

# ARCHITECTURAL REVIEW APPLICATION

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For Use by Permitting Coordinator:

Date Received: \_\_\_\_\_

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

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

Application Withdrawn: \_\_\_\_\_

## TOWN OF STURBRIDGE

### ARCHITECTURAL REVIEW APPLICATION DESIGN REVIEW COMMITTEE

REVISED 2/07/11

Site: 365 Main Street

Location (Street Number and Street Name)

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

##### A. Applicant:

Business Name: Caregiver Patient Connection LLC db/a Local Roots

Applicant Name: Michael J. Steitz

Address: 910 Boston Post Road East, Suite 310 Marlborough Ma 01752

Phone: 508 229 7827 Fax: 508 229 8034

Email: mikesteitz@keystonedeu.net

B. Property Owner: Robert Switzer

Address: 26920 Montego Point Ct #102

Bonita Springs, FL 34134

Phone: 978 771 0782 Fax: \_\_\_\_\_

Email: bobswitzer@verizon.net

**C. Agent Information:**

Business Name: Jalbert Engineering

Agent: Leonard Jalbert

Address: 54 Main Street  
Sturbridge, MA

Phone: 508 347 5136 Fax: \_\_\_\_\_

Email: ljalbert@jalbertengineering.com

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

**A. Assessor's Parcel Identification Numbers:**

S 415. 02251. 365

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

See attachment on following page

**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.

See attachment on following page

#### 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 caliper 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
- Proposed new structures

- Handicapped 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)..

See attachment

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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)

See attachment

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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.

See attachment

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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).

See attachment

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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).

See attachment

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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 facade 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).

See attachment

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.

- o **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.
- o **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.

See attachment

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.

See attachment

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.)

See Attachment

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).

See Attachment

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

**Section F. Required Signatures:**

**A. Applicant:**

[Signature]  
Applicant or Authorized Signatory

2/23/20  
Date

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

[Signature]  
Owner or Authorized Signatory  
MANAGING PARTNER, M+R ENTERPRISES, LLC

2/23/2020  
Date

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



#### E. CONFORMANCE WITH DESIGN STANDARDS:

- a. **Height:** The proposed building will have a maximum height of 22 feet as seen from Route 20. The nearest building is Friendly's Restaurant which is located approximate 300' to the west of our location and at base elevation five feet higher than our base elevation. Friendly's total height is approximately 21 feet but appears taller since it is raised above our site and Route 20. The height of our building is well below code (35' for Commercial Zone) and the scale is appropriate for our site and relative to our closest abutter.
- b. **Explain how the proposed windows and doors are compatible with the architectural style and character of the surrounding area:** Applicant is proposing to use 9 over 9 double hung windows with applied exterior grills on the front of the building and right side which are most visible from Main Street/Route 20. This style is consistent with other recent projects in the area (notably CVS and Panera) and with Friendly's, our only direct abutter. This style window and grill pattern is also consistent with the look of historical structures throughout Sturbridge. The doors are only visible from the parking lot and will be typical glass front commercial doors consistent with other retail establishments in the area.
- c. **The relations of building masses and shapes to open space between it and adjoining structures shall be compatible:** Our building is oriented perpendicular to Main Street/Route 20 with parking located on the sides and rear of the building. This is consistent with Friendly's layout and compatible with design guidelines provided in the Design Review Committee Handbook.
- d. **Roof design and material:** Applicant is proposing a 6/12 pitched roof with Certainteed 25 year architectural styles. This is consistent with abutting properties and recently approved new projects, most notably CVS directly across the street.
- e. **Describe how the scape of the structure shall be compatible with the architectural style and character of the surrounding buildings:** Friendly's is the only abutting property that our proposed building relates to in any way. Our proposed building is consistent in height, orientation and architectural style with Friendly's and the extensive landscaping we are proposing will further enhance our property and help with insuring the property adds value to this currently abandoned property.
- f. **The façade line, shape and profile shall blend with other structures in the surrounding area with respect to the dominant vertical and horizontal aspects:** The front elevation is a traditional gable end with historically appropriate roof slope for the Cape style architecture of the building. This elevation is also consistent with Friendly's which presents a gable end to the street and to the CVS located directly across Main Street from our property. The right side elevation is only visible once on the property and it presents an attractive retail frontage with the use of reverse gable dormers at the

entrance to each retail space. A mixture of double hung and plate glass windows adds to the aesthetic appeal of the building while also meeting the needs of the retail establishments. Finally the left side, which is the rear of each retail establishment is a rather plain, blank wall for security and design reasons. While this side is facing vehicles travelling west on Main Street, the applicant is providing extensive evergreen screening so that only a small portion of the upper wall and roof will be visible to anyone travelling west on Main Street.

- g. **Signage:** Applicant has filed a separate sign permit application and a copy of the proposed sign is included with this application as well. The sign will be located at the entrance to the parking lot from Main Street to insure visibility for customers and allow for safe ingress and egress from the site.
- h. **Preservation of historic features:** Not Applicable as this is a redevelopment of a currently vacant site. Applicant has tried to incorporate historically appropriate design elements into their building including clapboard siding, 9 over 9 double hung windows with applied grills, architectural shingles and a traditional Cape style design.
- i. **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:** Applicant has provide landscaping which enhances the streetscape, provides screening where appropriate and meets or exceeds zoning requirements. All parking is located the sides and rear of the building and the parking visible from west bound traffic on Main Street is screened with evergreens.
- j. **Lighting shall be used to enhance appearance of the property, provide for safety and security of the property and those visiting the property:** Parking lot light poles and building mounted lighting is provided to cover all four sides of the building, sidewalks and parking areas. This is a requirement under Massachusetts GL 935CMR500 for adult use marijuana retail establishments as well as a requirement under the Sturbridge Zoning Bylaws. Cut sheets for the exterior lighting is provided as part of this application.



# Town of Sturbridge

Barbara A. Barry, Finance Director

Department/Board/Committee: Planning Board/Zoning Board of Appeals /  
Conservation Commission / Design Review

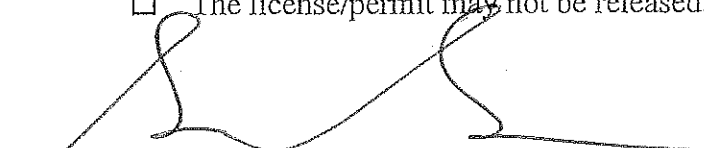
Please verify outstanding tax/fee status for the following property owner:

Property Owner: M & R Enterprises, LLC

Property Location: 365 Main Street

The license/permit may be released.

The license/permit may not be released.

  
\_\_\_\_\_  
Finance Director

2-14-20  
Date

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

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

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                               |
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**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

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Date

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

Approved as proposed

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

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

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Authorized Signatory

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Date

*Attach Additional Sheets as Necessary*