1. Meeting Materials

Documents:

DECEMBER 7, 2016 ARCHITECTURAL REVIEW COMMITTEE ACTION AGENDA.PDF
DECEMBER 7, 2016 ARCHITECTURAL REVIEW COMMITTEE FINAL AGENDA.PDF
1. 52 Arch Street

Application PLPZ2016 000395 for Exterior Alteration review to replace windows throughout the buildings a property located at 52 ARCH STREET, Unit:60, GREENWICH in the CGB Zone. Proposed use: office

Existing Use: office

DECISION STATUS: APPROVED AS NOTED, ELECTRONIC RESUBMISSION

Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

Modifications:

- Brick bookends, leaving the brick on the stair tower, wrapping the wood around to connect to the building.
- Review landscaping post adjustments.
- Get rid of dark strips in pavement and keeping pavement one color.
- Review color palette against existing brick that will remain.
- Windows OK.
- NOTE: Does this work require site plan review?
2. Greenwich Country Day School

Application PLPZ2016 000603 for Exterior Alteration review to replace retaining walls a property located at 401 OLD CHURCH ROAD, GREENWICH in the RA-4 Zone. Proposed use: institutional, school Existing Use: institutional, school

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

3. Grencom Associates, LP

Application PLPZ2016 000581 for Exterior Alteration review to install new entrance, landscaping and lighting on a property located at 1445 EAST PUTNAM AVENUE, Unit:1455 OLD GREENWICH in the R-PHD-SU Zone. Proposed use: mixed commercial Existing Use: mixed commercial

DECISION STATUS: APPROVED AS NOTED, ELECTRONIC RESUBMISSION
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

Modifications:
- Different lighting fixture – Committee did not like the curved/hooked pole.
- Update parking scheme along the new driveway to angled parking, allowing for a larger planting area at the western edge of that island
- Provide quantity of tree removals
- Provide number of parking spaces added after landscaping adjustments.

4. 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: POSTPONED BY APPLICANT
5. 25 Woodland Drive


DECISION STATUS: RETURN TO MEETING

 Modifications: See below #6. 23 Woodland Drive

6. 23 Woodland Drive


DECISION STATUS: RETURN TO MEETING

 Modifications:
- Need photometric plans for the lamps.
- All building facades need to be looked at again, existing drawings do not tie to renderings and photos exhibited.
- Reserving judgement on Railroad avenue facades (need simplified elevations), get rid of excess detailing on facades.
- Using north facing elevation from Railroad Avenue, provide elevation of new retaining walls (2x) and adjustments to property line due to P&Z sidewalk modifications.
- Review plantings along Railroad Avenue, need number and size of the trees.
- Conceptual approval (site plan, massing)
7. Saks Greenwich

Application PLPZ2016 00502 for Exterior Alteration review for four replacement HVAC units that with dunnage will be taller than exists now on a property located at 205 GREENWICH AVENUE GREENWICH, in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS: DID NOT SHOW

NOTE: APPLICANT WILL NOW BE REFERED FOR A VIOLATION; as the units are already installed.

COMMITTEE BUSINESS

1. REVIEW OF NOVEMBER 2016 ACTION AGENDA

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

[CONTINUED ON NEXT PAGE]
ARCHITECTURAL REVIEW SIGN SUB-COMMITTEE
FINAL AGENDA
Monday, December 5, 2016
CONE ROOM
10:00 AM
Greenwich Town Hall
Second Floor
101 Field Point Road, Greenwich, CT

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

STAFF MEMBER PRESENT: Cindy Tyminski

DECISION STATUS (12/7/2016): APPROVED AS SUBMITTED

Voting to APPROVE the recommendations of the Sign Sub-committee:
   Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

1. Douglas Vanderhorn

   Application PLPZ2016 000556 for Sign and Awning review for a new sign property located at 41 WEST ELM STREET, GREENWICH in the CGB Zone.

   Proposed use: office/residential  Existing Use: office/residential

   DECISION STATUS: DID NOT SHOW TO SIGN MEETING AS SCHEDULED 12/5/16

   DECISION STATUS: (at 12/7/2016 meeting) APPROVED AS NOTED, ELECTRONIC REVIEW

   Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

   Modifications:
   - Change the proportions of the sign.
   - 5-inch font.
   - Monument sign approved if by-line is removed, must include dimensions on schematic.
   - Different scale for elevation so the sign is clearer and more prominent.
   - Hanging sign must be shown on plan.
Modifications for Exterior Alteration

- Approved (landscaping, site work).
- Photometric plan needed (specs) (electronic).
- Southeast corner light must be removed.

2. Sweaty Betty

Application PLPZ2016 000561 for Sign and Awning review for a new façade sign property located 200 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail (no change of occupancy)

**DECISION STATUS:** APPROVED AS SUBMITTED

Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

3. Charles Schwab

Application PLPZ2016 000563 for Sign and Awning review for a new façade sign property located 19 EAST ELM STREET, GREENWICH in the CGBR Zone.

Proposed use: office Existing Use: retail (P&Z approved change of use)

**DECISION STATUS:** APPROVED AS NOTED, ELECTRONIC REVIEW

Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

**Modifications:**

- Approval for one sign on the right hand side of door (left sign eliminated).
- Name “Charles Schwab” will only be on the larger of the two new awnings. (Already has 7 awnings, two new ones will be same as existing.)
4. Runway

Application PLPZ2016 000566 for Sign and Awning review for a new façade sign property located 88 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

**DECISION STATUS: APPROVED AS NOTED**
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

**Modifications:**
- Reduce window decal size to 9 inches and leave at 18” from bottom of window edge.

5. New Country Audi of Greenwich

Application PLPZ2016 000576 for Sign and Awning review for a new façade sign property located 181 WEST PUTNAM AVENUE, GREENWICH, in the GB-HO Zone. Proposed use: automotive Existing Use: automotive (no change of occupancy)

**DECISION STATUS: DID NOT SHOW TO SIGN MEETING AS SCHEDULED 12/5/16**

**DECISION STATUS: (at 12/7/2016 meeting) APPROVED AS NOTED, ELECTRONIC REVIEW**

**Modifications:**
- “Service” should be same typeface as “Greenwich”.
- Better relationship between “Porsche” and “Greenwich”.
- Confirm whether “Greenwich” is in the Company Name

6. Bruce Park Liquors

Application PLPZ2016 000577 for Sign and Awning review for a new façade sign property located 270 MASON STREET, GREENWICH, in the CGB Zone.

Proposed use: liquor store Existing Use: liquor store (no change of occupancy)

**DECISION STATUS: RESUBMIT ELECTRONICALLY**
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

**Modifications:**
• Need to correct outstanding violations regarding the neon signs (3x).
• Need a mechanical plan with letter heights with proper kerning.
• Change to a one-line sign and widen sign to window width. Float sign.

7. 209 River Road Extension

Application PLPZ2016 000578 for Sign and Awning review for a new sign for tenants of a building (Curry & Kingston Cabinetry, Greenwich Construction, Greenwich Power Systems) on a property located 209 RIVER ROAD CONSTRUCTION, COS Cob in the LB Zone. Proposed use: (approved for retail with associated office use) Existing Use: Furniture Repair Note: Must review the allowed or permitted uses with the ZEO before the signs are approved for this building.

DECISION STATUS: RETURN to a MEETING
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

Modifications:
• Applying for variance for a free-standing sign
• Questioning of the on-building sign color, Committee wants a color closer to the brick

8. Persifor

Application PLPZ2016 000579 for Sign and Awning review for a new sign on a property located 10 GRIGG STREET, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

Modifications:
• Need to bring in color chip and number.
9. Henry's Leather Goods

Application PLPZ2016 000580 for Sign and Awning review for a new sign on a property located 5 LEWIS STREET, GREENWICH, in the CGB Zone. Proposed use: retail Existing Use: retail

DECISION STATUS: APPROVED AS NOTED
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

Modifications:
- Need samples of awning color for Committee to approve.
- Lettering/logo is OK.

10. Montepica USA, LLC

Application PLPZ2016 000582 for Sign and Awning review for a new sign on a property located 371 GREENWICH AVENUE, GREENWICH, in the CGBR Zone.

Proposed use: retail Existing Use: retail (Alexis Bittar)

DECISION STATUS: APPROVED AS NOTED
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

Modifications:
- Small dark blue awning over the door w/ skirt & store name
- Blade awning over the window, no name on it
- Letter & logo not to exceed 11 inches
- Window decal is temporary, will be removed once sign & awning are installed.
- Need awning color name and pms number.

11. Anthony Minichetti, Architect

Application PLPZ2016 000586 for Sign and Awning review for a new sign on a property located 777 NORTH STREET, GREENWICH, in the RA-4 Zone.

Proposed use: office Existing Use: office Note: Pre-existing non-conforming use. Signs are limited to 3 SF and cannot illuminate if they are adjacent to residential use.

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.
12. D.A.S. Custom Builders

Application PLPZ2016 000429 for Sign and Awning review for a new freestanding sign on a property located 781 NORTH STREET, GREENWICH, in the RA-4 Zone. Proposed use: office Existing Use: office Note: Signs are limited to 3 SF and cannot illuminate if they are adjacent to residential use.

DECISION STATUS: APPROVED AS SUBMITTED
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.

The new sign is the same size and dimension as the existing sign.

13. Greenwich Wellness

Application PLPZ201600487 for Sign and Awning review for a new free standing sign on a property located at 11 MAPLE AVENUE GREENWICH, in the R-20 Zone. Proposed use: health care professional Existing use: health care professional Note: The applicant failed to appear without giving advance notice of their intent not to show at TWO previous hearings. If the applicant does not show for this third scheduled hearing; the Committee will deny this application.

DECISION STATUS: APPROVED AS NOTED
Voting to approve: Pugliese (chairman), Hein (vice-chairman), Cohen, Contadino, Smith, and Strazza.
  a. Paint the sign wood post the color of the building.
  b. Reduce font size of “Chiropractic Physician”.
  c. Put a period after “Dr”.
  d. Bring in paint chips and color # for sign and post.

NOTICE TO APPLICANTS
Applicants or their representatives must be present at the meeting for which their item is scheduled. If unable to attend, the applicant must submit a written request for continuance prior to the meeting. Please record all recommended revisions to your design that are requested by the Architectural Review Committee during your public hearing.
If an application is “approved as submitted” and no revisions are required, plans may be picked up by the applicant at the Planning and Zoning Department. These plans will not be available any sooner than 9:00 am on the Friday following the meeting.

If an application requires revisions the Committee may review subsequent revisions via email in order to expedite the process for the applicant. The applicant will be told at the meeting if this option is available to them. These revisions can be emailed to: ctyminski@greenwichct.org.

The Committee will review these revisions and comments and/or conditions will be emailed back to the applicant. This needs to be accomplished within the month after the meeting. All revisions that are delayed past this time will need to go back to a meeting.

Once revisions are approved, three new final design plan sets must be submitted that incorporate the required changes to the design. No Sign plans will be accepted that are smaller than 11” x 17” in size. Exterior Alteration plans must be full size and scalable. Planning and Zoning Staff will stamp the revised and approved drawings on Fridays from 9:00 - 11:00 AM. If you need to schedule an alternative time to have your revised drawings stamped, please contact staff at: ctyminski@greenwichct.org.

Occasionally the Committee will request that subsequent revisions be reviewed at a future meeting. You will be scheduled for another meeting once revised plans are received by the Planning and Zoning department. Plans must be received at by the deadline for that meeting date to be scheduled for a particular meeting.

To complete the permitting process, the applicant must apply to the Zoning Department for a zoning permit and to the Building Division of the Department of Public Works for a building permit. No sign shall be erected, relocated or altered until a building permit has been issued per Section 6-175 of the Building Zone Regulations. Applicants are requested to contact the Building Division for building permit requirements. Please note that any changes to approved plans will require additional Architectural Review Committee review and must return to a meeting.

In addition, 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.
ARCHITECTURAL REVIEW COMMITTEE
Wednesday, December 7, 2016
FINAL AGENDA
Town Hall Meeting Room
7:00 PM
Greenwich Town Hall
First Floor
101 Field Point Road, Greenwich, CT

1. 52 Arch Street

Application PLPZ2016 000395 for Exterior Alteration review to replace windows throughout the buildings a property located at 52 ARCH STREET, Unit:60, GREENWICH in the CGB Zone. Proposed use: office

Existing Use: office

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

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

2. Greenwich Country Day School

Application PLPZ2016 000603 for Exterior Alteration review to replace retaining walls a property located at 401 OLD CHURCH ROAD,

GREENWICH in the RA-4 Zone. Proposed use: institutional, school Existing Use: institutional, school

DECISION STATUS:
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3. Grencom Associates, LP

Application PLPZ2016 000581 for Exterior Alteration review to install new entrance, landscaping and lighting on a property located at 1445 EAST PUTNAM AVENUE, Unit: 1455 OLD GREENWICH in the R-PHD-SU Zone.

Proposed use: mixed commercial Existing Use: mixed commercial

DECISION STATUS:
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4. 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 residentialExisting Use: multi-family residential

DECISION STATUS: POSTPONED BY APPLICANT TO THE NEXT MEETING

5. 25 Woodland Drive

Application PLPZ2016 00593 for Exterior Alteration review for a new two-family dwelling and a single family dwelling on a property located at 25 WOODLAND DRIVE, GREENWICH, CT in the R-6/GB Zone. Proposed use:

Proposed Use: multi-family residential

DECISION STATUS:
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☐ Construction Documents

☐ PUGLIESE  ☐ HEIN  ☐ CONTE  ☐
☐ DOYLE  ☐ STRAZZA  ☐ SMITH  ☐
☐ COHEN  ☐ CONTADINO  ☐ LOBALBO  ☐
6. 23 Woodland Drive

Application PLPZ2016 00592 for Exterior Alteration review for a **new two-family dwelling and a single family dwelling** on a property located at 25 WOODLAND DRIVE, GREENWICH, CT in the R-6/GB Zone. Proposed use: residential Proposed Use: multi-family residential

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7. Saks Greenwich

Application PLPZ2016 00502 for Exterior Alteration review for **four replacement HVAC units that with dunnage will be taller than exists now** on a property located at 205 GREENWICH AVENUE GREENWICH, in the CGBR Zone. Proposed use: retail Existing Use: retail

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**COMMITTEE BUSINESS**

1. **REVIEW OF NOVEMBER 2016 ACTION AGENDA**

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FINAL AGENDA
Monday, December 5, 2016
CONE ROOM
10:00 AM
Greenwich Town Hall
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1. Douglas Vanderhorn

Application PLPZ2016 000556 for Sign and Awning review for a new sign property located at 41 WEST ELM STREET, GREENWICH in the CGB Zone. Proposed use: office/residential Existing Use: office/residential

DECISION STATUS:
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2. Sweaty Betty

Application PLPZ2016 000561 for Sign and Awning review for a new façade sign property located 200 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail (no change of occupancy)

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3. Charles Schwab

Application PLPZ2016 000563 for Sign and Awning review for a new façade sign property located 19 EAST ELM STREET, GREENWICH in the CGBR Zone.

Proposed use: office Existing Use: retail (P&Z approved change of use)

DECISION STATUS:
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4. Runway

Application PLPZ2016 000566 for Sign and Awning review for a new façade sign property located 88 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

DECISION STATUS:
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Application PLPZ2016 000576 for Sign and Awning review for a new façade sign property located 181 WEST PUTNAM AVENUE, GREENWICH, in the GB-HO Zone. Proposed use: automotive Existing Use: automotive (no change of occupancy)

DECISION STATUS:
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6. **Bruce Park Liquors**

Application PLPZ2016 000577 for Sign and Awning review for a new façade sign property located 270 MASON STREET, GREENWICH, in the CGB Zone.

Proposed use: liquor store Existing Use: liquor store (no change of occupancy)

**DECISION STATUS:**
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7. **209 River Road Extension**

Application PLPZ2016 000578 for Sign and Awning review for a new sign for tenants of a building (Curry & Kingston Cabinetry, Greenwich Construction, Greenwich Power Systems) on a property located 209 RIVER ROAD CONSTRUCTION, COS COB in the LB Zone. Proposed use: (approved for retail with associated office use) Existing Use: Furniture Repair Note: Must review the allowed or permitted uses with the ZEO before the signs are approved for this building.

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8. Persifor

Application PLPZ2016 000579 for Sign and Awning review for a new sign on a property located 10 GRIGG STREET, GREENWICH in the CGBR Zone. Proposed use: retail Existing Use: retail

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

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

9. Henry's Leather Goods

Application PLPZ2016 000580 for Sign and Awning review for a new sign on a property located 5 LEWIS STREET, GREENWICH, in the CGB Zone. Proposed use: retail Existing Use: retail

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

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

10. Montepicaza USA, LLC

Application PLPZ2016 000582 for Sign and Awning review for a new sign on a property located 371 GREENWICH AVENUE, GREENWICH, in the CGBR Zone. Proposed use: retail Existing Use: retail (Alexis Bittar)

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

☐ PUGLIESE  ☐ HEIN  ☐ CONTE  ☐
☐ DOYLE  ☐ STRAZZA  ☐ SMITH  ☐
☐ COHEN  ☐ CONTADINO  ☐ LOBALBO  ☐
11. Anthony Minichetti, Architect

Application PLPZ2016 000586 for Sign and Awning review for a new sign on a property located 777 NORTH STREET, GREENWICH, in the RA-4 Zone. Proposed use: office Existing Use: office Note: Pre-existing non-conforming use. Signs are limited to 3 SF and cannot illuminate if they are adjacent to residential use.

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

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

12. D.A.S. Custom Builders

Application PLPZ2016 000429 for Sign and Awning review for a new freestanding sign on a property located 781 NORTH STREET, GREENWICH, in the RA-4 Zone. Proposed use: office Existing Use: office Note: Signs are limited to 3 SF and cannot illuminate if they are adjacent to residential use.

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

☐ PUGLIESE  ☐ HEIN  ☐ CONTE  ☐
☐ DOYLE  ☐ STRAZZA  ☐ SMITH  ☐
☐ COHEN  ☐ CONTADINO  ☐ LOBALBO  ☐
13. Greenwich Wellness

Application PLPZ201600487 for Sign and Awning review **for a new free standing sign** on a property located at 11 MAPLE AVENUE GREENWICH, in the R-20 Zone. Proposed use: health care professional Existing use: health care professional Note: The applicant failed to appear without giving advance notice of their intent not to show at TWO previous hearings. If the applicant does not show for this third scheduled hearing; the Committee will deny this application.

**DECISION STATUS:**

- [ ] AS SUBMITTED
- [ ] AS NOTED
- [ ] RETURN
- [ ] DENIED

- [ ] PUGLIESE
- [ ] DOYLE
- [ ] COHEN

- [ ] HEIN
- [ ] STRAZZA
- [ ] CONTADINO

- [ ] CONTE
- [ ] SMITH
- [ ] LOBALBO

**NOTICE TO APPLICANTS**

Applicants or their representatives must be present at the meeting for which their item is scheduled. If unable to attend, the applicant must submit a written request for continuance prior to the meeting. **Please record all recommended revisions to your design** that are requested by the Architectural Review Committee during your public hearing.

If an application is “approved as submitted” and no revisions are required, **plans may be picked up** by the applicant at the Planning and Zoning Department. **These plans will not be available any sooner than 9:00 am on the Friday following the meeting.**

If an application requires revisions **the Committee may review subsequent revisions via email** in order to expedite the process for the applicant. The applicant will be told at the meeting if this option is available to them. These revisions can be emailed to: ctymsinski@greenwichct.org.

The Committee will review these revisions and comments and/or conditions will be emailed back to the applicant. **This needs to be accomplished within the month after the meeting.** All revisions that are delayed past this time will need to go back to a meeting.

**Once revisions are approved, three new final design plan sets must be submitted** that incorporate the required changes to the design. **No Sign plans will be accepted that are smaller than 11” x 17” in size.** **Exterior Alteration plans must be full size and scalable.** **Planning and Zoning Staff will stamp the revised and approved drawings on Fridays from 9:00 - 11:00 AM.** If you need to schedule an alternative time to have your revised drawings stamped, please contact staff at: ctymsinski@greenwichct.org.

Occasionally the Committee will request that subsequent revisions be reviewed at a future meeting. You will be scheduled for another meeting once revised plans are received by the Planning and Zoning department. Plans must be received at **by the deadline for that meeting date** to be scheduled for a particular meeting.
To complete the permitting process, the applicant must apply to the Zoning Department for a zoning permit and to the Building Division of the Department of Public Works for a building permit. No sign shall be erected, relocated or altered until a building permit has been issued per Section 6-175 of the Building Zone Regulations. Applicants are requested to contact the Building Division for building permit requirements. Please note that any changes to approved plans will require additional Architectural Review Committee review and must return to a meeting.

In addition, 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.