

**STURBRIDGE PLANNING BOARD  
MINUTES OF  
TUESDAY, MARCH 8, 2011**

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

**Present:** Charles Blanchard  
Russell Chamberland  
James Cunniff  
Penny Dumas  
Brian McSweeney  
Jennifer Morrison

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

**Absent:** Sandra Gibson-Quigley, Chairman

**APPROVAL OF MINUTES**

**Motion:** Made by Mr. McSweeney to accept the minutes of February 15, 2011  
**2<sup>nd</sup>:** Mr. Cunniff  
**Discussion:** None  
**Vote:** 5 - 0 - 1 (Mr. Chamberland)

**TOWN PLANNER UPDATE**

The Green Communities Planning Assistant Grant Kick Off Meeting – March 9, 2011 – 2:30 PM at Town Hall

March 29, 2011 – Solar Seminar – Town Hall at 6:30 PM

**SITE PLAN APPROVAL – INTERIM HOLDING, LLC IS REQUESTING SITE PLAN APPROVAL FOR A PARKING REALIGNMENT PLAN. THERE IS ALSO AN AGREEMENT IN PLACE WITH AN ABUTTER FOR AN ADDITIONAL 40 SPACES. THE PROPERTY IS LOCATED AT 453 MAIN STREET.**

**Materials presented:**

Site Plan Application for Interim Holding, LLC received 2/16/2011

Access & Parking Lease between JEL Associates, 441 Main Street & John Sammarco of Interim Holdings, LLC

Site Plan for Interim Holding, LLC received 2/18/2011 – prepared by Bertin Engineering – dated 1/18/2011 – File # X699

Revised Site Plan for Interim Holding, LLC received 3/3/2011 – prepared by Bertin Engineering

Revised letter from Bertin Engineering – dated March 2, 2011 – received 3/3/2011 – addressing the concerns of Department Heads

Information paper from Idea/Shield on bollard covers

Ms. Morrison read the legal notice.

Mr. Sammarco, owner of the property and Ms. Rogers, owner of Sturbridge Coffee House were also present.

Mr. Dubois of Bertin Engineering spoke on behalf of the applicant. He stated that the existing tenant, Sturbridge Coffee House, has modified the use of the building, which changed the amount of parking that is needed. There are currently 27 parking spaces on-site after site alterations there will be 39 spaces. There is also an agreement in place with an abutter for an additional 40 spaces that will be for the proposed use of the site.

Mr. Dubois also stated that the parking lot realignment plan will begin once the weather breaks in the spring.

Ms. Bubon stated that when the application on February 16, 2011 was originally received, she and staff had issues and concerns and addressed them to Mr. Loin at Bertin Engineering. The concerns and issues were the following:

- Proposed walkway to the Shared Parking – too narrow
- Snow removal
- Employee parking
- Time frame of construction
- Availability of parking for the Winebuyer's Outlet
- Handicap Parking
- Existing Guardrails – replaced or repaired
- Off site parking path
- Stop sign
- Bollards
- Landscaping

Ms. Bubon stated that Bertin Engineering submitted additional information based on the report issued on February 27, 2011 and that information was reviewed by staff and staff is now comfortable and supports the revised plans.

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Ms. Bubon stated when the weather permits she and the Tree Warden will meet and discuss the original Landscape plans and work out the details prior to installation.

The Board had the following concerns and questions:

- Lease Agreement has 455 Main Street – plans have 453 – 455 Main Street – Ms. Bubon stated when recorded it's under book and page – not a problem
- Bollards – why covers to be plastic – not appealing – plastic covering is safer – not seen from the street
- How many apartments over the Winebuyer's Outlet – only two – one is rented – the owners of Winebuyer's Outlet may rent for office space
- Overhead room staying – yes – underneath will have more green space with planters and maybe eventually have a farmer's market

**Motion:** Made by Mr. Cunniff to close the Public Hearing.

**2<sup>nd</sup>:** Mr. Blanchard

**Discussion:** None

**Vote:** 6 – 0

**Motion:** Made by Mr. Chamberland to approve the application for modification of Site Plan Approval with 18 Conditions to Interim Holding, LLC for the property located at 453 – 455 Main Street: as per the Town Planner memo of 3/4/2011, revised Town Planner memo of 3/8/2011 and the revised Conditions # 14 and # 15.

**2<sup>nd</sup>:** Mr. McSweeney

**Discussion:** None

**Vote:** 6 - 0

### **TOWN PLANNER UPDATE CONTINUED**

Tractor Supply – installed wrong type of fence – replacing with new ornamental fence prior to opening – anticipated date of completion is 3/21/2011 – opening date is 3/26/2011

Proposed Zoning Bylaw Changes –DRC will conclude their Public Hearing on the proposed Design Review Committee Handbook & Design Guidelines – as part of this process, several changes were recommended to the General Bylaw & Zoning Bylaw – Ms. Bubon stated that the Planning Board needs to serve as the petitioner for these proposed amendments. This should give sufficient time for the BOS to return these to the Board to hold a public hearing on April 12, 2011. The deadline for zoning articles recommendations is April 15, 2011. The modifications proposed will reference the required Design Review Process.

Ms. Bubon stated that she is not recommending proposed section 13.04 at this time since the HC District is not the area around the Town Common – it is a small area on Route 15 and there is a recommendation in the Draft Master Plan to revisit this.

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Ms. Bubon stated that she also recommends that the Board hold proposed modification to Chapter 25 Signs and Chapter 25 Site Plan Approval since the Board will be preparing modifications related to signs and parking standards in the coming year.

**Motion:** Made by Ms. Dumas for the Planning Board to serve as petitioner for the proposed zoning amendments for Chapter 7 – Commercial District, Chapter 8 – Commercial Tourist District, Chapter 9 – General Industrial District, Chapter 10 – Industrial Park District, Chapter 11 – Commercial II District, Chapter 13 – Historic Commercial District and to forward those amendments to the BOS to begin the process as specified in MGL Chapter 40A, Section 5.

**2<sup>nd</sup>:** Mr. Blanchard

**Discussion:** None

**Vote:** 6 - 0

### **Next Meeting**

March 22, 2011

### **OLD BUSINESS/NEW BUSINESS**

Mr. Cunniff stated that at his Betterment Committee meeting, Ms. Dowling suggested putting a “Welcome to Sturbridge” sign, to be placed off of Route 84 on Route 20.

Ms. Bubon stated that at a staff meeting with Mr. Patel, owner of the American Lodge at the corner of Route 20 and New Boston Road. Mr. Patel is trying to work with Mass Highway and the Town and to try and incorporate landscaping and new signage as a gateway to Sturbridge.

Ms. Dumas thought that maybe the Betterment Committee could earmark funds each year for such a project.

Mr. Cunniff will bring this information to the Betterment Committee at their next meeting.

Mr. Chamberland stated that he read in the paper the Burgess School project is behind schedule because of the weather. He is wondering about modifying the site plan approval conditions regarding work on Saturdays.

Mr. Blanchard stated that the work to be done is in the interior and therefore does not affect the conditions. Mr. Blanchard stated that he informed the project manager that any change to the Site Plan Approval, including the conditions (outside work on Saturdays) would have to go to the Planning Board.

On a motion made by Mr. Cunniff, seconded by Mr. Mc Sweeney, and voted 6 - 0 the meeting adjourned at 7:30 PM.