

MINUTES
City of Wooster Design and Review Board
October 11, 2016

I. MEETING CALLED TO ORDER AND ROLL CALL

John Campbell, Chairman of the Design and Review Board, called the meeting to order. Board members Keith Speirs, Louise Keating, John Campbell, and Susan Bates were present at the meeting. Commission members Sandra Hull, Dick Kinder and Dick Deffenbaugh, were not in attendance. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

II. APPROVAL OF MINUTES

Sandra Bates moved to approve the Minutes of September 13, 2016, regular meeting of the Design and Review Board. Louise Keating seconded the motion. The motion carried 4-0.

III. CERTIFICATE OF APPROPRIATENESS APPLICATION

DR-620.

Chris Butdorf of Lettergraphics representing Briggs Financial Group requested Certificate of Appropriateness approval for a wall sign, window sign, awning signs, and awnings at 105 East Liberty Street in the Public Square Landmark District.

Chris Butdorf of Lettergraphics stated Briggs Financial was remodeling the building and would be occupying the second floor and a portion of the third floor. Mr. Butdorf continued that Briggs Financial was proposing a sign with dark bronze lettering on the north side of the building. He continued that on the west side of the building, awnings would be replaced with black awnings including sign text. Mr. Butdorf stated text with their name was also proposed on the door.

Louise Keating moved to approve the application as presented. Susan Bates seconded the motion. The motion carried 4-0.

DR-622.

Ivan Weaver of Ivan Weaver Construction representing Broehl Law Offices requested Certificate of Appropriateness approval for alterations to the rear entrances, sidewalks and fencing at 558 North Market Street in the North Market Street Landmark District.

Margo Broehl, Broehl Law Offices stated that she was proposing alterations to two rear entrances including a handicap ramp for accessibility. Mrs. Broehl continued that plans included the reconstruction to porches which included steps, and a handrail. Mrs. Broehl stated exterior change would look consistent to the back porch of the building.

Susan Bates moved to approve the application as presented. Keith Speirs seconded the motion. The motion carried 4-0.

IV. C-4 DISTRICT RECOMMENDATION APPLICATION

DR-621.

David Aulger of Campbell Construction representing The Wooster Area Chamber of Commerce requested an approval recommendation from the Board for exterior building and site alterations at 377 West Liberty Street in the C-4 Zoning District.

Mr. Campbell stated that, due to conflict of interest of three board members and the absence of others, the Board would not be able to vote on the application. Mr. Campbell asked for a motion to table the application until a special meeting held on Tuesday, October 18, 2016.

Susan Bates moved to table the application until the special meeting on Tuesday, October 18, 2016. Keith Speirs seconded the motion. The motion carried 2-0.

DR-623.

Jason Yoder of Holmes Siding Contractors, Ltd. representing Walnut Street Gallery requested an approval recommendation from the Board for the replacement of windows and siding at 148 North Walnut Street in the C-4 Zoning District.

Jason Yoder, Holmes Siding Contractors, Ltd. stated that the owners were requesting to upgrade the front of the Walnut Street Gallery. Mr. Yoder continued that the exterior changes to the building included resurfacing the exterior with vinyl vertical siding and replacement of existing wood windows with new vinyl windows. Mr. Yoder stated that the new trim around the windows, soffits, fascia, and siding would be a dark bronze color.

Louise Keating moved to approve the application as presented. Susan Bates seconded the motion. The motion carried 4-0.

V. ADJOURNMENT

Susan Bates moved to adjourn the meeting. Louise Keating seconded the motion. The motion carried 4-0. The meeting adjourned at 5:40 p.m.

John Campbell, Chairman

Carla Jessie, Administrative Assistant