

MINUTES
City of Wooster Design and Review Board
February 14, 2017

I. MEETING CALLED TO ORDER AND ROLL CALL

John Campbell, Chairman of the Design and Review Board, called the meeting to order. Board members Dick Deffenbaugh, Keith Speirs, Dick Kinder, Louise Keating, John Campbell, Sandra Hull, and Susan Bates were present at the meeting. 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 10, 2017, regular meeting of the Design and Review Board. Susan Bates seconded the motion. The motion carried 7-0.

III. CERTIFICATE OF APPROPRIATENESS APPLICATION

DR-17-04.

Rich Holcomb of Holcomb's Classics requested Certificate of Appropriateness approval to install hood system louvers on the rear of the building at 137 North Market Street in the Public Square Landmark District.

Rich Holcomb stated that a commercial hood system was being installed inside the building at 137 North Market Street. Mr. Holcomb continued that the request was to install an air louver and vent fan on the north side of the building exterior.

Sandra Hull asked if the louvers would be painted. Mr. Holcomb answered that the louvers could be painted to blend in with the building, if necessary.

Dick Kinder moved to approve the application as presented with the condition that the intake and exhaust be painted to match the existing wall. Sandra Hull seconded the motion. The motion carried 7-0.

DR-17-05.

Stephen Sun of Best Western requested an approval recommendation from the Board to make roofing alterations at 243 East Liberty Street in the C-4 Zoning District.

Stephen Sun stated that the request was to make changes to upgrade the building's roofline. Mr. Sun explained that the application was to install a multi-tiered parapet system to the lower roofline and contemporary crown molding to the upper roofline.

Sandra Hull moved to approve the application as presented. Dick Deffenbaugh seconded the motion. The motion carried 7-0.

DR-17-06.

Chris Butdorf of LetterGraphics, Inc. representing Westfield Bank requested Certificate of Appropriateness approval for wall signs, window signs, and an awning with signs 105 East Liberty Street in the Public Square Landmark District.

Erin McMillan stated that the replacement an existing awning with a blue awning with white lettering was proposed. She further stated that two small aluminum wall signs were proposed at the corner of Liberty Street and Market Street.

Mrs. Bates asked if the awning would have “ATM” lettering on both sides. Mr. Dutton noted that submitted plans indicated that both sides of the awning would have the lettering.

Mrs. McMillan stated that vinyl window lettering was also proposed on the west side of the building.

Sandra Hull moved to approve the application as presented. Susan Bates seconded the motion. The motion carried 7-0.

DR-17-07.

Richard Robbs of Westfield Bank requested Certificate of Appropriateness approval for the installation of exterior security cameras at 105 East Liberty Street in the Public Square Landmark District.

Richard Robbs of Westfield Bank stated that the application was to install three security cameras on the exterior of the building. Mr. Robbs explained that one camera would be located on the front of the building and two cameras would be located on the side of the building. Mr. Robbs continued that the cameras would be placed at the window line and would blend in with the color of the building.

Dick Deffenbaugh moved to approve the application as presented. Dick Kinder seconded the motion. The motion carried 7-0.

DR-17-08.

Jacob Miley of AODK Inc. representing St. James Episcopal Church requested Certificate of Appropriateness approval for an addition to the east side of the existing church at 201 North Market Street in the Public Square Landmark District.

Jacob Miley of AODK Inc. stated that the addition included new church offices on the lower level, a new parish hall, and a kitchen on the ground floor level. Mr. Miley continued that the addition also added handicap accessible restrooms and an elevator to provide access to the basement, ground floor, and upper floor. Mr. Miley explained that the old concrete block addition on the east side of the church and the existing exterior concrete stairs on the south side of the church would be demolished.

Louise Keating moved to approve the application as presented. Sandra Hull seconded the motion. The motion carried 7-0.

DR-17-09.

Ivan Weaver of Ivan Weaver Construction representing Broehl Law Offices requested Certificate of Appropriateness approval for exterior lighting at 558 North Market Street in the North Market Street Landmark District.

Margo Broehl stated that two light poles and a wall pack light were proposed to illuminate the rear parking lot. Mrs. Broehl explained that lighting would be LED and would illuminate the area.

Mr. Campbell asked why the existing parking area needed lighting. Mrs. Broehl indicated that she was under the impression that the new lighting was required. Mr. Campbell explained that current lighting requirements would only apply to new parking lots. Mr. Dutton concurred with Mr. Campbell.

Louise Keating moved to approve the application as presented. Sandra Hull seconded the motion. The motion carried 7-0.

IV. ADJOURNMENT

Dick Deffenbaugh moved to adjourn the meeting. Dick Kinder seconded the motion. The motion carried 7-0. The meeting adjourned at 5:47 p.m.

John Campbell, Chairman

Carla Jessie, Administrative Assistant