



TOWN OF OLD SAYBROOK  
**Architectural Review Board**

302 Main Street • Old Saybrook, Connecticut 06475-1741  
Telephone (860) 395-3131 • FAX (860) 395-1216  
[www.oldsaybrookct.org](http://www.oldsaybrookct.org)

**Executive Board**

*Emily Grochowski, Chairman*  
*Andre Laferriere, Vice Chairman*  
*Edward Armstrong*  
*Donna Leake*  
*Kathryn Toolan*

**Alternate Members**

*Tina Rupp*  
*Kate Caldarella*

**REGULAR MEETING MINUTES**  
**HYBRID MEETING**

Monday, April 24, 2023, at 7:00 p.m.  
Town Hall, 2<sup>nd</sup> Floor Conference Room  
302 Main Street, Old Saybrook

**I. REGULAR BUSINESS**

**A. Roll Call**

The Chair E. Grochowski called the meeting to order at 7:00 pm.

Members Present – E. Grochowski, A. Laferriere, K. Toolan, T. Rupp (remote, seated),

Members Absent – D. Leake, E. Armstrong, K. Caldarella

Staff – Carolina Maharbiz, Recording Clerk

**B. Minutes** - This agenda item was heard at the end of the meeting.

**II. SIGN APPLICATIONS**

**A. “S.K. Lavery Appliance Co.” Application for Certificate of Zoning Compliance for Signs**

665 Boston Post Road, Map 36/Lot 103, Shopping Center Business B-2 District

*Applicant/Owner: Bruce Macmillian*

Bruce Macmillian presented. He explained that he is taking over the space and is replacing the signs already there, including a smaller sign in the back. E. Grochowski explained that the applicant has one too many signs according to the regulations. Mr. Macmillian agreed to remove the rear entrance sign. K. Toolan mentioned that a decal would be permitted on the rear door and E. Grochowski agreed, clarifying that it is permitted as long as it is less than 25% of the glass area.

**MOTION** to approve the application with the recommendation that the rear entrance sign be converted to a decal and placed in the windowpane above the rear door; **MADE:** A. Laferriere; **SECONDED:** K. Toolan; **VOTING IN FAVOR:** E. Grochowski, A. Laferriere, K. Toolan, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 4-0-0.

**B. “Stann's Package Store” Application for Certificate of Zoning Compliance for Signs**

1606-1620 Boston Post Road, Map 26/Lot 37, Gateway Business B-4 District

*Applicant/Owner: Alpesh Patel*

Alpesh Patel presented and stated that there is already an existing sign. Commission members discussed recommendations regarding the height of the freestanding sign, the number of colors permitted, color temperature of the lights, lumens, and stone base of the sign.

**MOTION** to approve the application with the following conditions: (1) the overall height of the freestanding sign is lowered to 8 ft. overall, with the height removed from the stone piers which become a solid base with stone all the way across; (2) the color temperature should be reduced to 5K; (3) the lumens should be reduced to 600; (3) plantings around the base have to be protected; (4) the green leaves on the Natural Paths sign have to either be light blue, red, black, or white with an outline in one of those colors so that the sign meets the color regulations; (5) the additional text on the Pool Guy sign is removed and the logo is centered; and (6) the phone number under Stann's Liquor is removed; **MADE:** E. Grochowski; **SECONDED:** A. Laferriere; **VOTING IN FAVOR:** E. Grochowski, A. Laferriere, K. Toolan, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 4-0-0.

**III. REFERRALS**

**A. “Old Glory” Application for Special Exception and Coastal Site Plan Review** to construct a 1055 s.f. addition and 148 s.f. enclosed entry to existing 3,280 s.f. retail store and demolish residence.

1804 Boston Post Road, Assessor’s Map 17/Lot 40, Gateway Business B-4 District, Coastal Area Management Zone

*Applicant: Glen Morelli                      Agent: Attorney David M. Royston*

*ACTION: Review design & signs and report to ZC for the 5/1/2023 public hearing.*

Attorney David Royston and architect Hope Proctor presented. Mr. Royston went over the site plan. He explained that the Touch of Class building will be demolished and an addition built, with the size reduced to be slightly smaller than the current Touch of Class building and located further back so that it is as far back as the main building. He also explained the parking, landscaping, and easement. Architect Hope Proctor reviewed the design, materials, windows, roofs, accents, and signs.

E. Grochowski asked if there will be future additional tenants and Ms. Proctor stated that she did not design the building with that in mind but to break up the elevation. Mr. Royston stated that the application did not include a freestanding sign or window signs, but there are areas with arrows that indicate possible future signs. Commission members then discussed lighting.

**MOTION** to recommend approval of the application as presented; **MADE:** K. Toolan; **SECONDED:** A. Laferriere; **VOTING IN FAVOR:** E. Grochowski, A. Laferriere, K. Toolan, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 4-0-0.

**MOTION** to amend the prior motion to include approval of the signage package; **MADE:** E. Grochowski; **SECONDED:** A. Laferriere; **VOTING IN FAVOR:** E. Grochowski, A. Laferriere, K. Toolan, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 4-0-0.

#### IV. OLD BUSINESS

- A. Request by Zoning Commission for input regarding aesthetics, signs and associated structures to assist with updates to the Zoning Regulations for drive-through windows.  
*ACTION: Report to Zoning Commission for their May 1, 2023 meeting*

Commission members discussed drive-through windows and decided on the following recommendations:

- With regard to menu boards, these might be limited to size, specific colors and have stone bases or frames that match the building. Signage should blend with the building.
- Prohibit promotional signage or temporary promotional signage on the stacking lanes; any promotional materials should be included on the menu board.
- Addition of landscape screens where cars line up to drive-throughs. ARB recommends that any screening be along the entire stacking length.
- Landscape buffering could cover lighted signs to not bother neighboring properties. Evergreens should be used so the drive-through cannot be viewed from neighboring properties or the roadway. Plantings should be mature, hood height, at least 8 feet high.
- Drive-throughs should never be open to residential areas and should be a minimum distance from residential areas.
- The best drive-throughs are the ones that are behind (in back of) buildings. This refers to line G in the Zoning Report.
- Drive-throughs should be two lanes and of a certain stacking length. The ARB recommends that the Zoning Commission set a stacking amount for different uses.
- Drive-throughs should trigger an increase of 5-10 feet to the perimeter buffer.
- If possible, drive-throughs should have two windows.

- Ideally, drive-throughs should only be south of 95 and a minimum distance from 95 entrances or exits. This refers to line J. ARB also recommends consideration of whether drive-throughs are consistent with the goals of pedestrian nodes.
- Require articulation of the façade on all drive-through pick-up-side façades as well as articulation of the roof.
- Require a snow storage plan for stacking areas on the site plan.
- Require fencing along the perimeter sides.
- Consider setting a limit to the number of permitted drive-throughs in town.

Agenda Item I.B. Minutes:

E. Grochowski amended the minutes in the last paragraph of the “Variety Adult Boutique” application section to state that “the sign for the building will be tabled until the applicant returns at the May 8, 2023 meeting” rather than state that “the sign for the building can be tabled to move forward within 60 days.”

**MOTION** to accept the Minutes of April 10, 2023, as amended. **MADE:** E. Grochowski; **SECONDED:** A. Laferriere; **VOTING IN FAVOR:** E. Grochowski, A. Laferriere, K. Toolan, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 4-0-0.

**IV. ADJOURNMENT**

**MOTION** to adjourn the meeting of April 24, 2023, at 8:18 p.m. to the next regular meeting scheduled for Monday, May 8, 2023, at 7 p.m., Town Hall, 2<sup>nd</sup> Floor Conference Room. **MADE:** K. Toolan; **SECONDED:** E. Grochowski; **VOTING IN FAVOR:** E. Grochowski, A. Laferriere, K. Toolan, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 4-0-0.

Respectfully submitted,  
Carolina Maharbiz, Recording Clerk