

MINUTES
City of Wooster Design and Review Board
April 4, 2024

I. MEETING CALLED TO ORDER AND ROLL CALL

Shannon Waller, Chairman of the Design and Review Board, called the meeting to order. Board members Kris Boone, James Fox, Daniel Kirk, Jill Munro, Gretchen Tefs, and Shannon Waller were present. Vincent Marion, Planning and Zoning Manager represented the City of Wooster.

II. APPROVAL OF MINUTES

James Fox moved to approve the Minutes of March 7, 2024, the regular meeting of the Design and Review Board. Kris Boone seconded the motion. The motion carried unanimously 6-0.

III. APPLICATIONS

DR-24-5.

Shannon Waller requested approval for a mural/artwork to be placed on traffic utility boxes within the C-4 (Central Business) zoning district.

Shannon Waller recused herself from the application.

Erin Stiffler, Sign Design, 1537 West Old Lincolnway, proposed a utility box wrap on the corner of Liberty and Grant Streets. Ms. Stiffler explained that the design results from a contest that various committees had publicly held and chosen. Ms. Stiffler continued that the produced wrap would be installed on the utility box.

Jill Munro moved to approve the applications as presented. Kris Boone seconded the motion. The motion carried unanimously 5-0.

DR-24-8.

James Brady, on behalf of the owner, requested a development plan approval for a roof and siding with a change in color at 429 East Liberty Street with parcel number 64-00953.000 in the C-4 (Central Business) zoning district (non-landmark).

James Brady, Steele Systems Roofing and Siding, stated that they were contacted by the owner with an insurance claim that a vehicle hit the side of the building, and as she is fixing that, she would like to remodel the front of the storefront. Mr. Brady explained that the siding is a vinyl shake in deep moss siding, the lower half would be aboard, and the vinyl batten siding is in glacier white. Mr. Brady continued that the roof would be a black metal roof.

Daniel Kirk moved to approve the applications as presented. James Fox seconded the motion. The motion carried unanimously 6-0.

DR-24-9.

Paul Magee of LetterGraphics requested approval of window signs at 201 East Liberty Street in a C-4 (Central Business) zoning district (non-landmark).

Paul Magee, LetterGraphics Signs, 400 West Market, Orrville, stated that the proposal for vinyl graphics on the windows in black and white.

Jill Munro moved to approve the applications as presented. Gretchen Tefs seconded the motion. The motion carried unanimously 6-0.

DR-24-10.

Erin Stiffler of Sign Design requested a certificate of appropriateness for a freestanding Electronic Message Center sign at 243 North Market Street in a C-4 (Central Business) zoning district (landmark).

Erin Stiffler, Sign Design, 1537 West Old Lincolnway, stated that this application follows the granted variance we received on March 7, 2024. Ms. Stiffler explained that the presentation was for a brick monument freestanding Electronic Message Center designed to blend in with the historical architecture of the district. Ms. Stiffler continued that the monument's dimensions are six feet by nine feet, and the Electronic Message Center dimensions are three by six on both sides of the sign. Ms. Stiffler stated that the sign was proportional to the surroundings and did not overwhelm the streetscape. Ms. Stiffler explained that special attention had been paid to ensuring that the design of the Electronic Message Center and the housing maintains the aesthetic integrity of the historic district. Ms. Stiffler continued that the brick monument would be constructed using material sympathetic to the building surroundings, matching the brick as closely as possible, and the sandstone would closely match the base of the existing church block. Ms. Stiffler stated that this reflects the reverence and respect that the church has for the historic heritage and the significance of the sign in the area. Ms. Stiffler noted that they will follow all of the regulations that are already set with the City's zoning regulations outside of the C-4 historic district regarding brightness, transition times, and times that it can be on and displayed.

James Fox moved to approve the applications as presented. Daniel Kirk seconded the motion. The motion carried unanimously 6-0.

DR-24-11.

Byron Manchester of BSHM Architects requested a certificate of appropriateness for an addition and façade improvements at 475 East Wayne Avenue (Douglass Hall) on the campus of the College of Wooster in the CF (Community Facilities) zoning district (landmark).

Byron Manchester, BSHM Architects, 1020 Goodale Avenue, Columbus, stated that Douglass Hall was built in 1926 for student residences; the building had a plumbing issue and was vacated early

in the school year. Mr. Manchester explained that some emergency repairs had been done, and at that time, they decided to move ahead and plan a northern addition of 600 square feet for a new elevator. Mr. Manchester continued that the latest addition would be made using brick and glass that matched the existing building. Mr. Manchester stated that all the windows and exterior doors would be replaced with fiberglass material to replicate the historic existing doors. Mr Manchester noted that the 98-year-old roof would also be replaced, and the building would have new areaways and landscaping.

Jill Munro moved to approve the applications as presented. Kris Boone seconded the motion. The motion carried unanimously 6-0.

IV. ADJOURNMENT

James Fox moved to adjourn the meeting. Jill Munro seconded the motion. The motion carried unanimously 6-0.

Shannon Waller, Chairman

Carla Jessie, Administrative Assistant