

**TOWN OF STURBRIDGE, MA  
DESIGN REVIEW COMMITTEE**

**MEETING MINUTES  
19 June 2012**

**Meeting Convened:** 7:02 pm

**Meeting Adjourned:** 8:15 pm (motion to adjourn F O'Connell; second: E Cook)

**Attendees:** Design Review Committee (DRC) – Chris Castendyk (absent), Elaine Cook, Cindy Sowa Forgit, Fran O'Connell, Chris Wilson and Applicants

**Location:** Center Office Building, 2<sup>nd</sup> Floor Main Meeting Room

**Agenda:** 301 Main Street (Rt. 131) – Town of Sturbridge; Center Office Building  
173 Main Street (Rt. 131) – Sturbridge Gas (near former Rom's location)  
Old Business  
New Business

**Street:** 301 Main Street

**Applicant:** Joe Faucher, Brimfield Sign Company & Shaun Suhoski, Town Administrator

**Building Sign:**

**Zoning District:** Historic Commercial District

**Location:** front of building

**Detail Specifications:** Logo/Wording: "Sturbridge Center Office Building 301" in 23K Gold;

**Colors:** Overall Background; Green to match the existing doors of the building. Currently looking into finding a close match as the Sherwin Williams color line doesn't provide an option. In Set Background: Black Smaltz (material of paint, resin and glaze). This process gives a textured speckled look to replicate that of older times. Border stripe: 23K Gold. Refer to attached sketch.

**Materials:** MDO plywood/clear pine

**Address:** centered; on a raised panel; 23K gold

**Size:** 15'0"l x 30'0"h

**Documents Reviewed:** Sketch of sign; on file with Planning Department in Applicant's File; Mock Up provided by Brimfield Sign Company.

**Lighting:** none

**Landscaping:** n/a

**Note:** The applicant will present this mockup to the Town's Historical Commission for approval. Sign will be similar to Town Hall's sign and will comply with Zoning Bylaw.

**Motion to Approve:** F O'Connell

**2<sup>nd</sup> Motion:** C Wilson

**Vote:** Unanimous

**Street:** 173 Main Street

**Applicant:** John Cloutier, Globe Sign Company c/o Joseph Daou, Sturbridge Gas

**Pylon Sign:**

**Zoning District:** Commercial District

**Detail Specifications:** Painted wood sign; vinyl lettering

**Colors:** Logo/Wording: "Sturbridge Gas" in Red; Swoosh symbol: teal and gold;

**Gas Panel:** Background: Red; "Regular/Cash; Regular/Credit; Diesel" in white; Pricing with be in reverse red

**Repair Shop Panel:** Background: White; "Main Street Auto Repair" in Red; Drop In Specials panel in Black.

**Materials:** Double sided; PVC and Aluminum located on White steel 5"x5" uprights. Roof Cap; shingles to match the building architectural shingle.

**Size:** overall: 5'0"l x 16'0"h (50SF); gas panel: 5'0"l x 6'0"h (30SF); repair shop panel: 5'0"l x 4'0"h (20SF)

**Documents Reviewed:** Sketch of sign; Vinyl Color Chips; on file with Planning Department in Applicant's File

**Lighting:** concealed within the roof cap

**Landscaping:** to be located within a designated plantings area; also reference architectural plan set; drawing "L-1" dated 3.30.2009 revision 3 located in applicant's file.

**Note:** The DRC accepted the above proposed sign; based solely on the fact of the limited color options; we have accepted the colors only within the framework of this proposed pylon sign. The DRC is very concerned with the primary color selection due to the sign makers explanation of the limited color palette universally used in gas station pricing.

**Building Sign:** Application has yet to be submitted to Planning Department.

**Motion to Approve: E Cook**

**2<sup>nd</sup> Motion: C Wilson**

**Vote: Unanimous**

**General Note:** All applicants were made aware of the “next steps” in this process by the DRC as their respective signage is approved. Applicants will circle back with Planning, then over to the Building Inspector’s office for a permit number to be issued and thus added to their sign.

**Old Business:**

- **DRC Meeting minutes:** Last meeting on 6.5.2012; approved
- **DRC Meeting Minute Process:** A few members questioned the overall process of meeting minutes. Can we correct public meeting minutes and at what time do they become official minutes? Jean responded that with a public meeting, the minutes should continue to be timely, thus released to the public, as they are in draft form until we have our next public meeting to vote on them. If anyone were concerned with any information in the meeting minutes; that person must respond within a day or two or receipt of the minutes. At that time, a revision can be addressed. All members present are aware of this process.
- **392 Main Street “Old Sturbridge Pizza Restaurant” Update:** Provided a new barn red sample vs. the originally proposed bright red sample. DRC approved unanimously. Sample will be retained in applicant’s file in the Planning Department.

**New Business:**

- **List of Documents Reviewed:** Jean advised Cindy that a list of documents must be clearly noted within the meeting minutes moving forward as per policy.
- **Secretary Position:** Cindy proposed a back-up secretary person be selected by the DRC, for those times Cindy might be unavailable. Committee approved Chris Wilson and Fran O’Connell. Chris will take the notes and type of the meeting minutes and distribute to all current parties. Cindy will provide Chris with a template of her meeting minutes to use as a guide. Fran O’Connell will fill out the application paperwork for the Planning Department file, stamp the approved signs and sign/date the final application and submit to the Planning Department.
- **Comment on DRC Meeting Minutes:** Shaun Suhoski felt it was important to reiterate the importance of our meeting minutes. He finds them very helpful to him ... in continuing to know what is going on, what changes are being made, see the progress of new business is coming into town etc. He forwards them along to other town committees to help keep them informed as well.

Cc: Building Inspector; D Lindberg  
Town Planner, Jean Bubon  
Town Administrator, Shaun Suhoski  
Board of Selectmen: Chairman, Tom Creamer

Prepared by: C Forgit