

Town of Sturbridge  
Design Review Committee

Meeting Minutes

September 17, 2013

Meeting Convened: 7:00 pm Fran O'Connell presiding  
Meeting Adjourned: 7:55 pm

Attendees: Design Review Committee (DRC): Elaine Cook, Fran O'Connell  
Chris Wilson and applicants  
Absent: Chris Castendyk

Location: Center Office Building, second Floor Meeting Room

**Agenda:**

- **Town of Sturbridge - Recreation Department**
- **Comfort Inn & Suites Colonial - 215 Charlton Road**
- **Approval September 3, 2013 Meeting Minutes**
- **Old Business**
- **New Business**
- **Adjournment**

**Town of Sturbridge - Recreation Department**

Re: Design approval to replace existing signage

Zone: Multi

Agent: Lynne Girouard - Recreation Department

Proposal:

Update signage for Town Barn Fields, DPW, Concerts on the Common, and Cedar Pond Rd. to bring consistency with those installed on the Center Office Building

Documents Reviewed:

Photographs of existing signage/proposed signage

Color Samples:

Samples in folder - to match those installed on Center Office Bldg. Colors - Black, Dark Green with White Copy

Lighting: N/A

Landscaping: N/A

Sign One:

Cedar Pond Road Recreation Area 2' x 6' single faced MDO (signboard)  
with enamel finish - black background, "Cedar Pond Road" in Green, White  
copy

Sign Two:

DPW Directory Post & Arm 40" x 72"  
Replace existing sign with PVC panels and trim  
Restore metal frame/ paint black  
Restore post and arm/ paint dark green Copy - white

Sign Three:

Concerts on the Common Sandwich Board 4' x 6' aluminum panels, hinged  
Aluminum frame, tent peg stakes, chain linked, 6 sets of 40" tracks

Sign Four:

Directional Sign @ DPW 24" x 24" PVC panel and trim to read "Athletic  
Fields" with arrow

Sign Five:

Single-faced directional sign 12" x 48" PVC panel & trim to read "Turner's  
Club Field" with arrow

Note: All signs will have black backgrounds, with dark green trim and white copy

Conditions: Black backgrounds are to be matte black

DRC Comments/Concerns: none

Motion to approve: Chris Wilson 2<sup>nd</sup> Elaine Cook Vote: 3-0

**215 Charlton Road - Comfort Inn & Suites Colonial**

Re: Design Approval for façade improvements

Zone: Commercial District

Agent: Mike Loin, Berlin Engineering Assoc., Inc.

Proposal:

Removal of existing cupolas (2)  
Removal and replacement of roof shingles  
Redesign of rooflines over entry doors

Documents Reviewed:

Renderings of existing structure and properties  
Photographic depiction of proposed building alterations  
Architectural drawings, site plan

Color Samples:

Roof Shingles: Burnt Sienna  
Doors: Will remain as is  
Siding: To match existing siding  
Columns: 8" Tuscan Cap & Base, Round Tapered FRP columns

Wood Trim: Painted white to match existing hotel white  
Lighting: Removal of existing and replacing with recessed panel lighting

Landscaping: N/A

DRC Comments/Concerns: none

Motion to approve: Fran O'Connell 2<sup>nd</sup> Elaine Cook Vote: 3-0

**Approval of September 3, 2013 Meeting Minutes**

Motion to approve: Fran O'Connell 2<sup>nd</sup> Elaine Cook Vote: 3-0

**Old Business:** none

**New Business:** none

DRC Concerns: Re: colored spotlights displayed on Veritas building - are these legal according to our by-laws? Further, it has been noted several additional "special" signs are routinely propped around the building, which would properly belong on a sandwich board sign.

Question: Is there a new business at the old Sugar and Spice location adjacent to Kaizen?

Re: the former Rom's property. Design approval was given to a plan that showed lathe additions to the front of one section of the buildings, which has not been added

Is there recourse for a business that has received an approved landscaping plan requiring them to replace dead plantings such as those noted on the Sturbridge Gas Station on Route 131?

**Motion to adjourn:** Chris Wilson 2<sup>nd</sup> Elaine Cook Vote: 3-0

**Next DRC Meetings: October 1 and October 15, 2013**

Prepared by C. Wilson

Cc: Building Inspector

Town Planner - Jean Bubon

Town Administrator - Shaun Suhoski

Board of Selectman - Chair: Tom Creamer

L. Wong

D. Trapasso

