

MINUTES
City of Wooster Design and Review Board
August 1, 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, Gretchen Tefs, and Shannon Waller were present. Board members Kris Boone and Jill Munro were absent. Vincent Marion, Planning and Zoning Manager represented the City of Wooster.

II. APPROVAL OF MINUTES

Daniel Kirk moved to approve the Minutes of July 11, 2024, the regular meeting of the Design and Review Board. Gretchen Tefs seconded the motion. The motion carried unanimously 4-0.

III. APPLICATIONS

DR-24-26.

Christian Butdorf of Lettergraphics requested a Certificate of Appropriateness for a wall sign at 140 South Market Street with parcel number 64-01993.000. (Landmark)

Christian Butdorf, Lettergraphics, 400 West Market Street, Orrville, stated that City Square Steakhouse is expanding its restaurant and moving the entrance to the north toward the Square. Mr. Butdorf explained that they installed a canopy and wanted to add channel-illuminated letters on the front of a custom awning structure to highlight the new entrance.

James Fox moved to approve the application as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 4-0.

DR-24-27.

Erin Stiffler of Sign Design requested approval for a mural or artwork placed on traffic utility boxes within the C-4 (Central Business) zoning district.

Erin Stiffler, Sign Design, 1537 Old Lincoln Way, stated that we have the second in a series of utility box vinyl wraps. These will be located on the corner of South Market and East South Streets beside the incoming Lyric Theater. Ms. Stiffler explained that this would be appropriate for the new Art District.

Daniel Kirk moved to approve the application as presented. James Fox seconded the motion. The motion carried unanimously 4-0.

DR-24-29.

Greg Tieche requested an Approval Recommendation for wall signs (mural) at 359 West Liberty Street with parcel number 64-01304.000. (non-landmark)

Rachel Middleton, 359 West Liberty Street, stated that this is a mural celebrating the restaurant's 60th anniversary. Ms. Middleton explained that the flowers and letters were on the entrance side of the building and were part of some promotions for the anniversary.

Daniel Kirk moved to approve the application as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 4-0.

IV. ADJOURNMENT

Shannon Waller moved to adjourn the meeting. James Fox seconded the motion. The motion carried unanimously 4-0.

Shannon Waller, Chairman

Carla Jessie, Administrative Assistant