

MINUTES
City of Wooster Design and Review Board
October 5, 2023

I. MEETING CALLED TO ORDER AND ROLL CALL

John Campbel, Chairman of the Design and Review Board, called the meeting to order. Board members John Campbell, Dick Deffenbaugh, Sandra Hull, Louise Keating, Dick Kinder, Keith Speirs, and Gretchen Tefs were present at the meeting. Vincent Marion, Planning and Zoning Manager represented the City of Wooster.

II. APPROVAL OF MINUTES

Louise Keating moved to approve the Minutes of September 7, 2023, the regular meeting of the Design and Review Board. Dick Kinder seconded the motion. The motion carried 7-0.

III. APPLICATIONS

DR-23-23.

Erin Stiffler of Sign Design requested approval for window and door sign(s) at 336 East Liberty Street in a C-4 (Central Business) zoning district (non-landmark).

Erin Stiffler, Sign Design, 1537 West Old Lincoln Way, stated that the proposal was for window graphics on one of the two-facing windows. Ms. Stiffler explained that window graphics on the door glass entrance with a customer-supplied logo and slogan at the bottom.

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

DR-23-24.

Erin Stiffler of Sign Design requested approval for a wall (building) sign at 346 South Market Street in a C-4 (Central Business) zoning district (non-landmark).

Erin Stiffler, Sign Design, 1537 West Old Lincoln Way, stated that the new owners wanted a new brand to clean up the building. Ms. Stiffler explained that the four-by-ten sign centered on the building with aluminum composite.

Dick Kinder moved to approve the application as submitted. Gretchen Tefs seconded the motion. The motion carried 7-0.

DR-23-25.

William Ross requested a Certificate of Appropriateness for exterior alterations, including painting, gutters, and lighting to a structure at 406 North Market Street in a C-1 (Office/Institutional) zoning district (landmark).

William Ross, 275 West Henrietta Street, stated that he was proposing new paint, new black half-round gutters and downspouts, and new post lights and side lights to be added to the building. Mr. Ross explained that the building has a new roof recently added.

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

IV. 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