

Sturbridge Design Review Committee  
Meeting Minutes  
August 5, 2019

Meeting convened 1:34 pm  
Meeting adjourned 2:02 pm

Present: DRC members Chris Castendyk, Elaine Cook and Chris Wilson  
Absent: Amanda Normandin, Richard Volpe

Also Present: Matt St. Laurent – NBM  
Ed Batten – Verizon  
Mike Jenkins – Dexter-Russell  
J Bubon – Town Planner  
K Filchak – Econ. Dev.  
J Bridges – Town Administrator

Location: Center Office Building – Second Floor Meeting Room

**Agenda**

- Call to Order and Approval of Minutes of June 3, 2019
- NBM Main, LLC – 541 Main Street
- Verizon Wireless – Batten Bros. Signs, Inc. – 120 Charlton Road
- Dexter-Russell, Inc. – 174 Charlton Road
- Old Business
- New Business
- Adjournment

**Approval of Minutes of June 3, 2019**

Motion by Elaine Cook to Approve Minutes of June 3, 2019  
Second by Chris Castendyk  
Vote 3-0

**541 Main Street – NBM Main, LLC**

Re: Request for signage design approval

Zone: Commercial Tourist District

Proposal:

- Installation of a free-standing sign

Dimensions:

- 38"x36" – double faced

Materials:

DESIGN REVIEW  
COMMITTEE  
SEP 09 2019  
APPROVED

- Sign: ½" thick PVC sign panel with beveled edge
- 40" steel mounting bracket
- Post: existing
- Graphics: Applied vinyl

**Colors:**

- Background – White
- Graphics – Black vinyl lettering and Border striping

**Materials reviewed:**

- Rendering of proposed signage
- Photo of property indicating Proposed sign placement
- Copy of mortgage inspection plan
- Sample of sign material and colors

**Lighting:** Unsure but to return to DRC with any future plan

**Landscaping:** None planned but will consider some planting around base of the sign

**DRC Comments/conditions:** Recommend landscaping be placed around base of sign

Motion by Chris Wilson to approve signage as presented

Second by Elaine Cook

Vote 3-0

120 Charlton Road – Verizon Wireless – Batten Bros. Signs, Inc.

**Re:** Request for signage design approval for pre-existing signage

**Zone:** Commercial District

**Proposal:**

- Replacement of two pre-existing non-illuminated signs with updated new signage logo design

**Dimensions:**

- Two signs – 18.82 square feet each

**Material:**

- Flush mounted 1" thick acrylic letters mounted onto façade

**Colors:**

- Lettering – 1" thick acrylic painted MP Black Satin
- Checkmark – 1" thick acrylic painted PMS 485 Red

**Materials reviewed:**

- Copy of conditions by Vereit Mt. LLC
- Copy of landowner authorization and consent form by Frohling Sign Co.

- Aerial photo of property indicating signage locations
- Street Context photo
- Photo indicating existing front signage and revised signage placement
- Photo indicating existing rear signage and revised signage placement
- Rendering of proposed signage
- Copy installation section detail

Lighting: Existing

DRC Comments/conditions: None

Motion by Elaine Cook to approve signage as presented

Second by Chris Wilson

Vote 3-0

174 Charlton Road – Dexter-Russell, Inc.

Re: Request for signage design approval

Zone: Industrial Park Zoning District

Proposal:

- Replacement of existing Asco sign with Dexter sign in same location

Dimensions:

- Building sign – 29.99 square feet

Materials:

- Sign – 1"x1" aluminum frame
- J-channel molding with Black finish
- Graphics – Digitally printed with UV protectant over laminate

Colors:

- Background – Blue
- Graphics – White with Black striping

Materials reviewed:

- Rendering of proposed signage
- Photo of existing building
- Aerial view of property
- Color samples

Lighting: Existing

DRC Comments/conditions: None

Motion by Elaine Cook to approve signage as presented

Second by Chris Wilson



Vote 3-0

Old Business

Re: Sign Inventory

Jean Bubon and Kevin Filchak updated the DRC on the status of the inventory.

Mr. Filchak reported most of the existing signs have been photographed. He stated some, but not all of the A-frame signs have been photographed and the window signs have yet to be addressed.

Ms. Bubon explained the process being done by the Planning Department to match signs to permits. She said there has been very little non compliance noted so far but any not permitted would be notified.

She stated the process is taking longer than anticipated, but, when completed, it will be easier to maintain the inventory going forward.

New Business

**Noted: Porterhouse Grill has added a second building sign.**

Next Meeting Dates – September 9, and October 7, 2019

Adjournment

Motion to adjourn by Chris Wilson

Second by Chris Castendyk

Vote 3-0

Prepared by Chris Wilson

Cc

J Bubon – Town Planner

N Burlingame – Building Inspector

J Bridges – Town Administrator

Board of Selectmen

C Forgit

J Lacy