

Sturbridge Design Review Committee
Draft of Meeting Minutes
December 8, 2016

Meeting convened: 1:34 pm
Meeting adjourned: 2:29 pm

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

Also present: Alix McNitt and Maxine Carter-Lome - Journal of Antiques & Collectibles and Your Hometown Shopper, and South Chamber of Commerce
Carol Bugbue - CVS Pharmacy

Location: Center Office Building - Second Floor Meeting Room

Agenda

- Call to order and Approval of Minutes of November 14, 2016
- Continuation for Journal of Antiques & Collectibles & Your Hometown Shopper/South Chamber of Commerce - 46 Hall Road
- CVS Pharmacy - 362 Main Street
- Old Business
- New Business
- Adjournment

Approval of Minutes of November 14, 2016

Motion by Chris Castendyk to Approve Minutes of November 14, 2016 amended to include the addition to the DRC Comments/Conditions, a suggestion made by Elaine Cook to consider changing the front entrance of the proposed building and eliminating the front porch.

Second by Elaine Cook

Vote 3-0

46 Hall Road - Journal of Antiques & Collectibles & Your Hometown Shopper/South Chamber of Commerce

Re: Request for directional signage design approval

Zone: General Industrial District

Proposal:

Installation of eight directional signs:

- Two 20"x36" Signs indicating parking locations at left and right sides of building
- One 16"x24" Sign directing foot traffic to Chamber Offices
- Two 12"x24" Sign directing foot traffic to Chamber Offices
- Three 8"x16" Signs directing foot traffic to Chamber Offices

Materials Reviewed:

- Sketches of proposed signage

- Photos of existing property and parking lots
- Photo of proposed signage placement

Signage Materials:

- Pressure treated wood and PVC

Signage Colors:

- White background with Barn Red lettering

Landscaping: None Planned

Lighting: Existing

DRC Comments/Conditions: Following discussion re the number of signs being requested, a consensus was reached to combine two 12"x24" signs into one 20"x36" sign; eliminate Signs 4 and 6, and add an extra arrow to sign #3 keeping its dimension as proposed to 16"x34". The changes agreed to are for five signs. (The sign numbers reference those signs shown in the sketches submitted in the application)

Motion #1 by Elaine Cook to approve the two main 20"x36" Parking Signs

Second by Chris Wilson

Vote 3-0

Motion #2 by Elaine Cook to approve the remaining three signs with the changes listed in the DRC Comments/Conditions

Second by Chris Castendyk

Vote: 3-0

362 Main Street - CVS Pharmacy

Re: Request for design approval of signage modification: Signage was previously approved on June 23, 2015

Zone: Commercial District

Materials Reviewed:

- Copies of original and modified drawings

Sign dimensions and materials:

- Unchanged from original approved dimensions Except the Building Sign will be slightly smaller than the original approved sign

Colors:

- Unchanged from original approved colors

Proposal:

- Addition of the CVS heart logo to both the building and pylon signage in cardinal red color

DRC Comments/Conditions:

Motion by Chris Wilson to approve the addition of the CVS heart logo to the pylon and building signs

Second by Chris Castendyk

Vote 3-0

Old Business

None

New Business

Setting meeting date for February

Next Meeting Date - Monday, January 9, 2017 at 1:30 pm and Monday, February 13, 2017

Adjournment

Motion to adjourn by Chris Castendyk

Second by Chris Wilson

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