

**MINUTES
DESIGN & REVIEW BOARD**

September 8, 2015

MEMBERS PRESENT: John Campbell, Keith Speirs, Dick Kinder, Louise Keating, Sandra Hull, Dick Deffenbaugh and Susan Bates

STAFF PRESENT: Andrew Dutton

I. MINUTES

Sandra Hull moved to approve the Minutes of August 11, 2015 as received. Susan Bates seconded the motion. Motion carried.

II. PUBLIC HEARING - DESIGN GUIDELINES UPDATE

Wendy Naylor and Diane Wellman of Naylor Wellman, LLC will present an outline of the project followed by a public hearing to allow an opportunity for those in attendance to provide input and ask questions.

Wendy Naylor and Diane Wellman of Naylor Wellman LLC were present. Ms. Naylor stated an outline had been completed of the Wooster Design Guidelines which had been submitted to the Historic Preservation Office for review and was also provided to the Board. Ms. Naylor stated the Guidelines were now within the review and public comment portion of the process.

Ms. Naylor stated the City of Wooster National Register Nominations had been reviewed; they looked at all of the draft, OHI forms that were on file at the City; they looked at the local landmark documentation; they looked at the Certified Local Government application dated February 21, 2014; they looked at the Design Guidelines from 1999; the 2014 Comprehensive Plan was reviewed; the Codified Ordinances were reviewed which related to the Design & Review process (Chapter 155); and a survey and photo documentation was done of all landmarks within the landmark district. Ms. Naylor stated the process took into consideration the applicants who would come before the Board for a Certificate of Appropriateness; the property owners whose tenants were coming before the Board; the architects, designers and contractors; the Design & Review Board; and Staff. The Introduction part of the outline provided an explanation of what the Design & Review Board was all about (membership, how members were appointed, qualifications, and philosophy). Ms. Naylor stated the application process would also be included in the Guidelines which would include supplemental material requirements; the appeals and penalty process would also be included.

Ms. Naylor stated they had put together a short history of Wooster, a summary of the landmark districts, and the architectural styles which were found. A map of

each landmark district would be included along with a Roster of the designated, individual landmarks. There were 19 different architectural styles in Wooster, and a page would be included on each style that would give a short summary of what the style was about and the elements of each of the styles. Ms. Naylor stated as for site design, visual references would be provided to applicants that talked about alignment, orientation, spacing of the building, scale, massing and proportion. Ms. Naylor stated with regard to alterations, there would be sections on roofs, skylights, solar panels, windows, porches, decks, balconies, doors, exterior materials, paint and paint color, murals, and storefronts. Ms. Naylor stated with respect to additions to historic buildings, there would be a section differentiating an addition from the historic section of the building which was oftentimes found to be a very hard concept to try to come up with something that was contemporary yet compatible with the historic building. Ms. Naylor stated with regard to new construction/infill, there would be a section dealing with the elements of the building, overall design considerations and visual compatibility, and also issues relating to the C-4 District. Ms. Naylor indicated that other sections which would be included were: Garages and accessory buildings, signage, parking areas and driveways, and enhancements (lighting, awnings, canopies, landscaping, and fencing), ADA compliance, and relocation and demolition (demolition by neglect and demolition considerations) and maintenance/repair. Ms. Naylor also indicated that the Guidelines would include a geography of architectural definitions, Secretary of Interior Standards, and National Park Service Technical Briefs.

Mr. Campbell opened the meeting up for public comment.

III. CERTIFICATE OF APPROPRIATENESS APPLICATIONS

DR-548. Paul Magee of LetterGraphics, Inc. representing Consumer National Bank requesting Certificate of Appropriateness approval for a wall sign at 146 East Liberty Street. (Public Square Landmark District)

No one was present to represent Consumer National Bank.

Sandra Hull moved to table the request. Dick Kinder seconded the motion. Motion carried.

DR-549. Paul Magee of LetterGraphics, Inc. representing Basil Asian Bistro requesting Certificate of Appropriateness approval for wall signs and a projecting sign at 145 West Liberty Street. (Public Square Landmark District)

No one was present to represent Basil Asian Bistro.

Sandra Hull moved to table the request. Dick Kinder seconded the motion. Motion carried.

DR-551. Chris Butdorf of LetterGraphics, Inc. representing Broehl Law Office requesting Certificate of Appropriateness approval for modifications to an existing freestanding sign at 558 North Market Street. (North Market Street Landmark District)

Ms. Broehl indicated the existing monument sign would be replaced with one which would incorporate the architectural elements of the building. Ms. Broehl indicated the building would be repainted next year which would also match the sign proposed.

Mr. Campbell noted that the sign proposed reading “Dan Stavnezer Therapy” (late submittal) was a prohibited sign and not one the Board would be reviewing. Ms. Keating questioned, in light of that, if the applicant wished to make changes to the law office sign to incorporate the other sign. Ms. Broehl asked the Board to consider the request for signage as proposed for the law office, and if they decided to make changes to it, they would come back before the Board.

Sandra Hull moved to accept signage as presented. Dick Deffenbaugh seconded the motion. Motion carried.

DR-552. Tim Monea of the City of Wooster requesting Certificate of Appropriateness approval for the replacement of a second story rear window with a glass emergency access door and the construction of a black aluminum ladder to access such door at 538 North Market Street. (North Market Street Landmark District)

Mr. Dutton stated changes were proposed to the rear portion of the building. Mr. Dutton stated an upper level window would be removed and replaced with a glass door which would look like a window from the ground. Mr. Dutton stated a metal fire escape would be added to the door to provide an emergency exit. Ms. Hull questioned why it was being added now. Mr. Dutton stated he did not think it was a Code issue, but stated recently, security was added to the interior of the building, and people on the second floor were kind of “trapped” with no second way to exit the building.

Dick Kinder moved to approve the request as submitted. Susan Bates seconded the motion. Motion carried.

DR-554. Ken Stiffler of Sign Design representing Liberty Street Marketplace requesting Certificate of Appropriateness approval for a wall sign at 146 East Liberty Street. (Public Square Landmark District)

Ken Stiffler, Sign Design, stated the proposal was for a revision to a sign which was erected in 2002 from “Liberty Street Commons” to Liberty

Street Marketplace". Mr. Stiffler stated 7", dimensional PVC plastic letters were proposed; the rear entrance would have 10" dimensional PVC letters. Mr. Stiffler stated "Marketplace" would be in red letters.

Dick Deffenbaugh moved to approve the application as submitted. Louise Keating seconded the motion. Motion carried.

DR-555. Ken Stiffler of Sign Design representing the Wayne County Historical Society requesting Certificate of Appropriateness approval for freestanding "Enter" and "Exit" signs along Spink Street at 546 East Bowman Street. (Other Landmark Property)

Mr. Stiffler stated given the alterations to the Historical Society site, a new entrance had been created along Spink Street. Mr. Stiffler stated a 2' x 3' "enter" and "exit" sign was proposed which would mark the two separate driveways. Mr. Stiffler stated the Historical Society logo would be incorporated as well.

Sandra Hull moved to approve the request as presented. Dick Kinder seconded the motion. Motion carried.

IV. SIGN APPROVAL

DR-550. Patrick Huyge of Site Enhancement Services representing Advanced Auto Parts requesting sign approval for a wall sign and a freestanding sign face replacement at 210 North Bever Street. (C-4 zoning district)

Brett Skurbin, Site Enhancement Services, acting agent for Advanced Auto Parts, stated existing Car Quest signage would be replaced and provided the Board with an updated signage proposal (see file). Mr. Skurbin noted, however, that the size and square footage of the signs had not changed and that the signage proposed was Code compliant. Mr. Skurbin stated the wall sign proposed was for a set of 30" channel letters; the channel letters would be illuminated and would be mounted on a red, panel background which would not be illuminated. Mr. Skurbin stated during off hours, the signs would be equipped with auto dimmers, and the lights could be shut off. Mr. Skurbin stated the sign would not be illuminated when the store was closed. Mr. Skurbin stated the building mounted signs proposed would give the façade a cleaner, nicer feel to it even though the building mounted sign would be slightly larger than what currently existed. Mr. Skurbin noted that the frontage was 170', and he felt the signage proposed was proportionate with the façade (255-sq. ft. of signage was permitted). The channel letters comprised 88-sq. ft., but with the red panel backgrounds proposed, it increased the square footage for that sign to 141.5-sq. ft. Mr. Skurbin noted that nothing would be done structurally to the freestanding sign and only the panels would be

replaced. Mr. Skurbin noted that the freestanding sign was 24-sq. ft. which was 6-sq. ft. under the permitted square footage. Mr. Skurbin noted that the sign was a legal, non-conforming sign with respect to its height.

Mr. Deffenbaugh questioned what would be done with the awning. Mr. Skurbin stated the awning would be two different shades of tan which was the standard for Advanced Auto Parts.

Dick Kinder moved to approve signage as presented. Susan Bates seconded the motion. Motion carried by a 6-1 vote, Sandra Hull voting negatively.

DR-553. Amy Noble of Ellet Sign Company representing 300 Tire and Service requesting sign approval for a wall sign at 210 South Buckeye Street. (C-4 zoning district)

Amy Noble, Ellet Sign Company, stated a new, 3' x 6' wall sign, internally illuminated, was proposed for 300 Tire. Ms. Noble noted the sign would be erected on the front of the building facing South Street. Mr. Campbell questioned where the sign would be placed. Ms. Noble stated the sign would be erected to the right of the existing window. Ms. Hull noted there were already two signs on that side of the building and questioned if the signs were within the Sign Code regulations. Mr. Dutton stated the allowable signage was based on the width of the right-of-way, and signage was within the regulations. Ms. Noble noted the sign was needed to represent the brand of tires being offered.

Louise Keating moved to accept signage as presented. Susan Bates seconded the motion. Motion carried by a 7-0 vote.

Meeting adjourned at 6:03 p.m.

Andrew Dutton, Staff Liaison