

**MINUTES**  
**City of Wooster Design and Review Board**  
**November 5, 2020**

**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, John Campbell, Dick Deffenbaugh, and Keith Speirs were initially present. Board members Louis Keating and Dick Kinder joined during the meeting, as noted. Sandra Hull was absent. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

**II. APPROVAL OF MINUTES**

Dick Deffenbaugh moved to approve the Minutes of the October 1, 2020 regular meeting of the Design and Review Board. Susan Bates seconded the motion. The motion carried 4-0.

Louise Keating joined the meeting.

**III. APPLICATIONS**

***DR-20-42.***

Paul Magee requested sign approval for wall and window signs and an approval recommendation for awnings at 201 East Liberty Street in the C-4 Zoning District.

Chris Butdorf, 400 West Market Street, Orrville stated that the request was to update signs and awnings on the building located at the corner of East Liberty Street and Buckeye Street. Mr. Butdorf explained that address numbers and a building directory would be added on the west side of the building. He continued that the directory frame and removable panels would be aluminum. Mr. Butdorf stated that the awnings would be tapered.

Louise Keating moved to approve the application as submitted. Susan Bates seconded the motion. The motion carried 5-0.

***DR-20-43.***

Ken Stiffler requested sign approval for a wall sign at 133 North Buckeye Street in the C-4 Zoning District.

Dick Kinder joined the meeting.

Ken Stiffler, 1537 West Old Lincoln Way, stated that the proposed 3 ft. by 9 ft sign would be located above the black awning. Mr. Stiffler explained that the sign would have a white background, a gray border and ½ in. raised acrylic letters in black.

Louise Keating moved to approve the application as submitted. Dick Deffenbaugh seconded the motion. The motion carried 6-0.

**IV. Update to City of Wooster Design Guidelines**

Mr. Campbell stated that necessary changes were proposed to the Design Guidelines. Andrew Dutton indicated that a motion was needed to approve the guidelines for the submitted changes.

Susan Bates moved to approve the updated guidelines as submitted. Dick Kinder seconded the motion. The motion carried 6-0.

**V. ADJOURNMENT**

Susan Bates moved to adjourn the meeting. Dick Kinder seconded the motion. The motion carried 6-0.

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**John Campbell, Chairman**

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**Carla Jessie, Administrative Assistant**