



TOWN OF OLD SAYBROOK
Architectural Review Board

Executive Board
Emily Grochowski, Chairman
Edward Armstrong, Vice Chairman
Kate Caldarella, Secretary

Donna Leake
Susan Missel

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Alternate Members
Robert Hansen Jr.
Kathryn Toolan

MINUTES
REGULAR MEETING
Wednesday, November 23, 2020 at 7:00 p.m.
Teleconference via Zoom

I. REGULAR BUSINESS

A. Roll Call

The Chair, Emily Grochowski, called the meeting to order at 7:00 p.m.

Members present: Emily Grochowski, Edward Armstrong, Kate Caldarella, Donna Leake and Kathryn Toolan.

Members absent: Susan Missel, Robert Hansen

The Chair moved to hear the agenda item “Minutes” after “New Business”.

II. NEW BUSINESS

- A. “Daniels Propane” Application for Special Exception Use for contractor business/storage yard and to construct 7,800 s.f. office/warehouse building with outside storage areas for the bulk storage of 60,000 gallons of propane gas.
103 Mill Rock Road East, Map 39/Lot 13, Industrial I District

Attorney Ed Cassella presented the application and introduced John Cunningham, landscape architect and Larry Valeries, lighting technician. Dave Daniels was also present. E. Cassella reviewed an aerial photo of the property, explaining that Daniels Propane is under contract with the owners of the Fortune Plastic Company to purchase a parcel of land at 103 Mill Rock Road East. They propose to construct an office, storage, propane and oil distribution facility. The property is located in the industrial zone. The proposed building is 7,800 s.f. with outside storage in the rear.

John Cunningham, landscape architect and owner of TEC landscape design in Madison, reviewed the proposed landscaping plan. He noted a correction to the plant list, under Gleditsia there should be two trees instead of eight. He reviewed proposed varieties of trees and plantings, as well as plantings around the infiltration and parking areas. Red cedar and white spruce, both native, are proposed along the north and east line, to achieve a natural, soft look.

E. Grochowski asked about fencing specs. Dave Daniels stated it is a 6 ft chain link fence around any proposed outdoor storage, and around the propane storage tanks with three strands of barbed wire around the top as required by code.

E. Cassella reviewed building plans. It is proposed steel construction, Butler type, with office space on first floor, a mezzanine over the office portion and the remainder for truck storage. They are looking for ARB guidance regarding articulation in the long stretch of building.

There was a discussion about addition of awnings or overhangs over the garage bays. J. Cunningham stated awnings could be added over the garage doors. E. Armstrong agreed that awnings on the north and east sides would enhance the look of the building. E. Grochowski asked that on the front elevation in the area of the main entrance, that the brick masonry run up to the height of the canopies to separate it from the rest of the building. On the right side elevation she asked that windows be more square or vertical, rather than a horizontal orientation.

E. Cassella reviewed the lighting plan. Proposed in the parking area are three pole lights as well as pole lights around the propane area, per fire code. The photo metrics plan shows all light captured within the property line. Wall pack placement was also reviewed.

Members agreed the landscape and overall design will improve the area.

MOTION by E. Grochowski to recommend approval of “**Daniels Propane**” Application for Special Exception Use for contractor business/storage yard and to construct 7,800 s.f. office/warehouse building with outside storage areas for the bulk storage of 60,000 gallons of propane gas at 103 Mill Rock Road East, Map 39/Lot 13, Industrial I District with the following modifications: 1) that all the windows be square or vertical in orientation, 2) that the overhead doors have either individual or continuous overhang across the top to articulate the facade and the roof, 3) that the brick extend to the underside of the canopy to use the brick as a facade articulation, 4) the parking lot pole light have a flush base and maximum height of 14 ft, and 5) that a light be placed above the emergency exit door on the rear elevation; **SECONDED:** E. Armstrong; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, K. Caldarella, and D. Leake; **ABSTAINING:** None. **OPPOSED:** None. **APPROVED:** 4-0-0.

B. Election of Officers

MOTION by E. Armstrong to nominate Emily Grochowski as Chairman; **SECONDED:** K. Caldarella; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, K. Caldarella, and D. Leake; **ABSTAINING:** None. **OPPOSED:** None. **APPROVED:** 4-0-0.

MOTION by E. Grochowski to nominate Edward Armstrong as Vice Chairman; **SECONDED:** K. Caldarella; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, K. Caldarella, and D. Leake; **ABSTAINING:** None. **OPPOSED:** None. **APPROVED:** 4-0-0.

MOTION by E. Grochowski to nominate Kate Caldarella as Secretary; **SECONDED:** E. Armstrong; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, K. Caldarella, and D. Leake; **ABSTAINING:** None. **OPPOSED:** None. **APPROVED:** 4-0-0.

III. DISCUSSION

A. Design Review Awards

E. Grochowski reviewed costs of framing the awards, estimated at \$98.83 each (a total of 8 frames will be purchased) at the Art Emporium.

IV. REGULAR BUSINESS

A. Minutes

MOTION to approve the meeting minutes of November 9, 2020 as presented; **MADE** by K. Caldarella; **SECONDED:** E. Armstrong. **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, K. Caldarella, and D. Leake; **ABSTAINING:** None. **OPPOSED:** None. **APPROVED:** 4-0-0.

V. ADJOURNMENT

MOTION to adjourn the meeting at 8:00 p.m. to the next regularly scheduled meeting on Monday, December 14, 2020 at 7:00 p.m. via Zoom; **MADE** by E. Grochowski, **SECONDED:** E. Armstrong; **VOTING IN FAVOR:** E. Grochowski, E. Armstrong, K. Caldarella, and D. Leake; **ABSTAINING:** None. **OPPOSED:** None. **APPROVED:** 4-0-0.

Respectfully Submitted,

Meryl Moskowitz