

MINUTES

CITY OF WOOSTER DESIGN AND REVIEW BOARD

January 2, 2025

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, Daniel Kirk, Jill Munro, Carolyn Robinson, Gretchen Tefs, and Shannon Waller were present. Board member James Fox was absent. Vincent Marion, Planning and Zoning Manager, and Andrea Uhler, Deputy Law Director, represented the City of Wooster.

II. APPROVAL OF MINUTES

Jill Munro moved to approve the Minutes of December 5, 2024, the regular meeting of the Design and Review Board. Daniel Kirk seconded the motion. The motion carried unanimously 6-0.

III. APPLICATIONS

DR-24-44.

Erin Stiffler of Sign Design requested approval for façade renovations, including painting and wall signs, at 141 East Liberty Street in a C-4 (Central Business) zoning district. (Non-Landmark)

Erin Stiffler, Sign Design, 1537 West Old Lincolnway, stated that the building's painting would be identical to City Hall. Doug Shriner will be the painter. Ms. Stiffler explained that the façade construction and signage will feature Razak monochromatic, flat black PVC dimensional brushed bronze lettering. Ms. Stiffler continued that the sign would be nicer than a standard acyclic with brushed accents.

Kris Boone moved to approve the application DR-24-44 as presented. Jill Munro seconded the motion. The motion carried unanimously 6-0.

DR-24-45.

James Brady, representing the property owner, requested a Development Recommendation on alterations to a structure at 429 East Liberty Street, parcel number 64-00953.000 (Non-Landmark)

James Brady, Steele Systems Roofing and Siding, 3632 North Elyria Road, stated that the building's owner altered the previous approval. Mr. Brady explained that the original roof would remain sloped and have a 26 gauge weather snap lock system similar to the metal roof we put on the Lyric Theater, with the panels going vertically up and down.

Jill Munro moved to approve the application DR-24-45 as presented. Kris Boone seconded the motion. The motion carried unanimously 6-0.

IV. ADJOURNMENT

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

Shannon Waller, Chairman

Carla Jessie, Administrative Assistant