



VER

Design Review Committee Handbook and Design Guidelines

Town of Sturbridge Massachusetts

Adopted March 22, 2011

DESIGN REVIEW COMMITTEE HANDBOOK AND DESIGN GUIDELINES

This edition of the Design Review Committee Handbook and Design Guidelines represents a complete update of the version that was adopted in 2000. This policy/process is a product of the Town's Expedited Permitting efforts, and is made possible in part by a grant from the Commonwealth's 43D Program.

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TABLE OF CONTENTS

INTRODUCTION: A BRIEF HISTORY OF DESIGN REVIEW	1
PART 1: THE DESIGN REVIEW PROCESS - PROCEDURE FOR APPLICANTS	2
1.1 Who Applies	2
1.2 How to Apply.....	2
1.3 Frequently Asked Questions	7
PART 2: DESIGN REVIEW PRINCIPLES AND GUIDELINES	9
2.1 Two General Principles of Design Review.....	9
2.2 Additions/Alterations and New Construction – Guiding Principles.....	10
2.3 Ten General Guidelines	12
PART 3: DESIGN GUIDELINES - GENERAL APPLICATIONS	20
3.1 The Surroundings.....	20
Taking Action – Guidelines for the Surroundings	20
3.2 Streetscape	22
Taking Action - Guidelines for the Streetscape	23
3.3 The Basics of Buildings	23
Taking Action - Guidelines for the Basics of Buildings	24
3.4 Identity - Signs and Advertising	26
PART 4: DESIGN GUIDELINES - SOME SPECIFIC APPLICATIONS	31
4.1 Historic Sturbridge:.....	31
Taking Action - Guidelines for Historic Sturbridge	32
4.2 The Commercial Corridors	34
Taking Action - Guidelines for Commercial Areas	35
4.3 Big Box Development.....	37
Taking Action - Guidelines for Big Box Development	38
CONCLUSION	41
APPENDIX	I

INTRODUCTION: A BRIEF HISTORY OF DESIGN REVIEW

The Design Review Committee (DRC) General Bylaw, Section 1.30, approved by Town Meeting in 1982, is intended to balance commercial development interests with a preservation of community character and identity. This Design Review bylaw charges the DRC with reviewing the design of any construction or renovation project and all signs within non-residential zoning districts, and making recommendations on their designs to the Director of Inspections. The purpose of this process, as stated in our bylaw, is:

"To preserve for the citizens of Sturbridge, the natural and architectural qualities and historic assets that the Town has developed throughout the years."

The purpose of Design Review Committee is to promote safe, functional and attractive development of business and commercial areas; to preserve and enhance the New England character of the Town's commercial centers and thoroughfares as a valid general welfare concern; to unify commercial (and industrial) properties, both visually and physically, with surrounding land uses; to facilitate a more healthful town atmosphere; to protect and preserve the unique and cultural features within the Town; and to protect commercial and residential property values by enhancing the Town's appearance.

It is hoped that over time, as commercial and industrial development continues to seek out opportunities and to advertise and promote its goods and services, the DRC can help to preserve the Town's streetscape and the inherent qualities of a livable community that have come to identify Sturbridge to its residents, businesses and visitors. Just as business interests project an image or identifying trademark design, so too Sturbridge, through the Design Review Committee, should work to maintain the town's unique quality and identifying characteristics. The standards that are contained in this Design Handbook will enhance the visual appeal of the community that provides a unifying element of design and quality.

In order to fulfill its responsibilities in an efficient and equitable manner, the DRC has adopted the following guidelines and procedures. The DRC intends that all that will use this handbook - residents, business people, and Town officials - will keep the above purposes of design review in mind. The complete Design Review Bylaw is reproduced in Appendix A. Please note that in all cases where this handbook and its guidelines may conflict with other Town of Sturbridge bylaws, all other bylaws shall prevail. Each plan shall be judged on its own merits and should not be considered a precedent.

This document presents the framework for Design Review in the Town of Sturbridge. The narrative of the Guidelines is supported by diagrams, photographs, and sketches of both good (desirable or preferred) and poor (less desirable or less acceptable) examples of design solutions. The goal is to guide the applicant (owner, developer, and designer) to facilitate the review process and to encourage design that both fits in and enhances the character and sense of place in the Town of Sturbridge.

PART 1: THE DESIGN REVIEW PROCESS - PROCEDURE FOR APPLICANTS

This part is included as a service and another resource for design review applicants needing guidance or assistance. All information presented in this chapter, including the "Frequently Asked Questions" section, is believed to be accurate at the time of publication. However, there may be future changes to the applicable laws, regulations or policies that are not reflected in this chapter. In case of any doubt or dispute, the provisions of applicable law will prevail.

1.1 Who Applies

If the place of business or building is located in any Historic/Commercial, PUBD, Commercial, Commercial 2, Commercial/Tourist, Industrial Park or General Industrial Zoning district, a DRC review is required for any of the following:

- **New Construction** of non-residential buildings including new structures and/or landscaping designs in all non-residential districts, prior to the issuance of a building permit.
- **Additions, Alterations or Renovations** of non-residential building that affect ten percent of the street facade or twenty-five percent of the exterior of an existing building in nonresidential districts, or changes the type, style and configuration of windows, doors, porches, or other exterior building elements of an existing non-residential building in the above non-residential districts
- **New Signs or Alterations or Relocation of Existing Signs** unless exempted by other parts of the Zoning Bylaws.
- **In Addition**, DRC review applies in the same instances to properties located in any other zoning district, where the specific use of the property would otherwise be permitted only in a commercial or business zone, but has been allowed by variance, special permit; or the use exists previously as a legal non-conforming use.

1.2 How to Apply

Step One - The Design Review Application

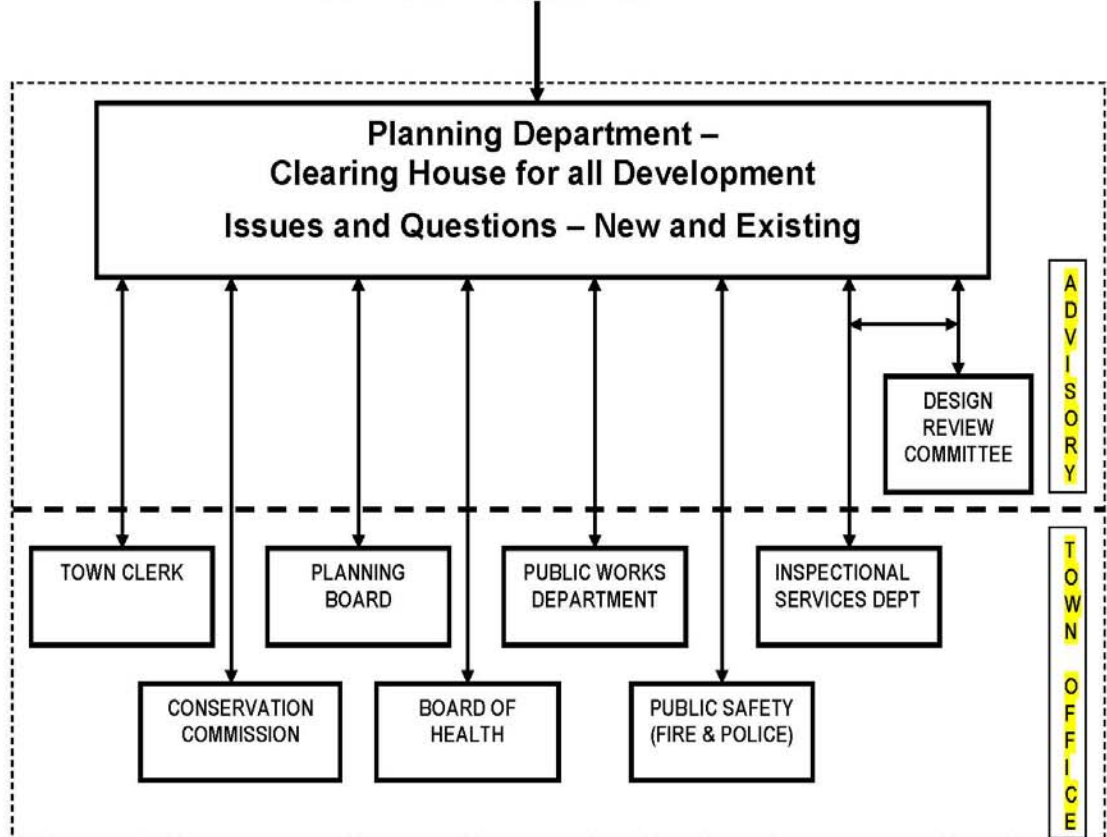
All applications to the DRC are made on either "Architectural Design Review Application" or "Sign Design Review Application" forms available from the Building or Planning Departments in Town Hall (reproduced in this booklet in Appendix **B**). Additional information and assistance can be obtained from Building or Planning departments. Copies of the Zoning bylaws are also available from the Town Clerk.

PROPOSED DEVELOPMENT REVIEW PROCESS* NEW AND EXISTING PROPERTIES



- * The Development Review Process includes:
- New Properties (Projects)
 - Renovation and/or Additions to existing Properties (Projects)

APPLICATION SUBMITTED



Applicants should note that the Planning Department is the Clearing House for all Design Review Applications (for the Application Review Process, see the Flow Chart), and applicants are strongly encouraged to meet with the Planning Department to obtain applicable requirements for the proposed project. Applications for review by the Design Review Committee should be submitted to the Planning Department.

The Architectural Review Application contains background information on the project, the **owner** and the applicant, and asks for a description of how the project addresses each of the ten general design standards listed in the Design Review bylaw. The Sign Review Application requests **only** sign related information in an abbreviated format.

The application should be filled out completely and accurately, including all questions. Answers should explain in detail how the project meets each one of the listed criteria, including reference to the specific renderings or photographs that illustrate the point. The applicant or a representative **must** attend the meeting to present the project. Failure to attend will delay the review of the project.

There is no fee for filing an application, but the DRC cannot review a project until a complete application and supporting information have been filed. Once this information has been filed with the Town Planner, the DRC has 20 Calendar Days to respond. Failure of the DRC to respond within the 20 days is considered a recommendation for approval, unless the DRC has ruled that the application is not complete. In special cases, the DRC may waive strict compliance with its submittal and review requirements, giving its reasons in a record of its meeting and in its decision.

Step Two - Supporting information.

A. Architectural Review:

Requests for architectural reviews are initiated by submittal of a completed Architectural Review Application. (See Appendix B). 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 will need to 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 encouraged 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 fenestrations¹, etc along the same plane, etc).
- 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;

¹ Fenestrations are openings (windows, doors, etc) to an exterior wall of a building (see Section 2.3, Item 2 for a diagram)

- 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.

B. Sign Review

For applications that relate only to signs and not to any other construction, the following submittals are required. At its discretion, the DRC may substitute some requirements with a site visit.

New Signs or Changes to Existing Signs shall include:

- The design of the sign including lettering styles, size, and composition should relate to the architectural style of the building.
- The sign design shall consist of colors, materials, sizes, and shapes, which are appropriate to the facade design, and materials.
- Scale drawings of the proposed sign, (whether the modification of an existing sign, or the provision of a new sign), shall include a plan view and an architectural elevation of each side, one architectural elevation will suffice if all sides are identical. All drawings shall include dimensions indicating the length, width, and height of the proposed signage as appropriate to the information conveyed by plan or elevation. Applicants may wish to review the Town of Sturbridge Zoning Bylaw for detailed information on zoning limitations and requirements for signs prior to designing any new proposed signs. The Bylaw may be accessed on line at the following link
http://www.town.sturbridge.ma.us/Public_Documents/SturbridgeMA_Planning_Documents/Zoning%20Bylaw%202010?FCItemID=S02B54AC5
- A drawing of the proposed structure or sign, including color and type of surface materials, showing front and rear elevations, and side elevations, where there are not adjoining buildings, and floor plans.
- Signs for multi-tenant properties should indicate how the property would be identified to simplify way-finding for patrons/visitors. Signs should be cognizant of Mutual Aid Emergency Services response teams and shall include the street number to facilitate this process. The street number shall be in a font and color that can be easily read by emergency personnel and patrons/visitors.

- A description of the materials, colors, and lighting, (if the sign is to be lit), to be used in the modification of an existing sign or construction of a new sign. The presentation of photographs showing the existing signs to be modified would be helpful.
- A scaled site plan showing property lines, appropriate front, side, and rear yard setbacks as identified in the Zoning ordinance, pedestrian and vehicular access and dimensioned sign location/s. Dimensions should identify the location of the sign relative to property lines and buildings if any exist on the property or on neighboring parcels in the vicinity of the signage.

Step Three - Design Review Committee Presentation

The completed Architectural or Sign Review Application and all supporting materials must be submitted to the DRC via the Planning Department (to the Town Planner in the Planning Department). All applications deemed complete will be posted on the DRC's meeting notice and agenda no later than forty-eight hours before the meeting.

Any supporting materials and/or color samples, shall be brought to the meeting. (If the application is deemed incomplete, a review will not be scheduled and the application will be returned).

Based on compliance with the requirements in the bylaw and the Design Review Committee Guidelines, the project may be recommended either for approval, with or without conditions, or for denial. When a project is recommended to be approved or denied, the applicant, the Inspector of Buildings and the Planning Board, if under a Site Plan Review Application, will receive written notice of the recommendations, together with the reasons for its actions from the Design Review Committee within five working days of the date of the meeting.

1.3 Frequently Asked Questions

How detailed do applications have to be?

- The important point is for the DRC to be able to fully understand each project, and to evaluate it on its own merits. The scope of the project should determine the scope of the submission to the DRC.
- Larger construction projects will necessarily require the oversight and assistance of many Town agencies in addition to the DRC. An application of this type will do well to combine its submissions and provide sufficient detail and clarity so that each agency, including the DRC, is able to analyze the impact of the project and determine its compliance.
- Smaller projects, either new construction or renovation of an existing site, is often less encompassing. A simpler submission, which may only include a hand-drawn rendering of the proposed work or sign, may be sufficient for the

DRC's purposes. However, hand drawn sketches shall be prepared to include the information required in Step Two – Supporting Information shall be provided. If the DRC determines that the hand drawn sketch and supporting materials are not sufficient to allow it to render a decision, the applicant will be required to submit additional materials. The time for the DRC to review and render a decision on the application including the additional materials shall be extended accordingly.

- The intention of design review is not to require every applicant to prepare an equally complex submission.

Is it necessary to provide sample materials?

- Although materials are not absolutely required they are very helpful in visualizing the appearance of a project and can avoid a considerable amount of discussion time. Again, the scope of the project should determine if sample materials would help the DRC in its review.

This is a very complex project. Is it possible to meet with the DRC informally, before preparing a full submission?

- Yes. The DRC, *if its schedule permits*, will meet with applicants on an informal basis prior to the submission of a formal application, and will give comments on preliminary designs or ideas. The DRC, however, will not take formal or binding action at an informal presentation.

Are the decisions of the DRC binding?

- No. The DRC is an *advisory* board to the Director of Inspections. Its function is to review a project for conformance with the design review standards contained in the bylaw and the Design Review Committee Guidelines, and to make recommendations as appropriate to permit-granting authorities. The Director of Inspections, however, is not required to accept the DRC's recommendations, but must notify the DRC and other boards as appropriate of any departures from the DRC's recommendations.

If the DRC recommends changes, are revised drawings showing all of them necessary?

- If the DRC feels that changes are necessary, and if time permits, the applicant must incorporate the requested changes and have its hearing continued. However, the revisions need not always be prepared with the same level of detail as in the initial submission - often, hand- drawn revisions to plans will be sufficient as long as they clearly define the design and/or materials approved by the DRC. When the applicant must proceed to a hearing with the Planning Board under Site Plan Review, the DRC's requested changes are to be considered as design recommendations to the Planning Board and to the

Director of Inspections. In all cases, the DRC's written decision with any attachments shall constitute its recommendation.

In either case, if the Planning Board, the Zoning Board of Appeals or the Special Permit Granting Authority accepts the recommended conditions, then revised plans incorporating the change must be submitted to that agency before a building permit can be issued. Other Town bylaws and procedures mandate the enforcement of any conditions (including conditions recommended by the DRC) which are placed on a building permit by the permitting agency.

PART 2: DESIGN REVIEW PRINCIPLES AND GUIDELINES

The Design Review Committee has adopted two general principles as well as nine general guidelines that it will apply to all projects under its review. Each submittal will be considered on its own merits and will not be considered a precedent.

2.1 Two General Principles of Design Review

The following principles should be looked to first in the preparation or the review of any project:

1. Every effort shall be made to preserve the distinguishing original qualities of a building, structure, or site and its environment.
 - a. The removal or alteration of any historic material, or architectural features, commonly identified as historically significant in the Town, should be avoided.
 - b. The preservation of trees, provided they are sound in health, non invasive, and of a minimum 4 inch caliper in size, should be taken into consideration.
2. Stylistic features, examples of skilled or period craftsmanship, and materials common to those used in historically significant structures in Sturbridge, all of which characterize a building, should be considered. Contemporary design for alterations and additions should not destroy significant historic, architectural or cultural material, and should be compatible with the surrounding environment.
 - a. Construction of new, stand alone, structures should take into consideration the scale, details, color, and material palette, of the historically significant structures in Town.
 - b. New construction, where it fits within the context of neighboring structures, may apply a more contemporary approach to design utilizing a scale and materials, which complement the historical lineage of Sturbridge.

2.2 Additions/Alterations and New Construction – Guiding Principles

Additions and Alterations

1. Any addition to a building or structure shall be compatible with the existing building or structure. The completed project shall fit in with other buildings along the street and/or in the district.
 - A non-character defining elevation of a structure may be added to, provided that the addition in question does not overpower the existing structure visually, nor diminish, conceal, or detract from the structure, nor from the setting of the structure.
 - The materials used for additions shall be compatible with the materials used on the original building. For example, if the original existing building was clapboarded, then any additions to the building shall also be clapboarded. The new clapboarding should have the same dimensions and orientation as the original.
2. Window additions shall be similar in pattern, proportion, and scale, to the existing or original windows.
3. Storm windows and doors may be added to an existing historic structure so as to increase energy efficiency. Any storm windows or storm doors so added shall be installed in such a manner as not to damage existing window casings or doorframes, or existing window sashes or doors.
4. The roof on any addition should have the same or similar pitch as the original or existing roof whenever possible.
5. Structures with existing slate roofs shall be repaired or replaced in kind, where feasible.
 - Alternative slate-like material (color, texture, etc.) may be used subject to review and approval by the DRC.
6. Character defining elements of the original building shall be respected and shall not be altered unless absolutely necessary. Original window or door openings shall not be altered or covered over. Facade details shall not be obscured. The original building entrance shall be preserved.
7. New porches or entrances shall be located so as not to diminish the character of the existing structure to which they are attached, or for which they provide access.
 - No new porch or entrance shall be constructed along or through the street facing facade of an historic building except as part of an accurate full or partial restoration of the building in question. Porches shall be designed to be compatible in size, scale, and style with the existing building to which they

are to be attached.

8. Transformers, meters, pipes, and mechanical or communication-related items shall be located as inconspicuously as possible.
9. Additions required for safety, or for accessibility, such as fire escapes or handicap entrances shall be designed so as to be as compatible as possible with the existing building or structure.

New Construction

- The heights of new buildings shall be similar to the heights of the existing buildings within the district.
- Building setbacks from the street shall meet the minimum setback requirement, but should also strive to provide some variation from those of other existing structures on the same, and opposite sides, of the street and block on which the project is located. The proposed setback should look to create some diversity in the spatial definition buildings provide in the streetscape by minimizing the extent to which the front elevations occur along the same plane. Variances in building setbacks shall occur within a range so as not to necessitate a need for the proponent to request a variance from any of the site and building requirements in the Design Guidelines or Zoning Bylaws.
 - Building setbacks for proposed buildings shall comply with Code.
 - Side setbacks from adjacent buildings shall recognize and compliment the spacing between existing buildings.
 - For non-conforming adjacent buildings, Applicants are encouraged to seek guidance from the Planning Department.
 - Applicants are encouraged to seek a preliminary review with the Planning Department on any situation where the required setback poses a problem, or eliminates a possibility which could benefit both the Town and proponent; as determined by the Town Planning Staff. This review should occur well in advance of any detailed development of, and formal submission of, plans.
- The architectural components, (roofs, windows, siding, etc.), of a proposed building shall reflect the character in; shape, color, and materials, of other buildings in the same neighborhood where such elements have been identified as noteworthy in these Design Review Guidelines.
 - Large structures, (hotels, retail, industrial), should be broken into a series of smaller, interconnected components, where necessitated by function, as identified in these Design Review Guidelines

- Proposed buildings shall be positioned on their lots so as to preserve a pattern of main public entrances facing the street. Where such is not possible the project proponent shall utilize effective site and architectural design to clearly identify the alternative public entry points.
- Applicants (and designers) shall make a concerted effort to break a larger building into components that more closely match other smaller buildings in the respective district. Building elements that should match include size and shape of roofs, windows, wall finishes, etc.
- Exterior siding materials, textures, and colors shall complement the existing buildings in the district.
- Building width and mass of a proposed new building shall be compatible with the width and mass of the existing buildings in the district.
- Proposed new buildings shall be positioned on their lots so as to preserve the pattern of front entrances facing the street.

2.3 Ten General Guidelines

These guidelines are to be treated as minimum standards. They apply to the design and review of any project, and should be enforced unless there are specific guidelines set forth in the remainder of this handbook:

1. **Height:** The height of any proposed alteration should be compatible with the style and character of the surrounding buildings, provided those buildings bear the characteristics and requirements of the zone in which the project is located.

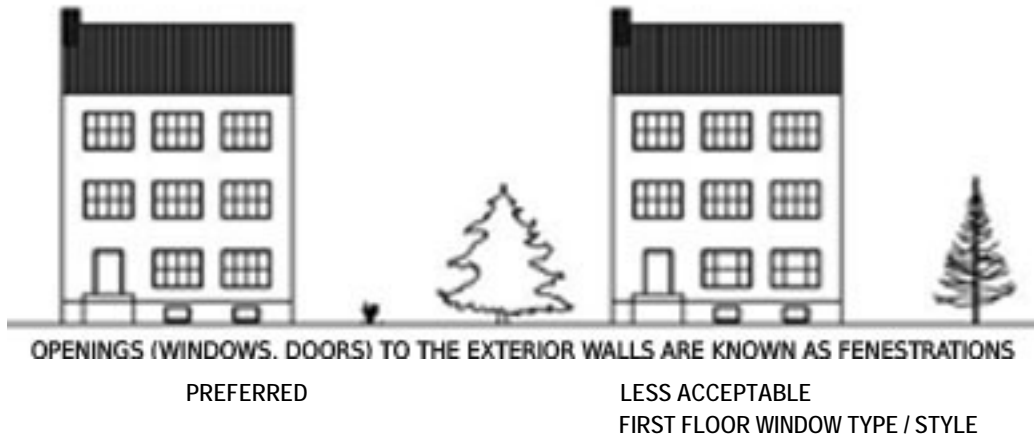


LESS ACCEPTABLE - FLAT ROOF IN PLACE OF PITCHED ROOFS OF OTHER PROPERTIES

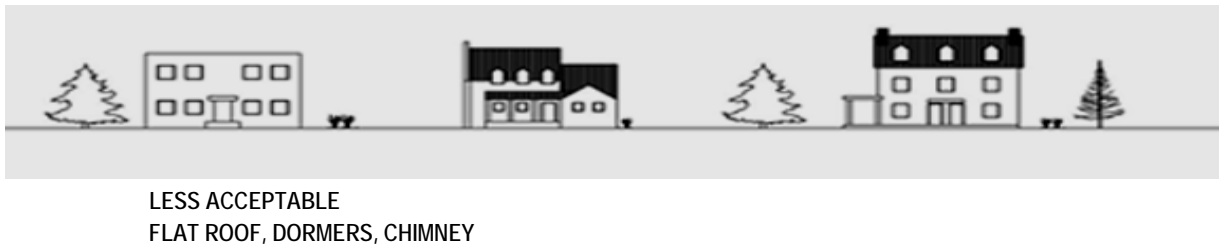
2. **Proportions of Windows and Doors:**

The proportions, **height**, **location**, and relationships between doors and windows should be compatible with the architectural style and character of the surrounding buildings provided those buildings bear the characteristics and meet

the requirements of the zone in which the project is located.



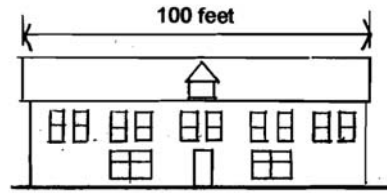
- 3. Roof Shape:** The design and pitch of the roof should be compatible with the characteristics of indigenous or surrounding period architectural styles in general and of neighboring structures in particular. The height of the roof, as measured to its highest point, should be close to that of any neighboring structure, which meets the requirements of the zone in which the project is located. Proposed roofing material shall be cognizant of the history of the Town of Sturbridge and should not detract from adjacent properties.



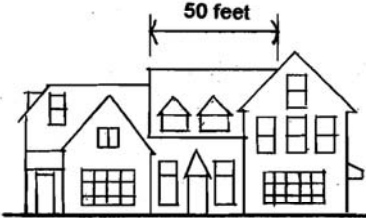
- 4. Relations of Building Masses and Spaces:** The relationship of a structure to the open space between it and adjoining structures should be compatible. The length and width of a proposed structure should replicate the approximate length and width of the neighboring buildings, which meet the requirements of the zone in which the project is located. Proposed buildings significantly larger than neighboring structures; if allowed by, zoning should receive architectural treatments, which have the effect of dividing the larger mass into modules representative of its smaller neighboring structures.



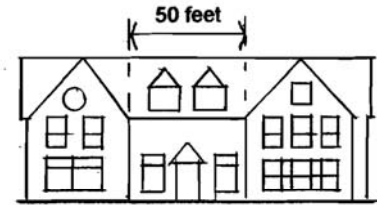
PREFERRED
 Building height varied, use of dormers, eaves, varied roof pitches, and doors at less than 50 foot intervals, all of which combine to reduce the building and roof mass.



LESS ACCEPTABLE
 Building height at roof line is constant for over 50 feet; structure not divided into smaller modules; essentially a single façade and unbroken roof mass for over 50 feet.



PREFERRED
 Roof height, shape and mass varied within a 50 foot interval maximum. Overall structure façade broken up into a series of smaller scaled modules.



LESS ACCEPTABLE
 Façade changes at 50 foot maximum interval, which is good, but roof height and shape are constant for more than a 50 foot run, which is less desirable.

5. **Scale:** The scale of the structure should be compatible with its architectural style and the character of the surrounding neighborhood provided such neighboring facilities meet the requirements of the district in which the project is located.



PREFERRED

LESS ACCEPTABLE
 STRUCTURE #2; COVERED ENTRY PORCH;
 ROOF WITHOUT GABLE

6. **Facade Line, Shape and Profile:** Facades shall blend with other structures in the surrounding area concerning the dominant vertical or horizontal context. New facades shall reflect the general character and alignment of the other structures in the surrounding neighborhood.



PREFERRED
 ORIGINAL RESIDENTIAL USE CHANGED TO RESIDENTIAL AND COMMERCIAL
 REFLECTS HISTORICAL CHARACTER OF TOWN

The stepping in the facade alignment should occur with similar intervals as those present in neighboring structures. Door and window lines shall be compatible with the door and window lines of adjacent properties and shall be in keeping with the history of the Town.



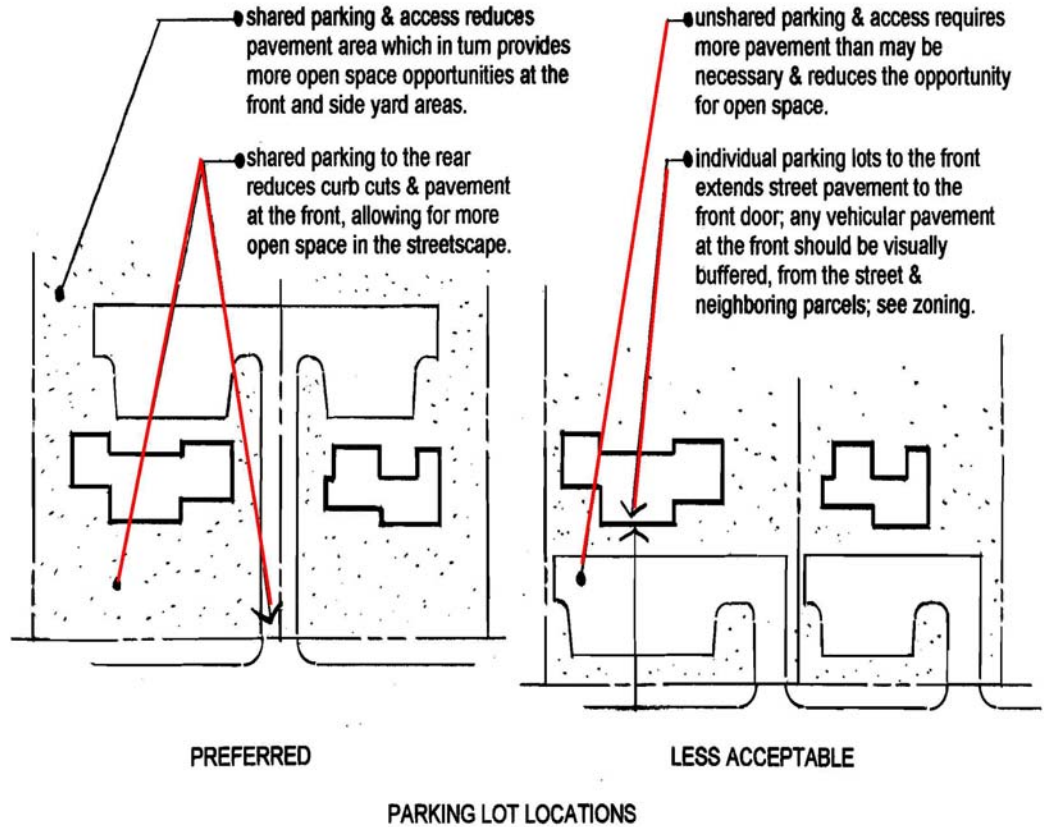
Less Acceptable (Line 3)

More Acceptable (Lines 1 & 2)

RIVERSIDE STREET AND UNIVERISTY AVENUE IN LOWELL, MA (YELLOW LINES)
 SETBACKS VARY FOR PROPERTIES ALONG RIVERSIDE (LINES 1 & 2) VERSUS NEXT STREET (LINE 3)

If the proposed structure is larger, consideration should be given to stepping the facade alignment in modules of similar size to the smaller buildings within the same neighborhood provided those existing structures meet current zoning requirements.

Where facade lines are stepped back, parking should be provided per the following, preferably at the rear of the property.



- 7. Architectural Details:** Architectural details of all proposed structures, including signs, shall be of materials, colors and textures to be compatible with the building's architectural style, and with the neighborhood architectural styles, both of which should reflect and enhance the historical character of the surrounding neighborhood and overall community.



PREFERRED
BUILDING REFLECTS HISTORICAL CHARACTER OF TOWN

8. **Advertising Features:** The size, location, design, color, texture, lighting and materials of all portable and permanent in-place signs and outdoor advertising structures shall not detract from the use and enjoyment of the proposed buildings, structures, and the surrounding properties. These requirements apply to any device used to advertise a service or product or to convey information of an event or notice regarding public health safety or welfare; whether as a stand-alone structure or as applied to any building feature interior or exterior so as to be visible from the exterior of that structure



PREFERRED



PREFERRED
(MORE CONTRAST TO COLORS)

9. **Heritage:** Removal or disruption of historic, traditional or significant uses, structures or architectural elements and mature landscape features shall be minimized insofar as practical. Any site or building structure, bearing historical qualities, which can be restored and adapted for reuse at an expense less than

building a new structure of the same size should be so rehabilitated rather than demolished. Parking should be cognizant of the building's history and should preferably be at the rear of the building.



PREFERRED
RESTAURANT

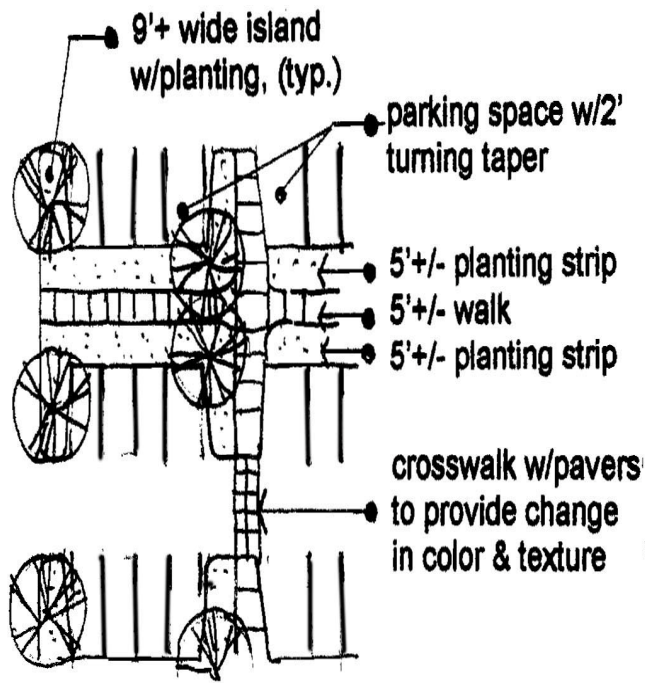


PREFERRED
OFFICE SPACE

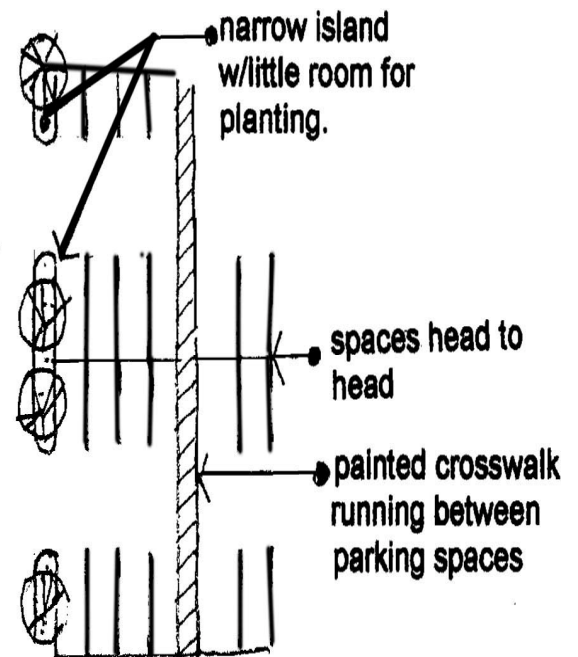
Consideration shall be given to keeping in place, or transplanting, healthy vegetation at or close to, mature size unless the cost of doing so is well in excess of installing new planting to provide scale transitions for the buildings, visual buffers, provide seasonal interest, and to establish outdoor spaces to meet the site design program.

- 10. Landscape:** The landscape should retain or improve the character and appearance of the surrounding area. Parking areas should preferably be located to the side or rear of buildings when space and setbacks allow such an application. Parking areas shall be visually buffered from neighboring uses.

The Board may recommend visual or other buffers in accordance with the Zoning Bylaws. Buffer zones should provide an effective year round visual screen between the two uses. **See the Zoning Bylaws for buffer zones and other landscaping requirements.**



PREFERRED



LESS ACCEPTABLE

- The preferred layout contains ample space for planting and provides well-defined separation between pedestrian and vehicular traffic.
- The pedestrian circulation passes through open space islands. These locations provide pedestrians a safe location from which to judge when it is safe to cross the vehicular travel lanes. These islands should be located and sized to accommodate the use of plant material throughout the entire parking facility. The plant material should be selected and located to provide for shade and visual relief without interfering with snow storage or sight lines of vehicles and pedestrians.
- The five foot wide walkway provides adequate handicapped accessibility, allowing for safe passage of individuals of all abilities; the use of different pavement materials for crosswalks provides a permanent change in color and texture to promote greater visibility and definition of pedestrian crossings of vehicular ways.
- The less acceptable design does not incorporate these design principles. (Also see Zoning requirements for parking layout)

PART 3: DESIGN GUIDELINES - GENERAL APPLICATIONS

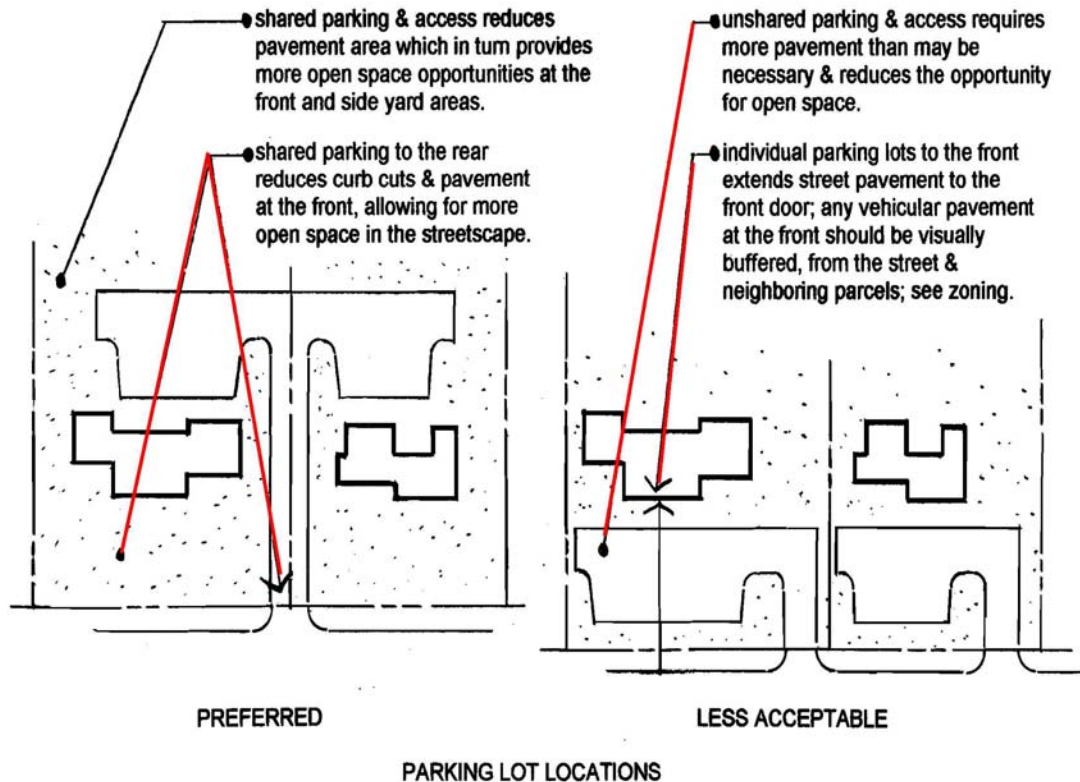
3.1 The Surroundings

The related patterns and appearance of historic uses on and surrounding a site shall influence prospective development. Plans must be responsive to the needs of pedestrian traffic, vehicular traffic patterns, service access, and emergency access. The style and size of nearby historic and well scaled uses should dictate the character of any new uses, buildings, and landscape elements to be provided in the development

Adaptive reuse of historic buildings, rather than razing and rebuilding, is encouraged. Developments should incorporate details of neighboring historic buildings, in scale and spirit if not in replication. Applicants for developments are encouraged to research Sturbridge's historic past to identify architectural and landscape features, as well as events that may deserve replication and commemoration.

Taking Action – Guidelines for the Surroundings

1. Place access to parking areas in areas where such access will have the least impact on existing traffic flow and shall not create a hazard for vehicles entering and exiting the site.



Traffic signals and signage may be needed to create an acceptable entry/exit sequence depending on existing and projected traffic volumes. Such access/egress points shall not be placed in proximity to busy intersections where they can impede traffic flow and create problems with traffic trying to enter or exit the site. Parking areas shall not be placed within the front yard setback.

Screening may consist of one or all of the following; plantings, fencing, and landform. Visual screening should be in effect year round with at least 50% effectiveness during periods where plant material is dormant.

2. Landscaped buffers between the street and parking areas are required under Zoning Site Plan Review Bylaws.

Tree-lined sidewalks at the street front or street frontage without sidewalks should be included. Trees appropriate for the available space and use along a town street may be located within a tree belt of a minimum of 6 feet in width, that being the open space strip between a street, walk and edge of road pavement if provided.

If no tree belt or walk exists the proponent shall look to establish street tree plantings on the property within the public right-of-way or at the front of project parcel. Street trees should be located at 35-50 foot intervals; healthy existing trees in the locations described may be preserved to meet the street tree requirement. Trees should be planted at a minimum of 2 – 2 ½” caliper.

Care should be taken to avoid planting tree directly over buried utilities or under low overhead lines. Where such conflicts exist seek alternate street tree locations at the front of the project parcel/s.

3. Sturbridge's architectural heritage includes some excellent examples of period architecture. Wherever possible preserve and reuse Sturbridge's historic buildings. Incorporate the general character of these historic structures in any new buildings proposed.
4. Allow neighboring architecture when up to the standards of current zoning and reflective of appropriate historic character, to influence the size, shape, style, materials, and detailing of new buildings, parks, and street furnishings. Every effort should be made to “fit in” with the existing fabric of the district, and to enhance the area.
5. Research the town's historic past for clues to significant events or fragments of history in the area. Include features and characteristics reflective of these events in new developments whenever possible.
6. Buildings should adapt to the natural topography instead of fighting it. Whenever the proposed use allows, the building should be designed to adjust to the existing contours of the land to minimize the extent of clearing and regrading required. This approach will help preserve the existing natural

elements, which contribute to the visual and environmental character of the site and surrounding area.

7. The use of pavers, cobblestones, bricks, or textured-stamped concrete is encouraged. These applications generally can be used to repeat patterns and colors found in the historic use of pavement in Sturbridge. Avoid whenever possible large expanses of a plain concrete or asphalt finish. Avoid using materials with textures and finishes that pose a hazard to pedestrian, and especially handicapped, use materials would pose a hazard to pedestrian or handicapped travel. The proponent should review the current State regulations regarding handicapped access to determine if such requirements apply to the proposed project. These regulations are usually put out by the State Architectural Barriers Board.
8. Pedestrian areas within parking lots of larger developments should be well defined. A change to a more pedestrian scaled paving texture at the crosswalks between the parking areas and the building is encouraged so long as it does not pose a hazard. Screening of parking areas, (in excess of 5 parking spaces), with low, medium, and upper canopy plantings appropriate to the task, fencing, and landform, can help avoid the visual unattractiveness of parking areas but should not obstruct safety-related visibility.
9. For Signage refer to IDENTITY.

3.2 Streetscape

The streetscape is one of the primary areas where the urban forest can be accommodated in an effort to restore vegetation lost to development. Street trees can provide shade for paved surfaces, making pedestrian and vehicular use more pleasant, as well as helping to cool runoff temperatures to reduce the impact of drainage on natural water bodies. Trees can also absorb large quantities of water, reducing runoff volumes, as well as reduce carbon levels and produce oxygen. Trees can improve the appearance of a street by providing spatial definition for travel corridors as well as with seasonal color. Consideration to tree selection for such areas should include tree height, branching patterns and strength, potential conflicts with above and below grade utilities and tolerance of urban conditions.

The quantity, height, style, and luminaire, selected for exterior lighting by individual businesses further defines the shape and feel of an entire street. The location of exterior lighting should provide enough light for vehicles and pedestrians to safely see where they are going but to the extent that becomes a nuisance by projecting into areas where it is unneeded or unwanted.

Front and side setback requirements should be followed to help protect sight lines up and down the street with consideration to visibility of all vehicular and pedestrian movements into and along the streetscape.

A streetscape is defined as much by the features, which occur on the parcels along the way as by what happens within the actual street right-of-way. The architectural details of buildings, use of site features such as fences, walls, landforms, and planting, lend variety, interest, and value to the scenery of a street.

Taking Action - Guidelines for the Streetscape

1. The use of plantings, (ground covers, shrubs, and trees), fences, walls, ornamental lighting, as well as appropriately scaled architectural design are all encouraged to define the boundaries of the street and give it scale and atmosphere.
2. All lighting should have controls necessary to limit the distribution of light to where it is needed. Light, which goes beyond the limits of the area to be lit, can be a nuisance and provide distractions. Only very minor levels of light should spill onto abutting properties, or skyward. Flood and area lighting should be used only when it can be limited to on-site areas, which do not lend themselves to other more controllable options. Light should not spill onto the street.
3. Visual screening can also be used to help control the spread of light into areas other than those intended; such screening needs to maintain a high level of effectiveness on a year round basis.
4. Metal halide lamps or lamps that exhibit the same lighting characteristics, should be used whenever possible. Solar-powered lights and low voltage lighting should be considered when it can be used as an effective alternative.
5. Visual characteristics that enhance scale and appearance be employed in the architecture of the building and site. Interesting features such as bays, entry coves, storefront windows, and other human scaled elements along with plantings bollards, seating, kiosks, trash receptacles, and other landscape elements as may provide utility and scale to the streetscape.
6. Applicants are encouraged to consider use of a landscape architect.

3.3 The Basics of Buildings

One of the goals of the DRC is to establish open dialogue between the citizens, various Town Boards and Departments of Sturbridge, and the developer seeking to construct or renovate a building in the Town. The design of a building usually begins with the idea of what suits the community, the site, and the purpose of the building. In the early stages of design, through interaction with the Design Review Board (DRC), Sturbridge citizens and town officials can provide input on the function and appearance of the building as well as the corresponding site design. The goal of the DRC is to encourage early interaction with the Town and Citizenry early on in the planning, design, and engineering, process when changes are less costly than if made later when it becomes far more involved to change layouts and treatments.

A well scaled aesthetic response to project surroundings does not require an exact replication of neighboring buildings identified as setting an appropriate standard for development. Invention and variation are the hallmarks of both progress and artistry. Sturbridge offers many historic examples of the delicate balancing of repetition and variety. The variation in houses around the Town Common shows a subtle sense of innovation, as does the assortment of details, styles, and heights of buildings in the historic area. Sturbridge does have once-startling innovations that now harmonize with their surroundings. Materials, forms, and colors, which may be historic in origin, can be skillfully utilized in more contemporary applications, which may better meet current needs while still providing a connection with the historic past of Sturbridge.

Taking Action - Guidelines for the Basics of Buildings

1. The proposed building should be of an appropriate size to fit with surrounding buildings. Larger buildings, when allowed by zoning and required to meet the design program, should be designed to present a series of modules reflective of the smaller scaled structures in the neighborhood. A building's mass and style should reflect the palette of materials of the structures within both, the distant and immediate surrounding area, without harsh contrasts. The context of the neighborhood's historic character should be considered and reflected in any new structure.
2. Larger structures should avoid large areas in their architectural elevations with little or no change in the overall form, treatment, layout, and height. Structures should avoid garish displays of color, lighting, and any other treatment the sole intention of which is attract attention without regard for the character and quality of life in the surrounding neighborhood. Strive to develop attractive buildings with distinctive characteristics that are compatible with the neighborhood and work well with overall design of the structure.
3. The proposed materials for the building should blend with the materials of the historic and design appropriate characteristics of neighboring buildings. Avoid stark contrasts with the surrounding neighborhood whenever possible. The building materials and color schemes should be evaluated for their attractiveness, appropriateness, and suitability to the surroundings.
4. All proposed building materials should be durable, of good quality, and reflective of the historic character and scale of Sturbridge. Examples of appropriate materials include wood clapboards or shingles, brick, stone, wood trim and shingled **and slate** roofing reflective of slate or shakes. Alternative replications of such materials should be close to the character and color of the original material. The placement of such alternative materials, which imitate the originals, should be appropriate to the proposed use and compatible with the appearance of the original versions of these materials exhibited in the neighborhood. Whenever possible original versions of such materials should be

used unless environmental and maintenance considerations make a strong case for an alternative.

- The use of the following materials are discouraged for use in building rehabilitation or adaptive re-use:
 - Synthetic stucco, vinyl clapboards, metal siding, and metal roofing.
- 5. New buildings should take into consideration; access to natural light, notable views (both on and off site), and existing circulation patterns.
- 6. Pedestrian entrances should be conveniently located to be visible, free of obstructions, appropriately lit, and accessible without jeopardizing the safety of anyone entering or leaving the building
- 7. All new and renovated buildings, and associated appurtenances, should consider the needs and privacy of neighbors and should be properly screened to minimize impact.
- 8. When buildings are constructed in proximity to one another, consideration must be given to maintaining an existing abutting structures' access to natural light; particularly where multiple levels are involved. The architecture of any new use should provide for the flow of natural light into both new and the existing structures at existing levels or levels appropriate to the interior uses.
- 9. Place service and loading areas for buildings in locations where they will minimize interference with adjacent uses. Visually screen both unrelated on site, and off site areas, from service and loading functions in a manner that will be effective year round. Be sure to enclose and visually screen dumpster areas with appropriate materials, such as fencing, brick, ornamental block, or stone walls. Landforms vegetation may also be used to further enhance the visual buffer and direct attention away from the dumpster area.
- 10. The design of building facades should utilize (sound architectural principles to define the base/foundation, all stories, and roofline of the building. Where possible, coordinate color/finishes of facade with signs
- 11. Rooflines should be broken up by direction of pitch and height wherever possible. Dormers can be added to reduce a mass of roof areas. Often times the proposed use will suggest a particular building configuration, which in turn will offer options for the roof layout. The history of building uses on the site may also help suggest patterns for the roof massing which holds the potential for a roof design sympathetic to the scale and layout of historic character and which stands a better chance of blending with the character of the neighborhood and Town overall.
- 12. Consider different window trim and accessories at the base, middle, and upper levels of the building. Use existing historic buildings as guides for

appropriate or attractive window composition. It is important to note that window size and placement for a new structure can vary to address the needs of a new use, but in a more contemporary form. An historic window module can be effectively used in multiples to provide for current day needs while still reflecting an historic pattern.

13. The use of windows, which can be opened to provide natural ventilation, is encouraged wherever possible.
14. Elements and features that emphasize the local historic tradition and character of the Town of Sturbridge are encouraged in all buildings, including residentially scaled buildings.

3.4 Identity - Signs and Advertising

The primary function of a sign is to identify a property or business and direct customers clearly and easily to the desired location. Signage can help to unify the streetscape and provide an attractive component on a building facade by exhibiting characteristics consistent with the type, color, and scale of the building itself as well as follow a common scheme for signage throughout the neighborhood or district. Signage can be used to complement a building's facade as well as the streetscape. This can be accomplished through signage which follows a common theme reflective of the materials, style, and scale, present in the neighborhood overall and more specifically the building the sign will promote.



PREFERRED
WALL SIGNS WITH NAME OF STORE & INFORMATION ON OFFICE SPACE (ROUTE 27, ACTON)

All signs should serve as an integral part of the immediate surroundings. In general, well designed signs increase the visual quality and character of the business being served as well as the Town of Sturbridge. Because they are viewed publicly, signs can either add or detract from the community image. Ground based signage should be located and treated to be an integral part of the overall site design. Building based signage should look as though its placement is a part of the building design; the signage should be in keeping with the structure's design and not appear as an afterthought.

Signs can not only enhance the architecture, but also support the intended function of the business being advertised. Sign type, style, materials and color should be compatible with the building and the site. Sign content should generally be limited to the individual establishment name or place name, however it may also consist of logo or icon. Secondary signs may include some description of services or products sold. All signage should result from a common theme in use of materials, lettering, and lighting.

Signs are of three types: freestanding signs, wall signs, and projecting signs, which include canopies and awnings. Roof mounted signs are not common in Sturbridge and are generally not permitted. Signage works best when designed in association with a vehicular and/or pedestrian entryway.

Taking Action - Guidelines for Sign Identity

1. Types of Signs:

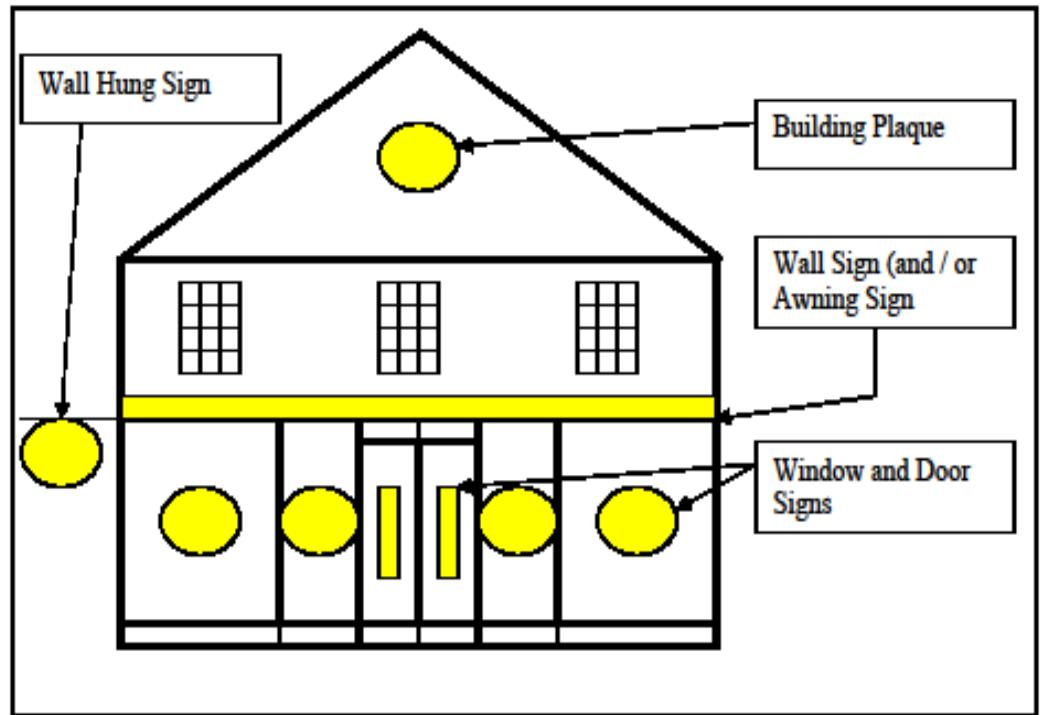
- a. **Freestanding Singular Signs:** Freestanding signs should be incorporated by design and location as a complementary component in the streetscape.



PREFERRED
STORE INFORMATION, STREET NUMBER, LANDSCAPED

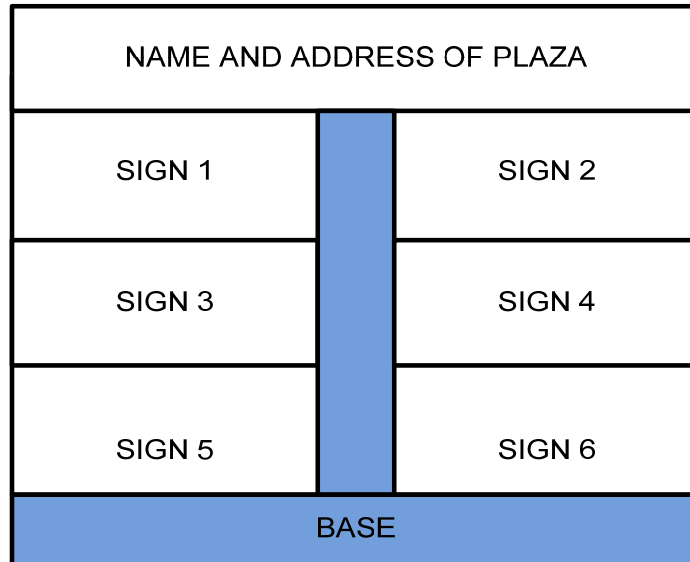
The sign should be located to be visible to those who are headed to that business without disrupting sight lines of traffic or to other businesses; low profile signs such as the one shown below are preferred.

The sign should be integrated into the overall site design; a foundation planting in raised bed or at grade can help provide a softening of the sign base and ground plane. Sign materials should reflect a mix of materials used in the building design, which will further help associate the signage to the building, which it serves. All sign lighting shall be exterior mounted and shall be of an intensity as needed to make the sign readable at night; illumination in excess of such levels is not permitted.



SIGN TYPES

- b. Free standing Ladder Signs: Such signs consist of a series of individual signs hung vertically one after the other and usually represent a number of different businesses at one address.



Landscape around Base with Light Fixtures for Lit Sign

- c. **Signs Mounted Flush on a Building:** Flush mounted Building signs are widely used in the Town of Sturbridge as a means of identification. The location and content of building mounted signs is of primary importance. Building mounted signs are helpful when located over doorways or storefronts especially when in association with entry points. Building mounted signs must be well integrated and should incorporate materials used in existing or proposed building architectural features. The message communicated by the sign should be specific to the businesses it represents. Internally illuminated signs are not permitted; the exterior source of illumination for any sign should be an integrated component of the sign design as an ornamental feature or with the location visually buffered. Sign illumination should be directed exclusively at the sign with little spillage in any direction.
- d. **Signs Projecting Perpendicular from Building Mountings** Projecting signs (signs perpendicular to a wall mount), if small and of high design quality, can be effective and eye-catching. The shape and size of projecting wall signs, where allowable by code and bylaw, should relate to the proportions of the overall structure and more specifically to the portion of the building affected. The overhead clearance of a projecting sign should be a minimum of eight feet as measured from the bottom of the sign to the finished grade directly below the sign.
- e. **Window Mounted Signs:** All window mounted signs, those which communicate directional information, hours of operation, sales information, etc., may not cover more than twenty-five (25%) percent of the area of the

window in which they are mounted, or sixteen (16) square feet, whichever is less.

- f. Portable “Sandwich” Boards: Sandwich boards are small portable signs which have two hinged display panels which, when extended, form a triangle with each panel facing in an opposite direction.



Sandwich Board (Route 20 West)

2. Signs need to be compatible in scale and appearance with that of the building/s with which they are associated as well as the character of the neighborhood and Town of Sturbridge in general.
3. Signs should be designed to present a brief, clear and concise message about the business they serve. They can contain graphics, in support of the text; both graphics and text should be limited to the minimum needed to deliver the message.
4. Signage on a row of storefronts within the same building should all be of a similar material and proportion with lighting levels consistent for each.
5. Ladder signs should be harmonious and share design elements. Colors may vary as needed to represent each business but the text style and materials should be consistent with those of other signs in the sequence. The signs should not be designed to compete with each other. **Ladder signs shall have the street number to facilitate locating the address.**
6. Freestanding signs must conform to the standards defined herein. The overall design should be compatible with the design of the building itself. Features, detailing and materials of the building should be incorporated in the design of the sign. Exposed structural supports are discouraged. Signs should not obstruct

vehicular or pedestrian ways, sight lines of pedestrian or vehicular traffic, or in any way pose a hazard as determined by the Town.

7. Thoughtful landscaping around the base of a sign will enhance the sign and the image of the business and act to obstruct the view of the ground mounted structural supports.
8. Building mounted signs and graphics should be clear and well designed. The style and placement should complement the architectural character of the building.
9. Awnings may be used where allowable and appropriate, for example, in the area of wide sidewalks and to provide shade in areas frequently exposed to long periods of direct sun. Awnings are especially useful when used at any public entry point to a building as a cost-effective way to highlight the entry of a building. Awnings should be of a color to complement the building and be placed with appropriate clearances so as not to interfere with pedestrian or vehicular movements.

PART 4: DESIGN GUIDELINES - SOME SPECIFIC APPLICATIONS

INCLUDING PROJECTS IN HISTORIC AREAS, THOSE LOCATED IN COMMERCIAL AREAS & ZONES, AND THOSE INVOLVING CONSTRUCTION OF LARGE SCALE BUILDINGS, (SUCH AS "BIG BOX RETAIL FACILITIES)

This chapter contains additional guidelines for projects falling into one or more categories: those located in historic area of Sturbridge; those located in the commercial areas of town and projects involving "big-box", or large-scale, construction. Please note that these categories are not exclusive - a single project may be subject to both the Outlying Areas guidelines and the Big-Box guidelines. Any project may be subject to a multitude of guidelines, not all of which may appear in one section. All Design Standard Sections should be reviewed to determine the full extent to which various sections may apply to any one project.

4.1 Historic Sturbridge:

Sturbridge is fortunate to retain one of the hallmarks of a traditional New England town, a well defined, vibrant Town Common surrounded by civic and religious buildings and homes relating to the early period of development and use of commons as New England town and village centers. The commons neighborhood is pedestrian accessible and exhibits the character typical of mid 18th through early 19th century communities.

Sturbridge is not the product of any one historic period; it reflects the changes in use. It is not necessary to strictly and faithfully reproduce these historic styles for every new project. In fact, a "faux" historic building is often worse than a well designed contemporary structure.



The Common – Publick House and surrounding area

Any new construction and renovation should respect the older models, retaining whatever visual and structural characteristics are possible; new construction or renovation should be compatible with the architecture that dominates the area. Project proponents should look to use the patterns, scale and material palettes representative of older historic structures in addressing the needs of more contemporary uses.



Residential Structures along the Common

Taking Action - Guidelines for Historic Sturbridge

1. The building size and exterior finishes should be compatible with the size and character of the existing historically themed buildings in the same area. The overall project, including building and site design, should encourage active street life.

2. Building and site details and amenities should be scaled to pedestrian activity wherever possible.
3. The external illumination of signage is required within the historic districts of Sturbridge.
4. New buildings should seek to replicate the design, height, and setbacks of neighboring buildings, which conform to current zoning standards. Parking should be located to the side and rear of new structures with buffers and lighting as called for in the Standards and Zoning.
5. The material palette of new buildings should replicate the appearance of the materials present in neighboring historic structures. Brick, stone, and wood are good examples of materials consistently found in the exterior finishes of historic structures.
6. Maintain, preserve, and enhance the facades and character-defining architectural features of existing portions of any historic structure to be renovated. Do not obscure or cover over historic components the portions of a structure to remain. Whenever possible historic features of the building parts to remain should be refinished in a manner, which restores the original appearance.
7. The existing historic character of a residential building being converted for commercial use should be maintained; in particular, the residential size, shape and scale of the doors, windows, and roof lines. Front yards should be landscaped and may include a hedge or fence at the street edge. Parking should be accommodated behind the building to whatever extent space and topography permit, and to the side of the structure as a secondary option. Such parking shall be screened from surrounding uses and the street as required by these Standards and Zoning.



8. The use of a “sign band” on the front facade, typical of 18th and 19th century commercial buildings, is encouraged for present day commercial structures. Sign

bands can be defined by a change in facade color and/or material or an articulation of the facade without a change in material or color. Articulation, or division of a sign band relative to an individual store or site, is encouraged on buildings with multiple divisions or modules serving different businesses. Signage in these cases should be integrated with the design of the storefronts, and should avoid obscuring important architectural features.

9. Commercial buildings should be divided so as to present the appearance of street and upper levels as appropriate to the height of the proposed building. The character and appearance of the first and upper stories should be clearly distinguished in the exterior finishes of the building.
10. Maintain, preserve, and enhance, the notable features of quality and historic interest, which contribute to the character of the building and the historic district.
 - a. Residences that are being converted for commercial use often fall within an area, which borders a neighborhood where residential structures of historic significance are still in residential use.
 - b. The area to the other side of such structures has often shifted to predominantly commercial use. It is important that these residential structures, that are to undergo transition to a commercial use, retain the scale and appearance of the historic residential area to help bridge the architectural distinctions between the adjoining residential and commercial areas.

4.2 The Commercial Corridors

The areas currently experiencing the greatest commercial activity are located along the major highway corridors in Sturbridge; Charlton Road, Route 20, and Route 131. Commercial development in these areas is a result of the proximity of similar businesses, as well as commercial demand for highly visible and desirable locations near exits off Route 84 and the Massachusetts Turnpike. Similar demands continue for properties along the corridors connecting Sturbridge with its neighboring communities. Properly controlled development of these areas should result in structures, which set a tone reflective of the historic lineage of Sturbridge. This is particularly important since many of these sites occur at entry points, which can serve as gateways into the Town. The development of these areas will provide visitors with a first and lasting image of Sturbridge.

The DRC's objective is to reconcile the architecture of new proposed buildings and/or building renovations proposed within the "corridor" commercial areas, such as along Charlton Road (Commercial District) and Main Street (Commercial Tourist District), with the more rural historic character, which already exists throughout much of the Districts and the Town. This rural historic character is defined by streetscapes, which create opportunities for pedestrians to comfortably and safely move about, a pattern of

older neighborhood clusters distinguished by smaller scaled 18th and 19th century structures, and site features typical of smaller rural villages.

Good site planning, which provides safe and efficient circulation, are critically important elements in the commercial areas - especially in highly visible locations such as the intersection of major streets. Well designed, landscaped parking lots and a highway corridor, which includes street trees and coordinated signage can improve the quality of the commercial areas. The commercial uses along these corridors can be separated by landscape buffers and screened from adjacent residential areas to provide clear distinctions between uses within the zone and those bordering it.

Taking Action - Guidelines for Commercial Areas

1. Site planning in these areas should follow guidelines, which establish a cohesive character, which reflects the image Sturbridge feels best, defines the Community. Visitors should feel welcome and want to return to further explore and enjoy what Sturbridge has to offer. The theme that appears to be common throughout the Community, and which best represents the image Sturbridge would like to present, is one, which reflects the historic past. This historic theme should appear as a unifying element in all physical development, whether it be a precise replication or a contemporary application using materials, which reflect 18th and 19th century development. Possibilities for circulation via pedestrian movement and public transit should be included in the design of any project along with linkages to open space areas, which might provide a system of pedestrian corridors throughout the Town and beyond.
2. Provide visual buffers, (fencing, landform, plantings), between parking areas and the highway and adjacent uses, making provisions for safe sight lines for traffic entering and exiting the site. Internal roads and pathways interconnecting adjoining sites should be considered to minimize the need to access the highway to travel between sites and to minimize curb cuts. Pathways can provide the opportunity to walk from one site to the next minimizing vehicular use. Any large area of pavement should incorporate landscape features, (open space islands, plantings, clearly defined pedestrian crossings, walkways), which break up large areas into a smaller more attractive series of spaces without significantly sacrificing the efficiencies of operation and maintenance. In some cases shared parking may be possible to reduce pavement area and maintenance costs.
3. Provide perimeter buffers around all commercial lots where they abut street or residential uses.

Such buffers can be provided with one or a combination of elements such as landform berms, plantings, fencing, or even walls, if they are constructed in keeping with the style and character of the buildings



Buffer Solutions (Route 20 East)

4. Provide sidewalks, where possible, to establish good pedestrian connections between businesses. Such walkways should only be provided in the highway R.O.W. when they can be safely accommodated with vehicular movements. Otherwise options to create such access within the site should be explored. Provide sidewalks and pedestrian crossings in large parking lots.
5. Site lighting should be provided using multiple poles/fixtures no greater than twenty (20) feet in height for larger areas, and at or below twelve (12) feet in height for pedestrian areas. Light shall be directed downward with a minimal spillage into adjoining areas, properties, or skyward. Ornamental lighting poles and fixtures, which fit the palette of materials in the building and other site features, should be selected for use.
6. Lighting levels should be of sufficient footcandles to ensure adequate visibility as well as provide for a sense of security within all pedestrian and vehicular areas. Avoid light levels, which result in glare and concentrations of light, which are much brighter than that of the average distribution across the entire area.
7. Buildings and signs should be coordinated in use of materials so as to display an identity common to both, signage and building, and exhibit adherence to a standard common to all signage within that commercial zone or area.
8. In "highway corridor" locations or outlying commercial areas, scale, massing, proportion, roof pitch and style should all work together to visually divide the structure into a series of smaller modules. The materials and colors should reflect the historical palette, which appears throughout Sturbridge if such, can be done without jeopardizing the construction and function of the structure.

9. Larger commercial structures, (generally, those over 4,000 square feet), should preferably be designed so that the architectural elevation with the shortest length is placed perpendicular to the road. This will lessen the visual impact of a large mass from the highway. Exceptions to this include situations where such placement would cause significantly greater disruption to the site and existing vegetation or where the building will be located far enough back from the highway that a wooded band, and or existing topography, of a couple hundred feet in depth will be preserved to deter views of the structure. Parking lots should be located to the side or rear of the lot; small areas of parking, (14 spaces) for visitors and administrative use may be located to the front of the building with visual screening to reduce visibility from the highway.
10. NOTE: Highway commercial is not likely to have much pedestrian character so the relationship between signage and pedestrian scale is strained at best. A statement about signage is valid but more in relationship to preferred sign characteristics. Freestanding signs should be of a permitted size and construction and placed to so as to make the location of the business obvious without interfering with other on and off site functions. For example, sign placement shall not interfere with sight lines at the entry/exit points of the project. See IDENTITY for complete sign guidelines.
11. Exterior wall mounted signs on multi-tenant buildings should be consistent in style and use of materials. This signage should be scaled to read from the closest 6 rows of parking. Wall signage need not be readable from the back several rows of large parking lot with spaces located over one hundred and fifty, (150) feet from the building.

4.3 Big Box Development

Large scale buildings, which utilize corporate prototypical design, can be detrimental to a community and its sense of place. Such structures use a palette of materials that is consistent with the corporate image but which may well be completely out of character with the community in which they are placed. The construction of large buildings in Sturbridge should follow the Standards and Zoning, which define the elements focused on guiding the design to result in an appearance commensurate with the image Sturbridge wishes to present.

These guidelines present a framework to guide the development of large scale structures so they retain the preferred identity and character of Sturbridge while still allowing for an appropriate level of “corporate branding”. Large scale buildings and developments often depend on high visibility from major public streets. This street side identity often carries a significant impact on the overall streetscape. It is also critical that the internal systems for pedestrian and vehicular circulation, within a large scale development consisting of multiple structures, create the opportunity for safe movement of both, within an attractive streetscape setting. It becomes important that any structure, which holds a significant place in the visual landscape of a community, in turn, reflect the image the community wishes to present. It is possible to achieve an acceptable level of community and corporate identity when the two work together throughout the design and construction process.

These guidelines were developed to help ensure that future large scale development fits within the expectations and needs of the Sturbridge community. The standards and guidelines for big box development require the design process responds to a need to for structure/s to reflect the preferred visual and functional characteristics of the Sturbridge Community. The guidelines are intended to establish a creative partnership between the Town and proponent at the outset of project design, so the end product is acceptable to both.

Taking Action - Guidelines for Big Box Development

1. Facades greater than 100 feet in length, measured horizontally, should incorporate wall plane projections or recesses having a depth of at least three, (3), feet at intervals no greater than fifty, (50) feet. No uninterrupted length of any facade should exceed fifty (50) feet.



Facade Breaks – Commercial Office in Marshfield

2. Ground floor facades should have arcades, display windows, entry areas, canopies, awnings or other such features, which create a pedestrian scale, especially at public entries, along no less than 60% of their horizontal length. Buildings should have architectural features and visual patterns that provide interest at the pedestrian scale and incorporate local character and detailing. Large unarticulated masses of wall and roof present an image that is out of character with the overall image of smaller scaled buildings, or building modules, in the case of large structures.

3. Repetitive visual elements at appropriate intervals either horizontally or vertically, should be used to break large masses of wall and roof into a series of smaller modules. This may be accomplished by expressing architectural or structural bays through a change in plane suitable in width, such as an offset, reveal, or projecting rib. Note the requirement that such an unbroken surface extend for no more than a fifty, (50), foot run. All exterior facades should include no less than one of the elements listed below. At least one of the elements must also be repeated horizontally at no more than a fifteen, (15) foot interval:
 1. Color change
 2. Texture change
 3. Material change.
 4. A change in the “plan” alignment of the facade, (a minimum three, (3), foot step forward or back in the wall).
4. Variations in the rooflines should be used to add interest to, and reduce the massive scale of large buildings. Breaks in the surface at an interval, which matches the pattern used on the facade, can help. Gables, overhangs, dormers of an appropriate scale, could also be utilized at proper proportions in keeping with the run and height of roof to reduce the mass.



Roofline Variations – A Tire Store in Marshfield

5. The use of parapets to conceal roof top equipment is required. Parapets should reflect the color and detailing of the architectural components in the building, including the incorporation of three dimensional cornice treatments.
6. Exterior building materials and colors comprise a significant part of the visual impact of a building.

Therefore they should be aesthetically pleasing and compatible with materials and colors in keeping with the historical color palette the Town would like to have followed to maintain an appropriate image for the Community at large.

Exterior building materials should be of high quality including, without limitation: brick, wood clapboards and shingles, wood trim, and stone.



Facade – Colors and Variations of Roof in Great Barrington

7. All facades visible from a public way, adjoining properties, public streets or neighborhood should be carefully designed to contribute to the pleasing scale of the building. The proponent may propose alternative treatments, which must still fit within the color palette of materials used in the other portions of the structure, in cases where a facade is largely obscured from public and private view.
8. Landscape improvements around the building, within the parking areas, and throughout the site could include (plantings, seating, bollards, kiosks, signage), and should be used to provide the following:
 - shade pavement areas to cool pavement and runoff temperatures;
 - divide up large open expanses, (parking), into a series of smaller spaces;
 - provide visual buffers where required and appropriate;
 - provide seasonal interest and impact, (utilize some evergreen materials which will be more visible over the Winter months;
 - to help provide and define entry spaces and seating areas;

- to help define a gateway space for the project entry;
- to visually screen service and loading areas;
- to define separation between vehicular and pedestrian areas;

Note that landscape improvements should not be placed so as to impair visibility for vehicles and pedestrians.

9. Lighting should be selected to provide safe levels of illumination for pedestrian and vehicular use. Lighting for larger expanses, such as parking lots, should not exceed twenty two, (22), feet in height. Lighting for pedestrian areas should not exceed twelve feet in height. The poles and fixtures for both shall be selected to provide cutoffs to light distribution to keep the play of light on site and away from neighboring uses and upward. Lighting fixtures and poles shall also be of a style and character, which complements the architectural theme of the building/s within the project. The use of standard wooden utility poles, flood lights, and cobra mounts is prohibited.
10. Refer to *IDENTITY* for signage.

CONCLUSION

The Design Review Process has been refined since first introduced in 1982. The intent of these regulations is to engage Town officials, Town residents, business owners, and project proponents in an interactive process, which will help Sturbridge, promote and maintain an image consistent with the historic lineage of the Town.

Development covers all spectrums of uses; some of which the Town's forefathers could never have imagined.

We believe it is possible to ingrain the attributes of the Town's architectural past, rooted in the 18th and 19th centuries, at a variety of scales accommodating current residential, commercial, industrial, civic, and recreational uses.

The Committee welcomes all residents to share their views and insights, and extends its appreciation to developers and officials for their invaluable assistance in establishing and maintaining the Design Review process.

APPENDIX

- A. General Bylaws Section 1.3 - Design Review
 - References to other Relevant Town by-laws
 - Zoning;
 - Shade Trees;
 - Conservation;
 - Public Safety

- B. Design Review Forms
 - B-1 Architectural Review Application
 - B-2 Application for Permanent Sign

- C. A Photographic Gallery of Sturbridge Designs

TOWN OF STURBRIDGE BYLAWS

1.30 DESIGN REVIEW COMMITTEE

1.31 PURPOSES

The purposes of this Bylaw are for the regulation of the architectural and landscaping design in the Commercial Districts to preserve for the citizens of Sturbridge the natural and architectural qualities and historical assets that the town has developed throughout the years. The Design Review Committee shall serve as an advisor to the Building Inspector.

1.32 AUTHORITY AND INTERPRETATION

This Bylaw is hereby declared remedial and protective and is to be so construed as to secure the beneficial interest and purpose thereof

1.33 ADMINISTRATION

The Selectmen shall appoint a Design Review Committee consisting of three (3) members and two (2) alternate members. The Board members and alternates shall be appointed for a three (3) year term, with one member's term to expire in each of the three (3) years.

1.34 FUNCTION

The Board shall meet when plans have been submitted for its review. The Board shall determine the acceptability or unacceptability of the plans and notify the Building Inspector of its decision within twenty (20) days of receipt of the plans.

1.35 STANDARDS FOR JUDGING PLANS

The Design Review Committee shall apply the following standards in considering plans. That the:

- (a) Specific site is appropriate for the proposed design.
- (b) Design will not create a hazard for traffic or pedestrians.
- (c) Proposed design is in keeping with the character of the Town in general, and with the specific neighborhood in particular. (As a general guide, considering the historic nature of the central portion of the Town, buildings should be of style which would have been used in the middle of the nineteenth century.)
- (d) Proposed project and landscaping will provide buffers, if required, from the surrounding properties.
- (e) Planned parking is adequate
- (f) Proposed lighting is satisfactory.

- (g) Plans are in accord with other Bylaws of the Town.

1.36 PERMITS

- (a) All new construction of non-residential buildings and/or landscaping in the Commercial, General Industrial and Industrial Park Districts shall be reviewed by the Design Review Committee prior to the issuance of a building permit.
- (b) All non-residential alterations affecting ten (10) percent of the street facade or 25 percent of the exterior of an existing building in a Commercial District will require that the plans be submitted to the Committee for review prior to the issuance of a building permit by the Building Inspector.
- (c) Changes in the exterior plans will require re-submission to the Design Review Committee for review. Design changes without this review shall result in the cancellation of the building permit by the Building Inspector.
- (d) Each plan shall be judged on its own merits and shall not be considered a precedent.

1.37 APPEALS

A person aggrieved by the refusal of the Building Inspector to approve a submitted plan may appeal to the Zoning Board of Appeals.

1.38 SEVERABILITY

If any section, subsection, sentence, clause, or portion of this Bylaw is held, for any reason, to be illegal, invalid, or unconstitutional by any court of competent jurisdiction, such portions shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of any remaining portions hereof.

OTHER RELEVANT TOWN BYLAWS

1. Zoning Bylaws
2. Shade Tree Laws - General Bylaws - Section 6.80
3. Wetlands Protection - General Bylaws - Section 3.5
4. Public Works - General Bylaws - Chapter Six

Appendix B



For Use by Permitting Coordinator:

Date Received: _____

Determination of Completeness: _____

Additional Information Received: _____

Application Withdrawn: _____

**TOWN OF STURBRIDGE
APPLICATION FOR PERMANENT SIGN**

REVISED 3/23/11

Site: _____

Location (Street Number and Street Name)

Section 1. Applicant/Owner/Agent Information:

A. Applicant:

Business Name: _____

Applicant Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

B. Property Owner:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

C. Agent Information:

Business Name: _____

Agent: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Section 2. Basic Site and Project Information:

A. Assessor's Parcel Identification Numbers: _____

B. Proposed Sign Information:

Please provide a general description of the sign and location of the sign (attach additional sheets if necessary):

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

application:

D. Note any special permit or variances granted or denied or in process at this time:

Section 3. Required Application Submittals: 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. The following information must be submitted with the application for a sign permit for new signs and changes to existing signs: (At its discretion, the DRC may substitute some requirements with a site visit).

- A Site Plan showing property lines, setback areas, access points, traffic flow and a scaled site plan showing property lines, appropriate front, side, and rear yard setbacks as identified in the Zoning bylaw, pedestrian and vehicular access and existing buildings and significant site objects and features, and the existing and proposed sign locations shall also be shown.

- A drawing of the proposed structure or sign, including color and type of surface materials, showing front elevations, rear elevations, and side elevations, where there are not adjoining buildings. The drawing should accurately convey the design of the sign including lettering styles, size, and composition. The location, font, and contrasting color of the street number shall be easily read by emergency personnel and patrons/visitors.

- A description of the materials, colors, and lighting, (if the sign is to be lit), to be used in the modification of an existing sign or construction of a new sign. The presentation of photographs showing the existing signs to be modified would be helpful. Samples of the colors of the proposed sign and materials to be used for the construction of the signs and supports shall also be submitted.

- Scale drawings of the proposed sign, (whether the modifications of an existing sign, or the provision of a new sign) shall be submitted, including a plan view and an architectural elevation of each side. One architectural elevation will suffice if all sides are identical. All drawings shall include dimensions indicating the length, width, and height of the proposed signage as appropriate to the information conveyed by plan or elevation. Applicants shall review the Town of Sturbridge Zoning Bylaw for detailed information on zoning limitations and requirements relative to their signage situation prior to designing any new proposed signs. The Bylaw may be accessed on line at the following link:
http://www.town.sturbridge.ma.us/Public_Documents/SturbridgeMA_PlanningDocuments/Zoning%20Bylaw%202010?FCItemID=S02B54AC5

- 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.
- Photographs of existing signage on the site and the building will aid the DRC in making its decision and are required as a submittal.

Section 4. Required Signatures:

A. Applicant:

Applicant or Authorized Signatory

Date

B. Property Owner: I hereby grant permission for the applicant to apply for and erect the signs as proposed on the above referenced property.

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:

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

A. APPLICANT

Name _____

Address _____

Telephone No. _____

B. SIGN DIMENSIONS AND LAYOUT

Overall _____ Area _____
Dimensions

Colors _____

Lettering _____

Materials _____

Other _____

C. CONFORMANCE WITH DESIGN STANDARDS

YES NO

Signs with associated architectural details, materials, colors and textures are 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.

Preservation of historic, traditional or significant uses, structures or architectural elements have been preserved to the greatest extent possible.

D. Summary of Recommendations:

The Design Review Committee has reviewed the above referenced sign application at its meeting held on _____ and the sign(s) as proposed have been:

Approved as proposed

Approved with the following comments or modifications: _____

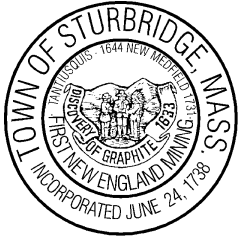
Denied due to the following: _____

Additional Comments of the Design Review Committee: _____

Authorized Signatory

Date

Attach Additional Sheets as Necessary



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 3/23/11

Site: _____

Location (Street Number and Street Name)

Section 1. Applicant/Owner/Agent Information:

A. Applicant:

Business Name:

Applicant Name:

Address: _____

Phone: _____ Fax: _____

Email: _____

B. Property Owner:

Address: _____

Phone: _____ Fax: _____

Email: _____

C. Agent Information:

Business Name: _____

Agent: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Section 2. Basic Site and Project Information:

A. Assessor's Parcel Identification Numbers:

B. Please describe the proposed project:

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.

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)..

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)

-
-
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.

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).

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).

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).

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.

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.

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.)

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).

* 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: _____

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: _____

Denied due to the following: _____

Additional Comments of the Design Review Committee: _____

Authorized Signatory

Date

Attach Additional Sheets as Necessary