

MINUTES
City of Wooster Design and Review Board
March 7, 2024

I. MEETING CALLED TO ORDER AND ROLL CALL

Shannon Waller, Chairman of the Design and Review Board, called the meeting to order. Board members James Fox, Daniel Kirk, Jill Munro, Gretchen Tefs, and Shannon Waller were present. Board member Kris Boone was absent. Vincent Marion, Planning and Zoning Manager, represented the City of Wooster.

II. APPROVAL OF MINUTES

James Fox moved to approve the Minutes of February 1, 2024, the regular meeting of the Design and Review Board. Jill Munro seconded the motion. The motion carried unanimously 5-0.

III. APPLICATIONS

DR-24-3.

Doyle Mullins requested a Certificate of Appropriateness for building and window signs at 142 East Liberty Street in a C-4 (Central Business) zoning district (Landmark).

Doyle Mullins, 142 East Liberty Street, stated that the window signs will be interior vinyl placed on the windows. Mr. Mullins explained that the exterior wall sign across the entrance is aluminum with a black commercial finish and the vinyl appliques for the decorations.

Jill Munro moved to approve the applications as presented. Daniel Kirk seconded the motion. The motion carried unanimously 5-0.

DR-24-4.

Lydiann Troyer with Troyer Signs requested a Certificate of Appropriateness for a building sign at 130 South Market Street in a C-4 (Central Business) zoning district (Landmark).

Kimberly Miller stated that they have temporary permits for the graphics and would like permanent signage on the window and vinyl graphics on the backlit sign.

James Fox moved to approve the applications as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 5-0.

DR-24-6.

Andrew Frantz requested a Certificate of Appropriateness for the demolition and replacement of a structure/site element (garage) at 3317 Friendsville Road in an R-1 (Suburban Single-Family) zoning district (Landmark).

Andrew Frantz wanted to remove the garage at 3317 Friendsville Road. Mr. Frantz explained that the garage needed significant repair and leaning. Mr. Frantz continued that a contractor had been contacted and was ready to build a new garage.

Jill Munro moved to approve the applications as presented. Daniel Kirk seconded the motion. The motion carried unanimously 5-0.

DR-24-7.

Erin Stiffler of Sign Design requested approval for a Certificate of Appropriateness for window signs at 116 East Liberty in a C-4 zoning district (Landmark).

Erin Stiffler, Sign Design, 1537 West Old Lincolnway, stated that this was a replacement logo for Blue Spruce Boutique. Ms. Stiffler explained that the slightly modified logo with a horizontal format and a tagline will be changed.

James Fox moved to approve the applications as presented. Jill Munro seconded the motion. The motion carried unanimously 5-0.

IV. ADJOURNMENT

Jill Munro moved to adjourn the meeting. Gretchen Tefs seconded the motion. The motion carried unanimously 5-0.

Shannon Waller, Chairman

Carla Jessie, Administrative Assistant