

**STURBRIDGE PLANNING BOARD
MINUTES OF
TUESDAY, SEPTEMBER 21, 2010**

Ms. Gibson-Quigley called the regular meeting of the Planning Board to order at 6:30 PM
On a roll call made by Ms. Gibson-Quigley the following members were present:

Present: Russell Chamberland
James Cunniff
Penny Dumas
Francesco Froio
Sandra Gibson-Quigley, Chairman

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

Absent: Brian McSweeney
Jennifer Morrison

APPROVAL OF MINUTES

Motion: Made by Mr. Cunniff to accept the amended minutes of September 21, 2010
Second: Mr. Froio
Discussion: None
Vote: 4 – 0 -1(Ms. Dumas)

TOWN PLANNER UPDATE

Upcoming Meetings:

- October 5, 2010 – Planning Board – Continuation of Public Hearing for MetroPCS
- October 12, 2010 – Master Plan Steering Committee
- October 19, 2010 – Potential Alternative Energy Seminar

Sturbridge Coffee House – withdrew their application for Waiver of Site Plan Approval

Planning Department will be closed Friday, September 24, 2010 – Urban Renewal Workshop

September 23, 2010 – Ms. Bubon & Mr. Morse meeting with Mr. Curbooy, Long Pond Estates – discuss & suggest changes to the plan

Working on the Rules & Regulations – done by the end of the week

JOINT MEETING WITH THE DESIGN REVIEW COMMITTEE TO REVIEW DRAFT DESIGN REVIEW GUIDELINES AND CORRESPONDING ZONING BYLAW PROPOSALS.

Ms. Gibson-Quigley welcomed the following members of the Design Review Committee:

Aniko Fata
Chris Castendyk
Fran O'Connell
Cindy Forgit

She also welcomed Mr. Lindberg, Building Commissioner/Zoning Enforcement Officer, to the meeting.

Materials Reviewed:

Design Review Committee Handbook & Design Guidelines/ Town of Sturbridge/Adopted 7/5/2010/Revised September 2010

Mr. Hensen and Mr. Taliep of Packard Design made the presentation. Mr. Taliep stated that this document presents the framework for Design Review in the Town. The narrative of the Guidelines is supported by diagrams, photographs and sketches of both good and poor examples of design solutions. The goals are to provide guidance for the applicant, to facilitate the review process, and to encourage design that both fits in and enhances the character and sense of place in the Town.

Mr. Hensen and Mr. Taliep went through each of the four chapters and general guidelines of the guide book.

Mr. Taliep stated that applications for review by the Design Review Committee should be submitted to the Planning Department, the clearing house for development.

Both Boards had the following suggestions and or revisions:

- Page 3 – DRC box should be moved to above Inspectional Services Dept. box
- Reference should be made on the application to abide by State and Town Building codes and all Town Zoning Bylaws and Ordinances
- A line of communication should be established between both the Planning Board and DRC – a member of each should sit in with each Board when a Site Plan Approval is on the agenda
- Sandwich boards are a problem – how to police them – ZEO only or maybe the businesses themselves could be the watch dogs

- Have a program to award or recognize businesses that reflect the character of the Town
- Using the phrase open space is confusing because it is used by the Town for large areas of land – and in the guide book, it is used for pieces of parcels

Both Boards were satisfied with the guide book and are ready to go forward.

Ms. Bubon stated that the next steps are the following:

- Review final edits and forms
- Hold a public hearing to accept the guide book
- Work on zoning amendments for the Annual Town meeting

Ms. Bubon thanked both Boards for all their work. She also thanked Packard Design for a good job and good presentation.

OLD BUSINESS/NEW BUSINESS

None

On a motion made by Mr. Cunniff, seconded by Mr. Chamberland, and voted 5 - 0 the meeting adjourned at 8:25 PM.