

**STURBRIDGE PLANNING BOARD  
MINUTES OF  
TUESDAY, DECEMBER 1, 2015**

Ms. Gibson-Quigley called the regular meeting of the Planning Board to order at 6:30 PM.

Ms. Gibson-Quigley noted the members present.

**Present:** Charles Blanchard  
Russell Chamberland  
James Cunniff  
Penny Dumas  
Sandra Gibson-Quigley, Chair  
Susan Waters, Clerk

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

**Absent:** Heather Hart

Ms. Gibson-Quigley opened the meeting and read the agenda.

**APPROVAL OF MINUTES**

**Motion:** Made by Mr. Cunniff to approve the draft minutes of November 17, 2015.  
**2<sup>nd</sup>:** Ms. Waters  
**Discussion:** None  
**Vote:** 6 – 0

**TIM REARDON – DRAPER WOODS – REQUEST FOR RELEASE OF FUNDS  
FROM LENDER’S AGREEMENT FOR WORK COMPLETED**

**Materials presented:**

Application #7 from Tim Reardon requesting Release of Funds – dated 11/25/2015

Form P – Inspection Form – Draper Woods Subdivision – dated 11/25/2015

Ms. Bubon stated that the applicant has requested a release of funds in the amount of \$25,000.00 for binder course installation. Mr. Morse has signed the inspection forms.

Ms. Bubon stated the only thing left to do in the subdivision are the sidewalks, street trees to be planted and final pavement.

**Motion:** Made by Mr. Blanchard to authorize the release of the amount of \$25,000.00 from the Lender's Agreement as requested and authorize the Town Planner to sign the release form and to submit that to Hometown Bank.

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

**Discussion:** None

**Vote:** 6- 0

**WAIVER OF SITE PLAN APPROVAL – SEVEN HILLS FAMILY SERVICES ARE REQUESTING A WAIVER OF SITE PLAN APPROVAL FOR MINOR RENOVATIONS TO ACCOMMODATE THEIR CORPORATE OFFICES IN APPROXIMATELY 8,000 SQ. FT. OF THE BUILDING. THE TENANT, MOLE HOLLOW WILL REMAIN. THE PROPERTY IS LOCATED AT 208 CHARLTON ROAD.**

**Materials presented:**

Application for Waiver of Site Plan - Seven Hills Family Services – received 11/17/2015  
Existing Aerial Site Plan – 208 Charlton Road  
Proposed Building Façade – 208 Charlton Road  
Existing Building Renovation – 208 Charlton Road – prepared by Group7 Design – plan dated 11/16/2015 – job #SE-02-15-D – received 11/17/2015

Ms. Gibson-Quigley acknowledged the following department memos:

- Lt. Marinelli, Fire Inspector
- Ms. Bubon, Town Planner
- Mr. Ford, Police Chief
- Mr. Colburn, Conservation Agent

Mr. Sorgman of Group7 Design spoke. He stated that the property was recently purchased by Seven Hills Family Services and is the current location of Mole Hollow Candle since 2010, but that their retail use is no longer operational. The proposal by the new owner is to retain Mole Hollow Candle as a tenant and to renovate 7,946 sq. ft. for use as corporate offices for Seven Hills Family Services. The owner plans minor façade modifications and replacement of the monument sign and the addition of a building sign. A meeting with DRC is scheduled for December 15, 2015 for this purpose. A required second means of egress from the second floor will also be installed.

The applicant also proposes to re-stripe the existing parking lot and to enhance the landscaping when the weather permits. Combined parking requirements for both businesses are 28 parking spaces and there are 36 spaces on site. New lighting will be installed.

The Board had the following concerns and questions:

- Will the plantings remain – Mr. Sorgman stated that the plantings will remain and will be enhanced.
- Floor plan shows a mezzanine – Mr. Sorgman stated that the mezzanine is used by Mole Hollow Candle

Ms. Bubon stated that she has no concerns and recommends that the Board approve the project.

**Motion:** Made by Ms. Dumas to grant the Waiver of Site Plan Approval to Seven Hills Family Services for minor renovations to accommodate their corporate offices in approximately 8,000 sq. ft. of the building. The tenant, Mole Hollow will remain. The property is located at 208 Charlton Road.

**2<sup>nd</sup>:** Ms. Waters

**Discussion:** None

**Vote:** 6 – 0

**CONTINUED REVIEW AND DISCUSSION OF PROPOSED AMENDMENTS TO THE ZONING BYLAW INCLUDING, BUT NOT LIMITED TO CHAPTER 8 – COMMERCIAL TOURIST DISTRICT AND CHAPTER 19 – TABLE OF DIMENSIONAL REQUIREMENTS (AS RELATED TO THE COMMERCIAL TOURIST DISTRICT) AND ANY RELATED ITEMS**

Ms. Bubon stated that she made the edits that were discussed at the November 17<sup>th</sup> meeting. Ms. Bubon stated that after reviewing the Zoning Map, she had identified a couple of parcels meriting discussion about zoning to the depth of the parcel. Those parcels include 478 Main Street – LaQuinta, 472 Main Street – Morse property, and 380 Main Street – Visitor Information Center. There were very few parcels that were not zoned to the extent of the parcel.

If the parcels are rezoned, maybe there would be a better opportunity for green space in front and revitalization of Main Street and better development.

The Board had the following concerns, comments and questions:

- Concerned if changed to all CTD – big box project could be proposed – could ask for Variance – Ms. Bubon stated that Variances are very hard to get and to meet the State requirements would be difficult to prove
- Could be problematic to a purchaser if not all in CTD
- Bylaw allows for buffers and the square footage allowed is only 7500

The Board would like Ms. Bubon to pursue the zoning changes and clean up the Zoning Map.

**TOWN PLANNER UPDATE**

MassDowntown Initiative Grant – FedEx to the State on 12/2/2015 – OSV will be a private partner and gave a letter of support

406b Grant in the process – working with OSV – Earth Day – Low Impact Development

## **OLD/NEW BUSINESS**

Question New Boston Road Project – Ms. Bubon stated that Mr. Patel is waiting for the final interior designs from Holiday Express

Public House Project – Ms. Bubon stated that they should be opening in a couple of weeks

## **NEXT MEETING**

December 15, 2015 – Center Office Building

On a motion made by Mr. Cunniff, and seconded by Mr. Blanchard, and voted 6– 0, the meeting adjourned at 7:15 PM.