

1. ARC\_Agenda\_2022\_07\_18

Documents:

[7-18-22 ARC SIGN MEETING, FINAL AGENDA.PDF](#)

2. ARC\_Agenda\_2022\_07\_18

Documents:

[7-18-22 ARC SIGN MEETING ACTION AGENDA.PDF](#)

**ARCHITECTURAL REVIEW COMMITTEE**  
**FINAL AGENDA Sign Subcommittee Meeting**  
**Monday, July 18, 2022 10:30am**

**Zoom Virtual Meeting**  
**Webinar ID: 899 5791 5018**  
**Password: 2433004**

Please click the link below to join the webinar:

<https://greenwichct.zoom.us/j/89957915018?pwd=S3VHWWtWakpxM1Q0N2oyanZOQXNxdz09>

Or iPhone one-tap: US: +16465189805,,89957915018#,,1#,2433004# or  
8778535257,,89957915018#,,1#,2433004# (Toll Free)

Or Telephone:Dial(for higher quality, dial a number based on your current location):  
US: +1 646 518 9805 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548  
0276 (Toll Free) or 833 548 0282 (Toll Free)

**I. Sign/Awning Reviews:**

- 1. Town Hall, 101 Field Point Road, Application PLPZ 202200345 for Sign/Awning review for **new freestanding signage** on a property located at 101 Field Point Road in the CGB zone.  
View application [here](#).**
- 2. M+T Bank, 119 East Putnam Ave., Application PLPZ 202200328 for Sign/Awning review for **new signage** on a property located at 119 East Putnam Ave. in the LB zone.  
View application [here](#).**
- 3. Eagle Hill, 45 Glenville Road, Application PLPZ 202200334 for Sign/Awning review for **new freestanding sign** on a property located at 45 Glenville Road in the RA-2 zone  
View application [here](#).**
- 4. Van Leewen, 375 Greenwich Ave. Application PLPZ 202200341 for Sign/Awning review for **new facade signage** on a property located at 375 Greenwich Ave. in the CGBR zone.  
View application [here](#).**
- 5. Chase, 235 Greenwich Ave., Application PLPZ 202200347 for Sign/Awning review for **new facade signage** on a property located at 235 Greenwich Ave. in**

the CGBR zone.  
View application [here](#).

- 6. Orchard Grove, 4 Orchard St., Application PLPZ 202000334** for Sign/Awning review for **freestanding sign** on a property located at 4 Orchard St. in the R-7 zone.  
View application [here](#).

## **II. Committee Business:**

- 1. Any Business.**

*The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or [demetria.nelson@greenwichct.org](mailto:demetria.nelson@greenwichct.org) as soon as possible in advance of the event.*

**ARCHITECTURAL REVIEW COMMITTEE  
ACTION AGENDA Sign Subcommittee Meeting  
Monday, July 18, 2022 10:32am – 12:53 pm**

**Zoom Virtual Meeting**

Please click [here](#); to listen to the audio recording file (.m4a) of the entire meeting.  
Please click [here](#); to read the transcribed audio file (.txt) of the entire meeting

Attendance: Richard Hein, Chairperson; Heidi Brake-Smith; Rhonda Cohen  
Staff: Marisa Anastasio, Senior Planner; Bianca Dygert, Planner II

**I. Sign/Awning Reviews:**

- 1. Orchard Grove, 4 Orchard St., Application PLPZ 202000334** for Sign/Awning review for **freestanding sign** on a property located at 4 Orchard St. in the R-7 zone.

**Decision Status:** Approved as submitted (contact [Marisa.Anastasio@greenwichct.org](mailto:Marisa.Anastasio@greenwichct.org) for endorsement of plans)

**Motion:** Cohen **Second:** Hein **Vote:** 3-0

- 2. Town Hall, 101 Field Point Road, Application PLPZ 202200345** for Sign/Awning review for **new freestanding signage** on a property located at 101 Field Point Road in the CGB zone.

**Decision Status:** Return to a meeting (email plans to [Marisa.Anastasio@greenwichct.org](mailto:Marisa.Anastasio@greenwichct.org) to be scheduled for a meeting)

**Motion:** Cohen **Second:** Brake-Smith **Vote:** 3-0 (unanimous)

The application to submit updated plans to reflect the following:

- ARC does not accept sign as presented.**
- Sign to be updated to include elements of the Town Hall building architecture, character, grandness, sophistication, materials.**
- Color and typography should be explored, ARC suggests bronze or other elegant color and materials.**
- Location of sign shall be presented graphically in a photo montage to see how it relates to the landscaping and Town Hall building.**
- Research of other town hall buildings with successful references of signage is necessary here.**
- Show specs of all sides of sign along with end caps and poles on plans.**
- Include any proposed lighting in plans.**
- Landscaping should be incorporated with the proposal.**

3. **M+T Bank, 119 East Putnam Ave., Application PLPZ 202200328** for Sign/Awning review for **new signage** on a property located at 119 East Putnam Ave. in the LB zone.

*Decision Status:* Return to a meeting (email plans to [Marisa.Anastasio@greenwichct.org](mailto:Marisa.Anastasio@greenwichct.org) to be scheduled for a meeting)

*Motion:* Brake-Smith *Second:* Cohen: 3-0 (unanimous)

The application to submit updated plans to reflect the following:

- a. **ARC finds that floating letters would work better on this building. Applicant to submit mechanical drawings to illustrate 2 location options: one between the clock and windows and one in existing location with dimensions indicated.**
- b. **Confirm lighting temperature of no more than 4000K.**
- c. **Interior illumination of only letters is permitted (not logos nor background).**
- d. **Update the plans to indicate 10' high freestanding sign vs. 14'.**
- e. **ARC is OK with the door decals with no hours.**
- f. **Add landscaping around base of FS sign. Landscaping should have layered effect to balance sign, not just low shrubs, carefully selected so the sign is grounded in proportion - 2 or 3 different heights.**

4. **Eagle Hill, 45 Glenville Road, Application PLPZ 202200334** for Sign/Awning review for **new freestanding sign** on a property located at 45 Glenville Road in the RA-2 zone

*Decision Status:* Return to a meeting (email plans to [Marisa.Anastasio@greenwichct.org](mailto:Marisa.Anastasio@greenwichct.org) to be scheduled for a meeting)

*Motion:* Cohen *Second:* Brake-Smith: 3-0 (unanimous)

The application to submit updated plans to reflect the following:

- a. **The applicant should explore different finials that relate to architecture and environs, specifically the cottage.**
- b. **Color palette soft gray with pantone 364 as well as white.**
- c. **The dismissal sign and don't block the box shall be designed as sister signs to compliment the freestanding entrance sign.**
- d. **Present more accurate photo montage to show placement on site.**
- e. **Applicant should present an alternative fixture or a physical sample to understand level of light. Fixture to test on site or in dark room..**
- f. **ARC recognizes the other signs on campus are scalloped with round finial but this is outer sign that should respect the environs.**

5. **Van Leewen, 375 Greenwich Ave. Application PLPZ 202200341** for Sign/Awning review for **new facade signage** on a property located at 375 Greenwich Ave. in the CGBR zone.

***Decision Status:*** Return to a meeting (email plans to [Marisa.Anastasio@greenwichct.org](mailto:Marisa.Anastasio@greenwichct.org) to be scheduled for a meeting)

***Motion:*** Cohen *Second:* Brake-Smith: 3-0 (unanimous)

The applicant to submit updated plans in order to be scheduled for a meeting:

- a. **Lettering, font, size and location for Van Leewen is accepted.**
  - b. **The proposed pink color requires submittal of an Exterior Alteration application, and must include the Pantone / Benjamin Moore name/number for the proposed color. Show photo montage of existing storefronts and rectify the blue color of the existing shared storefront.**
  - c. **Any proposed decals including hours of operation require a mechanical drawing showing accurate letter height, position, placement and color**
  - d. **The wording “Milkshake” and “ice cream” are not approved on sign board. This wording can be added to windows with decals – font must be consistent with each other.**
  - e. **Any LED lighting must be limited to 3500K or less.**
6. **Chase, 235 Greenwich Ave., Application PLPZ 202200347** for Sign/Awning review for **new facade signage** on a property located at 235 Greenwich Ave. in the CGBR zone.

***Decision Status:*** Return to a meeting (email plans to [Marisa.Anastasio@greenwichct.org](mailto:Marisa.Anastasio@greenwichct.org) to be scheduled for a meeting)

***Motion:*** Brake-Smith *Second:* Cohen: 3-0 (unanimous)

The applicant to submit updated plans to be scheduled for a meeting:

- a. **The logo must be reduced to 18” or less in height (to comply with Building Zone Regulations) and lettering shall be reduced accordingly to be in scale;**
- b. **Lighting temperature must be 3500k or less and a Photometric plan be provided to ensure no light spillage on building or sidewalk;**
- c. **Signage in parking lot -- consider placing directional signage on the wall rather than multiple poles;**
- d. **Any proposed decals on the windows including store hours shall be shown on mechanical drawings.**

## II. Committee Business:

1. Any Business. None.

*The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or [demetria.nelson@greenwichct.org](mailto:demetria.nelson@greenwichct.org) as soon as possible in advance of the event.*