

MINUTES
City of Wooster Design and Review Board
August 3, 2023

I. MEETING CALLED TO ORDER AND ROLL CALL

Sandra Hull, Vice Chairman of the Design and Review Board, called the meeting to order. Board members Dick Deffenbaugh, Dick Kinder, Sandra Hull, Louise Keating, Keith Speirs, and Gretchen Tefs were present at the meeting. Board member John Campbell was absent. Vincent Marion, Planning and Zoning Manager represented the City of Wooster.

II. APPROVAL OF MINUTES

Louise Keating moved to approve the Minutes of July 6, 2023, the regular meeting of the Design and Review Board. Dick Deffenbaugh seconded the motion. The motion carried 6-0.

III. APPLICATIONS

DR-23-16.

Tonya Jefferson requested approval for wall signs and a new door canopy at 224 East Liberty Street in a C-4 (Central Business) zoning district (non-landmark).

Tonya Jefferson stated that she brought a smaller ACM panel with white lettering on a black background the panel also included a logo that will be mounted on the building. Ms. Jefferson explained that a black canopy was added above the back door.

Keith Speirs moved to approve the application as submitted. Gretchen Tefs seconded the motion. The motion carried 6-0.

DR-23-17.

Erin Stiffler of Sign Design requested approval for a freestanding sign at 367 West Liberty Street in a C-4 (Central Business) zoning district (non-landmark).

Erin Stiffler, Sign Design, 1537 West Old Lincoln Way, stated they were adding a sign for a multi-tenant building in the secondary half of the building and replacing the existing poles with new treated posts with white PVC sleeves. Ms. Stiffler explained that the existing redwood chiropractic sign was placed underneath with a new aluminum composite sign right above it and 66 inches in total height, staying in the exact location.

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

DR-23-18.

Christian Butdorf requested a Certificate of Appropriateness for two wall signs with lighting at 102 South Market Street in a C-4 (Central Business) zoning district (landmark).

Christian Butdorf, Lettergraphics, 400 West Market Street, Orrville, stated that a well-known building downtown with a name change and changing out the letters to the existing sign. Mr. Butdorf explained that the business was seeking a better lighting option for the north side of the building sign facing Liberty Street. Mr. Butdorf continued that a panel on both sides of the building with a natural stone color to match, and during the day, you will see Briggs and Starr letters, and then at night, the sign will be lit with a halo soft lighting.

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

IV. ADJOURNMENT

Louise Keating moved to adjourn the meeting. Gretchen Tefs seconded the motion. The motion carried 6-0.

Sandra Hull, Vice Chairman

Carla Jessie, Administrative Assistant