

**MINUTES**  
**City of Wooster Design and Review Board**  
**March 19, 2019**

**I. MEETING CALLED TO ORDER AND ROLL CALL**

John Campbell, Chairman of the Design and Review Board, called the meeting to order. Board members John Campbell, Louise Keating, Dick Kinder, and Keith Speirs were present at the meeting. Board members Susan Bates, Dick Deffenbaugh, and Sandra Hull were absent. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

**II. APPROVAL OF MINUTES**

Dick Kinder moved to approve the Minutes of February 12, 2019, regular meeting of the Design and Review Board. Louise Keating seconded the motion. The motion carried 4-0.

**III. APPLICATIONS**

***DR-19-08.***

Christian Butdorf requested Certificate of Appropriateness approval for window signs at 147 South Market Street in the Public Square Landmark District.

Christian Butdorf stated that the right window currently contained window signage regarding the butcher shop. Mr. Butdorf explained that the business had added a bar and wanted to duplicate the white vinyl in the left window with "Union Tavern".

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

***DR-19-09.***

Ken Stiffler requested Certificate of Appropriateness approval for a wall sign and window signs at 142 East Liberty Street in the Public Square Landmark District.

Ken Stiffler stated that the wall sign for Graham & Burns was a 27 in. by 96 in. aluminum composite on the face of the building. Mr. Stiffler explained that the window signs would be a white etched film with a round logo on the door and two taglines on the front windows.

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

***DR-19-10.***

Ken Stiffler requested sign approval for a window sign at 315 East Liberty Street in the C-4 Zoning District.

Ken Stiffler stated that the proposal was for a blue 24 in. by 72 in. window decal sign with white lettering.

John Campbell suggested that the sign should be moved to the top of the window and the blue background should span across the top of the window.

John Campbell moved to approve the application as submitted with the exception that the blue background shall be moved to the top of the window frame and shall go from edge to edge of the window, with the print size remaining the same. Louise Keating seconded the motion. The motion carried 4-0.

***DR-19-02.***

Ken Stiffler of Sign Design Wooster requested a revised Certificate of Appropriateness approval for a wall sign at 148 West Liberty Street in the Public Square Landmark District.

Ken Stiffler stated that Sign Design previously submitted an application for the sign as the installer, however, an out of town company provided the original sketch. Mr. Stiffler explained that the sign was shipped in from Bedford Heights and the sign was 38 in. by 120 in. with the colors matching the painted woodwork on the front of the building. Mr. Stiffler stated that the proposal was to change the color and possibly continue to include "Est. 2012" text.

Louise Keating moved to approve the application with the new colors as submitted. Dick Kinder seconded the motion. The motion carried 4-0.

**IV. ADJOURNMENT**

Louise Keating moved to adjourn the meeting. Dick Kinder seconded the motion. The motion carried 4-0. The meeting adjourned at 5:42 p.m.

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**John Campbell, Chairman**

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**Carla Jessie, Administrative Assistant**