

**MINUTES**  
**City of Wooster Design and Review Board**  
**February 13, 2018**

**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, Sandra Hull, John Campbell, Dick Kinder, and Keith Speirs were present at the meeting. Board members Dick Deffenbaugh and Louise Keating were absent. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

**II. APPROVAL OF MINUTES**

Sandra Hull moved to approve the Minutes of January 9, 2018, regular meeting of the Design and Review Board. Dick Kinder seconded the motion. The motion carried 5-0.

**III. CERTIFICATE OF APPROPRIATENESS APPLICATION**

***DR-18-04.***

Byron Manchester of BSHM Architects representing Wooster City Schools requested Certificate of Appropriateness approval for the demolition of the Cornerstone Elementary Annex building at 101 West Bowman Street, the Other Landmark Property.

Byron Manchester of BSHM Architects and Michael Tefs, Superintendent of Wooster City School District, were present representing the application. Mr. Manchester stated that the application was a request to demolish the vacant Cornerstone Elementary Annex building. He explained that the demolition was phase two of a three phase process. Mr. Manchester continued that phase one of the process was the removal of hazardous material from the building. Mr. Manchester stated that phase three, which was not included in the subject application, would be site improvements including added parking and improved pedestrian and traffic circulation.

Dick Kinder moved to approve the application as submitted. Sandra Hull seconded the motion. The motion carried 5-0.

***DR-18-05.***

Ken Stiffler of Sign Design Wooster representing JK Gift Shop requested Certificate of Appropriateness approval for wall and window signs at 114 East Liberty Street in the Public Square Landmark District.

Ken Stiffler stated that proposal was to remove the ivory covering on the outside above the shop entrance would and install a 31.5 square foot sign. He noted that the existing molding would remain. Mr. Stiffler continued that the proposal included two signs on the front windows, one on the side window, and a logo on the door. Mr. Stiffler stated that the sign would be bolted to the front of the building. Mr. Stiffler explained that the applicant wanted to replace the awning at a later date.

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

***DR-18-06.***

Ken Stiffler of Sign Design Wooster representing Instruments of Freedom requested sign approval for wall and window signs at 426 East Liberty Street in the C-4 Zoning District.

Ken Stiffler explained that the facility would be used to conduct classroom tactical training. Mr. Stiffler continued that the proposal was for a 48 inch by 54 inch aluminum wall sign, a circular sign on the front door, and four window signs composing 11 square feet. Mr. Stiffler explained the signs were green, black, and white and included an eagle photograph.

Dick Kinder moved to approve the application as submitted. Keith Speirs seconded the motion. The motion carried 5-0.

***DR-18-07.***

Dan Fought of Fought Signs representing Kitschy Coo requested sign approval for projecting and window signs at 150 North Walnut Street in the C-4 Zoning District.

Rod Fought of Fought Signs stated that the proposal was for a 2 foot by 3 foot projecting sign on a tan background and window lettering.

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

**IV. ADJOURNMENT**

Dick Kinder moved to adjourn the meeting. Susan Bates seconded the motion. The motion carried 5-0. The meeting adjourned at 5:40 p.m.

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**John Campbell, Chairman**

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**Carla Jessie, Administrative Assistant**