ARCHITECTURAL REVIEW COMMITTEE  7:00PM – 12:30 AM
Wednesday, October 4, 2017
Action Agenda
Town Hall Meeting Room
7:00 PM
Greenwich Town Hall
First Floor

The following the procedure that is being followed at all ARC meetings:
Projects that require site plan review that also require Architectural Review Committee (ARC) review will submit an Exterior Alteration application simultaneously with their site plan application. The ARC will then conduct design review and then submit written recommendations to the Planning & Zoning Commission, so that it is available at their site plan review hearing. The Committee suggested the following procedure for timing of all projects:

- The applicant presents their project.
- The Committee will ask questions and discuss.
- Any opposition or interested individual will be allowed to speak.
- The Committee will discuss their decision, uninterrupted and a motion will be made.

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ARC MEMBERS PRESENT:  Paul Pugliese (chairman), Richard Hein (vice-chairman), Katherine LoBalbo (secretary), Rhonda Cohen, John Conte, James Doyle, Heidi Smith, and Mark Strazza.

STAFF MEMBER PRESENT:  Patrick LaRow
1. **1073 King Street**

   Application PLPZ2017 00302 for Exterior Alteration review to construct improvement with an addition to the rear and side of the existing building and landscaping on a property located at 1073 KING STREET GREENWICH, in the RA-2 Zone. Proposed use: multi-family residential Existing Use: residential

   **DECISION STATUS:** do not return to ARC, resubmit items electronically

   (Motion: LoBalbo Second: Hein)

   Voting in favor: Pugliese, Hein, LoBalbo, Cohen, Conte, Doyle, Smith, Strazza.

   **RECOMMENDATION:**
   
   - Recommend that the size of the plantings selected be increased; including but not limited to: Forsythia should to be 36”
   - The Committee noted that the applicant revised lighting plans per comments from our last meeting.
   - Recommend the applicant provides a revised photometric with a revised pole light from six feet to eight feet be submitted electronically to the Planning Department and that shielding is specified in regards to protection of the residential neighbors from light spillage. The applicant should review opportunity to reduce number of lights.
   - Recommend the lighting for the unapproved signage be omitted from the applicant’s documents and that they return to the ARC with the light at the time which they are ready to present the sign
   - Revise the organization of the columns on the front porch and the front door and resubmit these options electronically.
2. **42 Windy Knolls**

Application PLPZ2017 00301 for Exterior Alteration review to construct new multi-family building with 3 units on a property located at 42 WINDY KNOLLS GREENWICH, in the R-6 Zone. Proposed use: multi-family residential

Existing Use: residential

**DECISION STATUS: Incomplete application; incomplete presentation.**

(Motion: LoBalbo Second: Doyle)


Voting to proceed with modifications: Pugliese, Conte

**RECOMMENDATION:**

At this time the Committee recommendation that this application does not move forward with P&Z approval. As presented we find that it fails to meet the criteria of this board.

- Landscaping does not provide proper vegetation and screening appropriate for the site and the Committee recommends the North, West, and Southern vegetation be revised. As presented the height of the plantings do not rise above the first floor of the buildings.
- Screening requested and recorded in the previous meeting with the applicant, a 5’-10’ buffer at the driveway, was not addressed and the Committee is concerned this will not provide adequate protection to existing the neighbors.
- We recommend additional protection be provided to an existing landmark magnolia, as presented there remain concerns that the magnolia cannot be protected based on the proposed development.
- While the Committee noted that progress has been made on the proposed elevations as presented the Committee feels there are still significant architectural changes are needed to massing, including extending the overhangs above the entry and additional details to make these buildings harmonious with the existing architecture of the neighborhood.
- It was noted in public comment that the rear two parking spaces and therefore headlights of cars will shine directly into the neighboring property and the rear unit entrance will create noise and disturbance to the neighboring property, therefore the Committee recommends unit at the back of the lot relocate the location of entrances into the units and find a way that all entrances properly address the street.
- One post light located at the front of the property was presented with no fixtures at the building entrances or on the building.
- Should the Commission determine that this project will move forward we recommend the Commission make a tenant of their approval return to the ARC so the Committee can continue to work with the applicant on the design.
- Note: The neighbors spoke against this project expressing concern that reasonable provisions have not been made for such matters as sight and sound buffers; and that construction would damage existing wall on neighboring property.
3. **40 Talbot Lane.**

Application PLPZ2017 00439 for Exterior Alteration review to construct two new multi-family buildings, one with 2 units and one with 3 units with new parking areas, and landscaping on a property located at 42 WINDY KNOLLS GREENWICH, in the R-6 Zone. Proposed use: multi-family residential Existing Use: residential

**DECISION STATUS:** Return to ARC

(Motion: LoBalbo Second: Doyle)

Voting in favor: Pugliese, Hein, LoBalbo, Cohen, Conte, Doyle, Smith, Strazza.

**RECOMMENDATION:**

- Recommend the applicant provide the light fixture cut sheets and document the location of all lights on the property including lighting attached to the building.
- Recommend the applicant provide a graphic summary of the variety of massing options which they presented to P&Z; at this time the ARC is not in agreement that the current grouping of the residences is most beneficial to this site.
- The architectural detailing is holding classical/traditional hold overs from previous design; the Committee recommends they make further progress on the “salt-box” style recommended by the Commission and that they review precedents here in Greenwich for the appropriate detailing of windows, entries, and eaves.
- The materials must be noted on the elevations and line weights should be adjusted for clearer graphic representation of the architecture.
- Recommend all the landscaping planting sizes are enlarged.
- Photos of streetscape to show how proposal meets the context of neighborhood
- Landscaping around unit 1 to provide privacy and outdoor space
- Recommend the applicant return with material samples and at this time was without objection as presented.
- Recommend the addition of chimneys.
- Note: Neighbors spoke in opposition of the project with concerns that appropriate screening was not provided and removal of large hedge on the front of the site as well as geological concerns in regards to rock formations and current flooding.
4. **1154-1166 East Putnam Avenue;**

Application PLPZ2017 00432 for Exterior Alteration review to modify the exterior of two buildings with no proposed changes to the site lighting or the landscaping on a property located at 1156 EAST PUTNAM AVENUE, Unit: -1170 RIVERSIDE, CT 06878 located in the Zone LB Zone. Proposed use: mixed use

Existing Use: mixed use

**DECISION STATUS: return to ARC**

(Motion: LoBalbo Second: Doyle)

Voting in favor: Pugliese, Hein, LoBalbo, Cohen, Conte, Doyle, Smith, Strazza.

**RECOMMENDATION:**

The Committee seconds the Commission’s recommendation to remove all parking and make the front a streetscape with vegetation both for shade and sound buffering and a sidewalk that will be well used by the residents for access to the existing Riverside retail centers such as Riverside Commons.

- The Committee is in agreement on the material palate as presented
- The Committee was divided on their review of the pitched roof and felt it required further study by the applicant but not necessarily a revision.
- The Committee recommend upon the applicants return they provide lighting, lumen, signage, and landscaping plans
- The Committee finds the 2nd floor fenestration does not read as residential or different from the first floor office space and recommends that be reviewed and possibly revised to provide and exterior expression of the programmatic change.
- Note: Neighbors spoke in favor of this project and recommended screening on the i-95 property.
5. **143 Sound Beach Residences**

Application PLPZ2017 00409 for Exterior Alteration review to construct a multi-family dwelling for 60 residential apartments with new landscaping, mechanical and lighting plans on a property located at 143 SOUND BEACH AVENUE OLD GREENWICH in the LBR-2 Zone. Proposed use: multi-family residential

Existing Use: multifamily residential

**DECISION STATUS: POSTPONED BY APPLICANT**
6. Charleston

Application PLPZ2017 00265 for Exterior Alteration review to construct new multi-family building with 19 units on a property located at 257 MILBANK AVENUE, 259 MILBANK AVENUE, 261 MILBANK AVENUE, 71 HAVEMEYER PLACE, 63 MILBANK AVENUE, 255 MILBANK AVENUE, GREENWICH in the R-6 Zone. Proposed use: multi-residential Existing Use: family residential Note: Plans submitted past the deadline.

DECISION STATUS: return to ARC
(Motion: LoBalbo Second: Doyle)
Voting in favor: Pugliese, Hein, LoBalbo, Cohen, Conte, Doyle, Smith, Strazza.

RECOMMENDATION:
The property represents a transition point of neighborhood and a focal point. The Committee recognizes and appreciated the significant effort made by the applicant to revise the elevations and changes to the sidewalk however the Committee remains concerned about the overall length and mass of the project, orientation and access to the site by cars, and removal of all old growth trees on and near the property line.

- The Committee recommends the applicant continues to develop the elevations with the shingle-style however recognizes this style is not typical for a three-story building.
- The Committee find the revised landscaping be organic with soft lines and not rows of manicured arborvitae.
- The Committee recommends the Commission consider conditioning their approval upon the basis that the applicant has agreed to continue to work with the Committee to carve out and reduce massing from the project to break up the roofline and roof-scape and find a way to provide for light and air.
- The Committee in recognition of the mass overall as a problem recommends a reduction in mass and reiterated their desire for multiple buildings as opposed to one long building. However, the Committee does not want to sacrifice the proposed street setback or character to make multiple buildings.
- Inconsistent to the predominant size of multi-family building’s in the immediate area excluding the two Town owned housing buildings (Town hall Annex and Agnes Morley).
In regards to the streetscape the Committee strongly recommends removal of the masonry pillars and wrought iron fence to further reduce the wall. This change is significant to creating an appropriate streetscape.

The Committee recommends the parking access is further addressed.

The Committee recommends the beech tree along northern property line on adjacent be protected regardless of ownership, as it is vital to proper screening of the Agnes Morley property.

The board requested and applicant agreed to provide sun studies to address concerns of light and air and shadows.

The Committee recommends that if this application moves forward it is conditioned by the applicant’s requirement to continue working with the Committee to reduce the massing and further review of the elevations.

Note: Neighbors spoke in opposition of this project, that it is not in keeping with the predominant residences or character of the neighborhood and that there was not change to the mass of the building although it had been requested at the previous meeting. It was requested the existing vegetation of the long the rear lot of the property remain to protect the existing wildlife.

The Committee noted that over 300 residents have signed a petition against this project including many Town leaders and contributors.
COMMITTEE BUSINESS

1. REVIEW OF THE SEPTEMBER 2017 ACTION AGENDA

DECISION STATUS: approved
Voting to Approve: Pugliese, Hein, LoBalbo, Cohen, Conte, Doyle, Smith, Strazza.

2. PER RESOLUTION OF THE PLANNING & ZONING COMMISSION THE ARC SHALL HOLD AN ELECTION FOR OFFICERS FOR A ONE-YEAR TERM.

   a. CHAIRMAN
      i. Motion to nominate Richard Hein as chair by John Conte, seconded by Heidi Smith.
Voting to Approve: Pugliese, Hein, LoBalbo, Cohen, Conte, Doyle, Smith, Strazza.

   b. SECRETARY
      i. MOTION TO NOMINATE KATHERINE LOBALBO, BY RICHARD HEIN, SECONDED BY JOHN CONTE.
Voting to Approve: Pugliese, Hein, LoBalbo, Cohen, Conte, Doyle, Smith, Strazza.

   c. CONSIDERATION OF ADDING VICE CHAIRMAN OR OTHER OFFICERS
      i. ARC VOTED TO HAVE VICE CHAIR POSITION(S)

   d. ELECTION OF VICE CHAIRMAN AND OTHER OFFICERS IF DEEMED NECESSARY.
      i. MOTION TO NOMINATE JAMES DOYLE AND MARK STRAZZA AS VICE CHAIR(S), BY RICHARD HEIN, SECONDED BY JOHN CONTE.
Voting to Approve: Pugliese, Hein, LoBalbo, Cohen, Conte, Doyle, Smith, Strazza.

      ii. THE ARC NOTED THAT HEIDI SMITH WOULD BE THE COMMITTEE’S SECRETARY IN ELECTED SECRETARY’S ABSENCE.
ARC MEMBERS PRESENT: Paul Pugliese (chairman), Richard Hein (vice-chairman), Rhonda Cohen, Heidi Smith, and Mark Strazza.

STAFF MEMBER PRESENT: Marek Kozikowski

DECISION STATUS (10/4/2017): APPROVED

Voting TO APPROVE the recommendations of the Sign Sub-committee:
(Motion: Lobalbo, Second: Doyle)

1. 122 East Putnam

Application PLPZ2017 00431 for Sign review to add new sign program including 5 new signs on a property located at 124 EAST PUTNAM, COS COB (UNITS 122 -150 EAST PUTNAM) in the LBR-2 Zone. Proposed Use: mixed commercial Existing Use: mixed commercial

STATUS: does not return to ARC, electronic resubmit required
(Motion: Cohen, Second: Hein)
Voting in favor: Pugliese, Cohen, Hein and Strazza.

RECOMMENDATIONS:
• Return electronically with revisions.
• This is a new sign program for the building.
• All existing nonconforming, window signs shall be removed
• New lights should be LED and match the temperature of existing lights
• Light fixtures should be bronze to match
• All signs should be externally illuminated
• The “Sobol” tenant name and tagline should be on above the same window to the right. Only one sign for each tenant
• All letters and logos should be black against white background for all signs
• Choose s curved apostrophe in the “Katie’s” sign
2. Peak Wellness

Application PLPZ2017 00438 for Sign review to add new free standing sign on a property located at 195 FIELD POINT ROAD, GREENWICH in the GB Zone.

Proposed Use: Health Care Professional Existing Use: Health Care profession and office use. Note: The sign must not be removed; non-conforming sign.

STATUS: does not return to ARC, electronic resubmit required
(Motion: Cohen, Second: Hein)
Voting in favor: Pugliese, Cohen, Hein and Strazza.

RECOMMENDATIONS:
- Return electronically with revisions.
- Three business descriptors only.
- Letters in descriptors should be closer together and flush left with “PEAK”
- No descriptors AND tagline.
- The address should be added to the sign
- Verify that the two freestanding signs are permitted/legal.
- Increase logo size to 18 inches tall.
- Center descriptors.
- Provide written verification that there is only one business tenant in the building.

3. The Spread

Application PLPZ2017 00469 for Sign review to add new free standing sign on a property located at 16-18 EAST PUTNAM AVENUE, GREENWICH in the CGBR Zone. Proposed Use: restaurant Existing Use: restaurant (Barcelona)

STATUS: does not return to ARC, electronic resubmit required
(Motion: Cohen, Second: Hein)
Voting in favor: Pugliese, Cohen, Hein and Strazza.

RECOMMENDATIONS:
- Return electronically with revisions.
- Sign over main door only.
- Provide number for all colors
- Provide a cut sheet for the light fixtures
- Check to see how the charcoal color appears against the brown. Revise accordingly if necessary.
- Provide a sample fabric
- If window decals are proposed, then submit those for review.
4. Blo-Blow Dry Bar

Application PLPZ20170 0436 for Sign review to add new facade sign on a property located at 2 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed Use: personal service Existing Use: retail

STATUS: does not return to ARC, electronic resubmit required
(Motion: Cohen, Second: Hein)
Voting in favor: Pugliese, Cohen, Hein and Strazza.

RECOMMENDATIONS:
- Return electronically with revisions.
- The sign should be positioned on the brink stick out and centered above larger window below.
- Invert the pink and white: pink letters, white background
- Halo lit letters, Logo is not to be lit
- Reduce height to fit on the brick stick out
- Provide a section drawing of sign
- Keep the current length of the sign.

5. Rodd & Gunn

Application PLPZ2017 00437 for Sign review to add new façade sign and change color of the first floor facade on a property located at 350 GREENWICH AVENUE, GREENWICH in the CGBR Zone. Proposed Use: retail Existing Use: retail

STATUS: Does not return to ARC; approved as submitted.
(Motion: Cohen, Second: Hein)
Voting in favor: Pugliese, Cohen, Hein and Strazza.

6. Greenwich High School

Application PLPZ2017 00323 for Sign review to add new free standing sign on a property located at 10 HILLSIDE ROAD GREENWICH in the R-20 Zone.

Proposed Use: institutional Existing Use: institutional

STATUS: Postponed by Applicant
7. Nolan Thomas Properties

Application PLPZ2016 00117 for exterior alteration review to change the approved color of the door on a property located at 232 SOUND BEACH AVENUE, Unit:260, OLD GREENWICH, in the LBR-2 Zone. Proposed Use: multi-tenant Existing Use: multi-tenant

STATUS: Does not return to ARC; approved as submitted.
(Motion: Cohen, Second: Hein)
Voting in favor: Pugliese, Cohen, Hein and Strazza.

RECOMMENDATIONS:
bullet Before the previously approved signs are fabricated, check to verify letter spacing to match spacing of the “Wheelstock” sign if the tenant name fits.

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 Alteration applications, applicants are required to bring eight (8) sets of all plans to the meeting. Exterior Alteration 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.

On future agendas:
Central Middle School - Site Lighting Upgrades; Application: PLPZ201700430 for an Exterior Alteration Install (7) new light poles to match identically with the (2) existing light poles along asphalt walk on a property located at 9 INDIAN ROCK LANE GREENWICH, CT 06830 in the Zone R-12.

YMCA South Parking Lot; Application: PLPZ201700440 for an Exterior Alteration Minor relocation of five lamp posts to accommodate reconfiguration of parking lot on a property located at 50 EAST PUTNAM AVENUE GREENWICH, CT 06830 in the Zone CGBR-HO.