

**MINUTES**  
**City of Wooster Design and Review Board**  
**August 8, 2017**

**I. MEETING CALLED TO ORDER AND ROLL CALL**

John Campbell, Chairman of the Design and Review Board, called the meeting to order. Board members Susan Bates, Dick Deffenbaugh, Louise Keating, Keith Speirs, Dick Kinder, and John Campbell were present at the meeting. Board member Sandra Hull was not present at the meeting. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

**II. APPROVAL OF MINUTES**

Susan Bates moved to approve the Minutes of the July 11, 2017, regular meeting of the Design and Review Board. Louise Keating seconded the motion. The motion carried 6-0.

**III. CERTIFICATE OF APPROPRIATENESS APPLICATION**

***DR-17-26.***

Jeff McElhane of Inventive Sign and Design representing Braking Point Recovery Center requested Certificate of Appropriateness approval for a wall sign at 230 North Market Street in the North Market Street Landmark District.

Dick Deffenbaugh moved to take the application off the table. Dick Kinder seconded the motion. The motion carried 6-0.

John Campbell noted that there was no one present to represent the application. He stated that the "Wooster, Ohio" text and red octagon logo were removed from the sign proposal. Mr. Campbell stated that he was concerned that the removal of the lights might leave a hole or discoloration in the mortar or result in a mismatched brick. He continued that it was not clear from the submitted materials if the lights would be removed. Mr. Campbell stated that the proposed sign did not appear to affect the lights. Mr. Campbell stated that the removal of the lights could be submitted as a separate application.

Mr. Campbell suggested approval of the application with the condition that openings left from the removed lights must match the existing brick and mortar, though he questioned the enforceability of such a condition. He continued that the sign could be approved with the condition that any change to the lights would require the applicant to return to the board for approval.

Louise Keating moved to approve the application as submitted subject to the condition that the existing light fixtures on the front of the building, which were not shown on plans, remain and any changes or removal of light fixtures would be required to come back to the Design and Review Board. Susan Bates seconded the motion. The motion carried 6-0.

***DR-17-27.***

Michael Rumbaugh representing The Salvation Army requested an approval recommendation from the Board for a fence at 437 South Market Street in the C-4 Zoning District.

John Campbell noted that there was no one present to represent the application. Andrew Dutton stated that the proposed 6 foot white vinyl fence would surround an existing playground. Mr. Campbell indicated that there were two fence sections, one up against the building and one up against an existing fence. Susan Bates stated that the Board should approve the application for the safety of the playground.

Susan Bates moved to approve the application as submitted. Dick Kinder seconded the motion. The motion carried 6-0.

**IV. ADJOURNMENT**

Dick Kinder moved to adjourn the meeting. Susan Bates seconded the motion. The motion carried 6-0. The meeting adjourned at 5:40 p.m.

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**John Campbell, Chairman**

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**Carla Jessie, Administrative Assistant**