

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

**MEETING MINUTES
16 October 2012**

Meeting Convened: 7:06 pm

Meeting Adjourned: 7:35 pm (motion to adjourn C Wilson; second: E Cook)

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

Location: Center Office Building, 2nd Floor Main Meeting Room

Agenda: 454 Main Street (Rt. 20) – Kristine Richardson LMT, Massage Therapy
484 Main Street (Rt. 20) – Sorel Systems
Old Business
New Business

Street: 454 Main Street

Applicant: Kristine Richardson, Tenant

Building Sign: no sign requested at this time by tenant

Pylon Sign:

Zoning District: Commercial Tourist District

Location: placed in open location on existing pylon sign

Detail Specifications: Logo/Wording: "Kristine Richardson LMT, Massage Therapy krmassage.net" will appear in Burgundy (to match the copy of the current tenant signs); Design detail boarder will be in darker shade of Ivory.

Colors: Background: Ivory (to match bldg. trim); Copy: Burgundy. Detail: Dark Ivory. Refer to attached sketch.

Materials: wood sign; painted

Address: currently exists

Size: 72 1/2"l x 24"h

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

Lighting: using existing at sign

Landscaping: n/a

Motion to Approve: E Cook **2nd Motion:** C Wilson **Vote:** Unanimous

Street: 484 Main Street

Applicant: Jeff Sorel, Tenant

Pylon Sign:

Zoning District: Commercial Tourist District

Detail Specifications: aluminum 3/64" metal sign; vinyl lettering

Colors: Copy:"Sorel Systems" in Black; "Computer Services" in Red; Background: White with Black Boarder. Multicolored (blue, yellow, green) Logo to be included. Refer to sketch

Materials: Aluminum sign

Size: 94"l x 12"h

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

Lighting: using existing

Landscaping: n/a

Building Sign:

Zoning District: Commercial Tourist District

Detail Specifications: aluminum 3/64" metal sign; vinyl lettering

Colors: Copy:"Sorel Systems" in Black; "Computer Services" in Red; Background: White with Black Boarder. Multicolored (blue, yellow, green) Logo to be included. Refer to sketch

Materials: Aluminum sign

Size: 79"l x 30"h

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

Lighting: none at this time, however tenant is possibly reconsidering this as it's now getting dark past his hours of operation. He is aware that he will need to come back to the Planning Department for further direction if he pursues additional lighting after landlord approval is given.

Motion to Approve: C Wilson 2nd Motion: C Castendyk Vote: Unanimous

Note: There was a misunderstanding between the former Building Inspector and the applicant. The applicant has thus in turn; filed the above application for signage review after becoming aware of this issue as per the Acting ZEO. Since this property is located in an approved mixed-use area, Planning Board approval is not required.

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 10.2.2012; approved

New Business:

- **DRC meeting:** The next two meetings will be on Wed, Nov 7th instead of Tue, Nov 6th due to the elections and Tue, Dec 4th.
- **Sign Sub Committee:** The DRC would like to request a meeting with Jean Bubon to discuss our comments, observations and concerns in order to get a better understanding of this sub committee’s decisions prior to the open meeting.

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

Prepared by: C Forgit