

MINUTES
City of Wooster Design and Review Board
November 12, 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, Louise Keating, Dick Kinder, and Keith Speirs were present at the meeting. 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 October 8, 2019 regular meeting of the Design and Review Board. Susan Bates seconded the motion. The motion carried 7-0.

III. APPLICATIONS

DR-19-34.

Aaron Bass requested sign approval for window signs at 212 East Liberty Street in the C-4 Zoning District.

Andrew Dutton stated that the applicant was not available to attend the meeting.

Louise Keating moved to approve the application as submitted. Dick Deffenbaugh seconded the motion. The motion carried 7-0.

DR-19-35.

Jonathan Millea requested an approval recommendation for the demolition of a structure at 228-230 East Henry Street in the C-4 Zoning District.

Andrew Dutton stated that Mr. Millea was not able to attend the meeting and noted that the existing duplex had been purchased by the City of Wooster and was located southwest of the Community Center. He explained that the building was built in 1880 and was not a historic structure. Mr. Dutton continued that the plan was to demolish the structure and return the property to grass. He noted that the demolition would improve sight visibility for vehicles pulling out of the existing alley. Mr. Dutton stated that the site could be incorporated into a future expansion project.

Dick Kinder moved to approve the application as submitted. Susan Bates seconded the motion. The motion carried 7-0.

DR-19-37.

Matt Long requested an approval recommendation for an awning at 419 South Market Street in the C-4 Zoning District.

Matt Long stated that the approval was for the Wooster Glass property on South Market Street. He stated that a box truck had recently collided with the previous awning. Mr. Long explained that the replacement awning would resemble the original awning on the building. Mr. Long continued that the new material and design of the awning were represented in the packet.

Sandra Hull moved to approve the application as submitted. Louise Keating seconded the motion. The motion carried 7-0.

DR-19-38.

Paul Magee requested sign approval for wall signs and an approval recommendation for awnings and painting at 217 East Liberty Street in the C-4 Zoning District.

Chris Butdorf stated that the desire was to lighten and freshen up the building. He noted that the doors would become black, a new style awning would be installed and lettering would be added.

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

DR-19-39.

Amanda Diaz requested Certification of Appropriateness approval for a wall sign and a window sign at 150 West Liberty Street in the Public Square Landmark District.

Ken Stiffler proposed a revision to the submitted sign package, which was distributed to the Board. He stated that the revised sign was a flat aluminum composite board. Mr. Stiffler stated that the colors would be the burnt orange and maroon with a cantina feel. He stated the window signage would remain as shown in the Board's packet.

Dick Deffenbaugh moved to approve the application as resubmitted and suggested. Louise Keating seconded the motion. The motion carried 7-0.

DR-19-40.

Ken Stiffler requested sign approval for wall sign at 335 East Liberty Street in the C-4 Zoning District.

Ken Stiffler stated that the proposal was for a permanent sign. He explained that the sign would be an 82 in. by 96 in. dimensional aluminum composite sign. Mr. Stiffer indicated that there would be a circular background with ½ in. PVC letters attached to it. Mr. Stiffler continued that the sign would be externally illuminated by existing lighting.

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

DR-19-41.

Pete Prosser requested an approval recommendation for two awnings at 243 East Liberty Street in the C-4 Zoning District.

Andrew Dutton stated that the applicant was not available to attend the meeting.

Louise Keating moved to approve the application as submitted. Sandra Hull seconded the motion. The motion carried 7-0.

IV. DISCUSSION ITEM

Mr. Dutton stated that the proposal previously discussed was to have all three Planning Board and Commission meetings on the first Thursday of the month in 2020. He noted that the Design and Review Board would meet first at 5:30 pm. Mr. Dutton stated that the meeting times would be flexible in case of large meeting agendas. He continued that proposal was for discussion and would be proposed for adoption at the Board's December meeting. Board members were in agreement with the proposed schedule.

V. ADJOURNMENT

Sandra Hull moved to adjourn the meeting. Susan Bates seconded the motion. The motion carried 7-0. The meeting adjourned at 5:55 p.m.

John Campbell, Chairman

Carla Jessie, Administrative Assistant