

**MINUTES**  
**City of Wooster Design and Review Board**  
**July 8, 2021**

**I. MEETING CALLED TO ORDER AND ROLL CALL**

John Campbell, Chairman of the Design and Review Board, called the meeting to order. Board members John Campbell, Dick Deffenbaugh, Louise Keating, Dick Kinder, and Keith Speirs were present. Susan Bates and Sandra Hull were absent. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

**II. APPROVAL OF MINUTES**

Louise Keating moved to approve the Minutes of the June 3, 2021, regular meeting of the Design and Review Board. Dick Kinder seconded the motion. The motion carried 5-0.

**III. APPLICATIONS**

***DR-21-18.***

Mark Morrison requested a Development Plan approval recommendation for fencing, lighting, a trash enclosure, and exterior building alterations at 437 East South Street in the C-4 Zoning District.

Mark Morrison, 437 East South Street, stated he was available to answer questions from the Board.

Dick Kinder moved to approve the application as submitted. Dick Deffenbaugh seconded the motion. The motion carried 5-0.

***DR-21-19.***

Paul Magee requested Sign Approval for a wall sign and awning replacements at 322 West Liberty Street in the C-4 Zoning District.

Chris Butdorf, 400 West Market Street, Orrville, stated that the proposal was to replace the existing awnings with a similar style, look, and color. Mr. Butdorf explained that a wall sign was also proposed, incorporating channel letters on the front of the building.

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

***DR-21-20.***

Ken Stiffler requested Certificate of Appropriateness approval for a wall sign and window sign at 131 North Market Street in the Public Square Landmark District.

Ken Stiffler, 1537 West Old Lincoln Way, stated that the proposed wall sign included a vinyl graphic across an existing black aluminum composite board. Mr. Stiffler continued that the door sign would be a circle logo indicating business hours.

Dick Deffenbaugh moved to approve the application as submitted. Dick Kinder seconded the motion. The motion carried 5-0.

***DR-21-21.***

Christian Butdorf requested Sign Approval for a freestanding sign at 331 West Liberty Street in the C-4 Zoning District.

Chris Butdorf, 400 West Market Street, Orrville, stated that the proposed freestanding sign cabinet would be the same color as the exterior of the building. He continued that the sign would be internally illuminated and located in the same location as the two existing signs.

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

***OTHER BUSINESS***

Andrew Dutton stated that the City of Wooster maintained five public dumpsters around the downtown area. Mr. Dutton explained that the City was having difficulties finding durable materials to withstand the high use of the dumpster enclosures. He continued that enclosure materials were being evaluated and asked the Board's opinion of the use of a chainlink fencing with slats.

Mr. Campbell stated that the chain link fence would be more flexible of the material, but the slats may be the problem, as they may crack. Mr. Campbell continued that the best item to hold up would be custom made steel gates with masonry walls. He noted this option would be expensive and chain link fencing with slats may be the most cost effective, if maintained.

Mr. Deffenbaugh asked where dumpster enclosures were required. Mr. Dutton stated that the enclosures were required everywhere, though compliance is difficult, particularly in the downtown area. He explained that the City's program provided an option for trash service for downtown businesses.

**IV. ADJOURNMENT**

Dick Kinder moved to adjourn the meeting. Louise Keating seconded the motion. The motion carried 5-0.

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John Campbell, Chairman

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Carla Jessie, Administrative Assistant