



TOWN OF OLD SAYBROOK  
**Architectural Review Board**

**Executive Board**

*Emily Grochowski, Chairman*  
*Edward Armstrong, Vice Chairman*  
*Kate Caldarella, Secretary*  
*Donna Leake*  
*Kathryn Toolan*

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**Alternate Members**

*Tine Rupp*  
*Andre Laferriere*

**REGULAR MEETING MINUTES**  
**REMOTE MEETING**

Monday, January 10, 2022 – 7:00 P.M.

**I. REGULAR BUSINESS**

**A. Roll Call**

The Chair, E. Grochowski, called the meeting to order at 7:05 p.m.

Attendant Members – E. Grochowski, D. Leake, K. Toolan,  
A. Laferriere (sitting in for E. Armstrong)

Absent Members – E. Armstrong, K. Caldarella, T. Rupp

**B. Minutes**

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

**II. NEW BUSINESS**

- A. “Daniels Propane”** Application for Modification of Special Exception Use to modify approved architecture on a 7,800 s.f. office/warehouse building with outside storage areas for the bulk storage of 60,000 gallons of propane gas.  
103 Mill Road East, Map 39/Lot 13, Industrial I District  
Owner: Daniels Propane, LLC. Agent: David Daniels

Attorney E. Cassella presented. They are proposing a modification to an approved 2021 project. The new design reduces the office space from two stories to one. The height of the building has been reduced.

**MOTION** to recommend approval of **“Daniels Propane”** Application for Modification of Special Exception Use to modify approved architecture on a 7,800 s.f. office/warehouse building with outside storage areas for the bulk storage of 60,000 gallons of propane gas with the following conditions: 1) The brick/trim on the right-side elevation should match the front elevation, thus reducing the brick height to nine feet, and adding trim. 2) Windows on right side should be vertically proportioned. **MADE:** K. Toolan **SECONDED:** D. Leake  
**VOTING IN FAVOR:** E. Grochowski, D. Leake, K. Toolan, A. Laferriere **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 4-0-0.

- B. “Atlas Outdoor”** Application for Site Plan Review for Office Building Renovations/Additions, Outdoor Display Area and Signs.  
250 Middlesex Turnpike, Assessor’s Map 52, Lot 94, Business B-4 District Applicant: Atlas Outdoor/250 Middlesex Tpke LLC. Agent: Greg Nucci, AIA

S. Foulke from Point One Architects presented. They are proposing to convert the existing home into a commercial building. A Gambrel feature added to the front of the building will house the sign with gooseneck lighting above. A front porch will be added as well as a handicap ramp in the rear. The building will have black windows with white trim and wood shingles. S. Fields, landscape designer, presented the plan that includes buffer trees, ornamental roses and fencing. The property will be used to display sheds.

**MOTION** to recommend approval of **“Atlas Outdoor”** Application for Site Plan Review for Office Building Renovations/Additions, Outdoor Display Area and Signs. 250 Middlesex Turnpike, Assessor’s Map 52, Lot 94, Business B-4 District with the following conditions: 1) The zoning submission to include calculations showing compliance with the minimum landscape area (and the gravel area reduced if required for compliance). 2) The zoning submission to show compliance with the perimeter landscape buffer requirements for width, species and spacing. 3) The landscape buffer near the neighboring residential property to be further enhanced. 4) The site lighting will be limited to up lighting of trees. 5) The allowable building sign size to be recalculated using only the wall area (not the fascia), the sign to be reduced in height and pulled away from the window trim so it is more centered between the trim and the roof. 6) The building sign and the wall sign to be reversed in color so that the background is dark and the lettering is light, similar to the company business card. **MADE:** E. Grochowski **SECONDED:** A. Laferriere **VOTING IN FAVOR:** E. Grochowski, D. Leake, K. Toolan, A. Laferriere **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 4-0-0.

### III. REGULAR BUSINESS

**B. Minutes**

**MOTION** to approve the minutes of December 13, 2021 as presented **MADE:** E. Grochowski **SECONDED:** A. Laferriere **VOTING IN FAVOR:** E. Grochowski, D. Leake, K. Toolan, A. Laferriere **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 4-0-0.

*K. Toolan left the meeting at 8:00 p.m.*

### IV. ADJOURNMENT

**MOTION** to adjourn the meeting of January 10, 2022 at 8:13 p.m. to the next regular meeting scheduled for Monday, January 24, 2022 at 7:00 p.m. via teleconference **MADE:** E. Grochowski **SECONDED:** A. Laferriere **VOTING IN FAVOR:** E. Grochowski, D. Leake, A. Laferriere **OPPOSED:** None **ABSTAINING:** None **APPROVED:** 3-0-0.

Respectfully submitted,  
*Joanne Galli*  
Recording Clerk

NEXT REGULARLY SCHEDULED  
REMOTE MEETING  
**Monday, January 24, 2022 at 7:00 P.M.**

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