

**MINUTES**  
**City of Wooster Design and Review Board**  
**September 13, 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 Susan Bates, Dick Deffenbaugh, Sandra Hull, John Campbell, Dick Kinder and Keith Speirs were present at the meeting. Commission member Louise Keating was not in attendance. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

**II. APPROVAL OF MINUTES**

Sandra Hull moved to approve the Minutes of August 9, 2016, regular meeting of the Design and Review Board. Susan Bates seconded the motion. The motion carried 6-0.

**III. CERTIFICATE OF APPROPRIATENESS APPLICATION**

***DR-613.***

Mark Stoll requested Certificate of Appropriateness approval for alterations to the front building façade at 139 North Market Street in the Public Square Landmark District.

Mark Stoll stated that the proposal was for a reconstruction of the storefront where the old bicycle shop was previously located. Mr. Stoll continued that the reconstruction would match the coffee house storefront with the exception that there would be only one door at 38 inches. Mr. Stoll explained that the storefront would be constructed with the same materials as the coffee shop including a granite base, wood paneling, aluminum windows, a black awning, and a sign board.

Sandra Hull moved to approve the application as presented. Dick Kinder seconded the motion. The motion carried 6-0.

***DR-614.***

Chris Butdorf of Letter Graphics, Inc. representing Washington Properties of Wooster Ltd. requested Certificate of Appropriateness approval for a wall sign and a hanging sign at 127 East Liberty Street in the Public Square Landmark District.

Chris Butdorf of Letter Graphics, Inc. stated that Washington Properties was proposing a small amount of additional directional signage to attract attention to the alley entrance of the building. Mr. Butdorf indicated that the purpose of the signage was to make the entrance more visible.

Dick Kinder moved to approve the application as presented. Susan Bates seconded the motion. The motion carried 6-0.

***DR-615.***

Barry Saley of the City of Wooster requested Certificate of Appropriateness approval for a storage shed at 500 North Market Street in the North Market Street Landmark District.

Scott Meshew of the City of Wooster Fire Department stated that a storage shed was proposed to store lawn and garden maintenance equipment, spare fire hoses and other items not stored in the main fire department building. Mr. Meshew continued that the storage shed would be 16 feet by 20 feet and would be located on the east side of the cell tower fence. Mr. Meshew said that the temporary storage shed would be relocated to Fire Station 3.

Dick Kinder moved to approve the application as presented. Susan Bates seconded the motion. The motion carried 6-0.

***DR-617.***

Deanna Workinger of Mel Wacker Signs, Inc. representing Huntington Bank requested Certificate of Appropriateness approval for wall signs, awnings, and painting at 135 East Liberty Street in the Public Square Landmark District.

Deanna Workinger of Mel Wacker Signs, Inc. stated the request was for the replacement of First Merit signage. Mrs. Workinger indicated that the changes were for Huntington Bank and would include sign replacements on the front and the back of the building.

Mr. Campbell asked Mrs. Workinger to elaborate on the proposed green band on the building. Mrs. Workinger stated Mel Wacker Signs was not installing the green band. Mr. Campbell clarified that the bands on the top of the building and around the windows were not something Mel Wacker would be doing, however, the bands were included in the application.

Sandra Hull moved to approve the application as presented. Dick Kinder seconded the motion. The motion carried 6-0.

***DR-543.***

Jackie Middleton representing the College of Wooster requested revisions to Certificate of Appropriateness approval for the demolition of Mateer Hall and the construction of an Integrated Life Science Facility at 931 College Avenue in the College of Wooster Landmark District.

Jackie Middleton of The College of Wooster stated that, in June of 2015, the College and their architect, EYP, received approval for the demolition of Mateer Hall and the construction of the new Life Science Facility. Mrs. Middleton continued that the exterior plans for Ruth W. Williams Hall of Life Science had since been updated. Mrs. Middleton stated that the new plans had a better design and were more fitting with the existing architecture of the campus. Mrs. Middleton explained that updates to the south and west sides of the building included minor exterior alterations. She continued that changes to the east side of the building included the replacement of continuous glass windows on the second and third floors with more traditionally sized windows

and a continued brick exterior. Mrs. Middleton stated that the completion date for the project was late summer of 2018.

Sandra Hull moved to approve the application as presented. Dick Deffenbaugh seconded the motion. The motion carried 6-0.

***DR-619.***

William Erdos of The St. Paul Group LLC requested Certificate of Appropriateness approval for an exterior staircase at 211-213 South Market Street in the Public Square Landmark District.

William Erdos of The St. Paul Hotel stated that the proposal was due to the expansion of the 2<sup>nd</sup> floor of the hotel in order to add four more rooms. He noted that a wine store from Medina would be added later this year on the first floor. Mr. Erdos said that the construction of the exterior staircase on the south side of the building was necessary for the building supplies, demolition, and emergency egress for the hotel. Mr. Erdos stated that the proposed staircase was located on city owned land and he was working with the City Engineer to get approval for construction. Mr. Erdos stated that the hotel looked at other areas, but the proposed placement was the most logical.

Mr. Speirs asked if the staircase would need to be covered. Mr. Erdos responded that the requirement to cover the staircase was under review by Tim Monea of the City's Building Division.

Susan Bates asked if the mural would stay. Mr. Erdos responded that the mural would remain.

Sandra Hull asked if the request negated the approved plan for a building on the parking lot. Mr. Erdos replied that the request would negate the other plan for the time being.

Sandra Hull moved to approve the application as presented. Susan Bates seconded the motion. The motion carried 6-0.

**IV. SIGN APPROVAL APPLICATION**

***DR-618.***

Deanna Workinger of Mel Wacker Signs, Inc. representing Huntington Bank requested sign approval from the Board for wall signs and freestanding directional signs at 142 North Bever Street in the C-4 Zoning District.

Deanna Workinger of Mel Wacker Signs, Inc. outlined her proposal to change wall signs and the directional signs from First Merit Bank to Huntington Bank.

Dick Kinder moved to approve the application as presented. Susan Bates seconded the motion. The motion carried 6-0.

V. **C-4 DISTRICT RECOMMENDATION APPLICATION**

***DR-616.***

Gary Leisure of The Wooster Brush Company requested an approval recommendation from the Board for storefront and site alterations at 432 South Market Street in the C-4 Zoning District.

Gary Leisure of The Wooster Brush Company outlined his proposal for the reconstruction of the building's storefront. He noted that the proposal included the removal of the entrance door and the replacement of windows with a dryvit wall and a band of smaller windows. Mr. Leisure also indicated that the exterior would be painted.

Sandra Hull asked why the windows were being removed. Mr. Leisure stated that the windows were large storefront windows and the future use of the building would not require such windows.

Dick Deffenbaugh moved to approve the application as presented. Susan Bates seconded the motion. The motion carried 6-0.

VI. **THEN AND NOW DOWNTOWN PHOTOS**

The Board and Mr. Dutton discussed the provided "Then and Now" photos from 2006 and 2016.

VII. **ADJOURNMENT**

Susan Bates moved to adjourn the meeting. Dick Kinder seconded the motion. The motion carried 6-0. The meeting adjourned at 6:00 p.m.

---

John Campbell, Chairman

---

Carla Jessie, Administrative Assistant