

MINUTES
City of Wooster Design and Review Board
February 1, 2024

I. MEETING CALLED TO ORDER AND ROLL CALL

The meeting was called to order. Board members James Fox, Jill Munro, Gretchen Tefs, and Shannon Waller were present. Board members Kris Boone and Daniel Kirk were absent. Vincent Marion, Planning and Zoning Manager, represented the City of Wooster.

II. CHAIR/VICE CHAIR SELECTIONS FOR 2024

Jill Munro motioned to elect Shannon Wallter as Chairman of the Design and Review Board. Gretchen Tefs seconded the motion. The motion carried unanimously 4-0.

Jill Munro motioned to elect James Fox as Vice Chairman of the Design and Review Board. Gretchen Tefs seconded the motion. The motion carried unanimously 4-0.

III. APPROVAL OF MINUTES

James Fox moved to approve the Minutes of December 7, 2023, the regular meeting of the Design and Review Board. Jill Munro seconded the motion. The motion carried unanimously 4-0.

IV. APPLICATIONS

DR-24-1.

Paul Magee of LetterGraphics requesting approval of wall and window signs at 211 East Liberty Street in a C-4 (Central Business) zoning district (non-landmark).

DR-24-2.

Paul Magee of LetterGraphics requesting approval of window signs at 217 East Liberty Street in a C-4 (Central Business) zoning district (non-landmark).

Paul Magee, LetterGraphics, 400 West Market Street, Orrville, stated that they are removing existing window vinyl and installing one vinyl logo to match those installed next door at 211 East Liberty Street. Mr. Magee explained that the wall sign on the front peak of the building was composed of vinyl with a white background, vinyl graphics with acrylic black lettering, and was non-illuminated.

James Fox moved to approve the applications as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 4-0.

V. ADJOURNMENT

Jill Munro moved to adjourn the meeting. Gretchen Tefs seconded the motion. The motion carried unanimously 4-0.

Shannon Waller, Chairman

Carla Jessie, Administrative Assistant