



# Town of Sturbridge Planning Board

Charles Blanchard  
David Bourbeau  
Brad Goodwin  
Dane LaBonte  
Wally Hersee  
Taylor Stedman  
Susan Waters

Jean M. Bubon, Town Planner

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## PLANNING BOARD NOTICE OF DECISION SPECIAL PERMIT & SITE PLAN APPROVAL

Date: August 30, 2023

Applicant: Ned Collier/ICON Architecture  
101 Summer Street  
Boston, MA 02130

Phone: (617)451-3333

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

Parcel Information: Assessor's Map 415-02433-480

Zoning Designation: Commercial Tourist District

Property Location: 480 Main Street

Description of Request: The applicant is requesting a Special Permit and Site Plan Approval to allow the renovation of and the construction of an addition to the Senior Center and related site improvements, as well as to allow a use that will render more than 15% or 2,500 square feet of the lot impervious, whichever is greater.

The following information was submitted as part of the Special Permit/Site Plan Approval application on May 8, 2023:

- Completed application;
- Certified abutters list;
- Filing Fee;
- "Groundwater Protection District Special Permit & Site Plan Approval for the Sturbridge Senior Center – 480 Main Street, proposed by Town of Sturbridge – May 2023", prepared by Waterfield Design Group;
- "Stormwater Management Plan, Erosion and Sedimentation Control Plan, and Long Term Operations and Maintenance Plan. March 2023" Prepared by Waterfield Design Group;
- A plan entitled, "Sturbridge Senior Center – 480 Main Street, Sturbridge, MA 01518" prepared by ICON Architecture – 101 Summer Street, Boston, MA 02110 and

Waterfield Design Group – 50 Cross Street, Winchester, MA 01890. Dated 3-31-2023, revised 4-13-2023;

- A plan entitled, “Boundary & Topographic Survey” by Bargmann Hendrie & Archetype, Inc. dated 2-13-2020 and revised 2-24-2020;
- Architectural renderings prepared by ICON Architecture – 101 Summer Street, Boston, MA 02110, dated March 17, 2023;
- PARE Corporation Peer Review Document “Re: Sturbridge Senior Center Stormwater Engineering Review Services 480 Main Street Sturbridge, MA (Pare Project No.: 23143.00)” Prepared by John P. Shevlin, P.E., dated 8-17-23;
- Waterfield Design Group Response Letter “Re: Sturbridge Senior Center, Stormwater Engineering Review Services 480 Main Street Sturbridge, MA Response to Engineering Review Comments” Prepared by Jacob R. Murray, PE, LEED AP, dated 8-28-23;
- A plan set entitled, “Sturbridge Senior Center 480 Main Street, Sturbridge, MA 01518 Town of Sturbridge” Prepared by ICON Architecture – 101 Summer St. Boston, MA 02110 & Waterfield Design Group – 50 Cross Street, Winchester, MA 01890, C-101 through C-111, dated 8-21-2023, revised 8-29-2023;

**Other Documents Received/Reviewed:**

- Town Planner Report, dated 6-9-23, rev. 8-21-23;
- Departmental Memos;
- Legal Notice;
- Certificate of mailings;

**Staff Comments Submitted and Reviewed:**

- Jean M. Bubon, AICP, Town Planner dated June 9, 2023 rev. August 21, 2023;
- Nelson Burlingame, Building Inspector dated May 9, 2023;
- Chief Earl Dessert, Police Chief dated May 9, 2023;
- Lt. Jennifer Ashe, Fire Inspector dated May 10, 2023;
- Rebecca Gendreau, Conservation Agent dated May 18, 2023;

**Applicable Section of Zoning By-Law:** Site Plan Approval – Article XIX, Groundwater Protection District – Article V

**Date of Meeting:** August 29, 2023

**Members Present:** Charles Blanchard, Dave Bourbeau, Dane LaBonte, Wally Hersee, Taylor Stedman, Susan Waters and Brad Goodwin (Virtual)

**Vote:**

At the Planning Board meeting of August 29, 2023, a motion was made by Wally Hersee, seconded by Susan Waters and voted 7-0, the Board voted to grant the Special Permit to

allow impervious surface area in excess of 2,500 sq.ft. of the lot and/or 15% of the area (whichever is greater) for the property located at 480 Main Street.


Second, at the Planning Board meeting of August 29, 2023, a motion was made by Wally Hersee, seconded by Susan Waters and voted 7-0 to approve the Site Plan Approval as requested with the following conditions:

1. All construction and site improvements shall be in conformance with the plans and specifications submitted and approved by the Planning Board.
2. All State and Local Zoning Bylaws, Building Codes and Regulations must be adhered to.
3. All other necessary permits must be obtained prior to the start of construction.
4. All final public utility details shall be reviewed and approved by the DPW Director prior to the start of construction.
5. The site shall be kept in a neat and orderly condition throughout the construction process.
6. Exterior construction shall only occur during the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to Noon on Saturday. No exterior construction shall occur on Sundays or the following holidays – New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
7. Police Details, as appropriate shall be arranged by the applicant if needed during construction.
8. An emergency contact phone list with at least two names and numbers on it be supplied to the Sturbridge Police Dept. and Planning Department to be used by the dispatchers, in case of an off hour emergency, prior to the start of the project. The list must be updated whenever necessary for the duration of the project.
9. All erosion and sedimentation control shall be installed as shown on the plan and inspected prior to the pre-construction meeting noted in Condition #10.
10. A pre-construction meeting shall be held at least one week prior to the start of work Present shall be the applicants contractors and other appropriate designees, the Town Planner, DPW Director, Police Chief, Building Inspector, Conservation Agent, or their designee. The purpose of the meeting shall be to discuss the

construction process, appropriate traffic and safety control measures during construction, stockpile of materials, and inspection of erosion controls.

11. The applicant shall notify the Planning Department office forty-eight hours prior to the start of construction.
12. The following dust control measures shall be adhered to throughout the entire construction process:
  - a. Spray disturbed areas with water on dry and windy days as needed;
  - b. Wash vehicles wheels before leaving the site as needed;
  - c. Periodically clean surrounding roadways near the entrance to the site;
  - d. An anti-tracking pad shall be installed and maintained throughout the construction process.
13. Construction monitor reports shall be provided to the Planning Department on a monthly basis until completion of the project. Reports shall be provided by the Engineer of Record and shall detail work completed, any issues encountered and any deviations from approved plans.
14. All excavation and trenching will be in accordance with the State trenching regulation 520 CMR 14.00 Excavation and Trench Safety. The construction area shall be secured using temporary fencing as needed.
15. The Stormwater operations and maintenance plan and site records shall be stored on site (or with the DPW as may be appropriate) to ensure employees are familiar with the demands of the plan.
16. The landscape plan shall include the installation of 5 large caliper shade trees as required by the Community Preservation Committee. The landscaping plan shall be updated to include these shade trees and provided to the Planning Board prior to start of construction. Maintenance is required for all plantings as proposed. The plantings shall be reviewed annually by the owner/applicant and any plant materials requiring replacement shall occur.
17. An as-built must be provided for all site work including plantings when the work has been completed.

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



Charles Blanchard, Chair

8/30/23

Date Filed

cc: Nelson Burlingame, Building Inspector  
Senior Center Building Committee  
Leslie Wong, Senior Center Director  
Robin Grimm, Town Administrator  
Robyn Chrabasz, Facilities Manager