

**MINUTES**  
**City of Wooster Design and Review Board**  
**March 4, 2021**

**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, Louise Keating, and Keith Speirs were initially present at the meeting. Board members Sandra Hull and Dick Kinder were 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 December 3, 2020, regular meeting of the Design and Review Board. Louise Keating seconded the motion. The motion carried 5-0.

**III. APPLICATIONS**

***DR-21-01.***

Kaylee Pritchett requested sign approval for a wall sign at 236 South Market Street in the C-4 Zoning District.

Kaylee Pritchett, 2563 Victoria Street, stated that there would be white wooden block letters above the windows and door. Ms. Pritchett stated that the letters would be flat.

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

***DR-21-02.***

Tim Monea of the City of Wooster requested Certificate of Appropriateness approval for the replacement of exterior lighting at 538 North Market Street in the North Market Street Landmark District.

Tim Monea, 821 Northwestern Avenue, stated that the City was proposing to replace the parking lot lighting at the municipal building. Mr. Monea explained that the parking lot was currently lit by a combination of wall mounted and pole mounted lighting. Mr. Monea continued that existing freestanding light poles were in bad shape.

Mr. Monea stated that the new lights would be down lit, as the code requires. He explained that the City would replace the 2 poles in the westernmost parking lot in the back of City Hall. Mr. Monea continued that the lighting on the fire station would be removed and pole mounted lights would light up the parking lot. He noted that the new lighting would be LED lighting.

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

***DR-21-03.***

Dan Fought requested Certificate of Appropriateness approval for a wall sign and exterior painting at 130 South Market Street Landmark District.

Dan Fought, 514 E. South Street, stated that the sign would be above the windows and door and would include a design element. Mr. Fought explained that the stripes would be painted above the windows, but would not be painted below windows as shown in the submitted plans. He noted that the area below the windows would be black. Mr. Fought continued that the sign was black with light pink and white lettering.

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

***DR-21-04.***

Ken Stiffler requested Certificate of Appropriateness approval for wall signs and window signs at 127 West Liberty Street in the Public Square Landmark District.

Ken Stiffler, 1537 West Old Lincoln Way, stated that the window signs would be bright green and red and incorporate white lettering. Mr. Stiffler explained that the window lettering would be on each of the unit's front windows.

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

***DR-21-05.***

Ken Stiffler requested sign approval for a wall signs, window signs, and a building covering at 213 West Liberty Street in the C-4 Zoning District.

Ken Stiffler, 1537 West Old Lincoln Way, stated that the overlay on the front of the building would be a black aluminum composite board with brushed aluminum lettering. Mr. Stiffler explained that the window lettering and logo would be white.

Dick Deffenbaugh moved to approve the application as submitted. Louise Keating seconded the motion. The motion carried 5-0.

**IV. ADJOURNMENT**

Susan Bates moved to adjourn the meeting. Louise Keating seconded the motion. The motion carried 5-0.

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**John Campbell, Chairman**

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**Carla Jessie, Administrative Assistant**