

**TOWN OF STURBRIDGE, MA  
DESIGN REVIEW COMMITTEE**

**MEETING MINUTES  
7 August 2012**

**Meeting Convened:** 7:02 pm

**Meeting Adjourned:** 7:15 pm (motion to adjourn F O'Connell; second: C Forgit)

**Attendees:** Design Review Committee (DRC) – Chris Castendyk, Elaine Cook, Cindy Sowa Forgit, Fran O'Connell, Chris Wilson and Applicants

**Location:** Center Office Building, 2<sup>nd</sup> Floor Main Meeting Room

**Agenda:** 425 Main Street, Unit 5 (Rt. 20) – Mermaids Closet  
Old Business  
New Business

- **Mermaids Closet:** The applicant is requesting approval for a sign that was previously approved for property located at 392 Main Street to be permanently located at 425 Main Street, Unit 5. The owner apologized for missing the meeting on 7.17.12 due to having to deal with a family emergency. She was unsure who to contact, thus the meeting tonight was held to hear this request and review the application.

**Motion to Approve:** C Castendyk      **2<sup>nd</sup> Motion:** C Wilson      **Vote:** Unanimous

**Old Business:**

- **DRC Meeting minutes:** Last meeting on 7.17.2012; approved
- **Sturbridge Cleaners:** Applicant provided the Planning Department color chips for approval as requested by DRC at the 7.17.12 meeting. Cindy Forgit approved the color chips provided by applicant; burgundy and ivory; on behalf of the DRC, as agreed upon at the 7.17.12 meeting so the business owner could get his sign up in a timely fashion to continue to conduct his day-to-day business.

**New Business:**

- **Emergency Contact:** In light of the situation that occurred above with “Mermaid’s Closet” missing a meeting, the DRC would like to propose a protocol procedure. One recommendation, would be to assign a DRC point person for an applicant to contact after hours. Cindy Forgit volunteered her cell phone number, for which she uses for business use. We will discuss with Planning and follow up at the next meeting.
- **Rovezzi’s:** Installed a new sign of different colors. The question was raised if an application had been filed, reviewed and approved by the Town?

**Cc:** Building Inspector; TBD  
Town Planner, Jean Bubon  
Town Administrator, Shaun Suhoski  
Board of Selectmen: Chairman, Tom Creamer

Prepared by: C Forgit