



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Application Withdrawn: \_\_\_\_\_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: [Cornerstone Bank 200 Charlton Road Sturbridge](#)

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

A. Applicant:

Business Name: [Solidus Inc](#)

Applicant Name: [Jennifer Miller](#)

Address: [1450 Main Street East Hartford CT 06108](#)

Phone: [860-838-3874](#) C: [860-250-0176](#) Fax: [860-257-4899](#)

Email: [jmiller@gosolidus.com](mailto:jmiller@gosolidus.com)

B. Property Owner: [Cornerstone Bank](#)

Address: [257 Main Street Southbridge MA01550](#)

Contact: [Altaf Ahmed](#)

Phone: [774-402-0948](#)

Fax: \_\_\_\_\_ Email: [aahmed@cornerstonebank.com](mailto:aahmed@cornerstonebank.com)

**C. Agent Information:**

Business Name: Solidus Inc. \_\_\_\_\_

Agent: \_Jennifer Miller, V.P.of Operations for Solidus \_\_\_\_\_

Address: 1450 Main Street East Hartford CT 06108

Phone: 860-838-3874 C: 860-250-0176 Fax: 860-257-4899

Email: jmillier@gosolidus.com

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

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

\_\_\_\_\_  
\_\_\_\_\_

**B. Please describe the proposed project:** \_\_The proposed project is limited to the partial interior renovation related to non-load bearing partitions, finishes and millwork and some exterior improvements. Exterior renovations are largely limited to the West Elevation and are a replacement of the existing gable entrance overhang. The overhang and columns will be removed, and a new structure built on the existing foundation will be added. Brick columns and a brick tower framing the entrance will support a hardi board-clap board façade. A wood toned Fiberon panel will line the interior of the tower, and new lighting is also included. The exterior skin will be painted and new roofing installed to also match the new entrance overhang color and detailing. There are no site improvements other than the addition of a 2 riser stair on the north side of the existing overhang foundation.

**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 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)..

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The overall height and mass of the proposed improvements is well below the height of the existing structure and below the height of the existing entrance being replaced. The overall proportion of the proposed entrance seeks to improve the character of the existing structure while relating it more to the context of the neighboring structures

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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 Guideline

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~~No existing windows will be replaced. The front entry doors will be replaced to match existing.~~  
Currently the windows are green, representing a dated design trend, they will repainted a dark grey to reflect a simple timelessness, consistent with historic Sturbridge.

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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.

~~The replacement of the existing entrance gable, with the new overhang is intended to blend and balance the existing structure with that of the adjacent structures. The existing structure to remain has colonial- sloped roofs. The new entrance structure visually relates to the existing in mass and finish (clapboards) but connects with the surrounding buildings with flat roofs and a traditional parapet. The length and width of the proposed structure sits on the existing foundation and does not change the original character and footprint relative to length and width.~~

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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).

~~The majority of surrounding structures have flat roofs. The new entrance overhang is intended to connect with those while complimenting the existing sloped roofs to remain.~~

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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).

~~Other than the replacement of the existing entrance overhang, there are no changes to the overall scale of the existing structure.~~

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6. The **façade** 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).

~~A new horizontal line formed by the new entrance façade is below the exiting ridge of the main structure and well below the adjacent properties to the direct north and south of the existing. The tower forms a vertical element whose mass is at the approximate height of the existing ridge. Both of these elements are well below the adjacent structures. An effort to match them in height would overwhelm the existing structure to remain.~~

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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. Signage will undergo a separate DRC application process.**

- ~~The proposed signage however, is mounted to the face of the new entrance overhang tower element.~~
  - **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.
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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.

~~All characteristics of the existing structure resembling historic or traditional features shall remain with out change in detail or mass. There are four "fake" dormer elements on the existing roof which will be removed to simplify the overall composition and avoid conflicts of the new mass to the existing. One of the four dormers is directly behind the overhang and would be "technically infeasible" to retain.~~

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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.)

N/A

There are no planned changes to the existing landscaping or the overall site plan.

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).

. 95% of all the new lighting are recessed down lights. There are 5 exterior mounted low profile, low foot candle accent wall sconces. One on each column. The lamp is shielded by a linen colored silkscreened glass and is accent lighting only

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

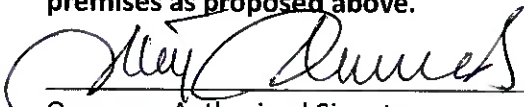
**Section F. Required Signatures:**

**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

11.30.2020

\_\_\_\_\_  
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: \_\_\_\_\_

\_\_\_\_\_

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

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Date

*Attach Additional Sheets as Necessary*