



TOWN OF OLD SAYBROOK  
**Architectural Review Board**

302 Main Street • Old Saybrook, Connecticut 06475-1741  
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**Executive Board**

*Emily Grochowski, Chairman*  
*Edward Armstrong, Vice Chairman*  
*Donna Leake*

*Kathryn Toolan*  
*Andre Laferriere*

**Alternate Members**

*Tina Rupp*  
*Kate Caldarella*

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

Monday, January 9, 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 6:58 pm

Members Present – E. Grochowski, E. Armstrong (remote), D. Leake, A. Laferriere,  
T. Rupp (remote, seated for K. Toolan), K. Caldarella (remote, not seated)

Members Absent – K. Toolan

Staff – Carolina Maharbiz, Recording Clerk

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

**C. Election of Officers** – This agenda item was heard at the end of the meeting.

**II. SIGN APPLICATIONS**

**A. “William Ravies” Application for Certificate of Zoning Compliance for Signs**

33 Main Street, Map 37/Lot 48, Central Business B-1 District

*Applicant: William Ravies*

*Agent: Bryan Vasser/Archer Signs*

E. Grochowski clarified that the regulations do not permit internal illumination for the second sign. Agent Bryan Vasser presented remotely and agreed to externally-illuminate the sign on the side. He explained that the sign proposed for the front of the building is aluminum wireway that is 2-inches deep with channel letters on the face. The side sign looks the same, the only difference being that the letters will be a ½ inch deep rather than 4.5 inches deep like the front sign letters. For the side sign, it would include 3 gooseneck light fixtures, one in the center and two on the sides, which are white with 10-inch diameter shades and extend off the building about 14 inches.

Commission members discussed the requirement that the gooseneck lights be dark sky compliant, whether the gooseneck lights would fit with the size of sign, whether the gooseneck lights would cover the sign lettering, centering of the signs, and lighting timers. Mr. Vasser showed pictures of signs at other locations in Connecticut, specifically Canton

and Norwalk. Commission members discussed the possibility of also having gooseneck lights on the front sign. Mr. Vasser agreed to discuss that option with the owners.

**MOTION** to recommend approval of the signs with the following conditions: (1) that the side wall sign must be externally illuminated with dark sky compliant gooseneck lights as discussed during the meeting and that the sign is centered on the dormer; (2) that the front sign is centered over the double doors; (3) that any lit signs are placed on timers that shut off automatically one hour after close; and (4) that the top and bottoms of the signs align at the same elevation. The board further recommends that the front facade sign include matching gooseneck lights but approves an internally lit sign. **MADE:** E. Grochowski; **SECONDED:** A. Laferriere; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, D. Leake, A. Laferriere, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 5-0-0.

### III. DESIGN REVIEW APPLICATIONS – nothing to discuss

### IV. REFERRALS – nothing to discuss

#### Agenda Item I.B. Minutes:

**MOTION** to approve the Minutes of November 28, 2022, as presented. **MADE:** E. Grochowski; **SECONDED:** A. Laferriere; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, D. Leake, A. Laferriere, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 5-0-0.

#### Agenda Item I.C. Election of Officers:

**MOTION** to recommend E. Grochowski as Chairperson. **MADE:** E. Armstrong; **SECONDED:** A. Laferriere; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, D. Leake, A. Laferriere, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 5-0-0.

**MOTION** to recommend A. Laferriere as Vice Chairperson. **MADE:** E. Armstrong; **SECONDED:** D. Leake; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, D. Leake, A. Laferriere, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 5-0-0.

Given that there were no volunteers for the position of Secretary, E. Grochowski decided to continue to proceed without a secretary.

### V. ADJOURNMENT

**MOTION** to adjourn the meeting of January 9, 2023, at 7:38 p.m. to the next regular meeting scheduled for Monday, January 23, 2022, at 7 p.m., Town Hall, 2<sup>nd</sup> Floor Conference Room. **MADE:** E. Grochowski; **SECONDED:** A. Laferriere; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, D. Leake, A. Laferriere, T. Rupp; **OPPOSED:** None; **ABSTAINING:** None. **APPROVED:** 5-0-0.

Respectfully submitted,  
Carolina Maharbiz, Recording Clerk