

MINUTES
City of Wooster Design and Review Board
December 3, 2020

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, John Campbell, Dick Deffenbaugh, and Keith Speirs were initially present at the meeting. Board members Sandra Hull and Dick Kinder joined the meeting as noted below. Board member Louise Keating was not present. 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 November 5, 2020, regular meeting of the Design and Review Board. Dick Deffenbaugh seconded the motion. The motion carried 4-0.

III. APPLICATIONS

DR-20-44.

Myron Swartzentruber requested Certificate of Appropriateness approval for new windows and the replacement of windows at 151 North Market Street in the Public Square Landmark District.

Myron Swartzentruber, 151 North Market Street, stated that the proposal was to replace 27 existing windows with the same style as the current windows. He explained that the window grid would be a little wider in the middle, but the windows would be aluminum and the same color and style as the existing windows. Mr. Swartzentruber continued that four new windows were proposed on the south side of the building to improve an existing conference room. Mr. Swartzentruber stated that the windows would be 72" by 48".

Sandra Hull joined the meeting.

Keith Speirs moved to approve the application as submitted. Susan Bates seconded the motion. The motion carried 5-0.

DR-20-45.

Ken Stiffler requested sign approval for wall signs at 116 East South Street in the C-4 Zoning District.

Ken Stiffler, 1537 West Old Lincoln Way, stated that the proposed signs were 4' by 8' above each of the entrances on the corner. Mr. Stiffler explained that there were two entrances on the south side of the building and one entrance on the west side of the building. Mr. Stiffler continued that the sign would be composed of a contoured cut aluminum composite board and would be red, white, and blue in color.

Dick Deffenbaugh moved to approve the application as submitted. Susan Bates seconded the motion. The motion carried 4-1 with Sandra Hull voting no.

DR-20-46.

Micheal Workman requested sign approval for a wall sign and freestanding sign face replacements at 206 Beall Avenue in the C-4 Zoning District.

No one was present representing the application.

Sandra Hull moved to approve the application as submitted. Susan Bates seconded the motion. The motion carried 5-0.

IV. Meeting Schedule and Chair/Vice Chair Selection for 2021

Dick Kinder joined the meeting.

John Campbell made a motion to accept the 2020 meeting schedule calendar as proposed. The motion passed unanimously, 5-0, with Mrs. Bates unable to respond due to technical issues.

Sandra Hull nominated John Campbell as Chair of the Board and Dick Kinder nominated Sandra Hull as Vice-Chair of the Board. The motion passed unanimously, 5-0-1, with Mrs. Bates unable to respond due to technical issues and Mr. Campbell abstaining.

V. ADJOURNMENT

Sandra Hull moved to adjourn the meeting. Dick Kinder seconded the motion. The motion carried 6-0.

John Campbell, Chairman

Carla Jessie, Administrative Assistant