

1. ARC_Agenda_2021_08_02

Documents:

[8-2-21 ARC SIGN MEETING, FINAL AGENDA.PDF](#)

2. ARC_Agenda_2021_08_02

Documents:

[8-2-21 ARC SIGN MEETING, ACTION AGENDA DRAFT.PDF](#)

**ARCHITECTURAL REVIEW COMMITTEE
FINAL AGENDA Sign Subcommittee Meeting
Monday, August 2, 2021 10:30am**

**Zoom Virtual Meeting
Webinar ID: 844 9986 5055
Password: 2652901**

Please click the link below to join the webinar:

<https://greenwichct.zoom.us/j/84499865055?pwd=UkZDdU1IOVpCN1VpZXVtcnVNZXBsdz09>

Or iPhone one-tap : US: +16465189805,,84499865055#,,1#,2652901# or
8335480282,,84499865055#,,1#,2652901# (Toll Free)

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

I. Sign/Awning Reviews:

- 1. Roost, 263 East Putnam Avenue Application PLPZ202100344** for Sign/Awning review **for three new façade signs** at a property located at 263 East Putnam Avenue in the LB zone.
View plans [here](#).
- 2. Christ Episcopal Church, 254 East Putnam Avenue, Application PLPZ202100309** for Sign/Awning review **for new freestanding signage program** at a property located at 254 East Putnam Avenue in the R-20 zone.
View revised plans [here](#).
- 3. Smoothia (at Riverside Commons), 1263 East Putnam Avenue, Application PLPZ202100313** for Sign/Awning review **for new façade sign** at a property located at 1233 – 1285 East Putnam Avenue (Thru-Way Shopping Center, LLC) in the LB zone.
View revised plans [here](#).
- 4. The Mill at Glenville Street, Application PLPZ202100323** for Sign/Awning review **for new signage program** at a property located at 254 East Putnam

Avenue in the LB zone.
View revised plans [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 as soon as possible in advance of the event.

**ARCHITECTURAL REVIEW COMMITTEE
ACTION AGENDA Sign Subcommittee Meeting
Monday, August 2, 2021 10:31am – 12:30pm**

Zoom Virtual Meeting

Members Present: Heidi Brake-Smith; Rhonda Cohen; Paul Pugliese

Staff Present: Marisa Anastasio, Senior Planner; Jacalyn Pruitt, Planner II

I. Sign/Awning Reviews:

1. **Roost, 263 East Putnam Avenue Application PLPZ202100344** for Sign/Awning review **for three new façade signs** at a property located at 263 East Putnam Avenue in the LB zone.
View plans [here](#).

Decision Status: **Electronic Resubmission (email plans to manastasio@greenwichct.org) and Submit Exterior Alteration application for new paint color**

Motion: Cohen *Second:* Pugliese

Vote: 3-0 (Brake-Smith, Cohen, Pugliese)

The applicant shall submit updated plans to reflect the following:

1. Submit an Exterior alteration application for the proposed exterior painting and indicate paint color name / number.
 2. Front façade sign, including dimensions and colors, is approved as submitted.
 3. Side sign shall be revised so that mounting hardware is not visible.
 4. Rear sign – Applicant to review size and scale down to more appropriate size.
 5. Provide measurements and colors for all door and window decals – letters and logos here are limited to 9” in height and 15% of window/door area.
2. **Christ Episcopal Church, 254 East Putnam Avenue, Application PLPZ202100309** for Sign/Awning review **for new freestanding signage program** at a property located at 254 East Putnam Avenue in the R-20 zone.
View revised plans [here](#).

Decision Status: **Electronic Resubmission (email plans to**

manastasio@greenwichct.org)

Motion: Cohen *Second:* Brake-Smith

Vote: 3-0 (Brake-Smith, Cohen, Pugliese)

The applicant shall submit updated plans to reflect the following:

1. Clarify the dimensions of the horizontal and vertical posts on plans. It is not clear in the drawings.
2. Paint colors are accepted as shown.
3. The type face, position and size for the address numbers are accepted as shown.
4. Logo on the Christ Church Preschool sign shall revert to previous version which is larger and does not include lettering.
5. ARC accepts the “to” in “Neighbor to Neighbor” being green in color, as that is part of their official logo and branding

3. **Smoothia (at Riverside Commons), 1263 East Putnam Avenue, Application PLPZ202100313** for Sign/Awning review **for new façade sign** at a property located at 1233 – 1285 East Putnam Avenue (Thru-Way Shopping Center, LLC) in the LB zone.
View revised plans [here](#).

Decision Status: **Return to a meeting**

Motion: Brake-Smith *Second:* Cohen

Vote: 3-0 (Brake-Smith, Cohen, Pugliese)

The applicant shall submit updated plans to reflect the following:

1. Applicant must submit an Exterior Alteration application for the proposed new storefront / door way for this new tenant. The elevation on the storefront needs to be rendered to show exact dimensions as well as the placement and size of any proposed window/door decals.
2. ARC accepts the coloration and measurements for the signage design, but exact placement of the sign is dependent on where the door goes.
3. Mechanical drawings are still needed. Provide a clean black and white drawing (mechanical) that only shows dimensions and spacing on the façade.

4. **The Mill at Glenville Street, Application PLPZ202100323** for Sign/Awning review **for new signage program** at a property located at 254 East Putnam Avenue in the LB zone.
View revised plans [here](#).

Decision Status: **Electronic Resubmission (email plans to manastasio@greenwichct.org); but may return to a meeting if the members require.**

Motion: Brake-Smith *Second:* Pugliese

Vote: 3-0 (Brake-Smith, Cohen, Pugliese)

The applicant shall submit updated plans to reflect the following:

1. Applicant shall update sign package to be easier to notate – either change the sign numbers to reflect one submittal, or just add page numbers to existing submittal.
2. A hierarchy needs to be established, and messaging of primary and secondary messaging needs consistency. A point size for the secondary message should be established and then that applied consistently throughout the sign program.
3. Consistency of point size, justification, spacing is needed.
4. Improve visualization of arrows throughout all signs, avoid angled arrows.
5. Consistency of “Road” vs “Rd.”, “Street” vs “St.”, may use “Pemberwick” without “Road” or “Rd”.
6. Applicant eliminated one of the garage signs from the current application.
7. Applicant agreed to eliminate the banners from the current application.
8. ARC accepts the blade signs and awnings as shown.
9. Applicant to submit electronically, but ARC reserves right to require a return to meeting if necessary.

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 as soon as possible in advance of the event.