

**MINUTES**  
**City of Wooster Design and Review Board**  
**November 4, 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 Susan Bates, John Campbell, Dick Deffenbaugh, Sandra Hull, Louise Keating, Dick Kinder, and Keith Speirs. Tim Monea, Chief Building Official, was present representing the City of Wooster.

**II. APPROVAL OF MINUTES**

Susan Bates moved to approve the Minutes of the September 2, 2021, regular meeting of the Design and Review Board. Sandra Hull seconded the motion. The motion carried 7-0.

**III. APPLICATIONS**

***DR-21-33.***

Michael Husain requested a Certificate of Appropriateness Approval for exterior changes at 340 East Liberty Street in the C-4 Zoning District.

The applicant was not present at the meeting. Mr. Campbell stated that there was not enough information present to make a motion to approve the application and suggested tabling the application.

Louise Keating moved to table the application until the December meeting. Sandra Hull seconded the motion. The motion carried 7-0.

***DR-21-34.***

Christian Butdorf requested a Certificate of Appropriateness approval for a wall sign at 115 South Market Street in the Public Square Landmark District.

Christian Butdorf, 400 West Market, Orrville, stated that the wall sign would be externally illuminated with a painted aluminum panel with dimensional letters. Mr. Butdorf explained that the background color would match the facade.

Sandra Hull moved to approve the application as submitted. Dick Deffenbaugh seconded the motion. The motion carried 7-0.

**IV. 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