

Sturbridge Design Review Committee  
Draft of Meeting Minutes  
February 13, 2017

Meeting convened 1:32 pm  
Meeting adjourned 2:17 pm

Present - DRC members Chris Castendyk, Elaine Cook, and Chris Wilson

Also present Lenny Jalbert and Thomas Dubrey - Bedrock Associates LLC  
Joseph Duval- CubeSmart

Location - Center Office Building, Second Floor Meeting Room

**Agenda**

- Call to order and Approval of Minutes of January 9, 2017
- Bedrock Associates LLC = 139 Main Street
- CubeSmart - 63 Technology Park Road
- Old Business
- New Business
- Adjournment

**Approval of Minutes of January 9, 2017**

**Motion to approve Minutes of January 9, 2017 by Elaine Cook  
Second by Chris Castendyk**

**Vote 3-0**

**139 Main Street - Bedrock Associates LLC**

Re: Request for architectural design approval for construction of an addition to existing building

Zone: Commercial District

Proposal:

- To construct an attached single story building addition to the westerly side of existing building

Dimensions:

- 31 feet by 30 feet

Materials:

- Frame - Wood
- Finish - Clapboard

- All materials to match existing structure with no changes
- Windows, Doors, Siding, Roof Shingles to match existing structure
- Roof line and elevation, pitch of roof and dormers to be constructed to match existing building

Materials reviewed:

- Aerial photo of existing building
- Photo of proposed site for addition
- Photos of existing building indicating current tenants
- Photo of existing multi tenant sign
- Renovation Plans which include existing site plan, proposed site plan, construction details including landscaping notes and a rendering of the proposed addition left end elevation and front elevation

Landscaping Plan:

- Seasonal plants to be placed in prepared bed at sign location
- Additional landscaping to be added to site on east and west sides of entrance -
- Two new Allegheny Serviceberry to be planted in rear of building
  - Five Common Boxwood to be planted in the vicinity of the propane tank
  - Addition of two trees

Lighting: Existing

DRC Comments/Conditions: None

**Motion by Elaine Cook to approve architectural design of new addition as submitted**

**Second by Chris Wilson**

**Vote 3-0**

### **63 Technology Park Road - CubeSmart**

Re: Request for design approval for refacing of existing signs

Zone: Industrial Park District

Proposal: Sign numbers reference those submitted in Materials Reviewed

- Sign #1 - Request for replacing face on existing free standing sign
- Sign #2 - Request for change of lettering on the off-site sign for the Technology Park
- Sign #3 - Request for replacing face on existing building sign
- Sign #4 - Request to replace “Dave’s Pest Control” office sign with another CubeSmart sign

Materials Reviewed:

- Copy of site plan
- Aerial Photos indicating signage placement

- Photos of existing signage and proposed signage
- Survey photos
- Copy of Town of Sturbridge Permit Summary
- Sample of signage material and copy color
  
- Colors: Background and Copy of Signs #1 and #4 - White Aluminum background with embedded Red Copy per submitted sample
- Signs #2 and #3 - White background with Red Copy

Landscaping: None submitted

Lighting: None submitted

DRC Comments/Conditions: Condition placed on building sign #3: Removal of proposed business name “CubeSmart” to be replaced with “Cubical locator”

**Motion by Chris Wilson to approve signage design as proposed with the condition placed on sign #3 as stated in DRC Conditions**

**Second by Elaine Cook**

**Vote 3-0**

### **Old Business**

None

### **New Business**

Chris Castendyk introduced a discussion re businesses located within the Historical District. The consensus of the Committee was to have him, as chairperson, meet with Jean Bubon to discuss the possibility of amending the By Laws to restrict placement of merchandise for sale outside the buildings of businesses located in this district.

**Next Meeting Dates - Monday, March 13 and Monday, April 10, 2017 at 1:30 pm**

### **Adjournment**

**Motion to adjourn by Chris Wilson**

**Second by Chris Castendyk**

**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