

MINUTES
CITY OF WOOSTER DESIGN AND REVIEW BOARD
September 5, 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 Kris Boone, James Fox, Daniel Kirk, Jill Munro, Gretchen Tefs, and Shannon Waller were present. Vincent Marion, Planning and Zoning Manager, represented the City of Wooster.

II. APPROVAL OF MINUTES

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

III. APPLICATIONS

DR-24-30.

Heather Henthorne with Wooster Color Point, representing the owner, requested a Certificate of Appropriateness for temporary non-commercial window signs (mural) at 131 North Street with parcel number 64-01522.000. (Landmark)

Heather Henthorne, Wooster Color Point, 600 Oakley Road, stated they propose a window per covering for a downtown business. Ms. Henthorne explained that the covering looks like window tint and is adhered to the outside window with a UV laminate coating so that the sun does not fade or deteriorate. Ms. Henthorn continued that you can see through the window, but it enhances the decorative look. Ms. Henthorn stated that each window had a separate image of downtown Wooster, including the door.

Jill Munro moved to approve the application as presented. Kris Boone seconded the motion. The motion carried unanimously 6-0.

DR-24-32.

Dan Fought of Fought Signs requested approval for a freestanding sign at 405 East Liberty Street, which is in a C-4 (Central Business) zoning district. (Non-Landmark)

Dan Fought, Fought Signs, 514 East South Street, stated that the proposal for a freestanding sign for a new jewelry store with a pole cover that has lettering on it and the top of the sign would be 30 inches by 60 inches and interior lit. Mr. Fought explained that the white background with Pantone gold color letters. Mr. Fought noted a freestanding sign at the location when it was a bank.

Daniel Kirk moved to approve the application as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 6-0.

DR-24-34.

Natalie Gray requested a Certificate of Appropriateness for a wall sign at 144 West Liberty Street with parcel number 64-01724.000. (Landmark)

Natalie Gray, 927 Quinby Avenue, stated that the sign was installed under a temporary permit when the front sidewalk in front of Spoon was under construction and instinctively selected material that would be durable for a permanent sign installation to direct people to our back door.

James Fox moved to approve the application as presented. Jill Munro seconded the motion. The motion carried unanimously 6-0.

IV. ADJOURNMENT

Daniel Kirk moved to adjourn the meeting. Jill Munro seconded the motion. The motion carried unanimously 6-0.

Shannon Waller, Chairman

Carla Jessie, Administrative Assistant