

MINUTES
City of Wooster Design and Review Board
June 6, 2024

I. MEETING CALLED TO ORDER AND ROLL CALL

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

II. APPROVAL OF MINUTES

James Fox moved to approve the Minutes of May 2, 2024, the regular meeting of the Design and Review Board. Jill Munro seconded the motion. The motion carried unanimously 5-0.

III. APPLICATIONS

DR-24-14.

Kevin Yoder of Country Roofing LLC requested a Certificate of Appropriateness for alterations to a structure at 335 North Market Street in the C-1 (Office/Institutional) zoning district (landmark).

The application was tabled at the May 2, 2024 meeting.

DR-24-16.

Robin Reardon Carlton requested a Development Recommendation for the installation of a fence at 211 East Liberty with parcel number 64-00859.002.

Robin Reardon Carlton stated that she wanted to install a fence between The Ivory Room and the Best Western in the back parking lot. The fence will shield the Best Western dumpster and the loading dock from the parking lot. Ms. Carlton explained that the fence was the same one the City of Wooster used around the dumpster, with a black chain-link fence and a screen. Ms. Carlton continued that the fence was for privacy and security.

Jill Munro moved to approve the applications as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 5-0.

DR-24-17.

Paul Magee of LetterGraphics requested a Certificate of Appropriateness for freestanding signs at 151 North Market Street in a C-4 (Central Business) zoning district (landmark).

Paul Magee, 400 West Market Street, Orrville, stated that the signs had been installed because of the bank name change, with a date that they had to be done based on the FDIC and The Ohio Department of Finance. Mr. Magee explained that the signs are temporary panels to get the name

changed. Mr. Magee continued that there may be some changes to the permanent signs with logos.

Daniel Kirk moved to table the application as presented. James Fox seconded the motion. The motion carried unanimously 4-0. Gretchen Tefs abstained from the application.

DR-24-18.

Paul Magee of LetterGraphics requested approval for freestanding signs at 132 East North Street in a C-4 (Central Business) zoning district (non-landmark).

Paul Magee, 400 West Market Street, Orrville, stated that the application was for the same bank as the previous one but a different branch.

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

DR-24-19.

Craig Steele requested approval of a wall sign on parcel 64-00954.000 located on the south side of East Liberty Street between Bever and Pittsburgh in a C-4 (Central Business) zoning district (non-landmark).

Craig Steele Jr., 3632 N. Elyria Road, stated they rented the building for an office and wanted signage. Mr. Steele explained that the sign was a four by 8 feet aluminum sign with a wood backing one piece with the business's name.

Daniel Kirk moved to table the application as presented. James Fox seconded the motion. The motion carried unanimously 5-0.

DR-24-20.

Mary Spencer requested a Development Recommendation on alterations to a structure, including signage, at 429 East Liberty Street, parcel number 64-00953.000 (non-landmark).

Mary Spencer, 3390 Aspen Drive, stated that Craig Steele is the contractor. Mr. Steele explained that they are installing aluminum siding that looks like wood. Mr. Steele continued that the upper section of the building was undecided about the same siding but with a different shape and a mill finish galvanized steel finish.

The applicant proposed a modification to the submitted sign design. The change will require an additional submittal and review.

Jill Munro moved to table the application for the façade only as presented. James Fox seconded the motion. The motion carried unanimously 5-0.

DR-24-21.

Christian Butdorf of LetterGraphics requested a Certificate of Appropriateness for wall signs at 115 South Market Street with parcel number 64-01283.000 (landmark).

Paul Magee, 400 West Market Street, Orrville, stated that the sign for Stihl Equipment will be individual, 1-inch thick, non-illuminated, and The Nook Boutique will be added to the building.

James Fox moved to table the application as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 5-0.

DR-24-23.

Shannon Waller with Main Street, Wooster, requested approval for wall signs (mural) and lighting in a portion of an east-west alley on the north side of 140 South Walnut and east of Market Street.

Guinevere Steensen, 427 North Bever Street, stated that Butterfly Alley came about with the phase for the reconstruction project going on Liberty Street. Ms. Steensen explained that some business owners were a little concerned about customer retention during this period, bringing people potentially through a different path. Ms. Steensen continued that Spoon Market has a back entryway in the alleyway. Ms. Steensen stated that the alleyway is between E&H Hardware and South Walnut Street, around the corner from Local Roots. Ms. Steensen explained that this project intended to make this alley more pedestrian-friendly and also an excellent opportunity to kick off our Arts District in the City of Wooster's Comprehensive Plan. Ms. Steensen continued that we want to add a 7-foot by 6-foot butterfly hand-painted mural by a locally famous mural artist, Allison Pense, who is from Mansfield, Ohio. Ms. Steensen noted that Ms. Pense has done dozens of murals all over this region, and she can complete the mural in one day. Ms. Steensen added that this would be a selfie station and help draw people back to the alley to want to get their selfie with the butterfly. Ms. Steensen stated they propose keeping the people safely out of the alley. They will be adding footprints along the way to the safe spot. Ms. Steensen explained that there will be overhead placement of butterflies that will also be painted on the alley itself with excellent integration of the Wayne Center for the Arts. Ms. Steensen continued that they have been working closely with them, getting three different stencils made through Wooster Color Point and working directly to integrate this into their curriculum for their Summer Art Camps. Ms. Steensen stated that they have overhead lights already installed in other alleys, adding 100 weatherproof polyester butterflies that hang to create a tourist attraction and an attraction in our Arts District. Ms. Steensen noted that the butterfly would have an antique vintage feel, so aesthetically, with downtown historic buildings, the current character and texture will be placed nicely in the building.

Jill Munro moved to table the application as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 4-0. Shannon Waller abstained from the application.

IV. ADJOURNMENT

Daniel Kirk moved to adjourn the meeting. Jill Munro seconded the motion. The motion carried unanimously 5-0.

Shannon Waller, Chairman

Carla Jessie, Administrative Assistant