

MINUTES

CITY OF WOOSTER DESIGN AND REVIEW BOARD

December 5, 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 members Kris Boone and Caroline Robinson were absent. Vincent Marion, Planning and Zoning Manager, represented the City of Wooster.

II. APPROVAL OF MINUTES

Daniel Kirk moved to approve the Minutes of November 7, 2024, the regular meeting of the Design and Review Board. Jill Munro seconded the motion. The motion carried unanimously 5-0.

III. APPLICATIONS

DR-24-40.

Dan Raber with ER Buildings requested a Development Recommendation on alterations to a structure (roof) at 321 East Liberty Street, parcel number 64-00462.000. (Non-landmark)

Daniel Kirk moved to table application DR-24-40. Jill Munro seconded the motion. The motion carried unanimously 5-0.

The item was removed from the table when Mr. Delaney arrived.

Shawn Delaney, 321 East Liberty Street, stated that the building's roof needed replacing. It was done in the early 2000s, and it had a metal roof that shingles had replaced. Mr. Delaney explained that his parents, who own the building, wanted to replace the shingles with a metal roof in the same light gray color.

Daniel Kirk moved to approve the application DR-24-40 as presented. Jill Munro seconded the motion. The motion carried unanimously 5-0.

DR-24-41.

Erin Stiffler of Sign Design requested a Certificate of Appropriateness for a wall sign at 146 East Liberty Street in a C-4 zoning district. (Landmark)

Erin Stiffler, Sign Design, 1537 West Old Lincolnway, stated that the proposal for a dimensional acrylic sign for Nova Title Agency is currently blank in the space beside Liberty Street Market Place. The style matches the existing stand-off style of the letters to the left and right side. Ms. Stiffler explained that the sign would appropriately coordinate the look and colors of the company logo.

James Fox moved to approve the application DR-24-41 as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 5-0.

DR-24-42.

Paul Magee requested a Certificate of Appropriateness for a wall sign at 151 North Market Street in a C-4 zoning district. (Landmark)

Paul Magee, Lettergraphics, 400 West Market Street, stated that the sign has similar letters to what was there before when it was Wayne Community Savings, but with fewer letters: ½ inch aluminum painted letters that would be mounted directly on the wall.

Jill Munro moved to approve the application DR-24-42 as presented. Daniel Kirk seconded the motion. The motion carried unanimously 5-0.

DR-24-43.

Sara Reith with OHuddle requested an Approval Recommendation for wall signs (mural) at 149 East Liberty Street. (Non-landmark)

Jill Munro recused herself from the application.

Sara Reith, 118 West Pine Street, stated that she was the Executive Director of OHuddle Mentorship, Ohio's largest one-to-one mentorship organization born out of the Wooster City Schools. Ms. Reith explained that the project involved all our student artists, and OHuddle had 700 students counting. We have identified those students for whom art is of interest and have been gathered for around two years, putting together this AR Art Mural. Ms. Reith continued that the mural was modeled after the graduate hotel mural in downtown Short North. The students created the patterning, and we hired a fine arts artist from New York. Ms. Reith stated that she made line drawings representing three diverse youths representing the inception of OHuddle as a mentor organization. Ms. Reith explained that the neat thing about the mural is that when you hover your camera over the patterning that the students have created, it will animate on your phone and come to life, which is one of the few AR Murals in the state and is very generative to people coming and being able to see students artworks that the College of Wooster has animated.

Gretchen Tefs moved to approve the application DR-24-43 as presented. James Fox seconded the motion. The motion carried unanimously 4-0.

IV. Meeting Schedule and Chair/Vice Chair Selections for 2025

Jill Munro moved to approve the meeting schedule for 2025. Daniel Kirk seconded the motion. The motion carried unanimously, 5-0.

Jill Munro motioned to elect Shannon Waller as Chairman of the Planning Commission. Gretchen Tefs seconded the motion. The motion carried unanimously 5-0.

Shannon Waller motioned to elect James Fox as Vice Chairman of the Design and Review Board. Gretchen Tefs seconded the motion. The motion carried unanimously 5-0.

V. ADJOURNMENT

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

Shannon Waller, Chairman

Carla Jessie, Administrative Assistant