

MINUTES
City of Wooster Design and Review Board
December 10, 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 Susan Bates, Dick Deffenbaugh, John Campbell, Sandra Hull, Dick Kinder, and Keith Speirs were present at the meeting. Board member Louise Keating was 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 the November 12, 2019, regular meeting of the Design and Review Board. Susan Bates seconded the motion. The motion carried 6-0.

III. APPLICATIONS

DR-19-45.

Dan Fought requested Certificate of Appropriateness approval for a freestanding sign at 421 North Market Street in the North Market Street Landmark District.

Dan Fought stated that the proposal was to replace the sign and reducing the sign's overall height. Mr. Fought noted that the sign was internally illuminated.

Sandra Hull moved to approve the application as submitted. Dick Deffenbaugh seconded the motion. The motion carried 6-0.

DR-19-46.

Ken Stiffler requested sign approval for wall and window signs at 175 North Bever Street in the C-4 Zoning District.

Ken Stiffler stated that the replacement sign would be the same size sign as the existing sign, just with new branding. Mr. Stiffler explained that all of the agency's locations would be changed to "Vaughn Insurance".

Dick Kinder moved to approve the application as submitted. Sandra Hull seconded the motion. The motion carried 6-0.

DR-19-44.

Jonathan Millea requested an approval recommendation for the demolition of structures at 230 and 238 South Market Street in the C-4 Zoning District.

Jonathan Millea stated that the request was for the demolition of two residential structures. Mr. Millea explained that one structure was multi-family residential and was no longer functionally usable. Mr. Millea continued that the second structure was recently used as a commercial and a residential facility and was also no longer fit for human habitation. Mr. Millea stated that both

properties were plagued with multiple property maintenance violations and safety and concerns dating back to 2014. He stated that the City of Wooster recently entered into a real estate purchase agreement with the owner of the properties. Mr. Millea explained that the future plans for the properties were pending approval of the demolition.

Susan Bates moved to approve the application as submitted. Sandra Hull seconded the motion. The motion carried 6-0.

DR-19-47.

Jonathan Millea requested an approval recommendation for the demolition of structures at 402 East South Street in the C-4 Zoning District.

Jonathan Millea stated that this application was part of a Community Development Block Grant project. Mr. Millea explained that the structure was unfit for human habitation and was owned by the City of Wooster. Mr. Millea continued that the site would be used for a public parking lot in the near future, which would facilitate the redevelopment of downtown Wooster.

Sandra Hull moved to approve the application as submitted. Dick Deffenbaugh seconded the motion. The motion carried 6-0.

DR-19-42.

John Montgomery requested an approval recommendation for exterior building alterations at 382 West Liberty Street in the C-4 Zoning District.

John Campbell stated that the Board had the option to either vote on the application as submitted or table the application until the next meeting. Andrew Dutton stated that the applicant needed to provide an exterior lighting detail, which needed to be straight down, and specify the color the building would be painted.

John Campbell moved to table the application until the next meeting. Sandra Hull seconded the motion. The motion carried 6-0.

IV. Meeting Schedule and Chair/Vice Chair Selection for 2020

Mr. Dutton stated that the Board had previously discussed having all three Planning Board and Commission meetings on the first Thursday of the month in 2020. He noted that the Design and Review Board would meet first at 5:30 pm.

Dick Deffenbaugh made a motion to accept the 2020 meeting schedule calendar as proposed. Susan Bates seconded the motion. The motion passed unanimously, 6-0.

Dick Deffenbaugh made a motion to accept the existing officers. Susan Bates seconded the motion. The motion passed unanimously, 6-0.

V. ADJOURNMENT

Susan Bates moved to adjourn the meeting. Dick Kinder seconded the motion. The motion carried 6-0. The meeting adjourned at 5:55 p.m.

John Campbell, Chairman

Carla Jessie, Administrative Assistant