



City Hall  
1<sup>st</sup> Floor Council Chambers  
538 North Market Street  
Wooster, OH 44691

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# City of Wooster Design and Review Board

## Regular Meeting Agenda

April 2, 2020 - 5:30 p.m.

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I. Roll Call

II. Approval of the February 6, 2019 Meeting Minutes

III. Applications

DR-20-04 Merle Stutzman requesting Certificate of Appropriateness approval for five attached residential homes at 230 North Market Street in the North Market Street Landmark District and approval recommendation for five attached residential homes at 237 North Walnut Street in the C-4 zoning district.

DR-20-05 Dan Fought requesting Certificate of Appropriateness approval for a wall sign at 140 South Walnut Street in the Public Square Landmark District.

IV. Adjournment

**THIS MEETING WILL BE HELD BY CONFERENCE CALL**  
**SEE THE FOLLOWING PAGE FOR MORE INFORMATION**  
**TO ATTEND THIS MEETING BY PHONE**  
**Call: 857-444-6500 or 302-202-5900**  
**When Prompted Enter the Access Code: 437-133-620 #**

# City of Wooster Design and Review Board

## Meeting Information

April 2, 2020 - 5:30 p.m.

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### I. Meeting Format

Due to the effects of the Covid-19/Coronavirus, the April Design and Review Board meeting will be conducted via conference call

### II. Who Can Attend the Meeting

- **The meeting is open to the public and anyone can call in to join the meeting**
- The meeting will also include at least four Board members, city staff and applicants for agenda items

### III. How to Attending the Meeting

- To join the meeting call: 857-444-6500 or 302-202-5900
- When prompted, enter the Access Code: 437-133-620#

### IV. General Meeting Procedure

- The Chair of the Board will oversee the meeting
- The Chair will indicate when those present may speak  
Example: "Is the applicant present to outline the application"
- First time speaking – Applicants and the public addressing the Board must state their name, address and affirm to tell the truth
- Speaking any time – Prior to speaking, **everyone speaking must state their name** so it is clear who is speaking

### V. Voting

- All votes must be taken by a roll call vote, not a voice vote
- Four votes of approval are necessary to approve an application