

MINUTES
City of Wooster Design and Review Board
December 11, 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 Sandra Hull, John Campbell, Dick Kinder, and Keith Speirs were present at the meeting. Board members Susan Bates and Dick Deffenbaugh were absent. Board member Louise Keating arrived at 5:35 pm. 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 November 13, 2018, regular meeting of the Design and Review Board. Dick Kinder seconded the motion. The motion carried 4-0.

III. APPLICATIONS

DR-18-36.

Bill Baumgardner of Hutchison Signs requested sign approval for a wall sign and a window sign at 538 East Liberty Street in the C-4 Zoning District.

Bill Baumgardner stated that the request was to replace one wall sign that was less than 10 sq. ft. and replace door graphics with store hours. Mr. Baumgardner noted that the signs would be orange/red in color and the wall sign would be internally illuminated.

Dick Kinder moved to approve the application as submitted. Keith Speirs seconded the motion. The motion carried 4-0.

DR-18-37.

Ken Stiffler of Sign Design Wooster requested Certification of Appropriateness approval for a wall sign and window signs at 131 North Market Street in the Public Square Landmark District.

There was not a representative present for the application.

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

IV. MEETING DATES AND CHAIR/VICE CHAIR SECTION FOR 2019

Sandra Hull made a motion to accept the provided 2019 meeting schedule calendar. Dick Kinder seconded the motion. The motion carried 5-0.

Louise Keating made a motion nominating John Campbell as Chair and Sandra Hull as Vice Chair of the Design and Review Board for 2019. Dick Kinder seconded the motion. The motion carried 5-0.

Andrew Dutton stated that a draft of the Design and Review Board bylaws was provided to the Board. He noted that after a recent review of Planning and Zoning Code, the project's consultant noticed that the Board did not have any bylaws. Mr. Dutton noted that the bylaws were incorporated in the Planning and Zoning Code for all of the boards, though bylaws were typically a separate document. Mr. Dutton stated that the provided bylaws were for the Boards review and would be proposed for adoption next month.

V. **ADJOURNMENT**

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

John Campbell, Chairman

Carla Jessie, Administrative Assistant