

STURBRIDGE PLANNING BOARD
MINUTES OF
Tuesday, April 27, 2010

Ms. Morrison called the regular meeting of the Planning Board to order at 6:30 PM.
On a roll call made by Mr. Froio, the following members were present:

Present: Russell Chamberland
Penny Dumas
James Cunniff
Francesco Froio
Brian McSweeney
Jennifer Morrison

Also Present: Jean Bubon, Town Planner
Diane Trapasso, Administrative Assistant

Absent: Sandra Gibson-Quigley, Chair

Also present were the following members of the Design Review Committee:

Mr. Castendyk
Mr. T. Chamberland
Ms. Cook
Ms. O'Connell

APPROVAL OF MINUTES

Motion: Made by Mr. Chamberland to accept the amended minutes of April 13, 2010.
2nd: Ms. Dumas
Discussion: None
Vote: 4 – 0 – 2(Mr. Froio & Mr. McSweeney)

**OVERVIEW AND DISCUSSION OF DESIGN REVIEW GUIDELINE
REVISION PROJECT WITH THE DESIGN REVIEW COMMITTEE.**

Mr. Hensen and Mr. Taliep of Packard Design made the presentation. Mr. Taliep stated that it is hoped that over time, as commercial and industrial development continues to seek out opportunities and to advertise and promote its goods and services, the DCR can help to preserve the Town's streetscape and the inherent qualities of a livable community that have come to identify Sturbridge to its residents, businesses and visitors. Just as business interests project an image or identifying trademark design, so too Sturbridge, through the DRC, should work to maintain the town's unique and identifying characteristics. The standards that are contained in this Design Handbook will enhance the visual appeal of the community by providing a unified design standard.

Mr. Taliep stated that they would go through the draft and encourage comments throughout their presentation. He stated that we need to work together with and it will take time to work through the final stages.

Both Mr. Taliep and Mr. Hensen went through the following:

Part 1 – The Design Review Process – Procedure for Applicants

- Who Applies
 - New Construction
 - Additions, Alterations or Renovations
 - New Signs or Alterations
- How to Apply
 - Step One – The Design Review Application
 - Step Two

A. Architectural Review

Floor plans
Architectural elevations
Descriptions of exterior materials and colors

including roofing

Site Plans shall include:

Existing buildings and plantings

Proposed new structures

Handicapped access features

Sidewalks, drives and parking lots

All site objects and fixtures

Landscape Plans shall include:

All existing buildings and site features to remain

Existing and proposed grading

Paving material

Planting plan, with description of materials

B. Sign Review

New Signs or Changes to Existing Signs shall

Include:

A scale drawing of the sign details, including materials, dimensions, color, lighting and lettering style

A description of the materials, colors and lighting

Scale elevations or photographs, showing existing signs and all proposed modifications, and location of the new signs

Site diagram showing property lines, setback areas, access points and sign locations

Step Three – Design Review Committee Presentation

The meeting

Frequently Asked Questions

Part 2 – Design Review Principles and Guidelines

Two General Principles of Design Review

1. Every effort shall be made to preserve the distinguishing original qualities of a building, structure or site and its environment
2. Stylistic features, examples of skilled or period craftsmanship

Ten General Guidelines

1. Height
2. Proportions of Windows and Doors
3. Relations of Building Masses and Spaces
4. Roof Shape
5. Scale
6. Façade Line, Shape and Profile
7. Architectural Details
8. Advertising Features
9. Heritage
10. Landscape

Part 3 Design Guidelines – General Applications

The Surroundings
 The Architectural Street
 The Basics of Buildings
 Identity

Part 4 – Design Guidelines – Some Specific Applications

Historic Sturbridge
 The Commercial Corridors
 Big Box Development

The Board agreed that this is a good start and working together the Town Planner, Planning Board and DRC can identify the right criteria and policies and make the handbook an effective tool for residents and businesses alike.

DRC had concerns about the length of time for application review.

Mr. Taliep stated that he would appreciate having all their concerns and comments in writing and together, with comments from the Planning Board and the Town Planner, he will update the handbook and deliver a final draft.

Ms. Bubon stated that she would like all comments sent to her by May 4th and she would forward them to Mr. Taliep and Mr. Hensen.

Both Boards thought this was a good start and look forward to the final draft.

TOWN PLANNER UPDATE

Green Valley Institute Workshop with Randall Arendt
 Reinventing the Commercial Strip & Creating New Mixed-Use Centers
 May 17, 2010 – 6:00 – 8:30 PM

Old Business/New Business

None

NEXT MEETING DATES

- May 4, 2010 – Burgess Elementary School Project

On a motion made by Mr. Cunniff and seconded by Mr. McSweeney the Board unanimously voted to adjourn at 8:55 PM.