

September 25, 2023

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

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

Dear Jean,

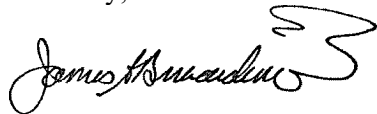
On behalf of Cornerstone Bank (Applicant), CMG is writing this letter to provide a summary of the proposed site improvements to the existing Cornerstone Bank located at 200 Charlton Road in Sturbridge, MA (“the Site”). The Applicant is proposing to demolish the existing ATM’s, teller window, and associated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

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 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. A landscape design is included as part of the submission to better define the additional trees and plantings located in the proposed landscape area. The development will not result in any changes to site lighting, therefore, CMG is not including a photometrics plan as part of the submission.

The applicant is submitting the enclosed Architectural Review Application in order to allow the proposed site improvements. Please contact myself with any questions or concerns at (774) 241-0901.

Sincerely,



James Bernardino, P.E.
Principal Engineer