

MINUTES
City of Wooster Design and Review Board
December 2, 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, represented the City of Wooster.

II. APPROVAL OF MINUTES

Sandra Hull moved to approve the Minutes of the November 4, 2021, regular meeting of the Design and Review Board. Susan Bates 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 (Central Business) Zoning District.

Louise Keating moved to untable the application. Sandra Hull seconded the motion. The motion carried 7-0.

Michael Husain, 340 East Liberty Street, stated that the bricks and block were falling out, and he reused the good block and put it back to its original state. Mr. Husain continued the brick and concrete block was replaced for the missing block in a small area. Mr. Husain stated that the whole wall of the building would be painted later.

Mr. Monea stated that work was completed with no prior approvals and permits. Mr. Monea explained that the building could not be left that way when the exterior changes were not approved, and the result was not permitted. Mr. Monea continued that a plan would have to be approved to ratify the work that was completed. Mr. Monea stated that what was submitted in the application was the finished product.

Louise Keating moved to approve the application as submitted and ratify the work already completed. Dick Deffenbaugh seconded the motion. The motion carried 4-2.

DR-21-35.

Christopher Green requested a Certificate of Appropriateness approval for exterior improvements at 250 West North Street in the C-4 (Central Business) Zoning District.

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

IV. MEETINGS SCHEDULE AND CHAIR/VICE-CHAIR SELECTIONS FOR 2022

Louise Keating made a motion to accept the 2022 meeting schedule calendar as proposed. Dick Kinder seconded the motion. The motion passed unanimously, 7-0.

Louise Keating nominated John Campbell to be the Chairman and Sandra Hull to be the Vice Chairman and made a motion. Susan Bates seconded the motion. The motion passed unanimously, 7-0.

V. **ADJOURNMENT**

Louise Keating moved to adjourn the meeting. Dick Kinder seconded the motion. The motion carried 7-0.

John Campbell, Chairman

Carla Jessie, Administrative Assistant