
August 31, 2023

Jean Bubon AICP, Town Planner
Sturbridge Planning Board
Center Office Building
301 Main Street
Sturbridge, MA 01566

**Re: Site Plan Review Project Narrative
Proposed ITM Drive-Thru Improvements – Cornerstone Bank
200 Charlton Road, Sturbridge, MA
CMG ID 2023-128**

Dear Members of the Board,

On behalf of Cornerstone Bank (Applicant), CMG is writing this letter to provide a summary of the proposed site improvements to the existing Cornerstone Bank located at 200 Charlton Road in Sturbridge, MA (“the Site”). The Applicant is proposing to demolish the existing ATM’s, teller window, and associated canopy and construct new ITM’s with an associated canopy.

The approximately 4.2-acre Site, identified as assessor parcel 208-02611-200 is located in the Industrial Park (IP) Zoning District. An existing 4,725 +/- s.f. Cornerstone Bank is located in the southeastern portion of the site along the Charlton Road (Route 20) frontage. Paved parking and access driveways surround the facility, which includes drive-through lanes associated with two (2) existing ATM’s and a teller window located on western side of the existing bank. The rear portion (northwestern portion) of the site consists of a pond and wetland tributary associated with Hobb’s Brook. As a result, a 200’ riparian zone and 100’/200’ jurisdictional buffer encompasses the rear portion of the site. The limits of the resource areas were delineated by Goddard Consulting on May 30, 2023 and outlined in the enclosed Wetland Border Report, dated June 6, 2023.

The applicant is proposing to demolish the existing ATM’s and associated concrete islands and canopy. The existing paved drive-thru lanes will be modified to accommodate a satellite canopy with new state of the art ITM’s. The existing teller window will be modified to include an “after-hours” drop off box. The proposal includes removing pavement in order to promote landscape islands and a decrease in impervious area. Due to the reduction in impervious area, the applicant is not proposing changes to the existing on-site stormwater management system. A landscape design is included as part of the submission to better define the additional trees and plantings located in the proposed landscape area.

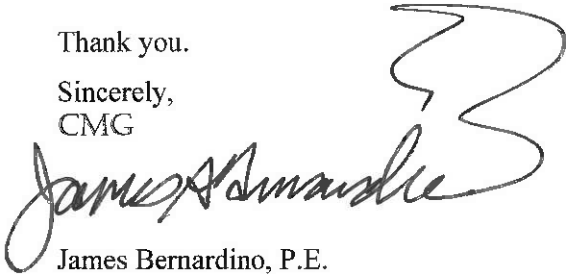
Existing site circulation will be modified to restrict the area on the western portion of the site to be one-way circulation based on coordination with Town Staff. In addition to the drive-through facility improvements, the applicant is also showing future site access modifications (by others) along Route 20 in order to accommodate the proposed traffic signal improvements associated with the Noble Fuels Travel Center located across the street. The RT 20 driveway modification is not part of this proposal. Due to the limited scope of site improvements and no proposed changes to trip generations, a traffic study was not

conducted for this site. No improvements associated with the site lighting are proposed, therefore, CMG is not including a photometrics plan as part of the Plan Set. Further details associated with the improvements are shown in the enclosed site plan entitled, "Cornerstone Bank Proposed ITM Drive-Thru Improvements - #200 Charlton Rd, Sturbridge, MA", prepared by CMG, dated August 31, 2023.

The applicant is submitting the enclosed Site Plan Review Application with the Sturbridge Planning Board in order to allow the proposed site improvements. Please contact myself or Robert Lussier, E.I.T. with any questions or concerns at (774) 241-0901.

Thank you.

Sincerely,
CMG



James Bernardino, P.E.
Principal Engineer



Robert Lussier, E.I.T.
Project Engineer II

Attachment

cc. Cornerstone Bank