

**MINUTES**  
**CITY OF WOOSTER**  
**DESIGN AND REVIEW BOARD**

**January 12, 2016**

**MEMBERS PRESENT:** Dick Kinder, John Campbell, Dick Deffenbaugh, and Susan Bates, Louise Keating (Arrived at 5:36)

**MEMBERS ABSENT:** Sandra Hull, Keith Speirs

**STAFF PRESENT:** Andrew Dutton

**I. MINUTES**

Susan Bates moved to approve the Minutes of December 8, 2015 as submitted. Dick Kinder seconded the motion. Motion carried.

**II.**

**III. CERTIFICATE OF APPROPRIATENESS APPLICATIONS**

**DR-569** Chris Butdorf of LetterGraphics, Inc. representing REA and Associates requested Certificate of Appropriateness approval for a wall sign at 545 North Market Street. (North Market Street Landmark District)

Chris Butdorf, LetterGraphics, Inc. stated that some improvements and adjustments were made in the back parking lot, which is their main entrance and the only entrance for their clients. Mr. Butdorf stated they would like to add a simple sign.

Dick Kinder moved to approve signage as requested at 545 North Market Street. Dick Deffenbaugh seconded the motion. Motion carried, unanimously, 4-0.

**DR-572** Robert Stutzman representing Kathleen Hepner and George Schneider II requested Certificate of Appropriateness approval for the demolition (removal) and relocation of a structure at 698 East Milltown Road, an Other Landmark Property, to the Smithville Community Historical Society.

Robert Stutzman stated that Kathleen Hepner and George Schneider II asked the Wayne County Historical Society to rehabilitate the property; however, the request was turned down.

Mr. Stutzman further stated that the owners were next put in touch with the Smithville Community Historical Society who agreed they would undertake the

restoration and preservation of the building and are seeking approval to take it down and remove it. Mr. Stutzman indicated the owners wanted to relocate the structure to the property of the Smithville Community Historical Society. Mr. Stutzman stated the owners have employed a company named Timber Framing LLC who will move the structure and reassemble the building. Mr. Stutzman continued that the owners wanted to restore the historical parts of the building and reconstruct the building at the Smithville Community Historical Society and restore it.

Dick Deffenbaugh moved to approved of the relocation of the facility on 698 Milltown Road. Susan Bates seconded the motion. Motion carried, 4-0-1 with Mrs. Keating abstaining.

#### **IV. SIGN APPROVAL APPLICATION**

- DR-570** Dan Fought of Fought Signs for Dollar Zone requested sign approval from the Board for a replacement panel of an existing freestanding sign at 331 West Liberty Street in the C-4 Zoning District.

Dan Fought of Fought Signs stated they wanted to replace the top section of the sign (2 ft. X 8 ft.) at 331 West Liberty Street.

Dick Kinder moved to accept the request as presented. Susan Bates seconded the motion. Motion carried, unanimously, 5-0.

- DR-571** Dan Fought of Fought Signs for Carmenized Salon requested sign approval from the Board for window signs at 316 West Liberty Street in the C-4 Zoning District.

Dan Fought of Fought Signs stated Carmenized Salon was requesting a window sign at 316 West Liberty Street. Mr. Fought stated that they would apply letters on the window.

Susan Bates moved to approve the Carmenized Sign as presented. Dick Deffenbaugh seconded the motion. Motion carried, unanimously, 5-0.

#### **V. DESIGN GUIDELINES UPDATE**

Wendy Naylor and Diane Wellman of Naylor Wellman, LLC presented a draft of the updated Design Guidelines followed by a public hearing to allow an opportunity for those in attendance to provide input and ask questions.

Diane Wellman of Naylor Wellman, LLC reviewed with the board a draft of the updated Design Guidelines for the Wooster Historical Society.

Mrs. Wellman stated that the guidelines were a starting point to give the Design and Review Board, and any new member; an idea of what the guidelines are

starting with a brief history of Wooster, landmarks designations and explanation what that is.

Mrs. Wellman stated there were 17 prominent Architectural styles in the city of Wooster. The Guidelines are to be used as an easy reference for new applicants.

Mrs. Wellman stated they will be updating the landmark register list, maps, appendix for design criteria, and a section on architecture. She concluded that the presentation was a summary of the draft. Mrs. Wellman noted that a revised copy of the guidelines will be sent January 19, 2016 and the final document will be submitted on February 19, 2016.

Mr. Campbell opened the public hearing for public comment. No one was present for public comment.

#### **ADJOURNMENT**

Susan Bates moved to adjourn the meeting. Dick Kinder seconded the motion. Motion carried, unanimously, 5-0.

Meeting adjourned at 5:59 pm.

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Andrew Dutton, Staff Liaison