnam Hill Wall

Application PLPZ201600571 for Exterior Alteration review for **replacement of an existing retaining wall** on a property located at 280 EAST PUTNAM AVENUE, GREENWICH, CT in the R-6 Zone. Proposed Use: multi-family residential Existing Use: multi-family residential

DECISION STATUS:

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

<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"/>

8. Pickwick Plaza

Application PLPZ2016 00645 for Exterior Alteration review **for modifications to the existing landscape** on a property located at 1 – 3 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: office/retail Existing Use: office/retail.

DECISION STATUS:

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

<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"/>

9. Greenwich Plaza - Arch Street Planting

Application: PLPZ201700098 for an Exterior Alteration Review for the **removal of existing plant materials and to replace with new plantings** on a property located at 2 GREENWICH PLAZA, GREENWICH in the GB Zone.

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

<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"/>

10. Connecticut Natural Gas

Application: PLPZ201700107 for an Exterior Alteration Review of **new generator, fencing and parking gate** on a property located 16 OLD TRACK ROAD, GREENWICH in the GB Zone.

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

<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"/>

11. Greenwich Acura

Application PLPZ201600629 for Exterior Alteration review **for modifications to the existing buildings** on a property located at 290 MASON STREET GREENWICH in the CGB Zone. Proposed use: automotive Existing Use: automotive. Note: Look at Lighting and New Landscaping.

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

<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. Greenwich Acura

Application PLPZ201600630 for Exterior Alteration review **for modifications to the existing buildings** on a property located at 275 MASON STREET GREENWICH in the CGB Zone. Proposed use: automotive Existing Use: automotive. Note: Look at Lighting and New Landscaping.

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

<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"/>

13. 500 West Putnam Avenue

Application PLPZ2017 00128 for Exterior Alteration review to **change previous approved metal panel color** on property located at 500 West Putnam Avenue in the GB Zone. Proposed use: office Existing Use: office/medical

- DECISION STATUS:**
- AS SUBMITTED AS NOTED RETURN DENIED

<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"/>

COMMITTEE BUSINESS

1. REVIEW OF THE MARCH ACTION AGENDA

- DECISION STATUS:**
- AS SUBMITTED AS NOTED RETURN DENIED

<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"/>

~~ARCHITECTURAL REVIEW SIGN SUB-COMMITTEE~~

~~FINAL AGENDA~~

~~Monday, April 3, 2017~~

~~CONE ROOM~~

~~10:00 AM~~

~~Greenwich Town Hall~~

~~Second Floor~~

~~101 Field Point Road, Greenwich, CT~~

[SIGN SUBCOMMITTEE MEETING CANCELLED]

NOTICE TO APPLICANTS:

SUBMITTING APPLICATIONS

Submitting an application by the posted deadline date does not guarantee a spot on the agenda. The agenda is filled on a first come basis. You must make an appointment with the application coordinator Lauren at lauren.lockwood@greenwichct.org to submit all applications. Please note that no appointments may be available the day of the deadline if you wait too long. Here is the link to the 2017 meeting schedule:

<http://www.greenwichct.org/upload/medialibrary/e03/2017%20ARC%20MEETING%20SCHEDULE.pdf>

BEFORE THE MEETING:

The final agenda is posted online the Friday before the meeting. You will be able to determine where your application is on the agenda. Please double check to confirm the date and the time of your meeting. To access the Final Agenda, you can find it on the Town website under Meetings and then Architectural Review Committee:

http://www.greenwichct.org/government/committees/architectural_review_committee/arc_meetings/

AT THE MEETING:

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. If an applicant does not show for the sign meeting they **will not be allowed to attend the regular ARC meeting** as this meeting has already been fully scheduled. The applicant must then wait until the next sign subcommittee meeting that has availability to have their application heard.

For ALL Exterior Alternation applications, applicants are required to **bring eight (8) sets of all plans to the meeting**. Exterior Alternation plans must be full size and scalable; reductions will not be reviewed. **If these plans are not brought to the meeting, you will not be heard**, and must wait until a subsequent ARC meeting to be heard. The applicant should also bring all color samples and materials to the meeting.

For ALL Sign applications, applicants are required to **bring all color samples and materials to the meeting**. Sign plans should be at least 11" x 17" and scalable. The applicant should have photographs of the entire building as well as the surrounding structures and streetscape.

AFTER THE MEETING:

If an application requires revisions, **the Committee may state that they will 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. It is the applicant's responsibility to follow up with the electronic review.

Electronic review is a process that was established to help expedite review of projects for the benefit of the applicants. **Electronic Review needs to be accomplished within one month after the meeting.** All revisions that are delayed past one month will need to return to a meeting. In addition, if there are still outstanding issues after electronic review, then the applicant must return to a meeting.

It is the responsibility of the applicant to follow up on electronic reviews and find their conditions of approval. The conditions of approval or requested revisions will be found on the Action Agenda which is posted the Friday following the meeting. To access the Action Agenda, you can find it on the Town website under Meetings and then Architectural Review Committee: http://www.greenwichct.org/government/committees/architectural_review_committee/arc_meetings/.

RETURNING TO A FUTURE MEETING:

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 **by the deadline for that meeting date** to be scheduled for a particular meeting. In addition, please note that **submitting any application or revision by the posted deadline date** does not guarantee a spot on the agenda. The agenda is filled on a first come basis.

SIGN-OFFS:

Once revisions are approved either electronically or at a meeting, three new final design plan sets must be brought in for sign off that incorporate the required changes to the design. **Planning and Zoning Staff will stamp any revised and approved drawings on Fridays from 9:00 - 11:00 AM.**

To complete the permitting process, the applicant must apply to the Zoning Enforcement Department for a zoning permit and to the Building Division of the Department of Public Works for a building permit. 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.