



## ADMINISTRATIVE REVIEW TEAM

### MEETING MINUTES

**AUGUST 27, 2015**

**ART Members and Designees:** Steve Langworthy, Planning Director; Jeff Tyler, Building Standards Director; Laura Ball, Landscape Architect; Alan Perkins, Fire Marshal; Jeremiah Gracia, Economic Development Administrator; Aaron Stanford, Senior Civil Engineer; and Tim Hosterman, Police Sergeant.

**Other Staff:** Marie Downie, Planner I; Katie Dodaro, Planning Assistant; Rachel Ray, Economic Development Administrator; Joanne Shelly, Urban Designer/Landscape Architect; and Laurie Wright, Staff Assistant.

**Applicants:** James Peltier, EMH&T (Case 1); and Richard Bigham, Bigham Services (Case 3).

Steve Langworthy called the meeting to order. He asked if there were any amendments to the August 20, 2015, meeting minutes. The minutes were accepted into the record as presented.

#### INTRODUCTION

- 1. Bridge Park – B Block – Phase 1, Section 2 – Mass Excavation      6490 Riverside Drive  
15-080MPR      Minor Project Review**

Joanne Shelly said this is a request for site modifications including grading and excavation to prepare for future development at the northeast corner of Riverside Drive and Bridge Street. She said this is a request for review and approval of a Minor Project Review under the provisions of Zoning Code Section 153.066.

Ms. Shelly presented the site where demolition occurred and where the removal of the existing slabs and further excavation would occur.

Aaron Stanford asked that the state of underground utilities be clearly marked on the plans. He said labels are needed to indicate blocking of water mains, for example.

Steve Langworthy asked if there were any further questions or concerns regarding this application. [There were none.] He stated the ART determination is scheduled for September 3, 2015.

#### DETERMINATIONS

- 2. Bridge Street District Sign Guidelines      Administrative Request  
15-040ADM**

Rachel Ray said this is a request to create a guide intended to help applicants understand and apply the sign requirements in the Bridge Street District and provide direction for sign design and placement in a pedestrian-oriented environment. She said this is a request for review and recommendation of approval to the Planning and Zoning Commission for Bridge Street District Sign Guidelines.

Ms. Ray said sign requirements for height, width, and square footage, etc. are all included in the Zoning Code but requirements about design are not. She said these Guidelines are meant to address “how” the sign requirements should be met, and encourage the “design” aspect. She indicated the numerous sign examples that will hopefully inspire applicants to ‘think outside the box’. She noted that the process, purpose and intent of the Master Sign Plan are explained in the Guidelines.

Ms. Ray explained the intent is to have the Guidelines be available to everyone online so readers can zoom in and out as they please.

Ms. Ray reported that these Guidelines were presented to the Architectural Review Board last night and she received good feedback. She said some wording was modified and the ARB remarked how the context was an important addition. She said approval was recommended to the Planning and Zoning Commission with one condition for their meeting on September 3, 2015, and this will ultimately go to City Council for their final approval by resolution.

Jeff Tyler commended Rachel for a job well done. He said the Guidelines were easy to read and follow. He said he likes the sections that recommend what to do and what to avoid. He asked if images could be replaced with newer signs as they come forward and are approved for the BSD as we are anticipating more creative and innovative signs.

Ms. Ray agreed that would be a good practice to get into.

Steve Langworthy asked if there were any questions or concerns regarding this application. [There were none.] He confirmed the ART’s recommendation to the Planning and Zoning Commission for their meeting on September 3, 2015.

**3. Germain Lexus of Dublin – Sign  
15-075MPR**

**6500 Shamrock Boulevard  
Minor Project Review**

Marie Downie said this is a request for the installation of a new monument sign to replace an existing sign for a car dealership at the northeast corner of Shamrock Boulevard and Banker Drive. She said this is a request for review and approval of a Minor Project Review under the provisions of Zoning Code Sections 153.066 and 153.065(H).

Ms. Downie reported the application meets all of the sign requirements and approval is recommended with no conditions.

Richard Bigham, Bigham Services, confirmed the applicant was using the existing base and that the square footage was reduced to 19 square feet.

Steve Langworthy asked if there were any questions or concerns regarding this application. [There were none.] He confirmed the ART’s approval of this Minor Project Review with no conditions.

**4. Capitol Cadillac  
15-079MPR**

**4300 W. Dublin-Granville Road  
Minor Project Review**

Katie Dodaro said this is a request to install a new monument sign in place of an existing sign for a car dealership at the northeast corner of West Dublin Granville Road and Dale Drive. She said this is a request for review and approval of a Minor Project Review under the provisions of Zoning Code Sections 153.065(H) and 153.066.

Ms. Dodaro presented the site, noting the change in location of the sign, and the design on the face of the sign. She said the proposal meets all of the sign requirements and approval is recommended with no conditions.

Steve Langworthy asked if there were any questions or concerns regarding this application. [There were none.] He confirmed the ART's approval of this Minor Project Review with no conditions.

**ADMINISTRATIVE**

Steve Langworthy asked if there were any additional administrative issues or other items for discussion. [There were none.]

Mr. Langworthy adjourned the meeting at 2:15 pm.