



For Use by Permitting Coordinator:

Date Received: 2/26/20

Determination of Completeness: \_\_\_\_\_

Additional Information Received: \_\_\_\_\_

Application Withdrawn: \_\_\_\_\_

**TOWN OF STURBRIDGE**

**ARCHITECTURAL REVIEW APPLICATION  
DESIGN REVIEW COMMITTEE**

REVISED 2/07/11

Site: 138 Main Street

Location (Street Number and Street Name)

**Section 1. Applicant/Owner/Agent Information:**

**A. Applicant:**

Business Name: 253 Organic, LLC

Applicant Name: Seth Rutherford

Address: 253 Millers Falls Road, Turners Falls, MA 01376

Phone: (413) 863-5765      ~~Fax:~~ Cell: (508) 367-7679

Email: srutherford@253organic.com

**B. Property Owner:** Breakaway Realty, LLC

Address: PO Box 908  
Fiskdale, MA 01518

Phone: (508) 347-7672      Fax: (508) 347-5404

Email: Brian.Galonek@incentiveusa.com

**RECEIVED**

**FEB 26 2020**

**DESIGN REVIEW  
COMMITTEE**

11:35 am  
cmo

Page 1 of 11

**C. Agent Information:**

Business Name: \_\_\_\_\_

Agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Section 2. Basic Site and Project Information:**

A. Assessor's Parcel Identification Numbers: 415-03438-138

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\_\_\_\_\_

**B. Please describe the proposed project:**

Renovation of existing building and site, previously used as a local well-known grocery, into a new retail store.

Proposed project entails complete reconstruction of site features with specific attention to reducing the amount of existing impervious areas (e.g., pavement, structures) and greatly enhancing landscaped appearance. Building

interior will be renovated to suit new retail operations. Existing building footprint and height will remain unchanged.

Existing building's north, east and south (partial) elevations will be altered in material and appearance to match west

(front) elevation that is highly visible along Main Street. See Narrative for more information.

**C. Note any special permits or variances granted, denied to this location.**

Note any current zoning or general bylaw non-conformance associated with the property or the application.

N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### D. CHECKLIST OF PLANS AND MATERIALS SUBMITTED WITH APPLICATION

The applicant shall submit one original set and six copies of the application and final drawings and one set of materials at the time the application is submitted to the Town Planner. A copy of any site plan that is prepared under the Zoning Bylaws Site Plan Review process shall also be submitted. The DRC may waive site plan submittal requirements for specific projects and may substitute a site visit for some or all of the required materials. In the absence of such waiver, the following materials shall be submitted at the time of the application to the DRC:

- A drawing showing the location, type, size or dimensions of existing structures on the project site, abutting properties and significant site features such as existing trees @ 4 inch callper and larger, topography, retaining walls, walks, patios, drives, roads, parking, wetlands, and water bodies.
- Photographs showing the proposed building site and surrounding properties. Photographs should include the existing site features identified in the preceding paragraph as well as the same existing features where they exist in close proximity to the project site but on parcels immediately adjacent to the project site.
- Design plans for alterations and/or additions shall depict existing structures to be altered and their relationship to adjacent property including dimensions showing the shortest distance between the proposed structure/s and the nearest buildings on adjacent properties.
- Applicants should note that the objective is to present a complete picture to the DRC. Applicants are required to include Manufacturers' material cut-sheets.

##### Architectural Drawings shall include:

- Floor plans of all proposed building levels;
- Architectural elevations of all exteriors including the dimensioned height of the proposed building above grade at the foundation, window and door locations
- Descriptions of exterior materials, and colors including roofing, walls, doors, windows, any special features, etc.
- Facade drawings (elevations) should include all existing and proposed entrances and windows, including those slated to be removed. Elevation drawings should make explicit how the proposed work fits in with the design of the abutting properties (are windows, doors and other fenestrations, etc along the same plane, etc. See pages 10-16 of the Design Review Committee Handbook and Design Guidelines for more information for more information).
- Information on the style of doors, windows, special features or building elements (porch, balcony, shutters, etc).

##### Site Plans shall include:

- Existing buildings and plantings
- N/A  Proposed new structures

- Handcapped access features
- Sidewalks, drives and parking lots shown where they exist on site and identified by type of existing paving material;
- All site objects and fixtures (Including signs and lighting)

**Landscape Plans shall include:**

- All existing buildings and site features to remain;
- Existing and proposed grading
- Paving materials. Existing pavement to remain along with proposed pavement both indicated by layout and paving materials;
- Planting plan, with descriptions of materials. Planting plan identifying the proposed plant material and quantity of each by location on plan; an overall plant list, which at a minimum identifies total quantities of each plant used; botanical and common name for each plant, and size of the plant material at time of installation.

**E. CONFORMANCE WITH DESIGN STANDARDS**

Explain how each of the design standards outlined below has been addressed in the proposal. Applicants shall review the 'Design Review Committee Handbook and Design Guidelines' when preparing this application. Where specific pages within the Guidelines could be referenced to provide a starting point to applicants completing this form, those have been included. The page numbers are intended as an initial point of reference for applicants and are not meant to denote the only pages that refer to a specific item.

1. Please explain if the height of the structure will be affected by the proposed alteration. If so, please explain how the height of this structure relates to the style and character of your structure and the buildings surrounding your property (For guidance please refer to Page 9-18 of the Design Review Committee Handbook and Design Guidelines)..

Existing Building Height Will Remain Unchanged.

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2. Please explain any changes that are proposed for the windows and doors of the structure. If changes are proposed, please explain how the windows and doors selected for your project will be compatible with the architectural style and character of the surrounding area. (For guidance please refer to Page 9-18 of the Design Review Committee Handbook and Design Guidelines)

North building elevation will be altered to replace existing overhead/man doors with new glass door/windows to match those on existing west (front) elevation, so that both elevations will look similar in architectural style and

character. Delivery door will be solid door (for security reasons) and have comparable color to rest of building.

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White glass film will be adhered to inside face of all exterior door and window glass for CCC security purposes.

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3. The **relationship** of building masses and shapes to open space between it and adjoining structures shall be compatible; for example the length and width of a proposed structure should replicate the approximate length and width of neighboring buildings (See page 13-14 of the Design Review Committee Handbook and Design Guidelines for more information) please explain how your proposal accomplishes this general guideline.

N/A. The existing building structure's footprint and height will remain unchanged.

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4. If changes to the roof of your structure are proposed please explain. If changes are proposed, describe how the **roof** design and pitch of the structure will be compatible with the architectural style and character of the surrounding buildings. For example, the roofing material and design should be appropriate for the architectural style of your structure and should be compatible with the buildings surrounding your structure. (See page 13 of the Design Review Committee Handbook and Design Guidelines for more information).

No alterations to the existing building's roof structure (design, pitch or appearance) are being proposed.

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5. If changes to the overall scale of the structure are proposed, please explain. If so, describe how the **scale** of the structure shall be compatible with the architectural style and character of the surrounding buildings. (See page 14 of the Design Review Committee Handbook and Design Guidelines for more information).

N/A. The existing building structure's footprint and height will remain unchanged.

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6. The **facade** line, shape and profile shall blend with other structures in the surrounding area with respect to its dominant vertical and horizontal aspects. If façade alterations are proposed, please explain how the alignment will occur at similar intervals as those of neighboring structures. (See page 14-16 of the Design Review Committee Handbook and Design Guidelines for more information, photographs and sketches that explain this concept).

The building's existing facade line, shape and profile will not change, only its exterior appearance on its north (as previously described), east and south (partial) elevations. The existing east and south (partial) elevations will have their existing white metal refrigeration wall panels replaced with regular stud-framed construction and similar exterior wall siding/color matching the rest of the building.

7. **Signage for projects are covered within the DRC Sign application and process, however, please explain any existing and proposed signage and how the signage relates to the overall architecture of the project.**

- **Signs**, with associated architectural details, materials, colors and textures shall be compatible with the predominant architectural character of the neighborhood, while preserving and enhancing the surrounding area.
- **Advertising features**, including size, location, design, color, texture, lighting and materials, shall not detract from the use and enjoyment of the proposed building and structures and the surrounding properties.

Existing signage of the former occupant (grocery) is no longer on the current building (it had previously been removed). Proposed signage for Applicant will consist of 12" high by 10-foot long building-mounted sign similar to signage of other immediately surrounding businesses. Sign wording shall read the Applicant's business name '253 Farmacy' in 8" high letters. An additional 8" high by 16" long sign will be building-mounted over the main entrance door indicating the building number on Main Street. See Building Elevations and Sign Narrative for more detail on signage proposed by Applicant for this project.

8. **Preservation** of historic, traditional or significant uses, structures or architectural elements shall be preserved to the greatest extent possible during any project. Please explain the methods employed to preserve such features during the design of this project.

Applicant wishes to maintain the current architectural appearance of the existing building to preserve its long-standing recognizable appearance in the neighborhood. Existing north, east and south (partial) elevations will be altered (as previously described) to more thoroughly resemble the building's west (front) elevation that is highly visible along Main Street.

10. **Landscaping** shall enhance the character and appearance of the surrounding area and parking areas shall be located to the side or rear of buildings when possible. Please describe, in detail, the landscaping that is proposed for your project. (The Design Review Committee Handbook and Design Guidelines provide good information on landscaping for specific applications. The Zoning Bylaw, Chapter 25 also contains detailed information on landscaping and buffering requirements. Applicants shall review both documents prior to completing this application.)

Applicant proposes to beautify existing property with environmentally friendly and sustainable landscape plantings.

See attached Landscape Narrative and accompanied Plant Fact Sheets/Photographs proposed for this project.

11. **Lighting** shall be used to enhance appearance of the property, provide for safety and security of the property, and of those visiting the property. Lighting shall be shielded so that it does not cause surrounding properties and roadways to be illuminated and in all cases Dark Skies Compliant lighting is encouraged. Please describe the lighting that is proposed as part of your project (Please see Page 20-22 in the Design Review Committee Handbook and Design Guidelines for more information on lighting selection).

Applicant proposes pole and building-mounted ornamental site lighting that will complement the rustic New

England style architecture of the existing building. The fixtures for this lighting will be shade-type on goose-neck

arms and ornamental poles (where so mounted). Additional security and sign lighting is also proposed. See Site

Lighting Narrative and accompanied Light Fixture Product Sheets proposed for this project.

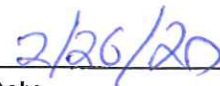
\* Please note: Photographs of existing site and the building can aid the DRC in making its decision.

**Section F. Required Signatures:**

**A. Applicant:**

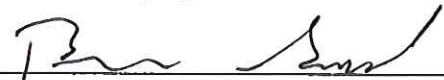


Applicant or Authorized Signatory



Date

**B Property Owner:** I hereby grant permission for the applicant to apply for and make the changes to the premises as proposed above.



Owner or Authorized Signatory



Date

**C. Agent:** If someone is representing the applicant or the owner, the applicant must designate such representative below:

Name of Representative: \_\_\_\_\_

Address of Representative: \_\_\_\_\_

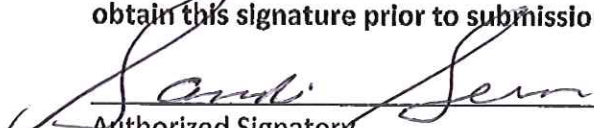
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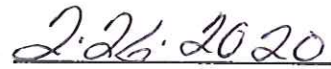
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship of representative to owner or applicant: \_\_\_\_\_

**Finance Director/Tax Collector: I certify that the taxes are current for the above property (applicant must obtain this signature prior to submission of this application)**

  
\_\_\_\_\_  
Authorized Signatory

  
\_\_\_\_\_  
Date



**Design Review Committee Decision:**

**Summary of Recommendations:**

The Design Review Committee has reviewed the above referenced architectural application at its meeting held on \_\_\_\_\_.

The Design Review Committee found that the following with respect to conformance with the Design Guidelines:

**C. CONFORMANCE WITH DESIGN GUIDELINES**

**YES    NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Height                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Relation of building masses and spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | Proportion of windows and doors        |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof shape                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Facade line, shape and profile         |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural detail                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Advertising features                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Heritage                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Historic Features                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting                               |

**D. SUMMARY OF RECOMMENDATIONS**

**Based upon the above findings the application is:**

- Approved as proposed
- Approved with the following comments or modifications: \_\_\_\_\_
- \_\_\_\_\_

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Denied due to the following: \_\_\_\_\_

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Additional Comments of the Design Review Committee: \_\_\_\_\_

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\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

**Zoning Enforcement Officer/Building Inspector Decision:**

Approved as proposed

Approved with the following comments or modifications: \_\_\_\_\_

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Denied due to the following: \_\_\_\_\_

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Authorized Signatory

Date

*Attach Additional Sheets as Necessary*