

**Sturbridge Design Review Committee  
Meeting Minutes  
Monday, October 2, 2023  
Center Office Building**

**Present:**

Elaine Cook  
Chris Wilson  
Richard Volpe  
Chris Castendyk  
Jeneé Lacy, Administrative Assistant



**Also Present:**

Erica O'Brien, Studio 20/20  
Niki Yiantsidis, The SalonNiki  
Kevin St. Pierre, Cornerstone Bank  
Jim Cooke, MDA Architecture  
Joe Coan, JCLA Design  
Jim Bernardino, CMG Engineering

Meeting convened: 1:30 pm

**Agenda**

- Call to Order and Approval of Minutes of September 11, 2023
- Studio 20/20 – 420 Main Street – Sign Design Approval
- The SalonNiki – 392-398 Main Street, Unit 4 – Sign Design Approval
- Cornerstone Bank – 200 Charlton Road – Architectural Design Approval
- Old/New Business
- Next Meeting Dates
- Adjournment

Rich Volpe called the meeting to order.

**Approval of Minutes of September 11, 2023**

**Motion to Approve Minutes of September 11, 2023**

**By: Chris Castendyk**

**Second: Elaine Cook**

**Vote: All in Favor (4-0)**

**Studio 20/20 – 420 Main Street**

Erica O'Brien, of Studio 20/20, presented her request to the DRC.

Re: Request for sign design review for a new building sign.

Zone: Commercial Tourist District

**Proposal:**

- Applicant seeks design approval for proposed installation of multi-tenant signage on main street and wayfinding signage on the building.

**Dimensions:**

- Building Sign:
  - Two – Main Entrance & Handicap Entrance – 18"x40" single sided signs
  - One – Main Entrance w/ arrow – 18"x24" single sided sign.
- Multi-Tenant Panel:
  - Two - Studio 20/20 & Ameriprise Financial – 15"x67.5" single sided on each side of the multi-tenant sign.

**Materials:**

- Building Signs: Aluminum composite material w/ full digital print
- Multi-Tenant Panel: same as building signs

**Colors:**

- Multi-tenant – Studio 20/20
  - Background: White
  - Lettering: Dark Blue
  - Logo: Dark blue encircled with light green against light background
- Multi-tenant – Ameriprise Financial
  - Background: White and Blue
  - Lettering & Logo: Blue & White
- Building Signing – Studio 20/20:
  - Background: White & Dark blue
  - Lettering: White & Dark blue
  - Logo: Dark blue encircled with light green against light background

Lighting: N/A

Landscaping: N/A

**DRC Comments/conditions:** N/A

**Motion to approve the building sign as presented.**

**By: Chris Wilson**

**Second: Chris Castendyk**

**Vote: All in Favor (4-0)**

*Documents Reviewed:*

- *DRC sign design review application*
- *Sign renderings*

- *Sign placement renderings*

**The SalonNiki – 392-398 Main Street, Unit 4**

Niki Yiantsidis, of The SalonNiki, presented her request to the DRC.

Re: Request for sign design review for a new building sign.

Zone: Commercial Tourist District

Proposal:

- Applicant seeks design approval for proposed installation of new building sign.

Dimensions:

- Building Sign: 9'x30" (22.50 sq.ft)

Materials:

- Building Sign: Wood & Vinyl

Colors:

- Building Sign:
  - Background: Heron Blue
  - Lettering & Graphics: Gold

Lighting: Two (2) gooseneck lights above sign.

Landscaping: N/A

**DRC Comments/conditions: N/A**

**Motion to approve the sign as presented.**

**By: Elaine Cook**

**Second: Chris Castendyk**

**Vote: All in Favor (4-0)**

*Documents Reviewed:*

- *DRC sign design review application*
- *Sign renderings*
- *Sign placement renderings*

**Cornerstone Bank – 200 Charlton Road**

Jim Bernardino, of CMG Engineering, presented Cornerstone Bank's request to the DRC  
Joe Coan, JCLA Design presented the landscaping plan to the Committee.

Re: Request for architectural design review for new ITMs.

Zone: Industrial Park District

Proposal:

- Request for architectural design approval to demolish the existing drive-thru ATM & teller window facility and replace with new ITMs and new canopy in back of existing building.

Materials:

- Cementitious clapboard siding (texture: smooth)
- Cementitious canopy ceiling
- Architectural asphalt shingles
- PVC trim (texture: smooth)
- PVC rake moulding (texture: smooth)

Colors:

- Siding: White (to match existing bank building)
- Canopy ceiling: White
- Roof: Charcoal (to match existing bank building)
- Trim: White (to match existing bank building)
- Moulding: White (to match existing bank building)

Lighting: Existing site lighting

Landscaping: Landscaping plan as submitted

- Proposed plantings:
  - American Sentry Linden
  - Autumn Brilliance Serviceberry
  - White Sensation Astilbe
  - Endless Summer Hydrangea
  - Burgundy Bunny Fountain Grass
  - Periwinkle
  - Black Eyed Susan

**DRC Comments/conditions:** N/A

**Motion to approve the architectural design and landscaping as presented.**

**By: Chris Castendyk**

**Second: Chris Wilson**

**Vote: All in Favor (4-0)**

*Documents Reviewed:*

- *DRC Architectural design review application;*
- *Narrative;*

- *Existing Conditions Photos "Architectural Review Project Narrative Proposed ITM Drive-Thru Improvements" Prepared by CMG Engineering Services, dated 9/25/23, pages 1-4;*
- *A plan entitled "Boundary, Topographic & Utility Survey CMG Environmental 200 Charlton Road" prepared by Control Point Associates, Inc. (352 Turnpike Road, Southborough, MA 01772) Dated 7/6/23, File #:03-230281-00;*
- *A plan entitled "Proposed ITM Drive-Thru Improvements 200 Charlton Road, Sturbridge, MA 01566 Cornerstone Bank 253-257 Main Street Southbridge, MA 01550" prepared by CMG Engineering Services (67 Hall Road, Sturbridge, MA 01566) Dated 8/31/23, Project #: 2023-128, C-3.1 Site & Utility Plan;*
- *A plan entitled "Planting Plan Proposed Drive-Thru Improvements Cornerstone Bank 200 Charlton Rd. Sturbridge, MA" prepared by JCLA (Sturbridge, MA 01566) Dated August 2023, Dwg #: L-1;*
- *A plan entitled "Drive Thru Canopy Plan & Elevations" prepared by MDA Architecture (1599 Washington St. Suite 1A, Braintree, MA 02184) Dated 8/10/23 revised 9/22/23, Project #: 1537, Drawing #: CP1.1 – CP1.2;*
- *Material Description sheet (MDA Architecture)*

### **Old/New Business**

Next Meeting Dates:

- November 6, 2023

The Noble project was briefly discussed.

### **Adjournment**

**Motion to Adjourn**

**By: Chris Castendyk**

**Second: Chris Wilson**

**Vote: All in Favor (4-0)**

**Meeting Adjourned at 1:50 PM**

Prepared by Jeneé Lacy