

**STURBRIDGE PLANNING BOARD AND DESIGN REVIEW COMMITTEE
MINUTES OF
TUESDAY, OCTOBER 10, 2017
TOWN HALL**

Ms. Gibson-Quigley called the joint meeting of the Planning Board and Design Review Committee to order at 6:30 PM.

Ms. Gibson-Quigley noted the members present:

Present: Charles Blanchard
Russell Chamberland
James Cunniff
Penny Dumas
Heather Hart
Sandra Gibson-Quigley, Chair
Susan Waters, Clerk
Chris Castendyk, DRC
Elaine Cook, DRC
Chris Wilson, DRC

Also Present: Jean M. Bubon, Town Planner
Rebekah DeCoursey, Administrative Assistant

Ms. Gibson-Quigley opened the meeting at Town Hall and read the agenda.

APPROVAL OF MINUTES

Motion: Made by Mr. Blanchard to approve the draft minutes of September 12, 2017, as amended

2nd: Mr. Cunniff

Discussion: None

Vote: 7 – 0

Motion: Made by Mr. Castendyk to approve the draft minutes of September 12, 2017

2nd: Ms. Cook

Discussion: None

Vote: 3 – 0

THIS IS A JOINT MEETING WITH THE PLANNING BOARD AND THE DESIGN REVIEW COMMITTEE.

PUBLIC HEARING – OM SHRI AMBIKA, LLC IS REQUESTING SITE PLAN/SPECIAL PERMIT TO ALLOW A MODIFICATION TO THE APPROVED SITE PLAN, WHICH INCLUDES A 200 SEAT RESTAURANT

WITH A 6,600 SF TWO TENANT BUILDING. ONE TENANT IN THIS BUILDING WOULD BE A 4,200 SF – 90 SEAT “FAST CASUAL” RESTAURANT WITH A DRIVE THRU WHICH WILL REQUIRE A SPECIAL PERMIT. THE SECOND TENANT IS A PROPOSED 2,200 SF – 45 SEAT RESTAURANT WHICH IS ALLOWED IN THE VILLAGE GATEWAY DISTRICT. PROPERTY LOCATION IS 21 NEW BOSTON ROAD.

Materials presented:

The following information was submitted as part of the Site Plan Approval application on August 29, 2017:

- Application for Site Plan Review;
- Filing fee of 350.00;
- A Certified List of Abutters;
- Correspondence from MidPoint Engineering and Consulting dated August 28, 2017 Re: Hotel Redevelopment Plan, 21 New Boston Road – Special Permit/Site Plan Modification;
- A plan entitled “Site Plans Hotel Redevelopment Plan – 21 New Boston Road, Sturbridge, Massachusetts” Plan is dated February 27, 2014 with the latest revision date of August 4, 2017. Plan set includes: Cover Sheet; Sheets C-1 to C-7; Sheets L-1 to L-4; Sheets SV-1 & SV-2. Plan prepared by Midpoint Engineering & Consulting, LLC – 826 Southbridge Street, Suite 120, Auburn, MA 01501;
- Preliminary Architectural Plans for a proposed Panera and Five Guys dated September 1, 2017 (not stamped);
- Traffic Evaluation Letter for the Revised Restaurant, dated August 2, 2017, prepared by AK Associates – P.O. Box 804, Spencer, MA 01562, dated August 2, 2017; and
- A plan entitled Site Plan Exhibit, page EX-1 dated 5/8/14 and revised through 8/4/17 Restaurant Pad Modification. Plan prepared by Midpoint Engineering & Consulting, LLC – 826 Southbridge Street, Suite 120, Auburn, MA 01501;
- An email dated September 21, 2017 from Patrick Doherty regarding a phone conversation held earlier in the day with Greg Morse and Jean Bubon in regards to the water service for the building.

Additional Materials Submitted:

- Peer Review Check in the amount of \$4,650.00 (September 6, 2017);
- Architectural rendering of the proposed building entitled Panera Bread – 21 New Boston Road, Sturbridge, MA dated September 14, 2017 and received on September 15, 2017. Plan prepared by Adison Architects PLLC – 109 Washington Street, Keene, NH 03431;
- Email correspondence from Patrick Doherty, Midpoint Engineering, LLC dated September 15, 2017 summarizing the changes proposed in the modified site plan;
- Email from Paul Adison or Adison Architects, PLLC dated September 15, 2017 providing cut sheets of the Panera Bread for Windows, Entrance Doors and Siding.

The email indicates that these are the same products used for the Holiday Inn Express;

- A new architectural rendering of the proposed building entitled Panera Bread – 21 New Boston Road, Sturbridge, MA dated September 20, 2017 and received on September 20, 2017. Plan prepared by Adison Architects PLLC – 109 Washington Street, Keene, NH 03431;
- Correspondence from MidPoint Engineering, LLC dated September 20, 2017 in response to Pare Corporation’s review comment letter dated September 18, 2017

Additional Materials Reviewed

- Memorandum dated September 5, 2017 from Glenn Colburn, Conservation Agent;
- Memorandum dated September 11, 2017 from Thomas J. Ford III, Chief of Police;
- Email dated September 21, 2017 from Jamie Terry, Interim Health Agent;
- Email dated September 22, 2017 from Thomas Chamberland, Tree Warden; and
- Memorandum dated September 22, 2017 from Greg Morse, DPW Director
- Peer Review Memorandum from John P. Shevlin, PE of Pare Corporation dated September 18, 2017
- Correspondence from MidPoint Engineering and Consulting dated October 4, 2017 Re: Hotel Redevelopment Plan, 21 New Boston Road – Special Permit/Site Plan Modification;
- A new architectural rendering of the proposed building entitled Panera Bread – 21 New Boston Road, Sturbridge, MA – Preliminary Design 3 - dated September 27, 2017 and received on October 4, 2017. Plan prepared by Adison Architects PLLC – 109 Washington Street, Keene, NH 03431;
- A plan entitled “Site Plans Hotel Redevelopment Plan – 21 New Boston Road, Sturbridge, Massachusetts” Plan is dated February 27, 2014 with the latest revision date of September 27, 2017. Plan set includes: Cover Sheet; Sheets C-1 to C-7; Sheets L-1 to L-4; Sheets SV-1 & SV-2. Plan prepared by Midpoint Engineering & Consulting, LLC – 826 Southbridge Street, Suite 120, Auburn, MA 01501;
- Photometric Plan prepared by LSI Industries – Lighting Proposal – Retail Center, Sturbridge, MA dated 1/16/14 and revised 10/2/17; and
- Peer Review Memorandum from John P. Shevlin, PE of Pare Corporation dated October 5, 2017

Mr. Doherty of MidPoint Engineering spoke on behalf of the applicant. Mr. Doherty presented modified architectural renderings of the proposed building. The proposed building includes a 4,200 sf – 90 seat “fast casual restaurant” with drive thru which requires a special permit. The second tenant is a proposed 2,200 sf – 45 seat restaurant which is an allowed use in the Village Gateway District.

The project plans have been revised by modifying the architecture of the proposed 6,600 sf building. No changes are proposed in the area of the hotel, bank or perimeter landscaping. The modification does not change the proposed limit of work, but presents an architectural design more in line with the guidelines presented in the bylaws. The updated plan also

address issues brought up involving vehicular traffic exiting the drive thru and trash pick-up concerns.

Mr. Doherty stated that during a site visit with Mr. Shevlin, they examined the issues brought up at the previous Planning Board meeting. Several areas of concerns have been addressed.

- The 180 degree turn at the exit of the drive through has been changed to include striping on the left side of the drive to give a cue for drivers to move left. There will also be a stop sign and bar added at drive through exit. Mr. Doherty and Mr. Shevlin both drove the radius in their large SUV's and felt that when a driver makes a complete stop and proceeds around 5pmh, it remains to be a comfortable turn.
- The service area with the trash dumpsters was also addressed. The previous 18' wide drive thru lane will be widened to 30' with the dumpsters tucked into the retaining wall. This will allow the trash removal vehicles to enter with the flow of traffic. The retaining wall will also hide the dumpsters from the passing traffic on New Boston Road.
- Finally, Mr. Doherty stated that they took the comments from the staff, the Planning Board, and the community very seriously. They used the comments to improve the architectural design, using varied materials and colors to differentiate the two business entrances, which have also been proposed to extend 18" out from the façade of the building. False windows with shutters have been added to break up monotonous walls, as well as lattice structures, dormers and a gabled roof.

The Board had the following questions, concerns and comment:

- What other changes have been made to the site plan – Mr. Doherty said that the water tie issue has been resolved and a photometric plan that includes one new light pole has been presented.
- What do the light poles look like – Mr. Doherty stated they are the style that is already installed at the hotel on site, a black colonial style fixture.
- The new architectural rendering is a vast improvement; it is great to see the trash pick-up problem addressed. The area that faces Route 20 has plantings to provide visual buffer, per the Town bylaws.
- The blank walls adjacent to the road should be address with false windows or incorporation of plants to soften the walls. Mr. Doherty stated that they worked hard to design a beautiful building in the Gateway District and they would like to embrace that and not hide it.
- Are there going to be ornamental trees in the landscape plan – Mr. Doherty counted approximately 21 trees in the landscaped area between the intersection and the building.
- Some of these trees are in the state's right of way along Route 20, what if the state came and took that land for road improvements, what would be left for a buffer – Mr. Doherty stated that the buffer is so large that even if the land was taken, there would still be an adequate buffer by bylaw standards. Mr. Patel states he has done a lot of work to make a better plan more suitable for the Gateway District.

- How will the dumpster be screened – Mr. Doherty explained the dumpsters are at a lower grade than New Boston Road, and will be recessed in a retaining wall.
- Do the windows meet the bylaw regulations – Mr. Doherty states that yes, they will be true divided light.
- The architectural changes have brought out a true distinction between the two venue entrances.
- Concern with the LED lighting, while energy efficient, may be too bright. Mr. Doherty references the photoschematic plan, stating that all the lighting falls under bylaw regulation. Wallpack lights will direct light downward, the decorative lights on site now will be the same as the new lighting. All lighting on site will be white in color.
- Acknowledgement to Mr. Patel and the development of the Gateway District. There is beautiful landscaping and the new building design is wonderful, better meeting the desire of what residents want. Also a noted thank you for maintaining the Sturbridge signage that is currently there, and Mr. Patel stated that he will continue to maintain this area.
- Is there a seating plan for the outdoor seating area? Mr. Doherty – no, the tenant will prepare that. They have measured, and excluding the piece extending into the parking lot, the seating area is approximately 20' x 18' and will fit roughly four table seating four people each (with possibly a few two person tables). The tenant most likely will start with 2-3 tables and add more if needed over time depending on use.
- Panera locations have several common denominators in their outdoor eating space, will the space configure to this; such as planters, fencing, etc. – Mr. Doherty stated that this is something that the tenant will decide.
- DCR member Chris Castendyk submitted a sketched plan of the outdoor seating, proposing that one parking space be sacrificed near the seating area, to expand the size of the eating space. His thought was that this would create a larger, more inviting seating area. Mr. Doherty stated that the tenant would likely expand in the other direction if they needed, further along the building. Depending on use, this is something they could change at a later time.
- Is the outdoor seating permanent – Mr. Doherty stated that no, the tables and chairs will be brought inside in the winter.
- Are there material samples – Mr. Doherty presented samples of the two colors of graded panels. The asphalt roofing, shutters, lattice will all be brought to the next DRC meeting for final approval.
- Regarding questions about signage, Ms. Bubon reference the bylaws stating all signs must be approved, must be within 30' in size, or apply for a special permit. An approved special permit for a sign would be the same as compliance with the bylaw
- Concerns over the plant species including a variety of ornamentals were resolved when the planting list on one page was pointed out to correspond to the same labeled plants on the following pages.

Mr. Rosenbloom of 5 Old Brook Circle presented the Board members with Panera menus.

Motion: Made by Mr. Chamberland to close the public hearing.
2nd: Mr. Blanchard
Discussion: None
Vote: 7 – 0

Motion: Made by Ms. Waters for Om Shri Amibika, LLC for modification of Special Permit for Fast Casual with Drive Thru for the property located at 21 New Boston Road.
2nd: Mr. Blanchard
Discussion: None
Vote: 7 – 0

Motion: Made by Mr. Castendyk, DRC, for Om Shri Amibika, LLC for the approval of the architectural plans for the modification of Special Permit for Fast Casual with Drive Thru for the property located at 21 New Boston Road.
2nd: Ms. Wilson
Discussion: None
Vote: 3 – 0

Motion: Made by Mr. Blanchard for Om Shri Amibika, LLC for modification of Site Plan for a building with two uses for the property located at 21 New Boston Road with the following 18 conditions:

1. All conditions of approval on the Planning Board Notice of Decision Special Permit and Site Plan Approval dated December 17, 2014 remain in effect.
2. All construction and site improvements shall be in conformance with the plans submitted and approved by the Planning Board.
3. Approval is limited to the uses requested in the application; Fast Casual Restaurant with Drive Thru and dine in restaurant. Any deviations from these proposed uses will require further approvals.
4. Final color and material samples including specifications and samples for the false windows shall be provided to the Design Review Committee.
5. The applicant shall meet with the Police Chief to develop a construction traffic management plan prior to the start of construction.
6. All signage shall comply with the zoning bylaw and all review/approval processes shall be adhered to. Final sign designs, locations and color schemes are subject to review and approval by the Design Review Committee.
7. The outdoor seating location and number of seats shall be shown on the final plan.
8. All State and Local Zoning Bylaws, Building Codes and Regulations must be adhered to.
9. All other necessary permits must be obtained prior to the start of construction.

10. The site shall be kept in a neat and orderly condition throughout the construction process.
11. Exterior construction shall only occur during the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to Noon on Saturday. No exterior construction shall occur on Sundays or State Holidays as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.
12. The applicant shall notify the Planning Department office forty-eight hours prior to the start of construction.
13. An emergency contact phone list with at least two names and numbers on it be supplied to the Sturbridge Police Dept. to be used by the dispatchers, in case of an off hour emergency, prior to the start of the project. The list must be updated whenever necessary for the duration of the project.
14. All excavation and trenching for new utilities will be in accordance with the state trenching regulation 520 CMR 14.00 Excavation and Trench Safety. The Site shall be secured as necessary during construction.
15. Appropriate erosion controls must be in place prior to the start of construction; special attention shall be paid to areas downslope of the work area.
16. An anti-tracking construction entrance is required to prevent the tracking of soils onto New Boston Road and Route 20 so that no soils enter the storm drains.
17. The Town Planner shall be notified at least 48 hours before actual landscape planting will commence. The Town may observe all aspects of landscape plantings and address with the project proponent any deviation of the approved planting details.
18. Two copies of an as-built plan shall be provided to the Planning Department after completion of construction.

2nd: Mr. Chamberland

Discussion: Mr. Cuniff raised the concern if there should be a 19th condition requiring the onsite lighting to be white. The Board members felt that this was already addressed in the photoschematic plan.

Ms. Dumas noted that her previous objections to the plan were because the design of the building did not agree with the Town bylaws. With the redesign, she expressed that the building will be a rejuvenating feature to the Gateway District that complies with town regulations.

Mr. Patel remarked that he has stuck with commitment from the 2014 plan. He saw how the CVS design was praised by the Planning Board and the town and wants his building to fall into a similar category. He is proud to be in the town as both a family and a business man and a supportive part of the town.

Vote: 7 – 0

TOWN PLANNER UPDATE

Welcome the new Planning Department's Administrative Assistant, Rebekah DeCoursey. Rebekah has her Master's in Landscape Architecture and Regional Planning and will be a great addition to the department.

The Tree Warden was made aware of an issue on Douty Road, which is a scenic road. Escape Estates in their construction process has removed approximately 25 trees in the Town right-of-way. Because this is a scenic road, the bylaw states that the removal of these trees should have been brought before the Planning Board. The Tree Warden is meeting with a consultant to evaluate the damages in respect to size, quality, and species of trees removed. An appropriate replacement value will be decided from this consultation.

Attorney General's Office has approved the zoning amendment that if a plan meets subdivision regulations than it cannot be denied only because it is not an OSRD. Ms. Bubon is going to review our bylaws as a caution to be sure that we are compliant with this amendment.

Per open meeting law changes, the agenda for board and committee meetings will now include a more detailed description of old/new business, Town Planner updates, etc.

Ms. Bubon is going to begin work on a complete streets policy. If approved this could lead toward securing up to \$50,000 in grant money that would be applicable for Town road improvements.

OLD/NEW BUSINESS

None

NEXT MEETING

October 24, 2017 @ Center Office Building

On a motion made by Mr. Cunniff and seconded by Mr. Waters, and voted 7 - 0, the meeting adjourned at 7:35 PM.