

Sturbridge Design Review Committee
Draft of Meeting Minutes
October 5, 2016

Meeting Convened 1:32 pm
Meeting Adjourned 2:20 pm

Present: DRC members Chris Castendyk, Elaine Cook, Chris Wilson

Also present: Sturbridge Office Center - Austin Jenkin
Cherco Properties, LLC - Joseph Faucher
Veterinary Surgery Center of Sturbridge - Sheila McCarthy

Location: Center Office Building - Second Floor Meeting Room

Agenda

- Call to Order and Approval of Minutes of September 6, 2016
- Sturbridge Office Center - 48 Main Street
- Cherco Properties, LLC - 58 Main Street
- Veterinary Surgery Center of Sturbridge - 175 Charlton Road
- Old Business
- New Business
- Adjournment

Approval of Minutes of September 6, 2016

**Motion to Approve Minutes of September 6, 2016 by Elaine Cook
Second by Chris Castendyk
Vote 3-0**

48 Main Street - Sturbridge Office Center

Re: Request for design approval for new multi-tenant sign

Zone: Commercial District

Proposal:

- Replace existing multi-tenant sign with new multi-tenant sign to match existing size
- Frame - 1" x 1" aluminum skinned with .080 alucobond skin with 1' x 4" returns
- Sign faces - 1/2" painted PVC letters per drawing on "Sturbridge Office Center"
- Removable tenant panels - 1/8" alucobond lettered with tenants names

Materials Reviewed:

- Copy of Assessment Map
- Photo of existing signage

- Rendering of proposed new signage

Dimensions:

- Existing multi-tenant sign -
- Proposed new multi-tenant sign - 10.5 feet height x 5'4" wide

Colors:

- Heading background - Dark Green with Gold Detail
- Heading lettering - Raised lettering - White
- Heading street number - White numbers on Gold background
- Sign Background - Aluminum with Dark Green Border
- Tenant panels - White lettering on Dark Green background

Lighting: Existing lighting to be repaired and reused

Landscaping: Existing stonewall enclosure around the sign base to be retained. Low plantings to be added in the future.

DRC Comments/Conditions: The applicant agreed to reduce sign dimensions to comply with maximum 50 sq. ft. allowable by town by laws.

Motion to approve sign as proposed with the condition total dimensions meet the 50 sq. ft. allowable in by town by laws by Elaine Cook

Second by Chris Wilson

Vote 3-0

58 Main Street - Cherco Properties, LLC

Re: Discussion of proposed tenant panels and landscaping

Zone: Commercial District

Materials Reviewed:

- Rendering of multi-tenant sign showing proposed tenant panels
- Sketch indicating placement of dark sky lighting

DRC Comments/Conditions: Sample color for blue background tenant panel to be brought to the Planning Office.

Motion to approve presentation of tenant panels and proposed dark sky compliant lighting by Elaine Cook

Second by Chris Wilson

Vote 3-0

175 Charlton Road - Veterinary Surgery Center of Sturbridge

Re: Request for architectural design approval

Zone: Commercial District

Proposal:

- Remodel of existing interior and exterior
- Installation of new siding and stonework
- Installation of new windows and door
- Installation of new lighting

Materials reviewed:

- Sketches of plot plan
- Rendering of proposed new door
- Rendering of proposed interior and exterior new windows
- Rendering of proposed exterior with new siding, stonework, windows, lighting
- Samples of proposed stonework materials

Colors:

- Siding - Sample provided indicating a sandy-taupe color
- Trim - White
- Door - 48" black with 3 over 3 lights - White framing
- Windows - Pella Black Grid windows with 6 over 6 lights - White framing
- Base - Concrete Composite multi color stonework (Sterling)

Lighting:

- Proposing installation of new recessed lighting to be added to front soffit - dark sky compliant

Landscaping: No new landscaping planned

DRC Comments/Conditions: None

Motion to approve architectural design as proposed by Chris Wilson

Second by Elaine Cook

Vote 3-0

Old Business

None

New Business

Discussion held with Jean Bubon re next meeting dates which were set as Wednesday, October 19 and Monday, November 14 both times at 1:30 pm. Future meeting dates TBD.

Question re 511 Main Street - Multi-tenant sign

Was addition of a tenant sign for Rita Schiano applied for and/or approved?

Next Meeting Dates - Wednesday, October 19 and Monday, November 14, 2016 at 1:30 pm

Adjournment

Motion to adjourn by Chris Wilson

Second by Elaine Cook

Vote 3-0

Prepared by Chris Wilson, Secretary

Cc

J Bubon, Town Planner

N Burlingame, Building Inspector

L Gaumont, Town Administrator

Board of Selectmen

D Trapasso

C Forgit