

MINUTES
City of Wooster Design and Review Board
October 8, 2019

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, John Campbell, Sandra Hull, Dick Kinder, and Keith Speirs were present at the meeting. Board member Louise Keating arrived at 5:34 pm. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

II. APPROVAL OF MINUTES

Sandra Hull moved to approve the Minutes of the September 10, 2019 regular meeting of the Design and Review Board. Susan Bates seconded the motion. The motion carried 6-0.

III. APPLICATIONS

DR-19-33.

Deanna Workinger requested Sign Approval for two freestanding signs on a property located at the southeast corner of North Buckeye Street and Thomen Court in the C-4 Zoning District.

Deanna Workinger stated that the two signs were private parking signs for Critchfield, Critchfield, and Johnston. Ms. Workinger explained that the firm acquired a new parking lot and wanted to put up two signs. She noted that the proposed signs would be were similar to existing signs, though the proposed signs would not exceed 6 ft. in height.

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

DR-19-25.

Randy Robinson requested an approval recommendation for a revised paint color at 235 West Liberty Street in the C-4 Zoning District.

Andrew Dutton stated that the proposal was previously approved in July as part of a project to install an ATM and awning. Mr. Dutton explained that the upper section of the building was previously approved to be painted green to match the awning. He continued that the ATM and the awning were installed, but the top portion was painted beige, matching existing beige on the building.

Board member Louise Keating arrived.

Sandra Hull moved to approve the application as submitted with the revised paint color. Susan Bates seconded the motion. The motion carried 7-0.

IV. DISCUSSION ITEM

Mr. Dutton explained that he was looking for feedback from the Board for the possibility of having all three Planning Board and Commission meetings on the same day of the month. Mr. Dutton stated that the change would have significant benefits as applicants would only have to meet one day per month, the approval process would be expedited, and there would be cost savings in relation to public notices and notices to property owners. He noted that the revised dates would also make it easier for staff and applicants to understand.

Mr. Dutton explained that the proposal would be to have the meetings on the first Thursday or the second Tuesday of the month. He noted that the proposed format on the meeting date would be the Design and Review Board first, the Planning Commission second, and the Board of Building and Zoning Appeals third. Board members indicated they did not have an issue with the proposed reorganization of meeting dates.

V. ADJOURNMENT

Dick Deffenbaugh moved to adjourn the meeting. Susan Bates seconded the motion. The motion carried 5-0. The meeting adjourned at 5:42 p.m.

John Campbell, Chairman

Carla Jessie, Administrative Assistant