



# Town of Sturbridge Planning Board

Charles Blanchard  
Russ Chamberland  
Dane LaBonte  
Jeff Adams  
Christopher Bouchard  
Michael Chisholm  
Susan Waters

Jean M. Bubon, Town Planner

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## PLANNING BOARD NOTICE OF DECISION SITE PLAN APPROVAL

Date: March 24, 2021

Applicant: Robyn Chrabasz, Facilities Coordinator  
Town of Sturbridge  
308 Main Street  
Sturbridge, MA 01566

Phone: (774)304-1408

Owner: Town of Sturbridge  
308 Main Street  
Sturbridge, MA 01566

Agent: Peter Parent  
CHA  
33 Wilbur Cross Way  
Mansfield, CT 06268

Parcel Information: Assessor's Map 415-02432-501

Zoning Designation: Commercial Tourist District

Property Location: 501 Main Street

Description of Request: The applicant is requesting Site Plan Approval to construct a parking lot on the property located at 501 Main Street. The parking lot will be located on approximately .53 acres of land recently re-zoned Commercial Tourist District. The parking lot will create 25 parking spaces; one of which will be AAB compliant.

The following documents were received and reviewed as part of the initial application submittal on February 17, 2021:

- Completed application for Site Plan Approval dated February 11, 2021;
- Site Plan Approval Checklist;
- Certified list of abutters;
- A document entitled "Drainage Report – Municipal Parking Lot, 501 Main Street, Sturbridge, MA" prepared for Town of Sturbridge – 308 Main Street, Sturbridge,

MA. Prepared by CHA – 33 Wilbur Cross Way, Suite 105, Mansfield, CT 06268. Document is dated October 29, 2020 and Revised December 10, 2020;

- A plan entitled, “Site Development Plan” Plan prepared for: Town of Sturbridge, 501 Main Street, Sturbridge, MA. Plan prepared by CHA – 33 Wilbur Cross Way, Suite 105, Mansfield, CT 06268. Plan Date 10/29/2020, Revised Date 1/21/2021.

Staff Review Comments Received and Reviewed:

- Comments from Earl Dessert, Chief of Police dated March 18, 2021;
- Comments from Mark Augello, DPW Operations Manager dated March 9, 2021;
- Comments from Rebecca Gendreau, Conservation Agent dated March 2, 2021;
- Comments from Lt. John Marinelli, Fire Inspector dated February 18, 2021;

Additional Information Received and Reviewed:

- Specification sheets for the benches, trash receptacles, and light fixtures;
- Sheet 2 of 5 of the Plan Set Revised March 18, 2021.

Applicable Section of Zoning By-Law: Chapter 8 – Commercial Tourist District, Chapter 16 – Groundwater Protection District, Chapter 19 – Intensity Regulations, and Chapter 25 – Site Plan Review.

Date of Meeting: March 23, 2021

Members Present: Charles Blanchard, Christopher Bouchard, Russell Chamberland, Susan Waters, Jeff Adams, Christopher Bouchard, Michael Chisholm and Dane LaBonte.

At the Planning Board meeting of March 23, 2021, a motion was made by Ms. Waters, seconded by Mr. Chisholm and voted 7-0 to grant the Site Plan Approval requested to construct a parking lot on approximately .53 acres of land located at 501 Main Street to serve the existing Commercial Tourist businesses with the following conditions of approval:

1. All construction and improvements shall be in conformance with the plans submitted and approved by the Planning Board. A copy of the approved Site Plan shall be on site or in the possession of the contractor at all times during construction.
2. All State and Local Zoning Bylaws, Building Codes and Regulations must be adhered to.
3. All other necessary permits must be obtained prior to the start of construction.
4. The site shall be kept in a neat and orderly condition throughout the construction process.
5. Exterior construction shall only occur during the hours of 7:00 am to 7:00 pm Monday through Friday and 8:00 am to Noon on Saturday. No exterior construction

shall occur on Sundays or the following holidays – New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

6. The applicant shall notify the Planning Department office forty-eight hours prior to the start of construction.
7. An emergency contact phone list with at least two names and numbers on it be supplied to the Sturbridge Police Dept. and Planning 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.
8. All erosion and sedimentation controls shall be installed as shown on the plan and inspected prior to the start of site work.
9. A pre-construction meeting shall be held at least one week prior to the start of work. Present shall be the applicants, contractors, and other appropriate designees, the Town Planner, DPW Director, Police Chief, Fire Chief, Building Inspector or their designee. The purpose of the meeting shall be to discuss the construction process, appropriate traffic and safety control measures during construction, stockpile of materials, and inspection of erosion controls.
10. An as-built must be provided for all site work including plantings when the work has been completed.
11. The second parking space from Main Street on the Westerly side of the lot shall be graded to accommodate an additional ABA parking space. The parking lot shall be monitored for use and if it is deemed necessary that space shall be marked for handicap use only.

Approval has been limited to matters of Site Plan Review only and not to construction details. Any persons aggrieved by a decision of the Planning Board may appeal to the Superior Court in accordance with the General Laws, Chapter 40A, Section 17.

Charles Blanchard

Charles Blanchard, Chair

3/24/21

Date Filed

cc: Nelson Burlingame, Building Inspector  
Robyn Chrabaszcz, Facilities Coordinator