

MINUTES
City of Wooster Design and Review Board
June 13, 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 Louise Keating, Dick Deffenbaugh, Keith Speirs, and John Campbell were present at the meeting. Commission members Sandra Hull, Susan Bates and Dick Kinder, were absent. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

II. APPROVAL OF MINUTES

Louise Keating moved to approve the Minutes of May 9, 2017, regular meeting of the Design and Review Board. Dick Deffenbaugh seconded the motion. The motion carried 4-0.

III. CERTIFICATE OF APPROPRIATENESS APPLICATION

DR-17-22.

Chris Butdorf of LetterGraphics, Inc. representing Catholic Charities requested sign approval for two freestanding signs at 215 South Walnut Street in the C-4 Zoning District.

Chris Butdorf stated that Catholic Charities was a new tenant in the building and was requesting the replacement of the bottom panel on the primary sign. Mr. Butdorf explained that the sign was an illuminated freestanding sign. Mr. Butdorf stated that he was also requesting a small directional sign on the side of the building.

Louise Keating moved to approve the application as presented. Keith Speirs seconded the motion. The motion carried 4-0.

DR-17-23.

Jan Douglas of Central Christian Church requested approval for the installation of storm windows at 407 North Market Street in the North Market Street Landmark District.

John Douglas stated that the church was requesting permission to install 16 storm windows on the first and second floors of the church. Mr. Douglas explained that Allied Windows from Cincinnati would install the windows. He also noted that the proposed windows would match the existing storm windows on the church.

Mrs. Keating asked if the storm windows would match the rounded arched windows. Mr. Douglas replied that the storm windows would follow the rounded arches.

Louise Keating moved to approve the application as presented. Dick Deffenbaugh seconded the motion. The motion carried 4-0.

DR-17-24.

Byron Manchester of BSHM Architects representing Wooster City Schools Board of Education requested Certificate of Appropriateness Approval for a parking lot expansion at 101 West Bowman Street, an Other Landmark Property.

Byron Manchester stated that the northern basketball court portion of the Cornerstone lot had been used as a parking area for a long time. Mr. Manchester explained that the application was to formally expand parking into the existing basketball court and add additional parking to the west. Mr. Manchester continued that 5,500 sq. ft. of new asphalt would be installed to create an additional 26 parking spaces. Mr. Manchester stated that the school eliminated 16 parking spaces on the west side of the building as part of the renovations to the Early Education Preschool. He indicated that the proposed spaces intended to address parking concerns and make up for the lost spaces.

Dick Deffenbaugh moved to approve the application as presented. Keith Speirs seconded the motion. The motion carried 4-0.

IV. ADJOURNMENT

Louise Keating moved to adjourn the meeting. Dick Deffenbaugh seconded the motion. The motion carried 4-0. The meeting adjourned at 5:40 p.m.

John Campbell, Chairman

Carla Jessie, Administrative Assistant