



# Town of Westport Planning & Zoning Department

Town Hall, 110 Myrtle Avenue, Room 203  
Westport, Connecticut 06880  
Tel: (203) 341-1030 Fax: (203) 454-6145

## ARCHITECTURAL REVIEW BOARD MEETING MINUTES-DRAFT

October 27, 2020

7:30 p.m.

### Members Present:

Ward French, Co-Chair  
Vesna Herman, ARB Member  
Jon Halper, ARB Member  
David Mann, ARB Member

### Staff Present:

Donna Douglass, HDC Coordinator

Notice is hereby given that the Architectural Review Board held a meeting on **Tuesday, October 27, 2020** at 7:30 p.m. for the following purpose:

**1. Approved minutes from the September 22, 2020 meeting**

**2. 355 Riverside Avenue**

To review and comment on the proposed ground signs, wall sign and window sign at **355 Riverside Avenue** (Parcel ID# C07//006/000) submitted by Halloran & Sage LLP for property owned by 877 285 & 355 Riverside LLC and Baywater Properties located in the General Business District and Residential A zones. Comments offered at the meeting will be considered in anticipation of further zoning review and approvals.

**MOTION (made by French): To approve the application as submitted**

**SECONDED: Herman**

**VOTE: AYE-Unanimous**

**3. 499 Post Road East**

To review and comment on the proposed driveway modification, exterior paint, awning door, signage on building facade at **499 Post Road East** (Parcel ID# E09//063/000) submitted by Ronni Molinari for property owned by 499-501 Post Road East Associates located in the General Business District. Comments offered at the meeting will be considered in anticipation of further zoning review and approvals.

**MOTION (made by French): To approve the application as submitted**

**SECONDED: Herman**  
**VOTE: AYE-Unanimous**

**4. 1460 Post Road East**

To review and comment on the proposed exterior modification and parking layout and circulation at **1460 Post Road East** (Parcel ID# H09//019/000) submitted by Hurwitz Sagarin Slossberg & Knuff LLC for property owned by Urstadt Biddle Properties, Inc. and Donna Borchers located in the General Business District and Residential A Zones. Comments offered at the meeting will be considered in anticipation of further zoning review and approvals.

**MOTION (made by French): To approve the application as submitted**  
**SECONDED: Herman**  
**VOTE: AYE-Unanimous**

**Meeting adjourned 8:59 PM**

Ward French, Chair  
Architectural Review Board, Chair  
October 29, 2020

# ARCHITECTURAL REVIEW BOARD APPLICATION REVIEW AND RECOMMENDATION

ARB review and recommendation is required prior to Planning and Zoning Commission or Zoning Board of Appeals hearings. This review provides required design review for proposed projects prior to zoning or variance approval. Application should be submitted in accordance with deadline posted on meeting calendar (10 days prior to meeting) to the HDC Office, Room 108. Additional materials may be requested for presentation at the meeting.

- COMMERCIAL BUILDING CONSTRUCTION OR ALTERATIONS
- SPECIAL PERMIT USE
- SIGNAGE

Submission Date: 10/23/2020

1. Property Address 472 Riverside Avenue, Westport CT 06880  
*(As listed in the Assessor's records)*
2. Property PID# 3278 (parcel# 413011 ) Zoning District: RORD2
3. Owner's Name: Justine Fink/472 Riverside Group LLC Daytime Tel #: 203-246-1906  
Owner's Address: 472 Riverside Avenue, Westport E-mail: justine@riversiderealtygroup.com
4. Agent's Name *(if different)*: Randy Herbertson/The Visual Brand LLC Daytime Tel #: 203-212-3461  
Agent's Address: 56 Church Lane, Westport E-mail: randy@thevisualbrand.com
5. Zoning Board of Appeals Case # *(if any)* \_\_\_\_\_
6. Existing Uses of property: Commercial
7. Reason for this Request: Erecting a monument sign on the corner of the lot to match the aesthetic of the upgraded building. The sign has been designed and confirmed to comply with all P&Z codes. See attached.  
\_\_\_\_\_  
\_\_\_\_\_

Randy Herbertson  
Applicant's Signature *( If different than owner )*

Justine Fink  
Owner's Signature *(If the applicant is unable to obtain the signature of property owner, a letter of authorization signed by the property owner may be submitted instead.*

### Architectural Review Board Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION MATERIALS CHECKLIST

(Seven) 7 folded sets of materials (applicable to your project) as listed below with the ARB application form should be submitted to the HDC office with an electronic copy of all submission materials to the HDC staff administrator, HDC office, Room 108, at 203.341.1184.

- Building renovations or alterations, dimensional plans, and elevations that indicate the size and height of the building, the sizes of key design elements, structural members, roof dimensions (eave thickness, overhang dimensions, etc.). A full set of working drawings is not expected. At the same time the ARB does not want schematic design drawings either, or only renderings. The applicant should submit what is thought of as design development drawings that identify all of what is mentioned, as well as building materials, window and door styles and materials, roof material, colors, etc.
- Contrasting sets of building plans (11" x 17") showing existing conditions and proposed. Scaled architectural building plans
- Proposed site plan.
- A description of materials being used (color, type and manufacturer)
- A rendering of the project.
- Scaled drawings of free standing signs (11" x 17") showing dimensions with site plan showing proposed location of sign, total square footage of sign and colored rendering of sign
- Scale drawings of wall signs showing dimensions, total square footage, colored rendering, and drawing showing location of sign on building façade.
- The following additional materials should be presented at the scheduled meeting:
  1. Samples of exterior building materials including color samples, in an 8 1/2" x 11" format for convenient filing
  2. In the case of exterior alterations or remodeling, color snapshots of the existing exterior adjacent buildings, site elements and signage should be included. Perspective drawings or models are helpful.
  3. Such other material as the applicant may deem appropriate to enable the board to evaluate the design.

The applicant or his/her representative is required to present the proposed project to the ARB at scheduled meeting.

In some cases an applicant will be asked to return to the ARB meeting in order for it to review recommended revisions to the proposal. Applicants are responsible for scheduling a subsequent review. Final ARB recommendations will be sent to the appropriate board or commission for consideration at its public hearing.

Please note ARB's recommendations are advisory only and do not imply approval or denial of the project by the Zoning Board of Appeals or the Planning and Zoning Commission.

*If you have any questions about the procedures contact HDC Room 108 203-341-1184 or P&Z 203- 341-1030*



TOWN OF WESTPORT

PLANNING & ZONING DEPT.

110 Myrtle Ave. Town Hall - Room 203
Westport, CT 06880 Tel: 203-341-1030 Fax: 203-454-6145
www.westportct.gov

ZONING PERMIT DATA FORM

OFFICE USE

Parcel ID # :

Zoning District:

1. Property Address: 472 Riverside Avenue, Westport CT 06880
(As listed on Assessor's Card)

2. Owner's Name: Justine Fink/472 Riverside Group LLC
(Person's Name) / (Company Name) Daytime Tel: 203-246-1906

3. Owner's Address: 472 Riverside Avenue
"E-mail Required" justine@theriversiderealtygroup.com

4. Applicant: Randy Herbertson
(Person's Name) / (Company Name) Daytime Tel: 203-212-3461

5. Applicant's Address: 56 Church Lane, Westport
"E-mail Required" randy@thevisualbrand.com

6. Existing Uses of Property: Commercial
(Example: 2-Story Single Family House with Pool)

NOTE: If project is a NEW HOUSE: SUBMIT with this Application a "New House Construction Cost Estimate Form" Completed & Notarized.

7a. Check type of proposed project below: 7b. Check one, property is on: Sewer or Septic

RESIDENTIAL PROJECTS:

- Residential project checkboxes: New House, Addition, Accessory Structure, Apartment - Accessory, Apartment - Pre-1959, Interior Renovations, Swimming Pool, Temp. Zoning Permit, Tennis Court, Other

COMMERCIAL PROJECTS:

- Commercial project checkboxes: Building - New, Building - Addition, Change of Use, Interior Renovations, Restaurant Patio Permit, Retail to Retail, Signage, Excavation & Fill, Site Changes, Other

8a. Will any part of any structure be demolished? No Yes 8b. Did you obtain any ZBA Variances? No Yes

9. Estimated total cost of your proposed project: \$ 10,000

10. Describe your project below and provide exact dimensions: (List width x length x height, if applicable):

Erecting monument sign on corner triangle of the lot. See attached detail.

I hereby certify that the above information is correct and that I have submitted herewith all of pertinent documentation required by the regulations and in accordance with the P&Z bylaws.

Applicant's Signature (If different than Owner)
If the applicant is unable to obtain the signature of the property owner, a letter of authorization signed by the property owner may be submitted instead, as per §43-3.3

Justine Fink
Owner's Signature (Must be signed or letter of authorization provided)

\*The logo and address will also be on the other side



Zoning Regulations:

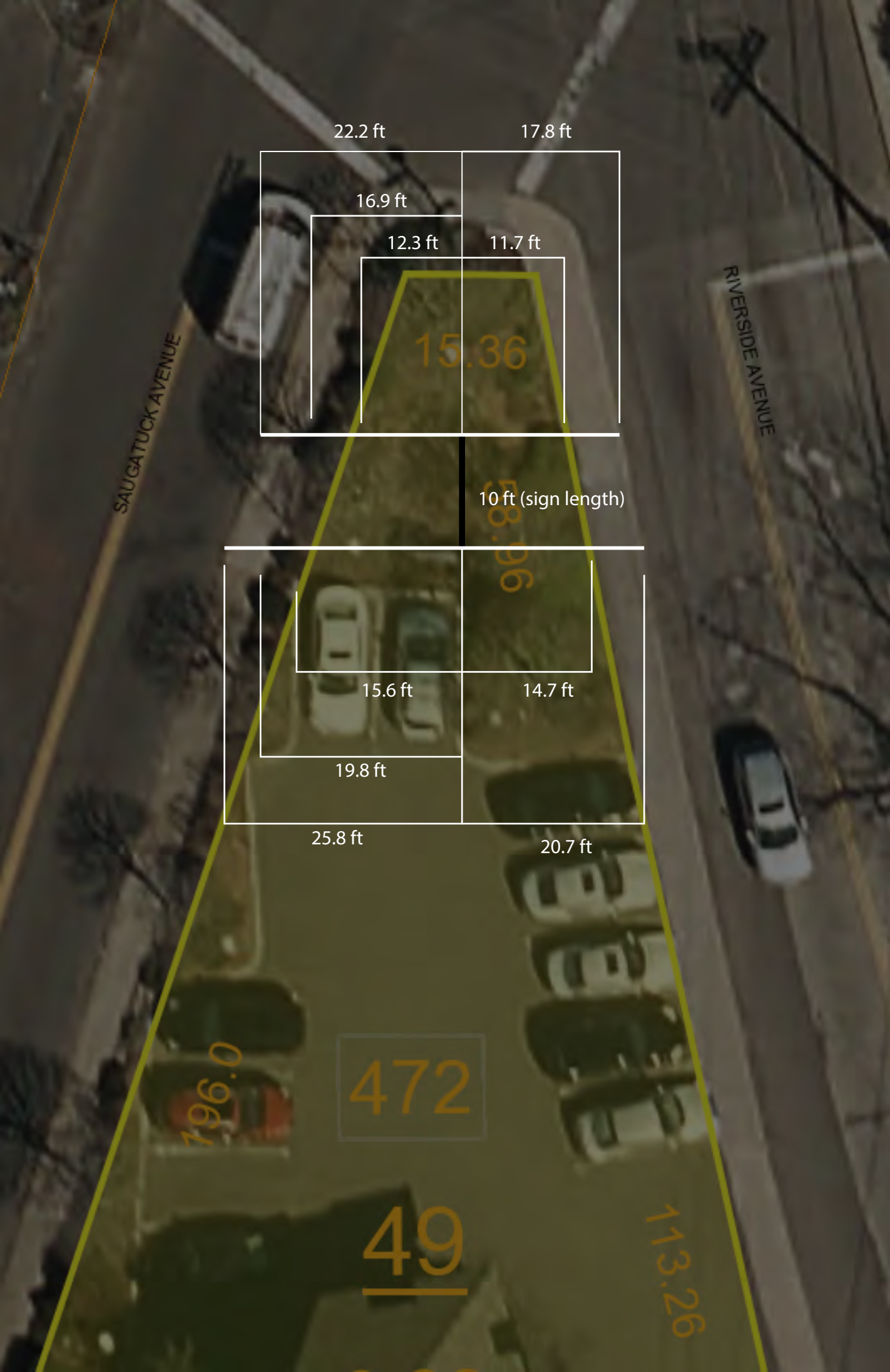
- 100 ft of street frontage on one street - yes
- Street address number at least 4" tall - yes
- Width of base no more 25% of full height - yes
- No more than 20' tall - yes
- Total surface area of sign no more than 32 sq. ft. (Does this include the base with address? 29.3 for logo)
- 50' from the boundary of Residence District - yes
- 15" from any property line - confirm

**RR** THE RIVERSIDE REALTY GROUP

472 RIVERSIDE AVE

COLDWELL BANKER  
PREMIER REALTY

RIVERSIDE AVE



SAUGATUCK AVENUE

RIVERSIDE AVENUE

22.2 ft

17.8 ft

16.9 ft

12.3 ft

11.7 ft

15.36

10 ft (sign length)

15.6 ft

14.7 ft

19.8 ft

25.8 ft

20.7 ft

472

49

196.0

113.26

58.96



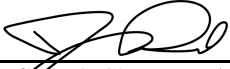
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- COMMERCIAL BUILDING CONSTRUCTION OR ALTERATIONS
- SPECIAL PERMIT USE
- SIGNAGE

Submission Date: 11/5/20

1. Property Address 1510 Post Rd E, Westport, CT 06880  
*(As listed in the Assessor's records)*
2. Property PID# H09015000 Zoning District: GBD
3. Owner's Name: WESTPORT REALTY LLC Daytime Tel #: \_\_\_\_\_  
Owner's Address: 1510 Post Rd E, Westport, CT 06880 E-mail: \_\_\_\_\_
4. Agent's Name *(if different)*: Dave Peck Daytime Tel #: 585-410-4509  
Agent's Address: 11411 Overlook Dr, Fishers, IN 46037 E-mail: dave@projectcsi.com
5. Zoning Board of Appeals Case # *(if any)* Pending
6. Existing Uses of property: Gas/Mart
7. Reason for this Request: Requirement for ZBA application.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
**Applicant's Signature** (If different than owner)

See LOA  
\_\_\_\_\_  
**Owner's Signature** (If the applicant is unable to obtain the signature of property owner, a letter of authorization signed by the property owner may be submitted instead.)

### Architectural Review Board Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



11411 Overlook Drive | Fishers, IN 46037

# PROJECT CSI

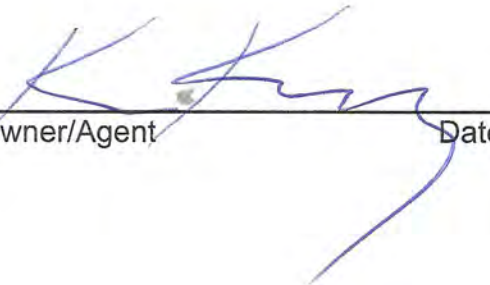
## Letter of Authorization

Owner: WESTPORT REALTY LLC

Job Name: ExxonMobil Synergy Image Update

Job Address: 1510 Post Rd E Westport, CT 06880

I, (Kenneth Kronberg) - the owner of the said location(s) above authorize Project CSI and Dave Peck to obtain necessary permits and install necessary items and or materials, signage, electrical components, etc. for this location on my behalf.

  
Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_



**BIG RED ROOSTER FLOW**

**ExxonMobil**

**PROJECT OVERVIEW**

- A** Site Configurations
- B** Aperture Specifications
- C** Dispenser Visuals
- D** Paint Specifications

approval signature

*I have reviewed the visuals within this document and I approve the designs and scope of work listed within.*

1510 POST ROAD EAST

WESTPORT, CT 06880

[41.1386-73.3122](tel:41.1386-73.3122)



**Site Map**   **A** Gate   **D** Main ID



**Existing**



**Proposed**

Branded Wholesaler:

\_\_\_\_\_

\_\_\_\_\_

Site Operator:

\_\_\_\_\_

\_\_\_\_\_

Forecourt Installer:

\_\_\_\_\_

\_\_\_\_\_

Sign Installer:

\_\_\_\_\_

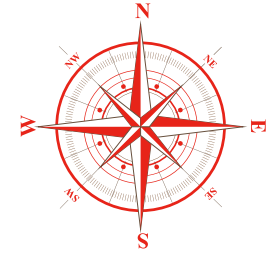
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Project Name	PBL #	Customer	Created by
<b>ExxonMobil</b>	<b>319912</b>	<b>ExxonMobil</b>	<b>B.Dighero</b>
Revision #	Date	Scale	Page #
<b>Original</b>	<b>08_03_2020</b>	<b>NA</b>	<b>1 OF 15</b>

**Permit Pack**  
**BIG RED ROOSTER FLOW**  
 2 Northfield Plaza, Ste 250  
 Northfield, IL 60093  
 P: (847) 441-1818   F: (847) 592-9564

# A SITE CONFIGURATIONS

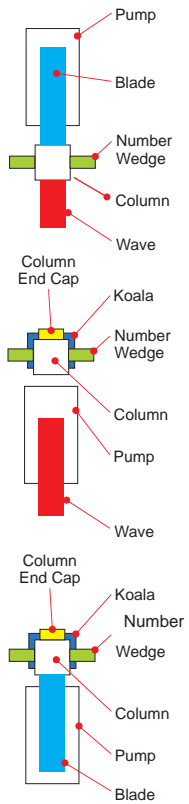
U.S RTE 1



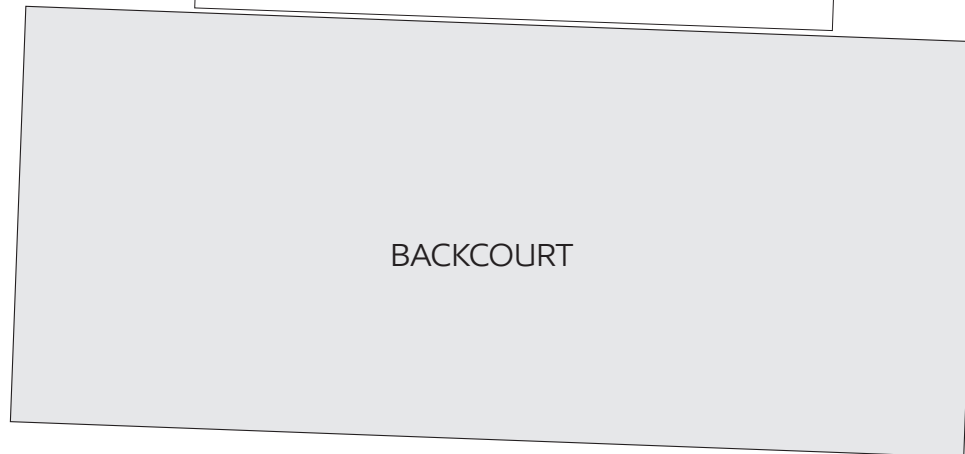
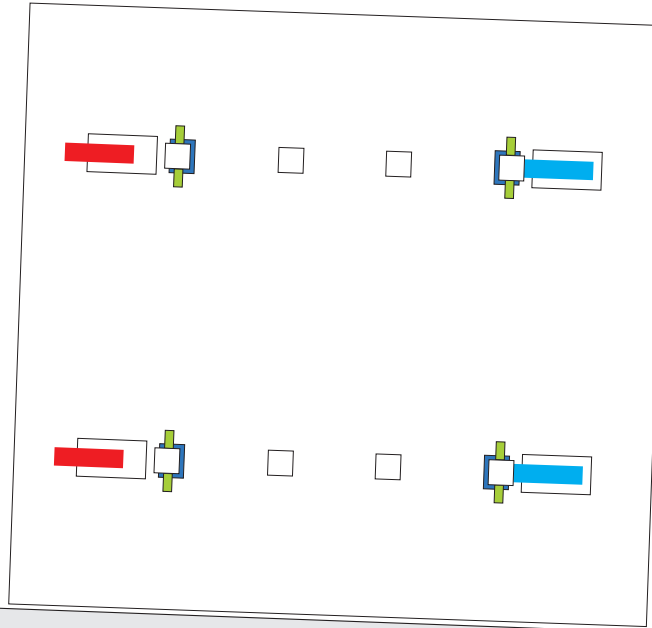
MAPLEAVES

## Site Key

- Wave
- Blade
- Koala
- Number Wedge
- Column End Cap



Traffic Flow →

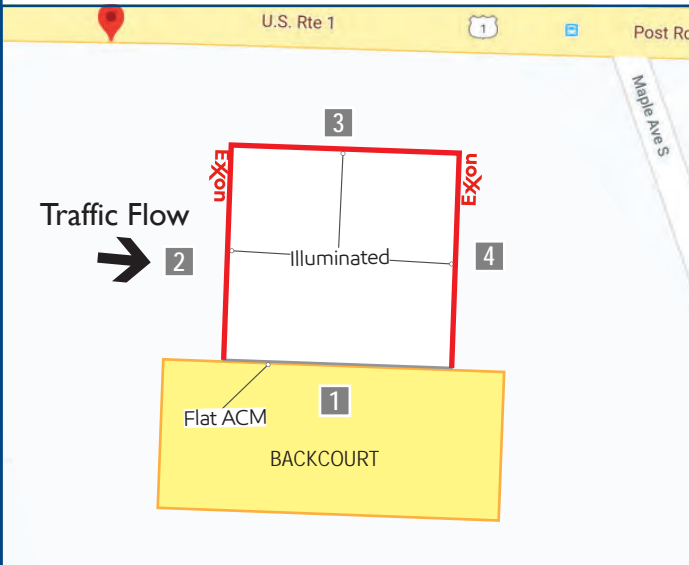


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# A SITE CONFIGURATIONS

\*\*Canopy fascia artwork for visualization purposes only\*\*

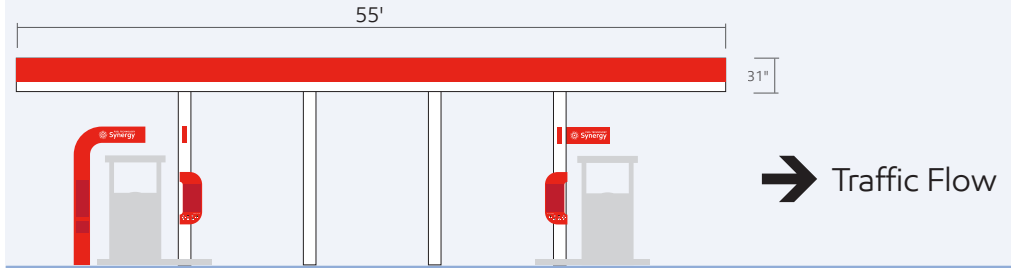


Overhead Map

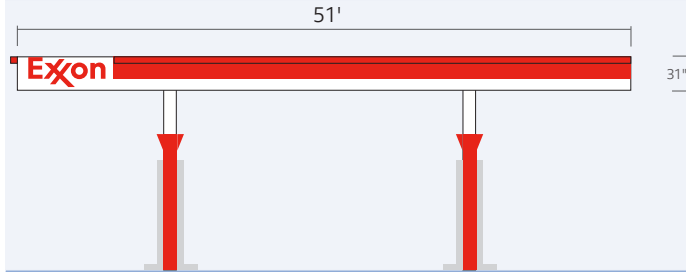


Canopy Perspective

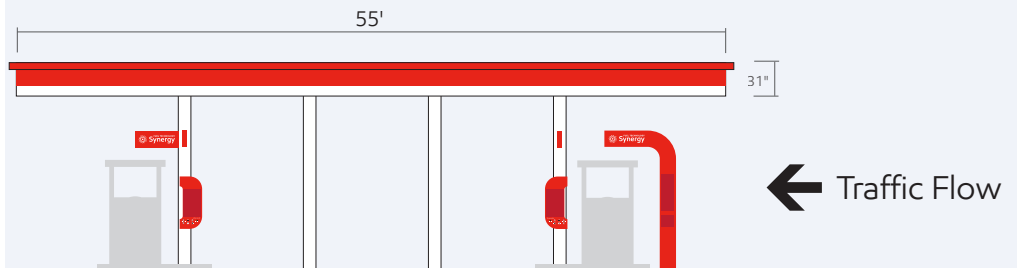
## 1 | BACK ELEVATION



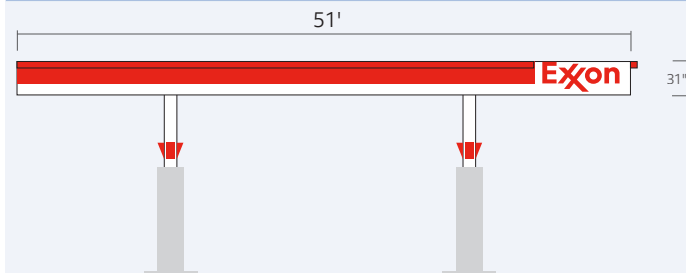
## 2 | RIGHT ELEVATION



## 3 | FRONT ELEVATION



## 4 | LEFT ELEVATION

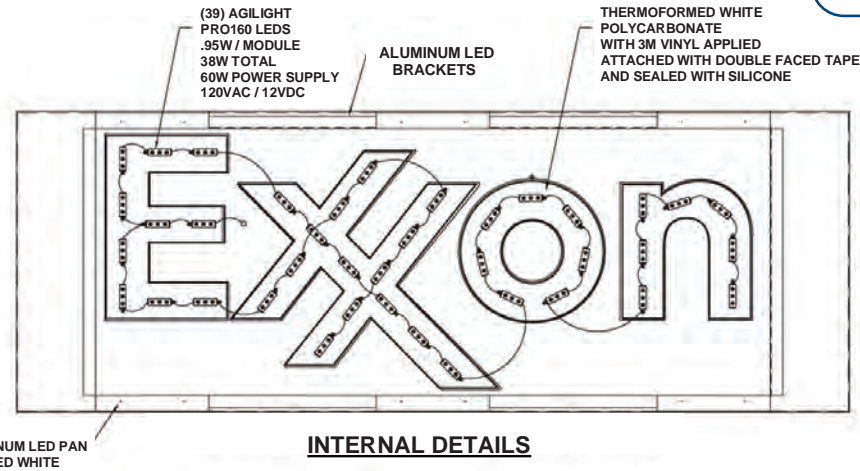


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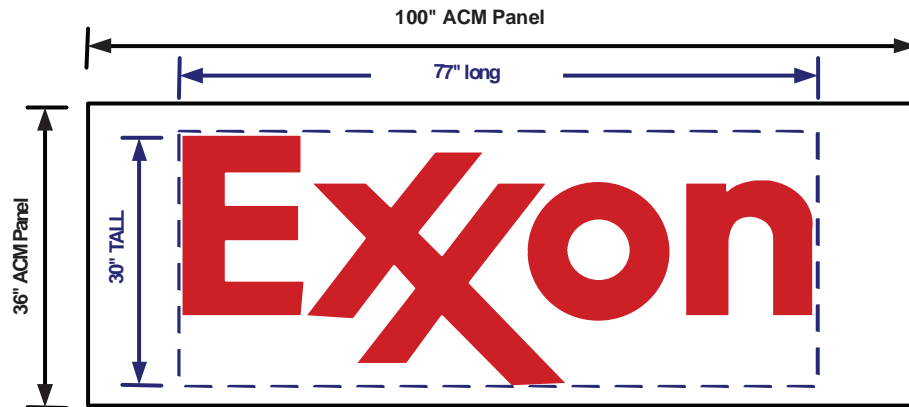


**NIGHT VIEW**

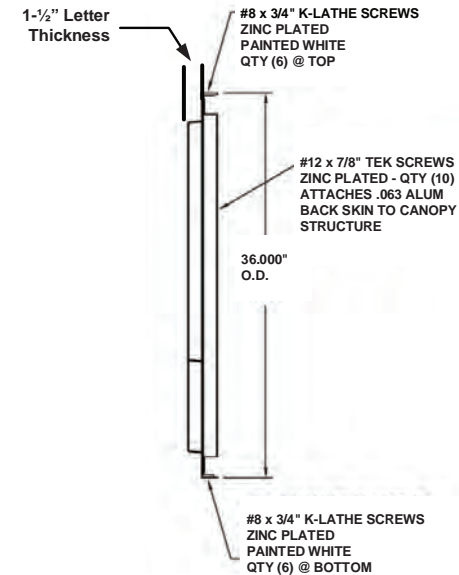


**INTERNAL DETAILS**

**SQUARE FOOT CALCULATION  
PUSH THRU LETTERS  
30" TALL X 77" LONG = 16 SF**



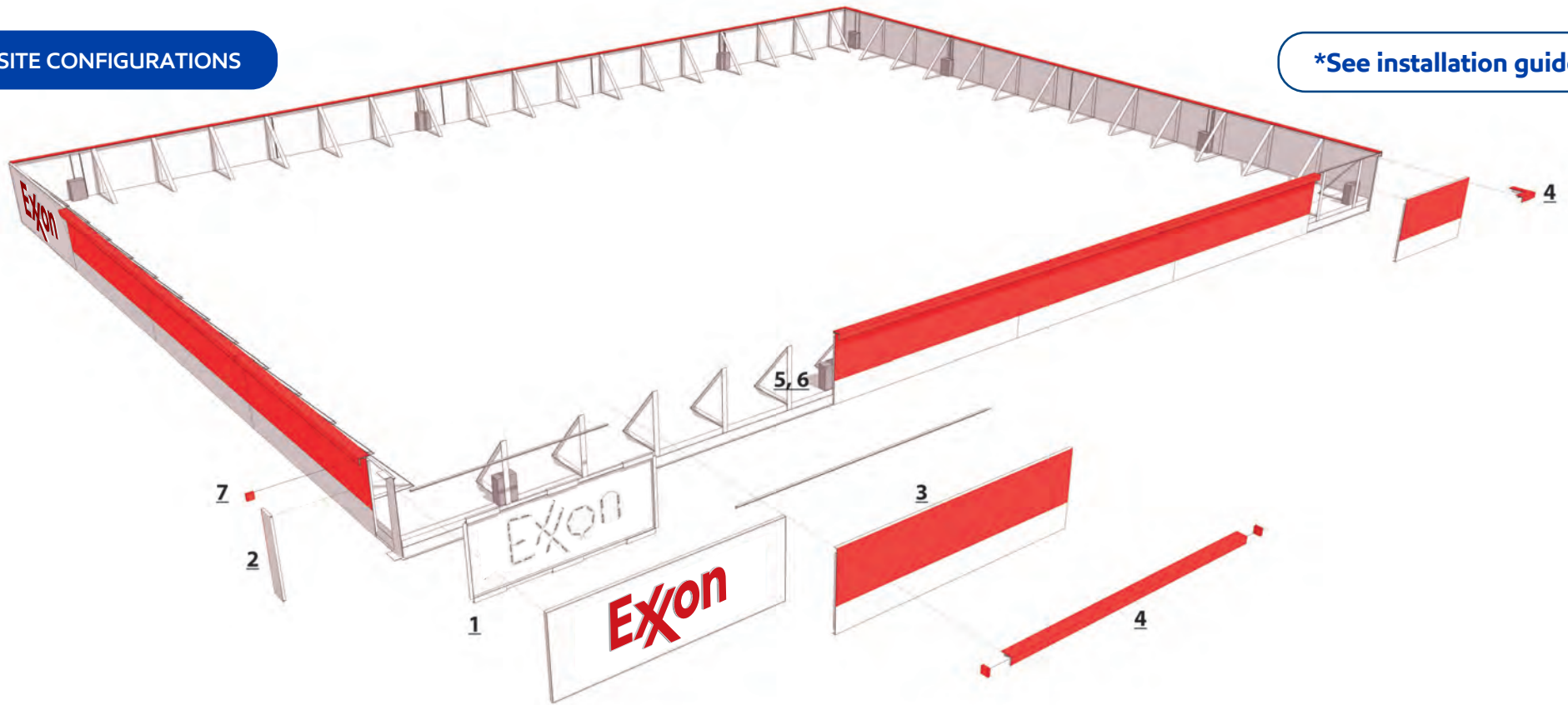
**PUSH THRU LETTERS MEASUREMENT**



**SECTION VIEW**

Project Name	PBL #	Customer	Created by
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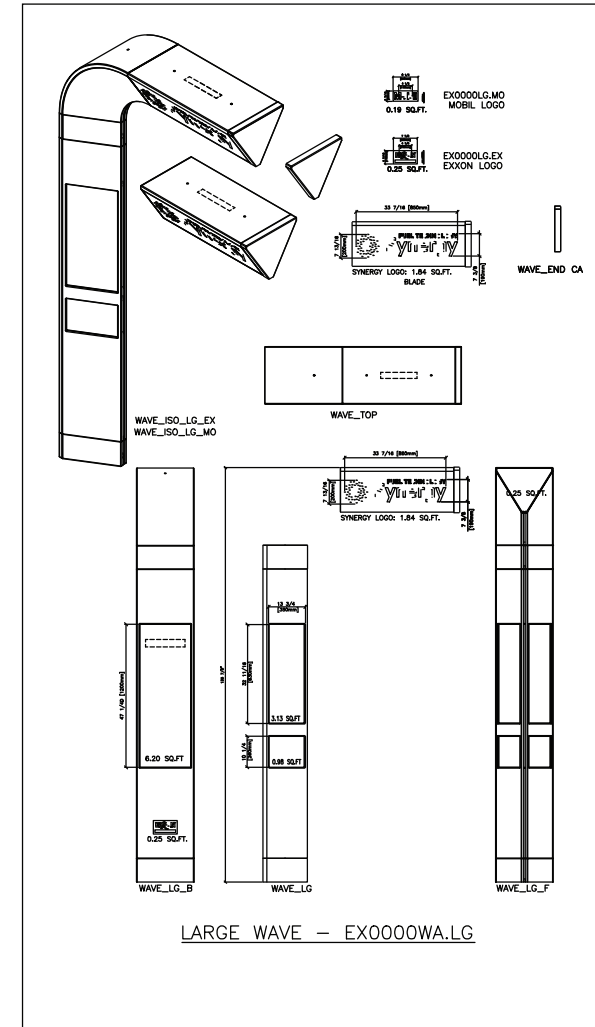
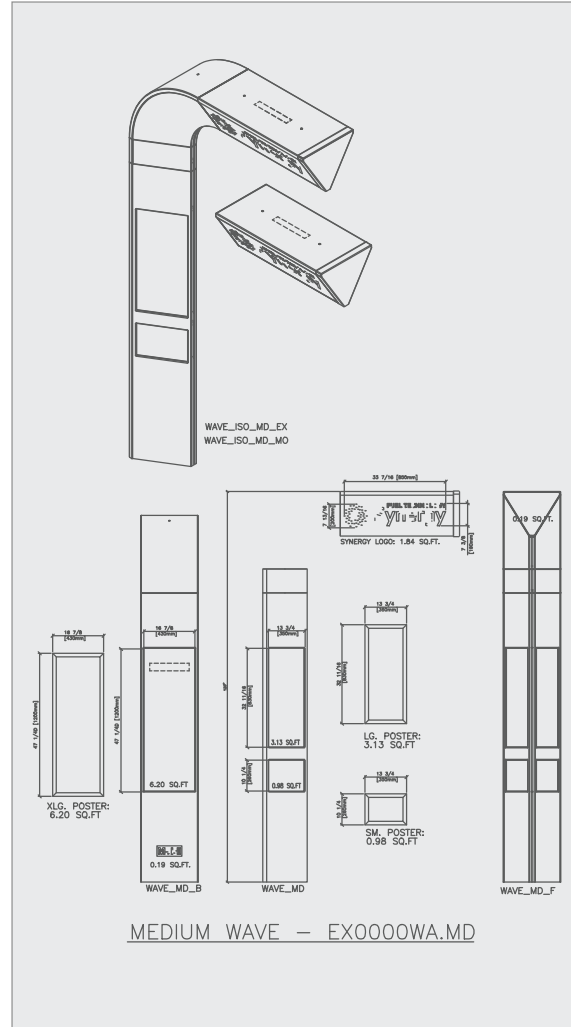
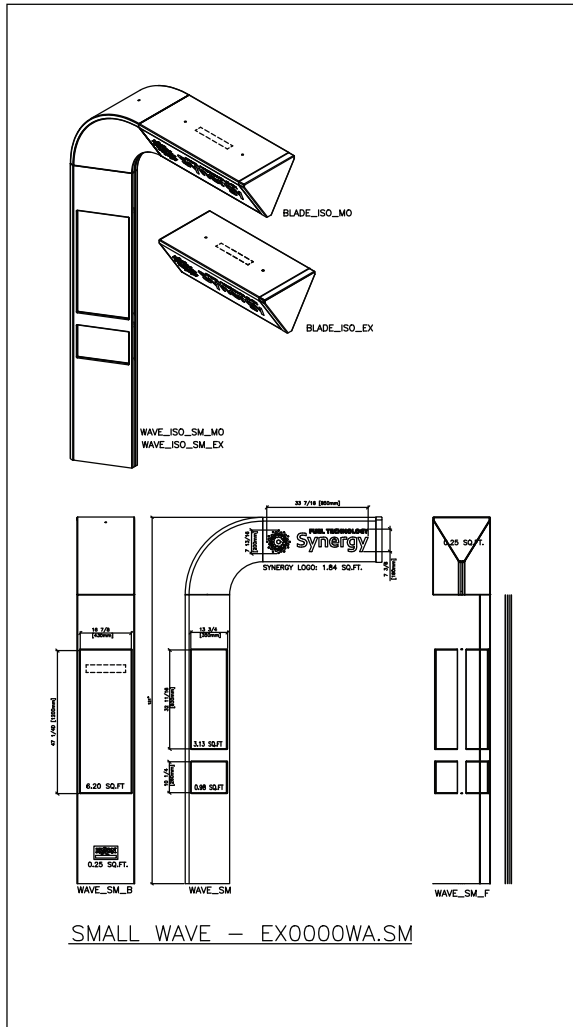
- Step 1. Begin with installing any logos (left or right Exxon or Mobil): back skin, side return, LED tray, power supplies and face.
- Step 2. Install logo corner panels on either side of the logo and the ends of each run.
- Step 3. Install mounting brackets and 120" ACM panels, cutting one panel per side to fit.
- Step 4. Install LED corners first, then install 118" LED downlight starting with ACM panel next to the logo. Install short downlight, cut to length or overlap as required on each side for site conditions.
- Step 5. Install (1) power supplies every other panel and connect to LEDs. Each corner downlight comes with their own power supply.
- Step 6. Install junction box power circuits every 200 feet for each side as required by site layout. Electrician to connect to 120VAC.
- Step 7. Install end caps.

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Revision #	Date	Scale	Page #
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# B APERTURE SPECIFICATIONS

\*See installation guide

## WAVE



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# B APERTURE SPECIFICATIONS

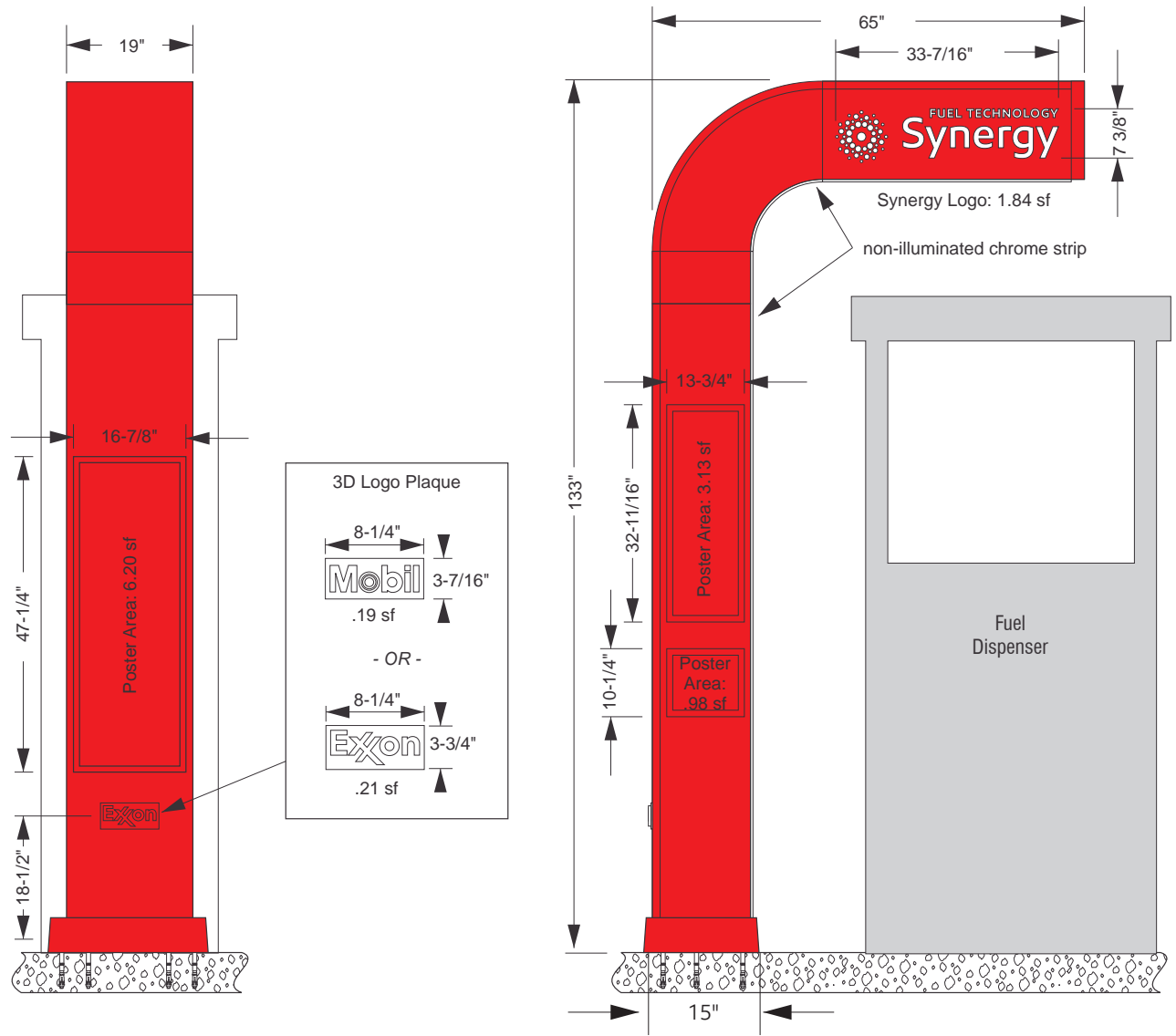
## WAVE

### Medium Wave - Hybrid

Structural Spec:

- Aluminum truss core
- Acrylonitrile butadiene styrene (ABS) outer skin
- 159 lbs total weight
- Structure rated at 130mph wind load

**\*See installation guide**



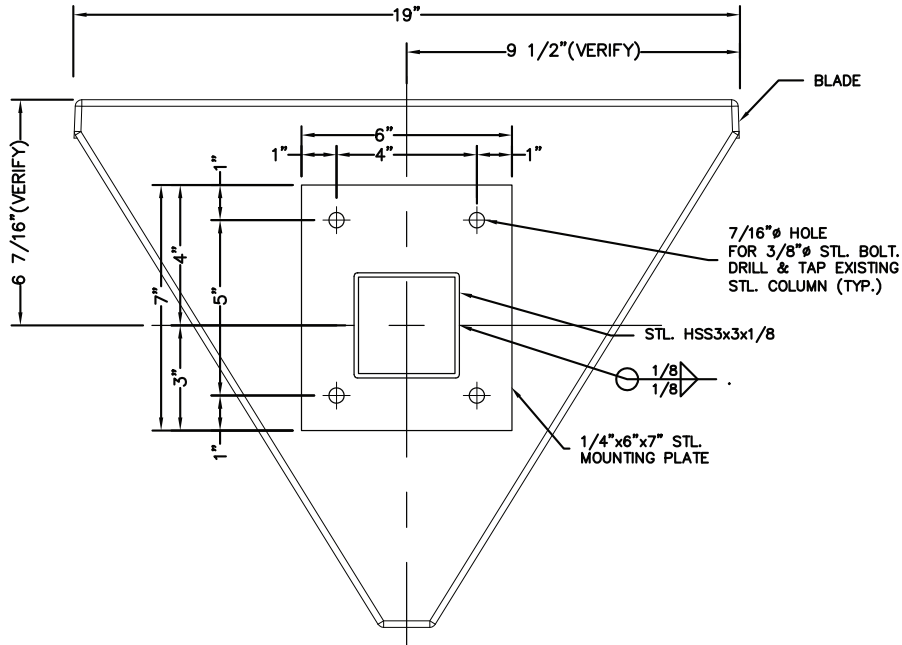
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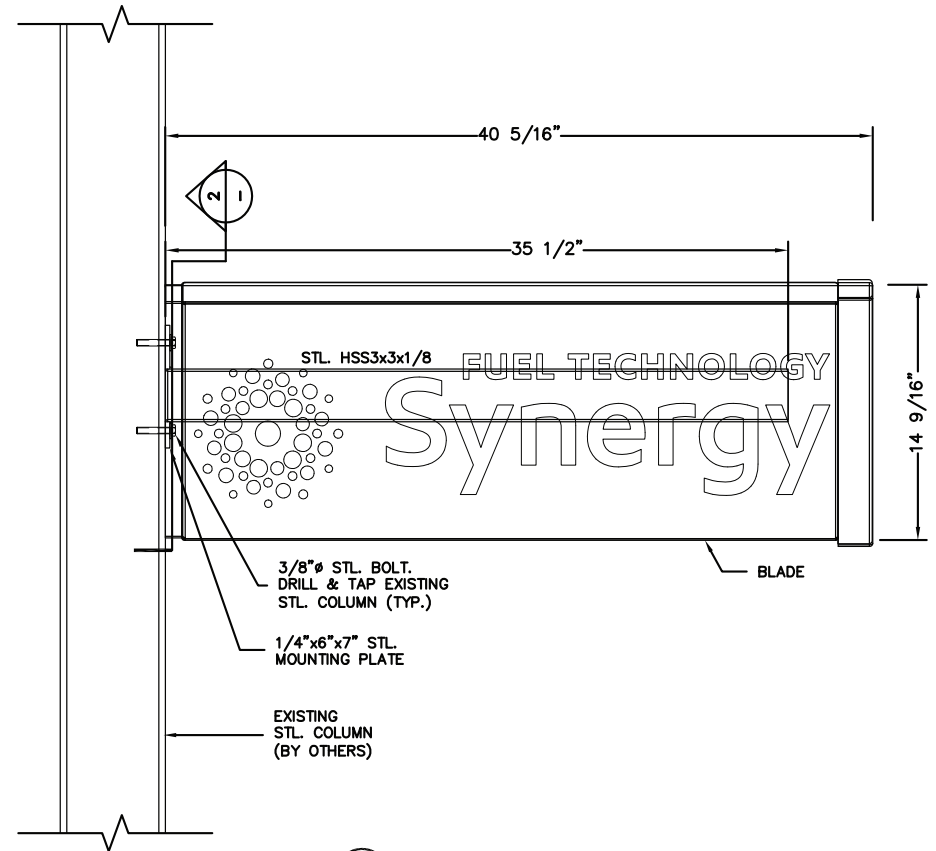
# B APERTURE SPECIFICATIONS

\*See installation guide

## BLADE



2 END SECTION DETAIL



1 BLADE ELEVATION SECTION

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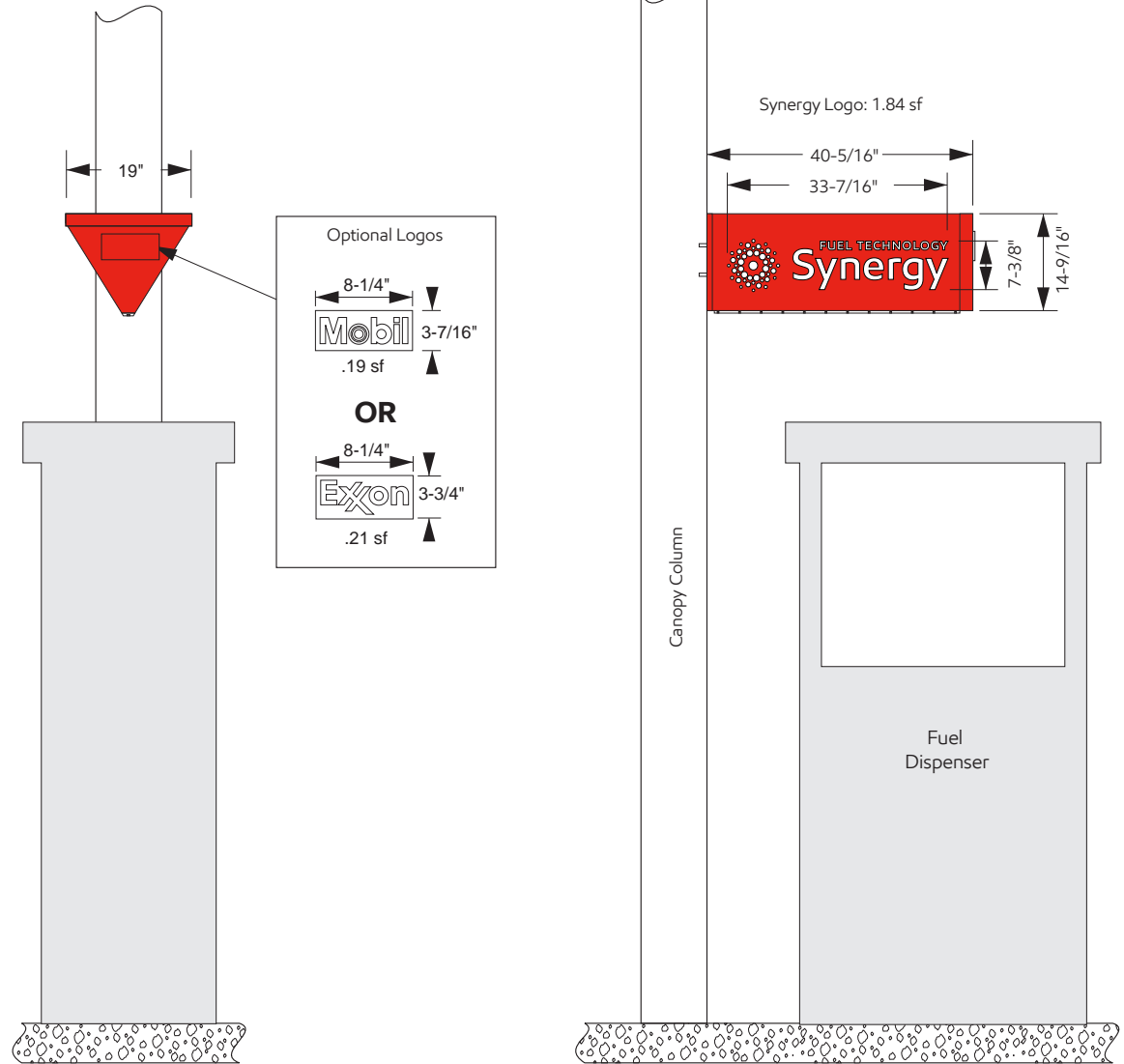
# B APERTURE SPECIFICATIONS

## BLADE

### Blade

Structural Spec:

- Aluminum truss core
- Acrylonitrile butadiene styrene (ABS) outer skin
- 32 lbs total weight
- Structure rated at 180 mph wind load



**\*See installation guide**

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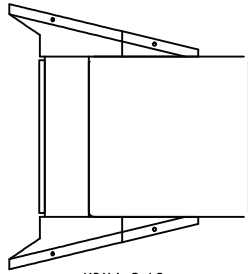
# B APERTURE SPECIFICATIONS

**\*See installation guide**

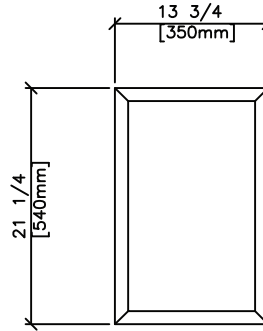
## KOALA



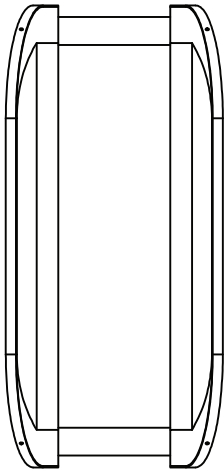
KOALA\_S



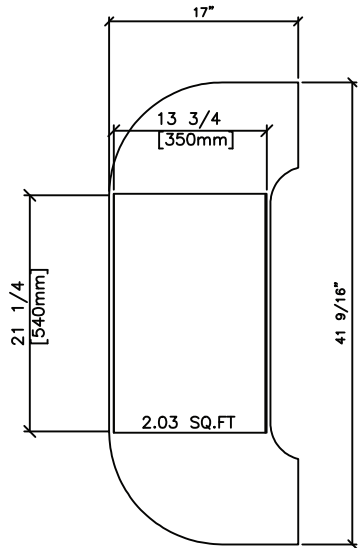
KOALA\_S\_LG



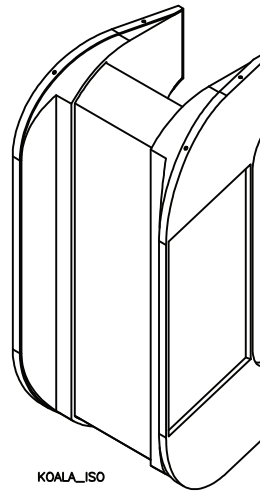
MD. POSTER:  
2.03 SQ.FT



KOALA\_B



KOALA\_B



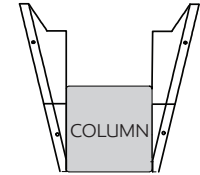
KOALA\_ISO

**KOALA ELEVATION**  
SCALE: 1"=1'-0"

### Extra Small

Ears Only

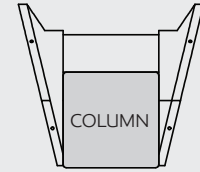
Rectangular Column  
7"-9"  
Round Column  
7"-9"



### Small

Koala with small back and two posters

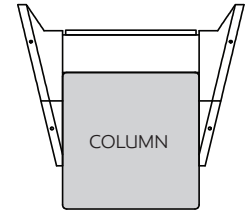
Rectangular Column  
10"-13"  
Round Column  
10"-13"



### Large

Koala with large back and three posters

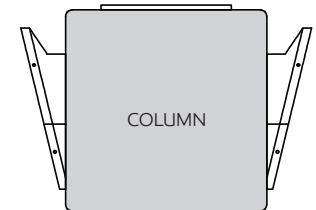
Rectangular Column  
13.1"-14.5"  
Round Column  
13.1"-16.5"



### Extra Large

Koala with ears and three posters

Rectangular Column  
>14.5"  
Round Column  
>16.5"



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Revision #	Date	Scale	Page #
<b>Original</b>	<b>08_03_2020</b>	<b>NA</b>	<b>10 OF 15</b>

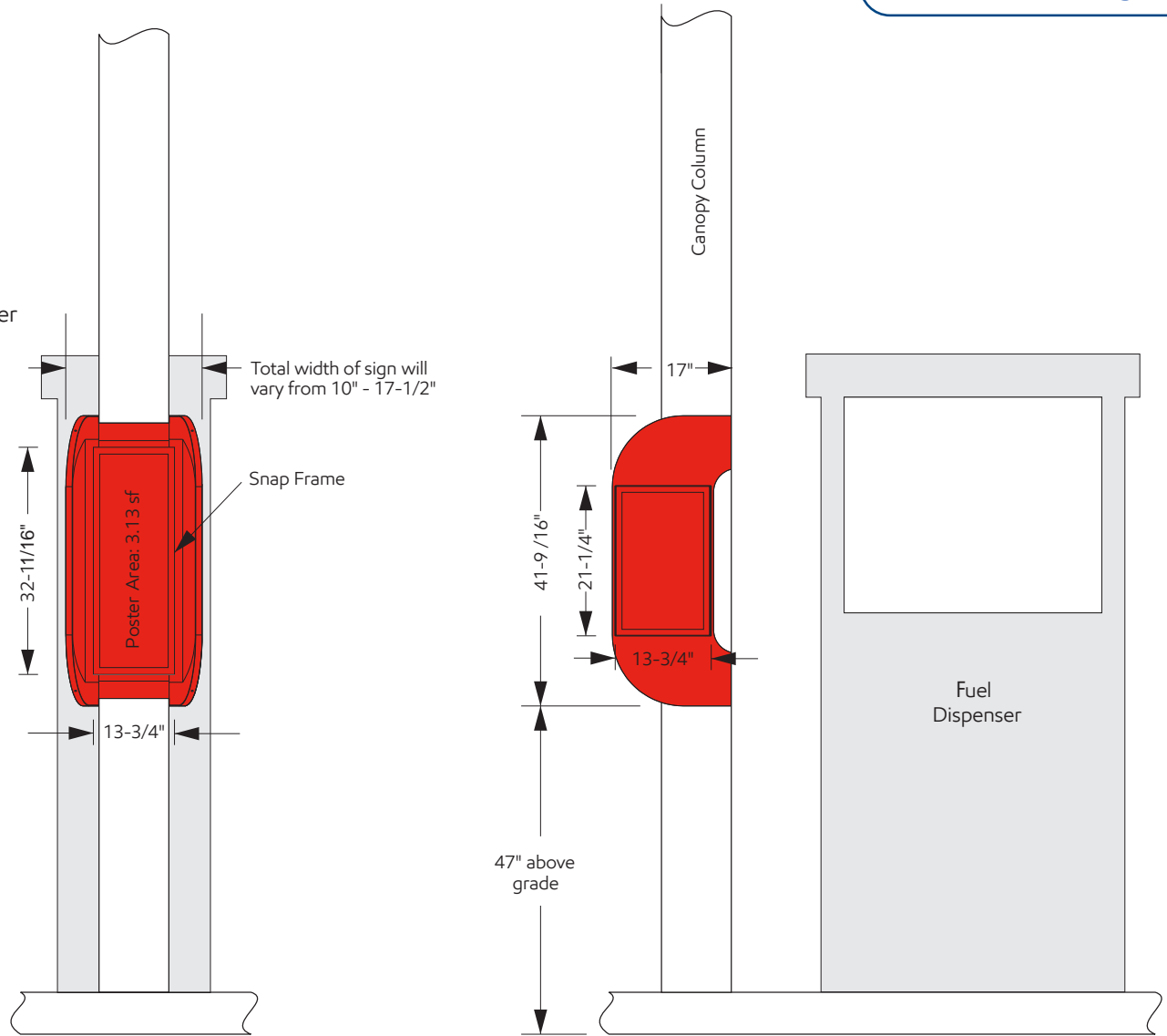
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Northfield, IL 60093  
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**KOALA**

**Koala with Back**

Structural Spec:

- Non-illuminated Koala has 3 sides, each with a poster
- Acrylonitrile butadiene styrene (ABS) outer skin
- 24 lbs total weight
- Structure rated at 120mph wind load



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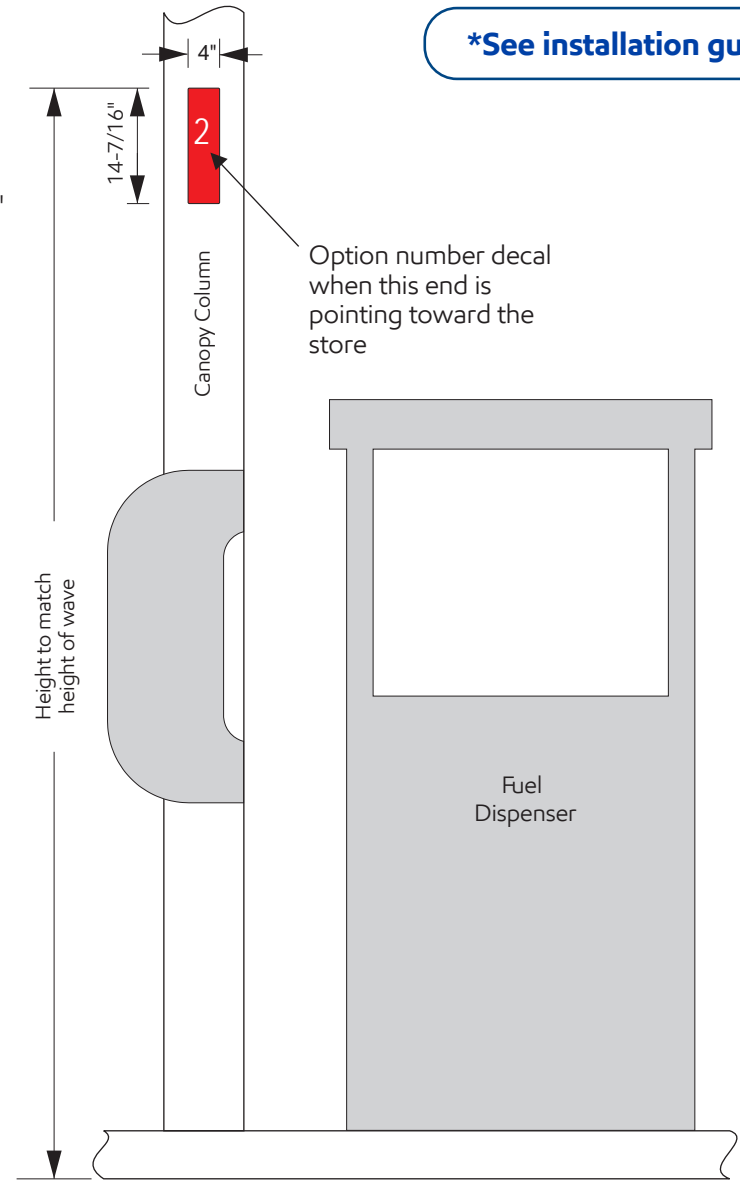
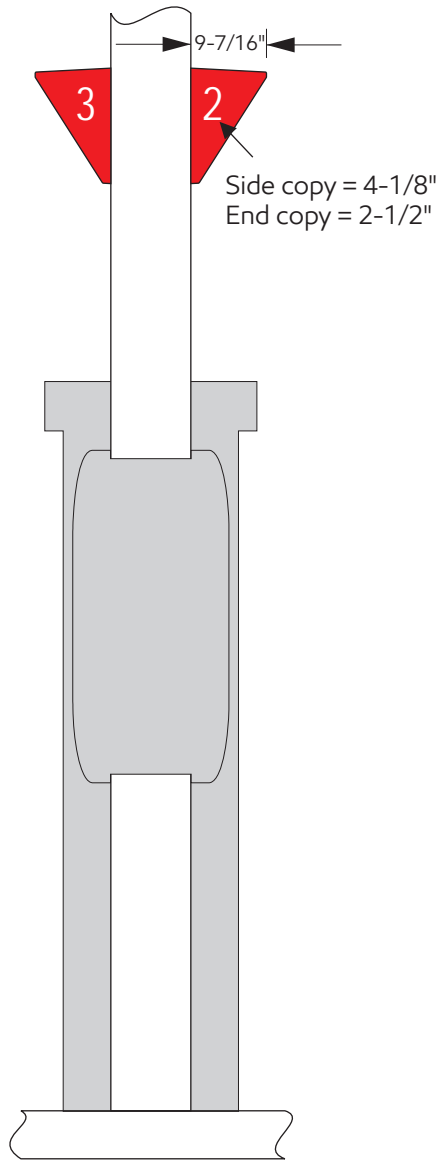
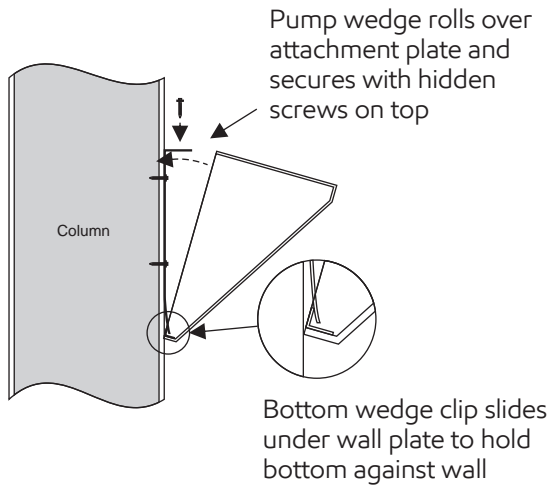
# B APERTURE SPECIFICATIONS

## NUMBER WEDGE

### Structural Spec:

- Wedges are 2 sided, non-illuminated, with white vinyl graphics
- Acrylonitrile butadiene styrene (ABS) skin with aluminum mounting plate
- 2 lbs total weight
- Structure rated at 120 mph wind load

### Mounting Detail



**\*See installation guide**

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# C DISPENSER

## Dresser Wayne | Ovation

### Ancillary decals placement

**Note:** Please make sure the dispenser surface is cleaned prior to applying any of the adhesive backed or sponge tape decals.

- A. Pump number (dispenser mounted)
- B. Nozzle instruction (B2 is alternate location, space permitting)
- C. Pay at the pump instruction
- D. Card reader graphic
- E. Pump operation message - defined as needed
- F. Receipt decal
- G. Customer assistance decal, if applicable
- H. Safety/caution message - as defined per legal requirements
- I. Product content - ethanol %, bio %, sulfur ppm, if applicable (I2 is alternate placement for tall ethanol decals)
- J. ExxonMobil-related only marketing program, instructions (within dotted area at right)
- K. Marketing/loyalty stickers (within dotted area at right; K2 is for the Smart card program)
- L. Mobile Payment QR code
- M. Clean air nozzle decal, Temperature notice decal, Oxygenated gas decal, etc. dotted area (within at right; Motor fuel decal goes here, if required)
- N. Cetane decal where required (within dotted area at right if diesel is sold on dispenser)
- O. Local regulatory decals, e.g. Weights and Measures (within dotted area at right)
- P. Dispenser manufacturing decals (within dotted area at right)
- Q. "Gasoline" decal, California-only and on mixed fuel dispensers only
- R. Florida-only ADA decal
- S. Valance logos - as defined by brand (positioned per graphic below)
- T. Site experience decal

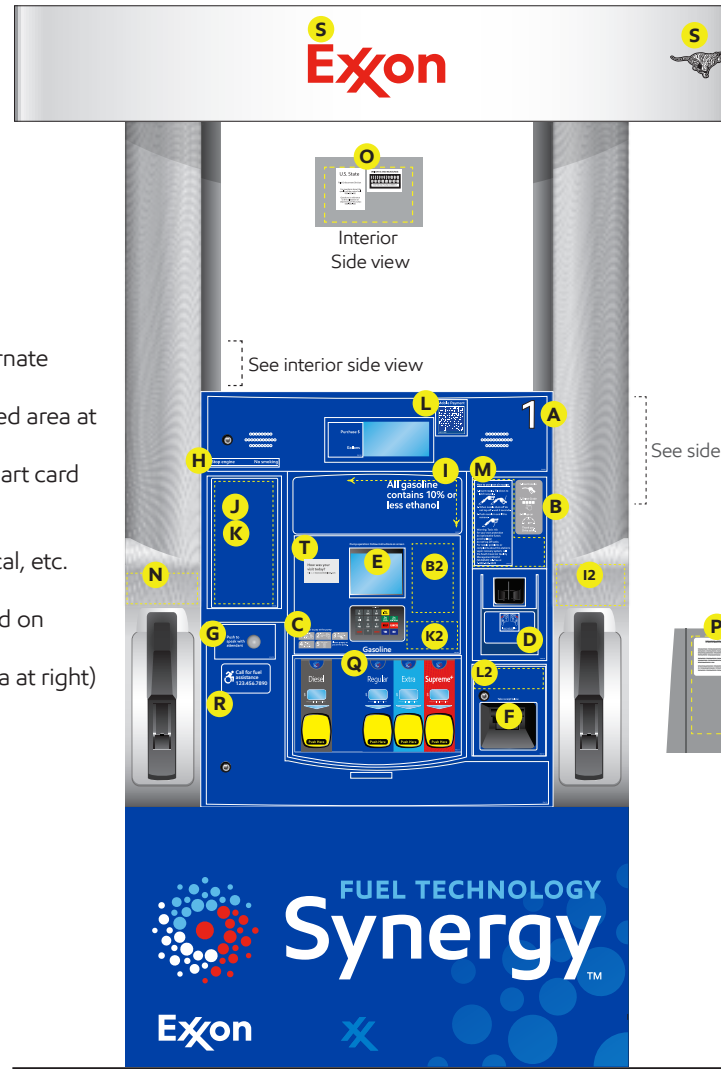


Align with top of E in Exxon



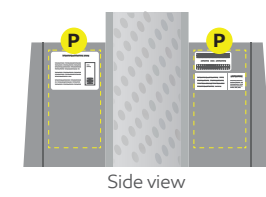
Vertically center the Tiger

**Ensure** these instructional decals and application holders are removed from all Synergy imaged dispensers



Existing

See side view



Side view

Scale: 1 inch = 15 inches

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**Wayne | Ovation  
3 Grade**



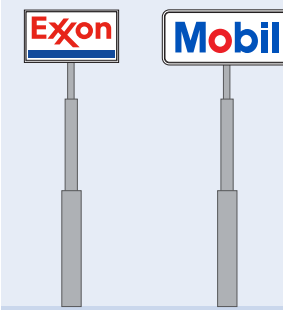
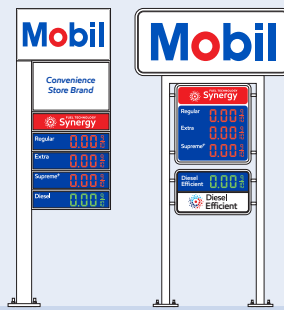
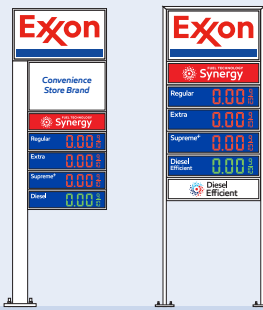
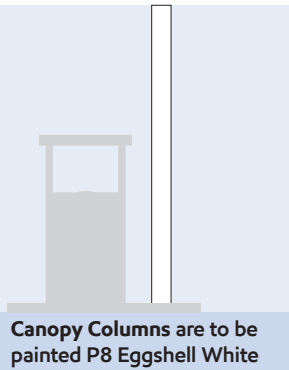
**Existing**

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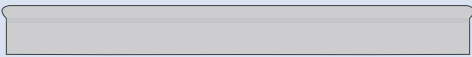
# D PAINT SPECIFICATIONS



## Islands

Existing painted islands need to be painted P13 gray

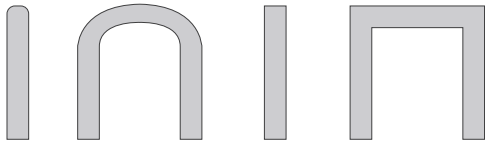
Unpainted and stainless steel islands do not need to be painted



## Bollards

Existing painted bollards need to be painted P13 gray

Stainless steel bollards do not need to be painted



**Amenity bins** are ordered through DCI Marketing. They can be contacted at **800-782-7273**.



**HAVEN 2 DOUBLE-SIDE WASTE/WINDSHIELD SERVICE CENTER**

· Ships truck, may require lift gate

Black: 75820199  
Dark Blue: 75824799



**HAVEN 2 SINGLE-SIDE WASTE/WINDSHIELD CENTER**

Black: #755101  
Dark Blue: #755147

For any questions please contact Big Red Rooster Flow at **866-844-7078**

## PAINT SPECIFICATIONS

**Sherwin Williams:** P1  
**Name:** Tan  
**Pantone:** N/A  
**NCS:** 2610-Y11R

**Jones Blair:** A2W-080101/  
99951 Acrylithane HS2  
Semi-Gloss

**Application:** Proscenium arch existing buildings

**Sherwin Williams:** P6  
**Name:** ExxonMobil Red  
**Pantone:** 485C  
**NCS:** 0980-Y81R

**Jones Blair:** A2N-D10169/  
99951 Acrylithane HS2  
Semi-Gloss

**Application:** Signage and fascia

**Sherwin Williams:** P8  
**Name:** Eggshell White  
**Pantone:** N/A  
**NCS:** N/A

**Jones Blair:** (U.S. only)  
45027/99951 Acrylithane  
1152 Semi-Gloss

**Application:** All columns shrouds or columns, ID signs/frames (excluding high rise signs) includes any sign with prices and island shelter buildings

**Sherwin Williams:** P9  
**Name:** Gunmetal Gray  
**Pantone:** N/A  
**NCS:** N/A

**Jones Blair:** A2N6011/  
99951 Acrylithane HS2  
Semi-Gloss

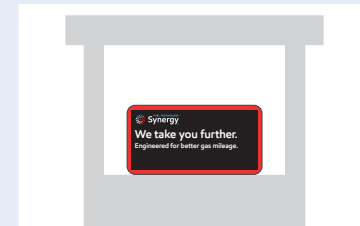
**Application:** Sign frames (snap-lock), high rise ID sign poles, frames, yard lights and poles, small free-standing message sign frames, Air & Water stand, trash enclosure, and vent pipes (remote from building)

**Sherwin Williams:** P13  
**Name:** Gray  
**Pantone:** N/A  
**NCS:** N/A

**Jones Blair:** 45604/99951  
Acrylithane HS2  
Semi-Gloss

**Application:** Exterior walls on existing buildings mullions, door and door frames, building sign frames, curbs, and bollards

**Pump toppers** are ordered through M&M inc. They can be contacted at **888-338-3366**.



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# SITE PLAN

**ExxonMobil**

## Project Located:

1510 POST ROAD EAST  
WESTPORT, CT 06880



### LEGEND

- A Exxon Word Mark To be replaced
- Architectural elements To be Installed
- - - Subject Property Boundary

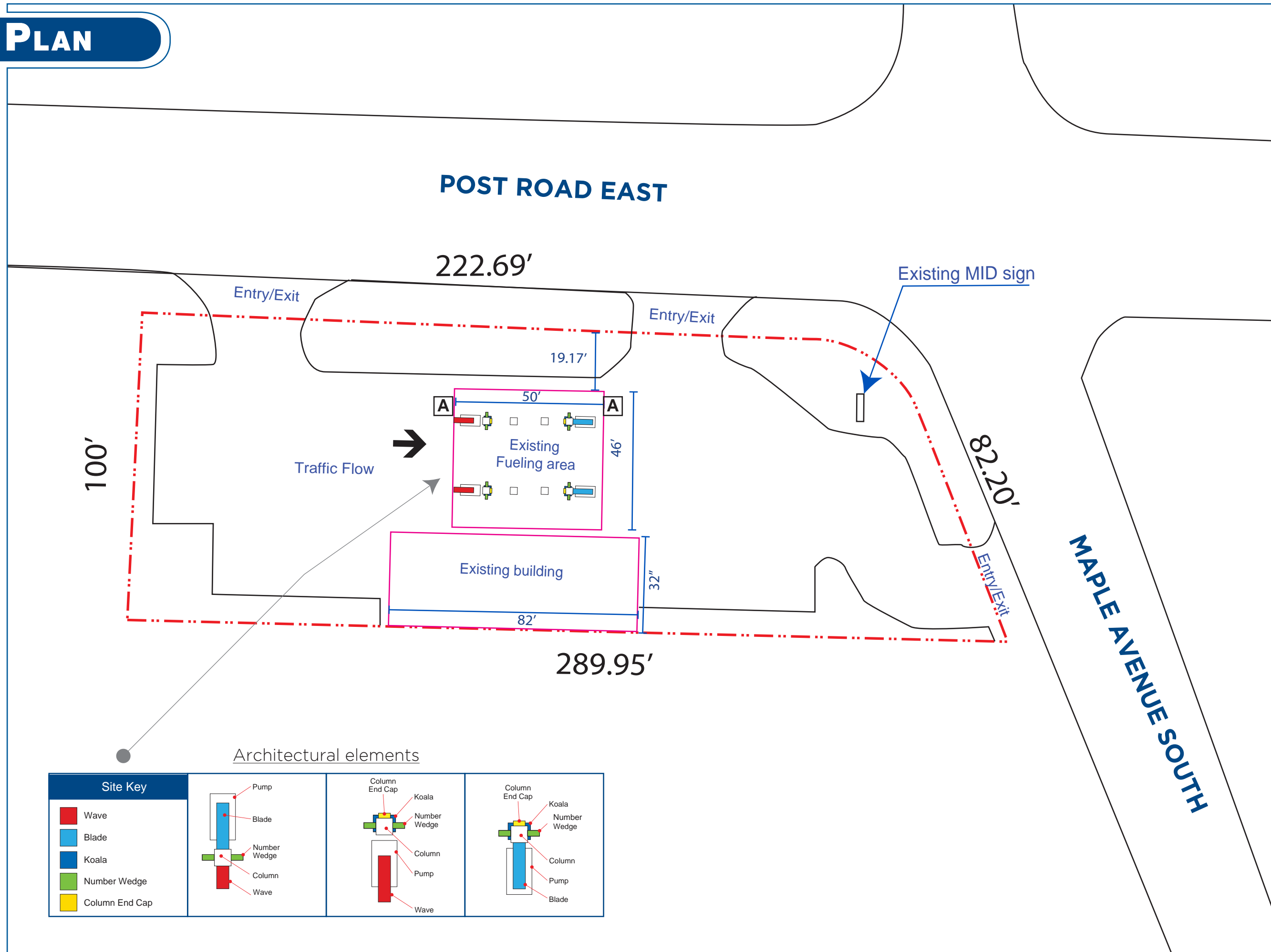
NOTE: THIS SITE PLAN DEPICTS APPXIMATE LOCATIONS AND IS FOR INFORMATIONAL PURPOSES ONLY. NOT SUITABLE FOR LEGAL, ENGINEERING, OR SURVEYING PURPOSE.

**Parcel ID #** H09015000  
**Land Use Cat** Service station  
**Parcel area** 27,730.5 Sq Ft  
**Project Name** ExxonMobil  
**Site PBL** 319912  
**Date** 09/15/2020  
**Scale** 1" = 30'

**PERMIT PACK**

**PROJECT CSI**

11411 Overlook Drive  
Fishers, IN 46037 USA  
www.projectcsi.com - P: (317) 537-1407



### Architectural elements

