1. ARC_Agenda_2019_10_09
   Documents:
   10-9-19 ARC REGULAR MEETING, FINAL AGENDA FINAL.PDF

2. ARC_Agenda_2019_10_09
   Documents:
   10-9-19 ARC REGULAR MEETING, ACTION AGENDA DRAFT.PDF

3. ARC_Agenda_2019_10_09
   Documents:
   10-9-19 ARC REGULAR MEETING, ACTION AGENDA FINAL.PDF
ARCHITECTURAL REVIEW COMMITTEE
Wednesday, October 9, 2019
FINAL AGENDA
Town Hall Meeting Room
1st Floor, Town Hall, 101 Field Point Road, Greenwich
Regular Meeting 7:00 PM

NOTE to applicants: Applicants or their representatives must be present at the meeting for which their item is scheduled. A laptop and screen will be available for applicants who wish to show a digital presentation of their documents –the presentation must be in Power Point format. Sign/Awning applicants are required to provide samples of colors and materials at the meeting. Exterior Alteration applicants are required to bring eight (8) sets of all plans to the meeting, along with color and material samples. Full sized plans are preferred, and required for large scale projects. If legible and to scale, reduced sized plans can be provided for small scale projects.


II. Sign/Awning Reviews:

1. Sovereign Gallery & Tattoo, 79 East Putnam Avenue; Application: PLPZ201900391 for a Sign/Awning review for changes to one awning with signage on a property located at 79 EAST PUTNAM AVENUE in the CGBR Zone.

2. Lighthouse Technology Partners, 103 Mason Street; Application: PLPZ201900404 for a Sign/Awning review for changes to solid awnings and a façade sign on a property located at 103 MASON STREET in the CGB Zone.

3. Global Montello Group (Mobil Station), 205 Sound Beach Ave.; Application: PLPZ201900368 for a Sign/Awning review of a new internally illuminated price sign on a property located at 205 SOUND BEACH AVENUE, OLD GREENWICH in the LBR-2 Zone.

III. Committee Business:

1. Review of Minutes of 9-11-19 meeting.
2. 2020 meeting schedule.
3. Scheduling the annual election.
4. Any other Business.
IV. Exterior Alteration Applications:

1. **Global Montello Group (Mobil Station), 1129 East Putnam Ave.**; Application: PLPZ201900362 and PLPZ201900363 for an Exterior Alteration and Sign/Awning review for new blue/white fascia on canopy, new internally illuminated price sign, new blade signs, new “koalas” with signage on a property located at 1129 EAST PUTNAM AVENUE in the LB Zone.

   NOTE: Sections 6-5 (44)(D), 6-163 (d) Sec. 6-164 (a) and Sec. 6-166 (c) of the Town of Greenwich BZR relate to permitted signs in business zones, specifically “projecting” (or blade) signs.

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3. **Global Montello Group (Mobil Station), 780 West Putnam Ave.**; Application: PLPZ201900364 and PLPZ201900365 for an Exterior Alteration and Sign/Awning review for new blade signs, new “koalas” with signage on a property located at 780 WEST PUTNAM AVENUE in the GBO Zone.

4. **Brunswick School Tunnel and Baseball Fields, 1275 King Street**; Application: PLPZ201900372 for an Exterior Alteration review for new bollards and lighting associated with previously approved walls and tunnel on a property located at 1275 KING STREET in the RA-4 Zone. Last reviewed at the 9-11-19 meeting at which members Hein, Strazza, LoBalbo, Boldt, Cohen, Contadino, Meniconi, and Pugliese were present.

5. **Crush Table Tennis LLC, 255 Field Point Road**; Application: PLPZ201900359 and PLPZ201900360 for an Exterior Alteration and Sign / Awning review to renovate building, enclose loading dock, add ADA ramp, replace windows, paint and add signage on a property located at 255 FIELD POINT ROAD in the GB Zone.

6. **105 Prospect St LLC, 105 Prospect St.**; Application: PLPZ201900392 for an Exterior Alteration review for change to board and batten siding, addition of solar panels on roof, metal bar grating on stair platform and treads and change from stainless steel to black railing on a property located at 105 PROSPECT STREET in the GB Zone.

7. **Michael Koch, 1 Home Place**; Application: PLPZ201900400 for an Exterior Alteration review for exterior alterations to one house on a multi-family
property and associated landscaping on a property located at 1 HOME PLACE in the Zone R-6.

8. Kevin & Jelena Brown, 25 Edgewood Avenue; Application: PLPZ201900304 for an Exterior Alteration review to replace four doors, replace 19 of the existing 24 double hung windows in kind, replace 2 of the double hung windows will be with casement windows and remove 3 existing windows and replace with siding, on a property located at 25 EDGEWOOD AVENUE in the R-6 Zone. Last reviewed at the 9-11-19 meeting at which members Hein, Strazza, LoBalbo, Boldt, Cohen, Contadino, Meniconi, and Pugliese were present.
ARCHITECTURAL REVIEW COMMITTEE
Wednesday, October 9, 2019
ACTION AGENDA DRAFT
Town Hall Meeting Room
1st Floor, Town Hall, 101 Field Point Road, Greenwich
Regular Meeting 7:00 PM – 10:22 PM

Members Present: Mark Strazza, Vice-Chairperson; Katherine LoBalbo, Secretary; Peter Boldt; Louis Contadino; John Conte; Leander Krueger; Graziano Meniconi; Paul Pugliese; Heidi Brake-Smith.
Members Absent: Richard Hein, Chairperson; Rhonda Cohen.
Staff Present: Marisa Anastasio, Senior Planner and Jacalyn Pruitt, Planner II.


II. Sign/Awning Reviews:

1. Sovereign Gallery & Tattoo, 79 East Putnam Avenue; Application: PLPZ201900391 for a Sign/ Awning review for changes to one awning with signage on a property located at 79 EAST PUTNAM AVENUE in the CGBR Zone.

   Decision Status: Approved as submitted.
   Motion: LoBalbo Second: Strazza Vote: unanimous
   Notes:
   ● Applicant submitted fabric sample.
2. **Lighthouse Technology Partners, 103 Mason Street**; Application: **PLPZ201900404** for a Sign/Awning review for **changes to solid awnings and a façade sign** on a property located at 103 MASON STREET in the CGB Zone.

Decision Status: **Return electronically** (submit revisions via email to: [manastasio@greenwichct.org](mailto:manastasio@greenwichct.org) or [jpruitt@greenwichct.org](mailto:jpruitt@greenwichct.org))

Motion: Strazza Second: Boldt Vote: 6-3 (Strazza, Boldt, Contadino, Conte, Meniconi, Brake-Smith / Pugliese, LoBalbo, Krueger)

Applicant to submit plans to reflect the following:
- The proposed sign shall be located on the first floor, in the same place the previous sign for Computer Center was located. (Vote was 6 to 3 in favor of relocating sign to first floor level)
- Lighting of the sign shall be turned off at night after close of business.
- It is noted that the applicant submitted a fabric sample.
- The Committee found the lettering and spacing acceptable.
- The Committee found the change of awning color to black acceptable.

3. **Global Montello Group (Mobil Station), 205 Sound Beach Ave.**; Application: **PLPZ201900368** for a Sign/Awning review of **a new internally illuminated price sign** on a property located at 205 SOUND BEACH AVENUE, OLD GREENWICH in the LBR-2 Zone.

Decision Status: **Return electronically** (submit revisions via email to: [manastasio@greenwichct.org](mailto:manastasio@greenwichct.org) or [jpruitt@greenwichct.org](mailto:jpruitt@greenwichct.org))

Motion: Strazza Second: Boldt Vote: unanimous

Applicant to submit plans to reflect the following:
- Proposed price sign shall be updated to show 6 inch high numbers (instead of the proposed 10 inch), and the overall height of the sign shall be reduced by 12 inches.
- The updated price sign shall be placed 6 inches below the bottom of the fascia.
- Lighting of sign shall be turned off at close of business daily.
- Existing price signage must be removed. (ARC reopened the item and took a separate vote on this – KL 1 HS 2 / unanimous)
III. Committee Business:

1. Review of Minutes of 9-11-19 meeting. Add to 160 Hamilton — rooftop unit and generator specs. Add “And” 3D rendering on 75 Holly Hill. Review the tapes and add in specific gooseneck locations for Bella Cucina storefront / signage. KL 1 MS 2 unan.

2. 2020 meeting schedule. Staff handed out draft schedule for committee review to be discussed at next meeting.

3. Scheduling the annual election. Elections to be scheduled for a November meeting.

4. Any other Business. LoBalbo reminded committee about the Land Use Academy workshop in Haddam on the 26th. Members can also visit the website to check for upcoming workshops closer / in Fairfield County.

IV. Exterior Alteration Applications:

1. Global Montello Group (Mobil Station), 1129 East Putnam Ave.; Application: PLPZ201900362 and PLPZ201900363 for an Exterior Alteration and Sign/Awning review for new blue/white fascia on canopy, new canopy sign, new internally illuminated price sign, new blade signs, new “koalas” with signage on a property located at 1129 EAST PUTNAM AVENUE in the LB Zone. NOTE: Sections 6-5 (44)(D), 6-163 (d) Sec. 6-164 (a) and Sec. 6-166 (c) of the Town of Greenwich BZR relate to permitted signs in business zones, specifically “projecting” (or blade) signs.

Decision Status: Return to a meeting.

Motion: LoBalbo Second: Meniconi Vote: unanimous

Applicant to submit plans to reflect the following:

- Price sign shall be updated to show 6 inch high numbers and the overall height of the sign shall be reduced to a total of 22 inches. Price sign to be relocated from next to Mobil Mart sign on fascia, to behind the glass panels to the right of the entry doors, to be justified to the top of the door panels.
- Eliminate the blue band on canopy fascia.
- Show the size of the canopy fascia to remain as-is – no change in height.
- Mobil sign on canopy fascia should be updated to show complying letter heights for ARC to review – the current plans show 22” lettering.
- Eliminate the synergy blade signs and koalas; keep the crisp clean look of this station which has maintained such a look for years.
- Submit mechanical drawings for the pump number wedge signs to include overall dimensions, font type, font size, pantone color and any other applicable information.
- Clarify the proposed plans for the gas pumps – if the Pegasus is proposed to change, mechanical drawings are required for ARC review of any new “Synergy” or other signage.
- Submit samples of materials and colors.
2. **Global Montello Group (Mobil Station), 520 East Putnam Avenue;**
   Application: PLPZ201900366 and PLPZ201900367 for an Exterior Alteration and Sign/Awning review for new blue/white fascia on canopy, new Mobil sign on canopy fascia, new internally illuminated price sign, new blade signs, new “koalas” with signage on a property located at 520 EAST PUTNAM AVENUE in the LB Zone.

   Decision Status: **Return to a meeting.**
   
   Motion: LoBalbo Second: Meniconi Vote: unanimous
   
   Applicant to submit plans to reflect the following:
   - Price sign shall be updated to show 6 inch high numbers and overall height of sign reduced accordingly, and to be placed to the right of the door where existing price sign is located.
   - Eliminate the blue band on canopy fascia.
   - Show the size of the canopy fascia to remain as-is – no change in height.
   - Mobil sign on canopy fascia should remain as existing or update letter heights to be compliant for new signage.
   - Eliminate the synergy blade signs and koalas.
   - Submit mechanical drawings for the pump number wedge signs to include overall dimensions, font type, font size, pantone color and any other applicable information.
   - ARC is in favor of removal of the hand towel roll.
   - Submit samples of materials and colors.

3. **Global Montello Group (Mobil Station), 780 West Putnam Ave.;** Application: PLPZ201900364 and PLPZ201900365 for an Exterior Alteration and Sign/Awning review for new blade signs, new “koalas” with signage on a property located at 780 WEST PUTNAM AVENUE in the GBO Zone.

   Decision Status: **Return to a meeting.**
   
   Motion: LoBalbo Second: Krueger Vote: unanimous
   
   Applicant to submit plans to reflect the following:
   - Eliminate the synergy blade signs and koalas.
   - Submit mechanical drawings for the pump number wedge signs to include overall dimensions, font type, font size, pantone color and any other applicable information.
   - Submit samples of materials and colors.
4. **Brunswick School Tunnel and Baseball Fields, 1275 King Street**: Application: PLPZ201900372 for an Exterior Alteration review for new bollards and lighting associated with previously approved walls and tunnel on a property located at 1275 KING STREET in the RA-4 Zone. *Last reviewed at the 9-11-19 meeting at which members Hein, Strazza, LoBalbo, Boldt, Cohen, Contadino, Meniconi, and Pugliese were present.*

Decision Status: **Does not return.**

Motion: LoBalbo Second: Brake-Smith Vote: unanimous

Notes:
- Lighting temperature of bollards to be limited to 3000 K.

5. **Crush Table Tennis LLC, 255 Field Point Road**: Application: PLPZ201900359 and PLPZ201900360 for an Exterior Alteration and Sign / Awning review to renovate building, enclose loading dock, add ADA ramp, replace windows, paint and add signage on a property located at 255 FIELD POINT ROAD in the GB Zone.

Decision Status: **Return to a meeting.**

Motion: LoBalbo Second: Conte Vote: unanimous

Applicant to submit plans to reflect the following:
- Regarding window scale and proportion – provide variation in general size of windows and lighting.
- Show an entry door that is less residential.
- Add an awning over the entry door and integrate signage into the new awning design.
- Add expansion and control joints and variation in plane of building.
- Look at the possibility of variation at the loading dock.
- Add at least one additional tree to the site… perhaps in raised planter in patio area.
- Lower the mounted height of the lights. Review different fixture options – they should be shielded or have translucent lens.
- Add texture to windows.
- Review termination of the building at top and bottom.
- Show lumen plan for proposed lights in hand railing.
- Submit at least one full size sets of plans for review by the ARC members.
- Provide information on current status of the Eversource site such as the barrier wall location and removal of vegetation there. Provide recent photos of the surrounding areas.
- Find other opportunities for vertical plantings. Submit mechanical drawing of updated sign showing overall dimension, font style and size.
6. **105 Prospect St LLC, 105 Prospect St.**: Application: PLPZ201900392 for an Exterior Alteration review for **change to board and batten siding, addition of solar panels on roof, metal bar grating on stair platform and treads and change from stainless steel to black railing** on a property located at 105 PROSPECT STREET in the GB Zone.

Decision Status: **Return electronically** (submit revisions via email to: manastasio@greenwichct.org)

Motion: Brake-Smith Second: Strazza Vote: 7 ayes / 2 recusals. (Strazza, Boldt, Conte, Krueger, Meniconi, Brake-Smith, Pugliese / Contadino and LoBalbo recused)

Applicant to submit plans to reflect the following:

- Show a tree or shrub in southwest corner of site.
- Review the scale of batten in regards to the alignment of the batten seams with the windows. Can the battens be reduced in size to line up with windows?
- Provide more detail on the solar panels: try to reduce the amount of panels and/or reduce the number of different sizes and configurations particularly on the west facing roof, and/or consider a solar roofing option that is more integrated, like the one that was shown on a recent Arch Street project.
- Review the black stair and offer a lighter color to soften the look if possible.

7. **Michael Koch, 1 Home Place**: Application: PLPZ201900400 for an Exterior Alteration review for **exterior alterations to one house on a multi-family property and associated landscaping NEW FIRE PIT, RETAINING WALL, NEW DRAINAGE, NEW COVERED PORCH** On a property located at 1 HOME PLACE in the Zone R-6. CAM reviewed already.

Decision Status: **Return electronically** (submit revisions via email to: manastasio@greenwichct.org)

Motion: LoBalbo Second: Pugliese Vote: unan.

Applicant to submit plans to reflect the following:

- Provide detail / elevation drawing of retaining wall to confirm placement and elevations in field.
8. **Kevin & Jelena Brown, 25 Edgewood Avenue; Application: PLPZ201900304**

for an Exterior Alteration review to **replace four doors, replace 19 of the existing 24 double hung windows in kind, replace 2 of the double hung windows will be with casement windows and remove 3 existing windows and replace with siding**, on a property located at 25 EDGEWOOD AVENUE in the R-6 Zone. Last reviewed at the 9-11-19 meeting at which members Hein, Strazza, LoBalbo, Boldt, Cohen, Contadino, Meniconi, and Pugliese were present.

Decision Status: **Return to a meeting.**

Motion: LoBalbo Second: Pugliese Vote: unan.

Applicant to submit plans to reflect the following:

- Provide detail of railing—sketches and photos are recommended.
- Provide cut sheet/specs of A/C unit to include decibel level and dimensions.
- Update the front awning over the entry to one with less “swoop” – ARC recommends checking with manufacturers for available options. Provide details for review.
- Update the lighting fixtures to ones that are more attractive and residential looking. ARC recommends reaching out to lighting consultants for options. Provide details for review.
- Provide lighting cut sheets / specs for all proposed fixtures.

V. **Other Business**. Member Pugliese offered the opinion that the committee should not be reviewing administrative stuff (like meeting minutes, committee business) while applicants and lawyers are waiting in the audience. Either start the meeting with committee business and meetings and let people know they can come after that is done, or do it at the end of the meeting. But not in the middle. The group consensus was to put minutes and committee business as the first item before signage.
ARCHITECTURAL REVIEW COMMITTEE
Wednesday, October 9, 2019
ACTION AGENDA DRAFT
Town Hall Meeting Room
1st Floor, Town Hall, 101 Field Point Road, Greenwich
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Members Present: Mark Strazza, Vice-Chairperson; Katherine LoBalbo, Secretary; Peter Boldt; Louis Contadino; John Conte; Leander Krueger; Graziano Meniconi; Paul Pugliese; Heidi Brake-Smith.
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Motion: Strazza Second: Boldt Vote: 6-3 (Strazza, Boldt, Contadino, Conte, Meniconi, Brake-Smith / Pugliese, LoBalbo, Krueger)

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Motion: Strazza Second: Boldt Vote: unanimous

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Decision Status: Return to a meeting.

Motion: LoBalbo Second: Meniconi Vote: unanimous

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Decision Status: **Return to a meeting.**

Motion: LoBalbo Second: Krueger Vote: unanimous

Applicant to submit plans to reflect the following:

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Decision Status: **Does not return.**

Motion: LoBalbo Second: Brake-Smith Vote: unanimous

Notes:
- Lighting temperature of bollards to be limited to 3000 K.

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Decision Status: **Return to a meeting.**

Motion: LoBalbo Second: Conte Vote: unanimous

Applicant to submit plans to reflect the following:
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- Show an entry door that is less residential.
- Add an awning over the entry door and integrate signage into the new awning design.
- Add expansion and control joints and variation in plane of building.
- Look at the possibility of variation at the loading dock.
- Add at least one additional tree to the site to soften tallest elevation of building from street view… perhaps in raised planter in patio area.
- Lower the mounted height of the lights. Review different fixture options – they should be shielded or have translucent lens.
- Add texture to windows.
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- Show lumen plan for proposed lights in hand railing.
- Submit at least one full size sets of plans for review by the ARC members.
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- Find other opportunities for vertical plantings. Submit mechanical drawing of updated sign showing overall dimension, font style and size.
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Decision Status: **Return electronically** (submit revisions via email to: manastasio@greenwichct.org)

Motion: Brake-Smith Second: Strazza Vote: 7 ayes / 2 recusals. (Strazza, Boldt, Conte, Krueger, Menconi, Brake-Smith, Pugliese / Contadino and LoBalbo recused)

Applicant to submit plans to reflect the following:

- Show a tree or shrub in southwest corner of site.
- Review the scale of batten spacing in regards to the alignment of the batten seams with the windows. Can the spacing be revised so that the battens line up with windows?
- Provide more detail on the solar panels: try to reduce the amount of panels and/or reduce the number of different sizes and configurations particularly on the west facing roof, and/or consider a solar roofing option that is more integrated, like the one that was shown on a recent Arch Street project.
- Review the black stair and offer a lighter color to soften the look if possible.

7. **Michael Koch, 1 Home Place**; Application: **PLPZ201900400** for an Exterior Alteration review for **exterior alterations to one house on a multi-family property and associated landscaping NEW FIRE PIT, RETAINING WALL, NEW DRAINAGE, NEW COVERED PORCH** On a property located at 1 HOME PLACE in the Zone R-6. CAM reviewed already.

Decision Status: **Return electronically** (submit revisions via email to: manastasio@greenwichct.org)

Motion: LoBalbo Second: Pugliese Vote: unan.

Applicant to submit plans to reflect the following:

- Provide detail / elevation drawing of retaining wall to confirm placement and elevations in field.
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Decision Status: **Return to a meeting.**

Motion: LoBalbo Second: Pugliese Vote: unan.

Applicant to submit plans to reflect the following:
- Provide detail of railing – sketches and photos are recommended.
- Provide cut sheet/specs of A/C unit to include decibel level and dimensions.
- Update the front awning over the entry to one with less “swoop” – ARC recommends checking with manufacturers for available options. Provide details for review.
- Update the lighting fixtures to ones that are more attractive and residential looking. ARC recommends reaching out to lighting consultants for options. Provide details for review.
- Provide lighting cut sheets / specs for all proposed fixtures.

V. **Other Business.** Member Pugliese offered the opinion that the committee should not be reviewing administrative stuff (like meeting minutes, committee business) while applicants and lawyers are waiting in the audience. Either start the meeting with committee business and meetings and let people know they can come after that is done, or do it at the end of the meeting. But not in the middle. The group consensus was to put minutes and committee business as the first item before signage.