

**DUBLIN CITY COUNCIL
DUBLIN PLANNING & ZONING COMMISSION
JOINT WORK SESSION
MONDAY, MAY 16, 2016
6:00-8:30 P.M. – COUNCIL CHAMBERS
CITY HALL**

AGENDA

1. Call To Order
2. Roll Call
3. Welcome – Mayor Peterson
4. Introductions
5. Round Robin (sharing of thoughts about development and standards)
6. Open Discussion (signs and architecture)
7. Administrative Review Team (presentation and discussion)
8. Closing remarks
9. Adjournment

Note: Dinner will be available at 5:30 p.m. in the Council conference room



To: Members of Dublin City Council
Members of the Planning and Zoning Commission

From: Dana L. McDaniel, City Manager

Date: May 12, 2016

Initiated By: Donna Goss, Director of Development
Vincent A. Papsidero, FAICP, Director of Planning

Re: May 16 Joint Workshop

Summary

The May 16, 2016 Joint Workshop of the Dublin City Council and the Planning and Zoning Commission is to focus on the following topics:

- Opening comments (2-3 minutes) by each participant regarding their perspective on development and the City's development standards.
- Open discussion regarding signs and architecture.
- Presentation and discussion regarding the Administrative Review Team.

In preparation for the above, the following documents are provided:

- November 25, 2015 memo to the Planning and Zoning Commission regarding options for regulating signs in the existing development within the Bridge Street District. Requested by Council Member Salay.
- May 12, 2016 memo to City Council and the PZC providing an overview of the Administrative Review Team, as requested by Council.

Recommendation

Info only.



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Memo

To: Members of the Planning and Zoning Commission
From: Vince Papsidero, FACIP, Planning Director

Date: November 25, 2015

Re: Options for Addressing Signs for Existing Development in BSD Districts

Background

At the October 12, 2015 meeting, City Council asked staff to consider revising the Bridge Street District (BSD) sign regulations as applicable to retail sites developed prior to the adoption of the BSD. The intent of this Code change would be to limit sign allowances for auto-oriented, suburban developments to what was permitted prior to rezoning to a BSD District, based on the assumption that the application of sign standards for existing developments should be an "interim" condition that will be erased with new construction consistent with the requirements of the BSD. Among the items requested for consideration were the current BSD sign requirements, the Large Format Retail Design Guidelines approved in 1998, and the standard City Zoning Code sign regulations, under which many of the existing BSD buildings were developed.

Current BSD Sign Code

The BSD code regulates signs (number, type, and size) based on zoning district and building type. All zoning districts fall into two regulatory categories, Historic District and All Other Districts, which regulate size and height of signs. Building types, which vary by category, also regulate number, type, and location of signs.

Generally for a property in any district outside of the Historic District, one ground sign is permitted per street frontage - not to exceed two. For a traditional single-tenant or multiple-tenant building with no storefronts, one building-mounted sign per street frontage is permitted. In the case of an urban-style, multiple-tenant building with storefronts, two building-mounted signs of different types are permitted, and one additional building mounted sign is permitted if the building has a public entrance to the side or rear with access to off-street parking. Size and height of various sign types are provided in the table below.

All Other Districts: Size and Height of Signs Permitted §153.065(H-I)		
Type	Size	Height
Ground	Maximum 24 sq. ft.	Maximum 8 ft.
Wall	½ sq. ft./lineal foot of building wall or storefront width up to a maximum of 50 sq. ft.	Within the first story, not above 15 ft. for existing structures
Awning	20% of the cumulative surface of all awnings, not to exceed 8 sq. ft. in total	Within the first story, min. 8 ft. above grade

All Other Districts: Size and Height of Signs Permitted §153.065(H-I)		
Type	Size	Height
Projecting	Maximum 16 sq. ft.	Within the first story, min. 8 ft. above grade
Window	20% of the area of the window, not to exceed 8 sq. ft.	Ground story only

For properties in the Historic District, single-tenant buildings are permitted two signs of two different sign types, and one additional sign on a different façade if the building has multiple frontages. For multiple tenant buildings, two signs of different sign types are permitted and can be located on different facades if the tenant has multiple frontages. If the tenant has a public entrance to the side or rear with access to off-street parking one additional sign is permitted. Size and height of various sign types are provided below.

Historic District: Size and Height of Signs Permitted §153.065(H-I)		
Type	Size	Height
Ground	Maximum 8 sq. ft.	Maximum 6 ft.
Wall	Maximum 8 sq. ft..	Maximum 15 ft.
Awning	20% of the cumulative surface of all awnings, not to exceed 8 sq. ft. in total	Maximum 15 ft., min. 8 ft. above grade
Projecting	Maximum 8 sq. ft.	Maximum 15 ft., or not extending above the sill of the second story window, whichever is lower.
Window	20% of the area of the window, not to exceed 8 sq. ft.	Ground story only, unless directory sign

The Administrative Review Team (ART) evaluates sign proposals meeting the BSD Code for compliance with sign color, secondary image, and logo provisions as well as general creativity under the Minor Project Review criteria. If a sign varying from BSD Code is proposed, ART review culminates with a recommendation under the Master Sign Plan provision to the final reviewing body - either ARB, for properties in the Historic District, or PZC for properties located elsewhere in the BSD. Once the Master Sign Plan is approved signs meeting the plan are eligible to go directly to Building Standards for Sign Permitting.

Current Standard Sign Code

The current City Sign Code regulates sign size and height by use, while type and number are consistent for all zoning districts except given special conditions like corporate offices. One wall or ground sign is permitted per building or use unless the building or use has frontage on two-public rights-of-way each exceeding 100 feet and spacing requirements can be met, then a total of two signs of the same type are permitted. Size and height of various non-residential sign types are provided in the tables below – size and height vary by use.

Wall Signs Size and Height Permitted §153.164		
Use	Size	Height
School, Church, Library, Daycare and Nursing Homes	1 sq. ft./lineal foot of building face width up to a maximum of 20 sq. ft.	Maximum 8 ft.
Development	1 sq. ft./lineal foot of building face width up to a maximum of 32 sq. ft	Maximum 8 ft.
Office	1 sq. ft./lineal foot of building face width up to a maximum of 50 sq. ft	Maximum 15 ft.

Wall Signs Size and Height Permitted §153.164		
Use	Size	Height
General Commerce (Retail, Restaurant, Lodging, Consumer Services, Personal Services, Entertainment, Wholesaling, Bank, Hospital, Manufacturing, Research)	1 sq. ft./lineal foot of building face width up to a maximum of 80 sq. ft	Maximum 15 ft.
Joint Identification	Not Permitted	Not Permitted

Ground Signs Size and Height Permitted §153.164		
Use	Size	Height
School, Church, Library, Daycare and Nursing Homes	Maximum 15 sq. ft.	Maximum 6 ft.
Development	Maximum 32 sq. ft.	Maximum 8 ft.
Office	Maximum 50 sq. ft.	Maximum 15 ft.
General Commerce (Retail, Restaurant, Lodging, Consumer Services, Personal Services, Entertainment, Wholesaling, Bank, Hospital, Manufacturing, Research)	Maximum 50 sq. ft.	Maximum 15 ft.
Joint Identification	Maximum 80 sq. ft.	Maximum 15 ft.

Signs meeting code are able to go directly through the sign permitting process. If the proposal does not meet code in a standard zoning district, then a variance is required from the Board of Zoning Appeals.

Large Format Retail Design Guidelines

In 1998, City Council adopted guidelines for large format retail to provide additional direction regarding the development of new large format retail development in standard zoning districts. The guidelines include recommendations for Parking Lot Orientation and Design, Building Entrances, Aesthetic Character and Building Features, Building Materials and Colors - with special attention to four-sided architecture and roof-top detailing. Recommendations are also made for loading and outdoor storage areas as well as lighting. The guidelines emphasize the need for pedestrian scale amenities and design for big box retailers which are generally consistent with the guiding principles of the Bridge Street District Code. However, the guidelines do not address signs. (a copy is attached).

Benchmark Analysis

Staff conducted an analysis of properties in the Bridge Street District that currently have signs consistent with the BSD Code (please see attached list and map). In total, 62 signs have been approved under the BSD. The majority of structures in the BSD were built prior to 2012 and have not sought to benefit from new sign regulations. (please see attached list and map).

It is important to note that if the sign requirements are changed, all of the above noted signs will be considered non-conforming. It will be incumbent upon Staff to separately track any non-conforming signs. It may also cause confusion for adjacent tenants or property owners if the sign requirements are changed "mid stream".

Options

The following options are suggested for consideration by the Commission. If consensus is reached to amend the code, staff would undertake a significant public engagement process with property owners and tenants as part of that process.

1. **Keep Current Regulations:** The BSD Sign Code permits smaller signs, in unique combinations, but more in number than the Standard Code (please note, the total area of these signs is less than provided for in the current sign code). For large format retail in the BSD, fewer larger signs would be permitted if reviewed under the Standard Code.
2. **Code Amendment to Modify Sign Regulations for Existing Building Types:** Appropriate development standards could be adopted addressing the permitted number of signs as well as appropriate sign types and sizes based on building type. Further refining signs by building type would be consistent with the Code's emphasis of form over use.
3. **Code Amendment to Modify Sign Regulations for Retail:** Appropriate development standards could be adopted addressing the permitted number of signs as well as appropriate sign types and sizes for retail uses. Code amendments will also need to address the various scales that retail uses can occur at to ensure signs are context sensitive.
4. **Repeal BSD Sign Regulations for Existing Retail Uses and Buildings:** This option most closely resembles the issue raised by Council. It would require a code amendment to BSD, with the replacement of those sign requirements with the existing citywide sign code. It will create non-conforming signs, as noted below, and complicate the regulatory process for property owners, tenants and staff.

Recommendation

Planning Commission consider the options for addressing signs in the Bridge Street District with special consideration for how modifications to the BSD Code can remain consistent with Dublin's values and visions for the Bridge Street District and provide direction to Planning. Planning will bring forward information and amendments at the Commission and Council's direction.

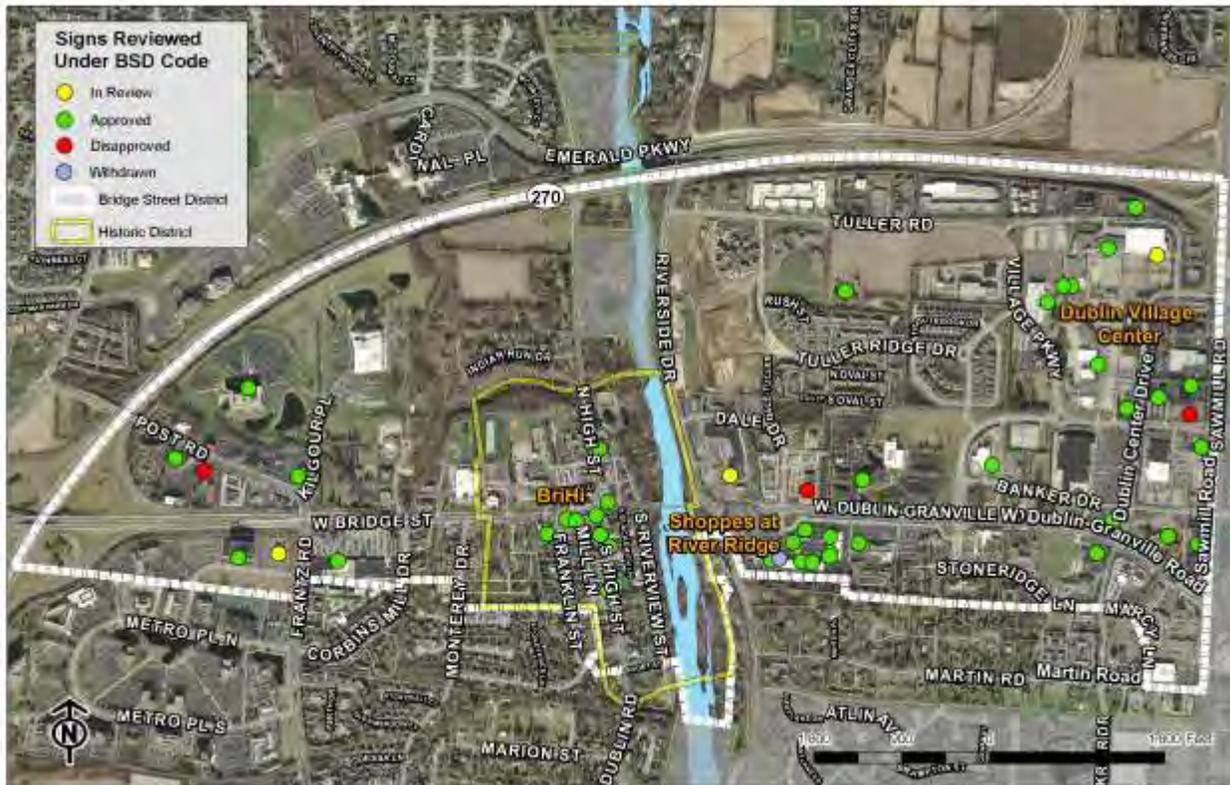
For Reference Only

BSD Master Sign Plan Cases		
Case	Address	Determination
15-100ARB-MSP Bridge Park W	94 North High Street	In Review
15-099MSP Bridge Park E - Blocks B&C	Bridge Street & Riverside Drive	In Review
15-090MSP Big Sandy Signs	6825 Dublin Center Drive	In Review
15-059DP/SP/MSP Home2 Hotel	5000 Upper Metro Place	In Review
15-056ARB-MSP/MPR Sister's Sweet Shop	55 West Bridge Street	ARB Approval
15-043MSP Tuller Flats	4313 Tuller Road	PZC Approval
14-085ARB-MPR/MSP Dublin Comm Preschool	82 West Bridge Street	ARB Approval
14-057MPR/MSP Coldwell Banker	4535 West Dublin Granville Road	Withdrawn
13-087ARB MSP Oscar's	84 North High Street	ARB Approval
13-070ARB MPR/MSP Advantage Bank	12 Darby Street	ARB Approval

BSD Master Sign Plan Cases		
Case	Address	Determination
13-067ARB MPR/MSP 48 South High Signs	48 South High Street	ARB Approval

BSD Minor Project Review Cases		
Case	Address	Determination
15-096MPR Capitol Cadillac - Signs	4300 West Dublin Granville Road	ART Approval
15-094MPR Embassy Suites -Signs	5100 Upper Metro Place	ART Approval
15-087MPR Training Grounds - Sign	6791 Dublin Center Drive	ART Approval
15-086MPR J Tiger Martial Arts	6627 Dublin Center Drive	ART Approval
15-085MPR Journey Church - Sign	6608 Dublin Center Drive	ART Approval
15-084ARB-MPR Vesna - Sign	91 South High Street	ARB Approval
15-079MPR Capitol Cadillac -Signs	4300 West Dublin Granville Road	ART Approval
15-075MPR Germain Signs	6500 Shamrock Boulevard	ART Approval
15-068WID-DP Ohio University Signs	6805 Bobcat Way	PZC Approval
15-060MPR School of Rock -Sign	6727 Dublin Center Drive	ART Approval
15-051MPR GFS Signs	3901 West Dublin Granville Road	ART Approval
15-038ARB-MPR Terra Art Gallery	36 North High Street	ARB Approval
15-032MPR Shamrock Eye Care Sign Face	5151 Post Road	ART Approval
15-028ARB-MPR Keller Williams Sign	14 South High Street	ARB Approval
15-027ARB-MPR Studio J Sign	4505 West Dublin Granville Road	ART Approval
15-021MPR OCLC Sign	6565 Kilgour Place	ART Approval
15-020MPR Average Joe's Sign	6711 Dublin Center Drive	ART Approval
15-008ARB-MPR Green Olive Co	36 North High Street	ARB Approval
15-007MPR Oakland Nursery Home Sign	4271 West Dublin Granville Road	ART Approval
14-101ARB-MPR Chelsea Borough	54 South High Street	ARB Approval
14-093ARB-MPR Shamrock Barber Shop	86 South High Street	ARB Approval
		ART
14-089MPR Halloween Express Sign	6655 Sawmill Road	Disapproval
14-088MPR Visionworks Sign	6465 Sawmill Road	ART Approval
14-084MPR Chevy of Dublin	5002 Post Road	ART Approval
14-082ARB-MPR Howard Hannah	37 West Bridge Street	ARB Approval
14-081MPR Coldwell Banker	4535 West Dublin Granville Road	ART Approval
14-080MPR Red Roof Inn	5125 Post Road	ART Approval
14-078MPR Haring Dental	4393 West Dublin Granville Road	ART Approval
14-061MPR FC Bank Sign	4545 West Dublin Granville Road	ART Approval
14-058MPR Harbor Yoga	4325 West Dublin Granville Road	ART Approval
		ART
14-050MPR Red Roof	5125 Post Road	Disapproval
14-043ARB-MPR 113 S High St	113 South High Street	ARB Approval
14-035MPR River's Edge Pediatrics Sign	4335 West Dublin Granville Road	ART Approval
14-031MPR fuse by Cardinal Sign	4305 West Dublin Granville Road	ART Approval
14-025WID-DP/SP OU Sign	7001 Post Road	PZC Approval
14-007MPR Covelli Enterprises	6693 Sawmill Road	ART Approval
13-108 MPR Ivy Bridal Sign	4455 West Dublin Granville Road	ART Approval
13-094MPR Silver Spoon Boutique	4365 West Dublin-Granville Road	ART Approval
13-074MPR Posh! Nails Sign	4437 West Dublin Granville Road	ART Approval
13-066MPR Harbor Yoga Sign	36 North High Street	ARB Approval
13-051MPR AMC Signs	6700 Village Parkway	ART Approval
13-038MPR Awesome Skin and Body Care	333 West Bridge Street	ART Approval

BSD Minor Project Review Cases		
Case	Address	Determination
13-032MPR White Dress Co	4455 West Dublin Granville Road	ART Approval
13-029MPR Jeni's	1 West Bridge Street	ARB Approval
13-020MPR Tails Above the Rest	14 South High Street	ARB Approval
13-014MPR Wendy's HQ	1 Dave Thomas Drive	ART Approval
13-013MPR Mellow Mushroom	6505 Dublin Center Drive	ART Approval
13-011MPR Tucci's Sign	35 North High Street	ARB Approval
13-008MPR w/ Waivers Capitol Cadillac Signs	4300 West Dublin Granville Road	ART Approval/ Disapproval
13-005MPR Infiniti Signs	3890 Tuller Road	ART Approval
13-004MPR Fifth Third Bank Signs	3800 West Dublin Granville Road	ART Approval
12-086MPR Posh! Nail Company	4465 West Dublin-Granville Road	ART Approval
12-085MPR Trovare Home Sign	113 South High Street	ARB Approval
12-081MPR Pint Room	4415 West Dublin Granville Road	ART Approval
12-079MPR Remax	106 South High Street	ART Approval
12-067MPR Bruegger's Bagels	4425 West Dublin Granville Road	ART Approval
12-064MPR KFC	6611 Sawmill Road	ART Approval
12-049MPR Huntington Bank Sign	6601 Dublin Center Drive	ART Approval



98-077APM

LARGE FORMAT RETAIL DESIGN GUIDELINES – 11/2/98

****Comments/changes have been included from the July 16 and October 15 Planning Commission meetings, as well as from the August 12, September 9, and October 7 subcommittee meetings.*

Purpose:

The intent of this document is to set forth development guidelines for the appropriate location and development of large format retail uses. It is the desire of the Planning and Zoning Commission to challenge the developer to provide the best product possible.

These guidelines should be applied in conjunction with Ordinance 88-98 and should be consistent with the Land Use Policies, Strategies, and Action Items of the 1997 Dublin Community Plan. The Plan's directives are listed below:

Land Use Policies:

- A) Use the Community Plan text and maps to guide development decisions and to promote public health, safety, and welfare.
- B) Control the quality and intensity of growth along Dublin's periphery.
- C) The City shall protect the rural character of outlying areas to the west.
- D) Land development intensities should be sensitive to the capacity of the transportation network.
- E) Encourage development patterns that support pedestrian mobility.
- F) Encourage development patterns that support transit service.
- G) Preserve areas of open space for active and passive recreation.
- H) Preserve environmentally sensitive areas and corridors.
- I) Due to its fiscal and traffic characteristics severely limit additional regional and large-scale retail, but promote local-serving retail and service in appropriate locations.
- J) Reinforce Old Dublin as the historic town center of the City.

Transportation Policies:

- A) Use the Thoroughfare Plan to coordinate development and roadway improvements.
- B) Balance public and private sector responsibility for roadway improvements.
- C) Establish Level of Service Standards for Dublin's roads.
- D) Design and capacity standards for roadways should be appropriately related to roadway function and classification.
- E) Maximize existing roadway capacity and safety and reduce peak hour congestion through roadway management improvements.
- F) Provide a roadway network with multiple connections between routes uses.
- G) Minimize adverse impacts of road improvements in sensitive areas.
- H) Promote alternatives to the Single Occupant Vehicle.
- I) Work cooperatively with surrounding jurisdictions to promote consistent regional transportation planning and programming.
- J) Act on key short-term components of the Thoroughfare Plan.

- K) Promote bicycle mobility in and through Dublin.

Fiscal Policies:

- A) Seek alternative sources of revenue to offset costs of future roadway improvements.
- B) Dublin does not need to pursue increased employment intensities.
- C) New development should pay its fair share of growth impacts.
- D) Maintain current levels of service for City services.

These guidelines should act as a reference for the Planning and Zoning Commission to review large format retail development applications. Their aim is not to stifle creativity. Rather, the guidelines should be applied so that their intent is met to the satisfaction of the Commission. Large format retail developments should be designed to reflect the high standards that have made Dublin a desirable place to live and work. The guidelines address the following areas:

- Traffic concerns
- Parking lot orientation and design
- Building Entrances
- Aesthetic character
- Building features
- Roofs
- Building materials and colors
- Rear and side facades
- Nuisances
- Loading areas
- Outdoor storage/display/sales
- Refuse collection
- Lighting

Conditional uses are provided within the zoning district regulations because such uses will often more intensely affect the surrounding area in which they are located than the permitted uses such zoning districts.

Regional retail facilities are examples of uses which have more intense affects, especially with respect to traffic, than most permitted uses. Therefore, any large format retail use (of 20,000 square feet of building area or greater devoted to one tenant/user) is classified as a conditional use under the provisions of Code Section 153.236. The Planning and Zoning Commission will review the conditional use application using these guidelines. The Planning and Zoning Commission should hold a public hearing and act on a conditional use by approval, approval with modifications, or disapproval.

Traffic Concerns:

Automobile traffic is a major concern of Dublin residents. Therefore, an applicant-funded traffic study may be required at the discretion of the Commission. Site access, left-turn vehicle

stacking, right-of-way dedication, off-site improvements, circulation, and pedestrian protection should be appropriately and comprehensively addressed and/or provided as part of the conditional use application and consideration. The applicant should provide “nodes of shopping” to make multiple transactions possible with one trip. (A “node of shopping” is an area or development which serves multiple, separate functions for consumers with one vehicle trip.)

Parking Lot Orientation and Design:

Parking areas shall provide safe, convenient, and efficient access. The following items should be integrated into parking lot design:

- Buildings should be located closer to streets to minimize the scale of the overall development. This reduces the “sea” of parking effect (looking across a vast expanse of parking to the building).
- It is preferred that no more than 50 percent of the required off-street parking spaces for the store be located between the main building façade and the abutting street(s).
- There should be greenspace margins at least 20 feet wide around the periphery of the site, and at least seven feet in width around the perimeter of the building.
- Pedestrian traffic should be handled appropriately through the site, minimizing conflict points between auto and pedestrian traffic by adequate design and demarcation of pedestrian walkways from parking or driveway areas. Brick pavers should be utilized to emphasize the separation of vehicle and pedestrian traffic. Sidewalks should be integrated into the design of the parking lot and should be kept free of obstructions to ensure safe usage by pedestrians.
- Parking lot layout should be designed to meet City standards, and connections to built or planned sidewalks and bike paths is encouraged.
- At least one bicycle rack for a minimum of 20 bicycles should be located within 150 feet of a customer store entrance.
- Internal green space islands/areas within the parking lot are required to be at least ten percent of the gross paved and building surface area. Parking “pods” should be utilized to minimize large expanses of asphalt (see schematic pad design). (A parking “pod” is a segment of a parking lot that is clearly separated from the rest of the lot by a landscaped edge.)
- Water features and/or public plazas of at least five percent of the gross paved and building surface area should be required. These features may be incorporated into the retention plan for the site. The applicant has the option of converting this five percent into additional green space.
- Adherence to the Americans with Disabilities Act Accessibility Guidelines and applicable building regulations is required.
- Cart corrals should be constructed of extruded concrete curbing, with landscaping on three sides, and exhibit no corporate signage (see schematic cart corral design). (Cart corrals are small areas of a parking lot that are designated for the temporary storage of carts generally associated with a nearby retail use.)
- Outdoor display of any type is not permitted.

- The Commission should have discretion over the required number of parking spaces for a site when green space, landscaping, water features, etc. are offered as an alternative. In planned districts, text changes may be recommended, and in straight-zoned districts, the Commission may recommend that a variance application be filed with the Board of Zoning Appeals.
- Delivery or service vehicles are prohibited from parking in customer parking areas.

Building Entrances:

Entryway design elements and variations should provide orientation, aesthetically pleasing character, and pedestrian scale to the building. These elements should be architecturally integrated with the building and create the appearance of multiple entrances and storefronts. Each principal building should have at least two clearly defined, highly visible customer entrances featuring an appropriate combination of two or more of the following (see schematic entryway features):

- Overhangs
- Recesses/projections
- Verandas
- Arches
- Landscaped areas for pedestrian seating
- Architectural details such as tile work and moldings which are integrated into the building structure and design
- Outdoor patios/public plazas with seating
- Peaked roof forms
- Canopies (not backlit) or porticos

Aesthetic Character:

Facades should be articulated to reduce the massive scale and the uniform, disengaging appearances of large format retail buildings, and to provide visual interest that will be consistent with the community's identity, character, and scale. Large "box" designs are not permitted. Composite shapes should be utilized in the site layout of these large structures. The intent is to encourage developments to incorporate high quality materials and a pedestrian friendly scale so as to contribute to and identify a sense of community as articulated in the Community Plan. The following standards should be applied to accomplish these goals:

- 1) No uninterrupted length of any façade should exceed 75 horizontal feet, and wall plane projections or offsets should have a depth of at least 10 feet and should extend at least 50 feet of the length of the façade;
- 2) No segment of wall should exceed 10 vertical feet without interruption by an architectural feature such as a change in color, texture, material, design, etc;

- 3) Ground floor facades that face public streets or parking areas should have display windows, awnings, verandas, entry areas, or other such features along no less than 60 percent of their horizontal length; and
- 4) Building height as defined by Code should not exceed 35 feet. Each development application should be evaluated with the scale, massing, and location of the project in mind. Two-story buildings which provide substantially more green space on a site are generally preferred over single story buildings with more lot coverage.

Building Features:

Buildings should have architectural features, finishes, and patterns that provide visual interest, contribute to a pedestrian scale, reduce massive effects, and recognize local, as well as community-wide character. The elements in the following standard should be integral parts of the building fabric, and not superficially applied trim, graphics, or paint.

- 1) Building facades should incorporate a repeating pattern that includes the elements listed below. At least one of these elements should repeat horizontally. The elements are as follows:
 - Color
 - Texture
 - Material
 - Reveals
 - Offsets
 - Columns
 - Pilasters
- 2) Expression of architectural or structural bay through a change in plane is recommended. The following are examples of such expressions (see diagram):
 - Offsets
 - Projecting ribs or columns
 - Recessed arches or other features

Roofs:

Variations in roof lines should be used to reduce the mass and add interest to large buildings. Flat roofs should not be visible, except if verandas, trellises, etc. are utilized. Roof features should complement the character of adjoining neighborhoods and/or developments where applicable. All rooftop mechanical equipment must be screened from public view. Parapets should feature three-dimensional cornice treatment. Parapet backing, if visible, must match the materials of the front elevation of the parapet. Roofs should incorporate at least two of the following features (see diagram):

- 1) Overhanging eaves, extending no less than three feet past the supporting walls.
- 2) Sloping roofs that do not exceed the average height of the supporting walls, which utilize trusses and pillars.
- 3) Multiple horizontal roof planes per building elevation.

Building Materials and Colors:

Building materials shall be of high quality. It is the applicant's responsibility to demonstrate that materials, systems, and their supporting connections, enclosures, joints, joint materials, ability to expand and contract, ability to maintain color and finish, long term durability and maintenance meet or exceed acceptable industry standards as accepted by the Commission. The applicant shall provide all appropriate data, samples, and warranty information. The Commission will consider new products, systems, and technologies, but retains discretion over their use.

The use of brick and stone (including limestone and manufactured stone) is significant in the development's community-wide acceptability and contextual appearance. Therefore, one or both materials should be utilized on every building façade. A minimum of 60 percent of every building façade (excluding glazing) must be brick or stone. This required percentage may be increased if the development location warrants it.

The following materials are not acceptable:

- Standard concrete masonry units, such as concrete block, painted or unpainted, textured or untextured
- Pre-engineered building systems and panels
- Vinyl or aluminum siding
- Wood siding and trim other than cedar

Tinting of glazing and the percentage of façade area devoted to glazing are both subject to review and approval by the Planning Commission. Window signage should be minimized.

Building materials and colors contribute to the visual impact of a building. Therefore, they should be aesthetically pleasing and compatible with materials and colors used throughout the community. These should be subdued low chroma colors, including grey, buff, beige, taupe, brown, and tan. Brick of red tones (e.g. Glengery Rosewood) is also permissible. "Corporate identity" or "logo" colors may not be used in any material colors unless they coincide with accepted colors. Business "logo colors" may be used sparingly in signage.

Façade and trim colors should be of low reflectance, subtle, and neutral colors. The use of high intensity colors, metallic colors, black, or fluorescent colors is prohibited. Painted stripes or designs should be avoided. Exposed neon tubing on the building is prohibited. The use of neon tubing within the building should not be visible from outside the building.

Rear and Side Facades:

No structure is considered as having “front” and “rear” facades. The same degree of finish, including the required percentage of brick and stone, should be utilized on all sides of the building. All facades should contribute to the scale and features of the building by featuring similar characteristics as the front façade.

The minimum setback for any building façade should be at least 50 feet from the nearest property line. If the scale, massing, and location of the proposed building warrant it, setbacks may be increased or decreased at the Commission’s discretion. The required building setback may be higher for certain roads (e.g. 200 feet for scenic roads). Where a façade faces any adjacent residential use, an earthen berm, no less than seven feet in height as measured from the finished floor elevation of the store should be provided. This berm should contain, at a minimum, evergreen and deciduous trees 12 feet in height planted at intervals of 15 feet on center, or in clusters or clumps, and should be provided along the length of the property line. Grasses and shrubs may be incorporated with the approval of the Commission. Landscaping and mounding must meet or exceed Code as noted.

Nuisances, Loading Areas, Storage, Sales and Refuse Collection:

Loading areas and outdoor storage areas of large format retailers exert visual and noise impacts on surrounding areas. All of these areas must be completely screened or enclosed. Standards for these areas are summarized in the following:

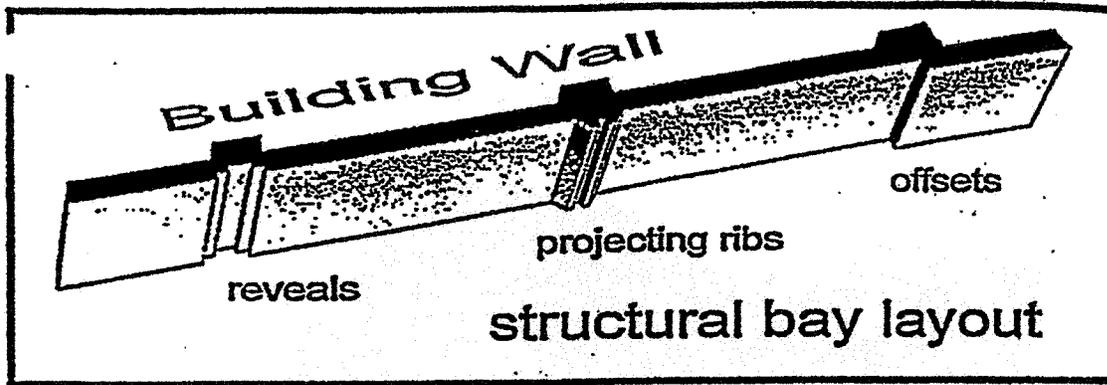
- 1) Storage, sales, truck parking, trash collection/compaction, loading, or other such uses must be fully screened.
- 2) Storage, sales, trash collection/compaction, loading, or other such uses should be located at least 35 feet from a public street, public sidewalk, or internal pedestrian way, public or private.
- 3) Loading docks, truck parking, storage, utility meters, HVAC equipment, trash, collection/compaction, and other service functions should be incorporated into the overall design of the building and the landscaping. The visual and noise impacts of these functions should be fully contained/enclosed and out of view from adjacent properties and public/private streets. Attention should not be attracted to these functions by the use of screening or building materials different from or inferior to the principal materials of the building and landscape.
- 4) All areas for the storage and sale of seasonal inventory should be permanently defined and screened with walls and/or fences. Screening walls shall repeat the materials, colors, and design of the predominant materials and colors on the building. Chain-link, tubular steel, vinyl/aluminum slats, barbed-wire, and similar fencing types are not permitted.
- 5) No delivery, loading, trash removal, or other such operations should be permitted between the hours of 10:00 p.m. and 7:00 a.m. when any part of the site is within

2,000 feet of residential uses. Trash collection containers shall have top enclosures. Violations of these policies should be handled by the Dublin Policy Department and Code Enforcement Officer.

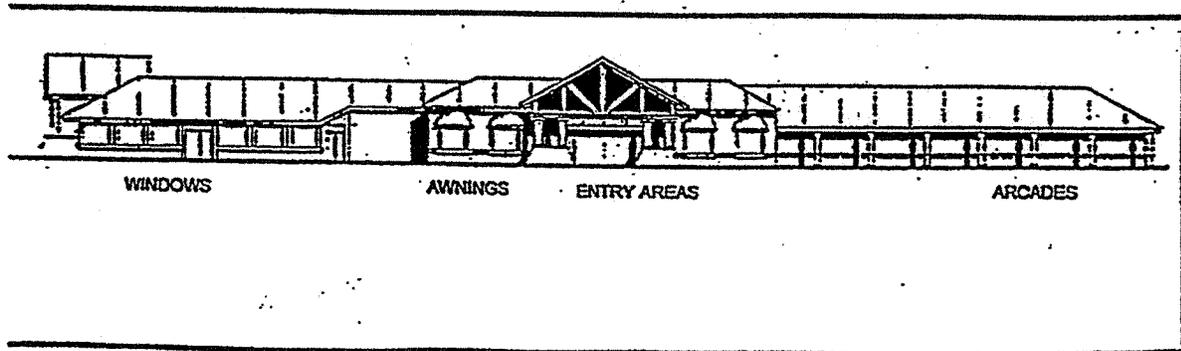
- 6) Outdoor speakers are not permitted.
- 7) The Commission should examine hours of operation and may restrict them at its discretion, if warranted. 24-hour operation is strongly discouraged.

Lighting:

Lighting should be of a pedestrian scale. All lighting plans must meet the requirement of the Dublin Lighting Guidelines, including the use of cut-off type fixtures. Wall pack lights must also be of the cut-off variety. Light pole bases should be incorporated into landscape islands where possible (all Landscape Code requirements must be met), and must be designed to utilize stone or brick veneer bases which match the building.

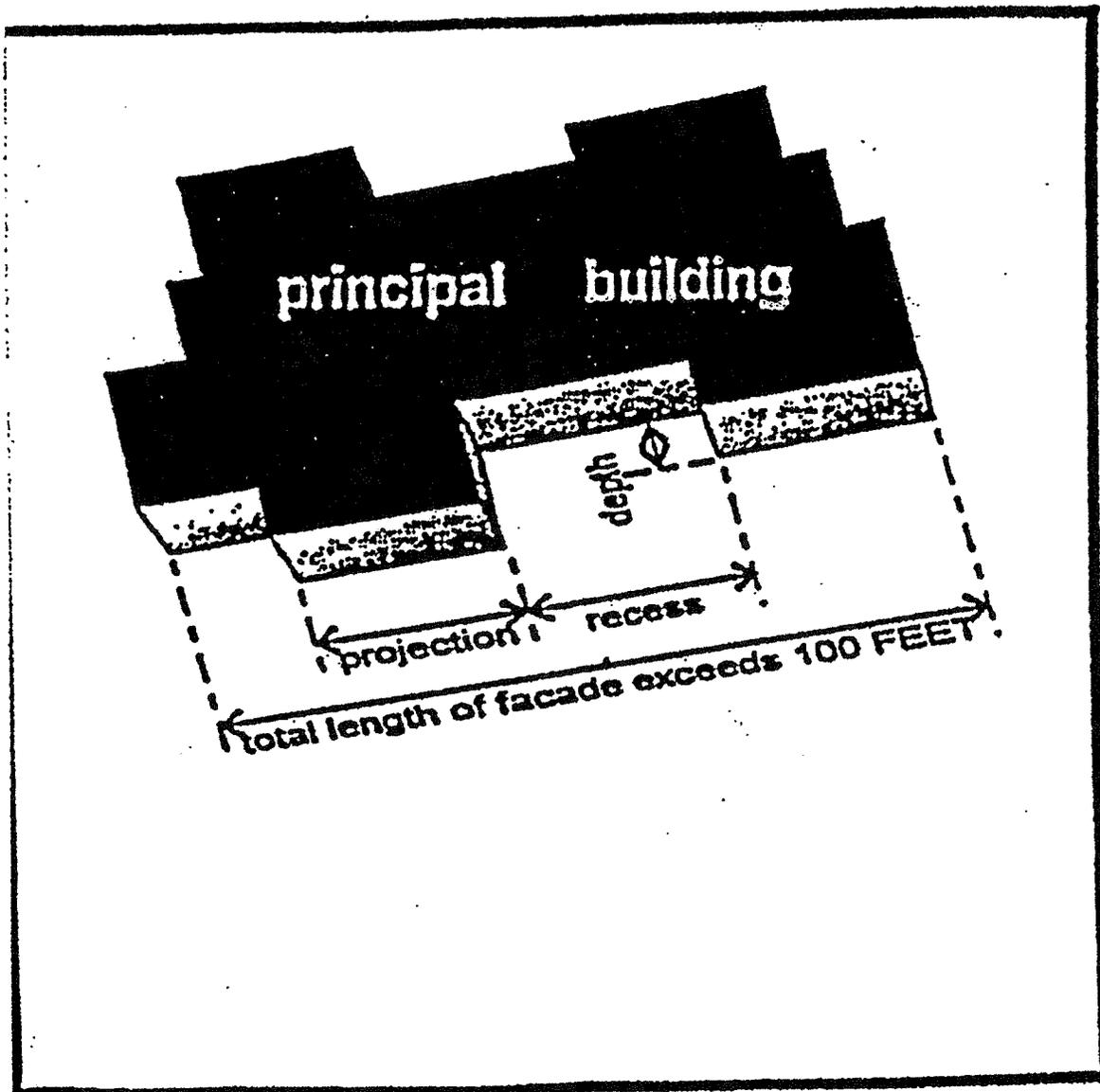


Architectural/Structural Bays



Schematic Entryway Features

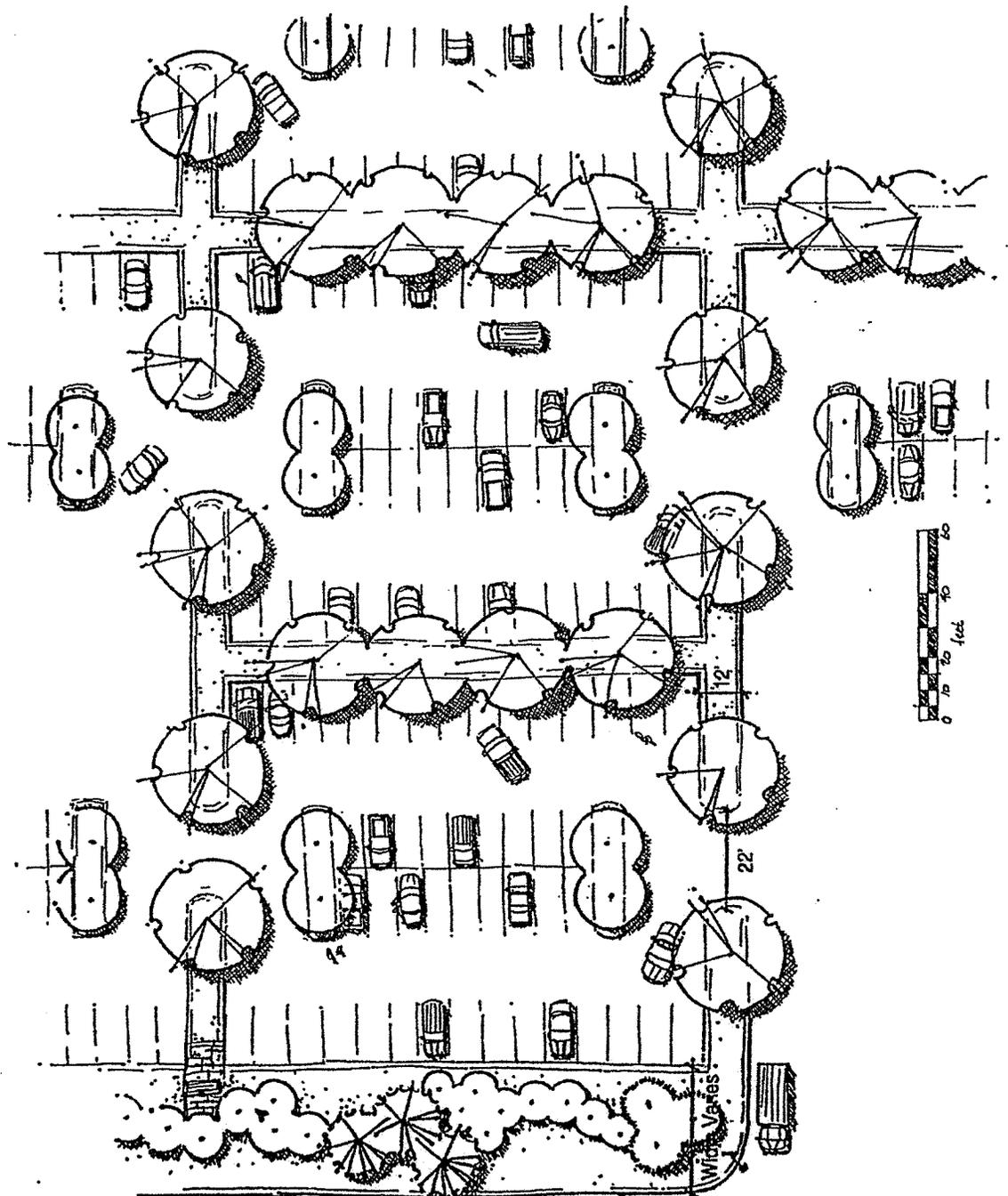
98-077ADM
Large Format Retail Uses



Architectural Recesses and Projections

98-077ADM

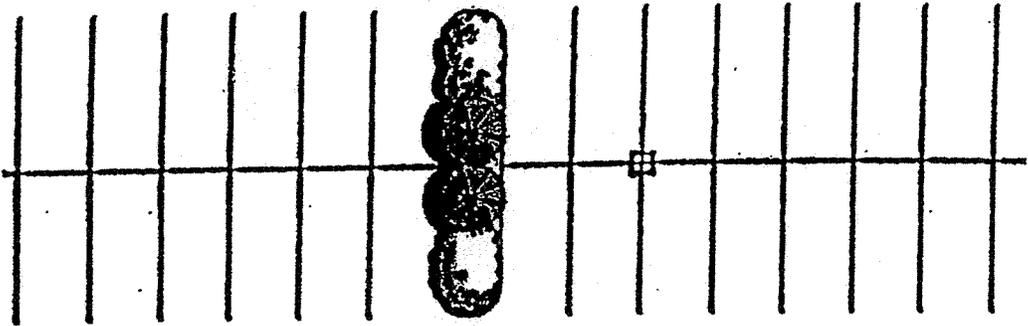
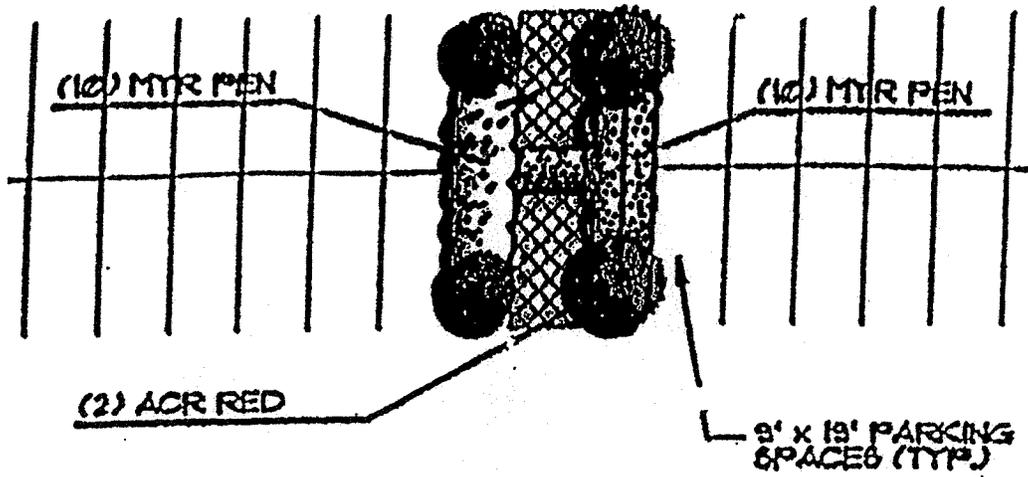
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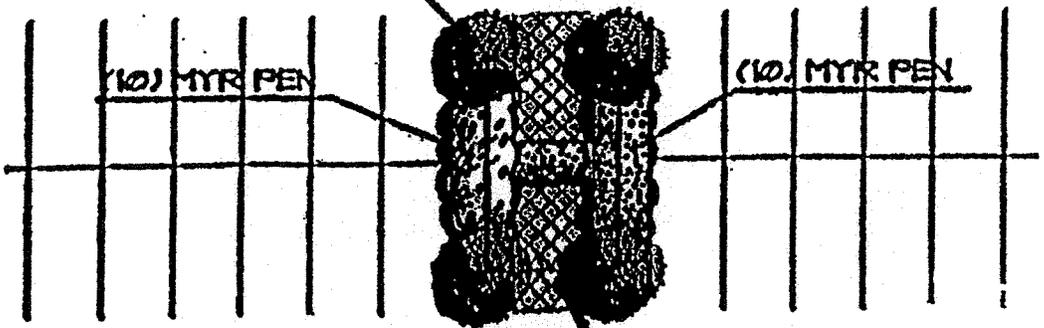
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Public Street

Schematic Parking Pod Design



(4) ACR RED



CART CORRAL (TYPICAL)

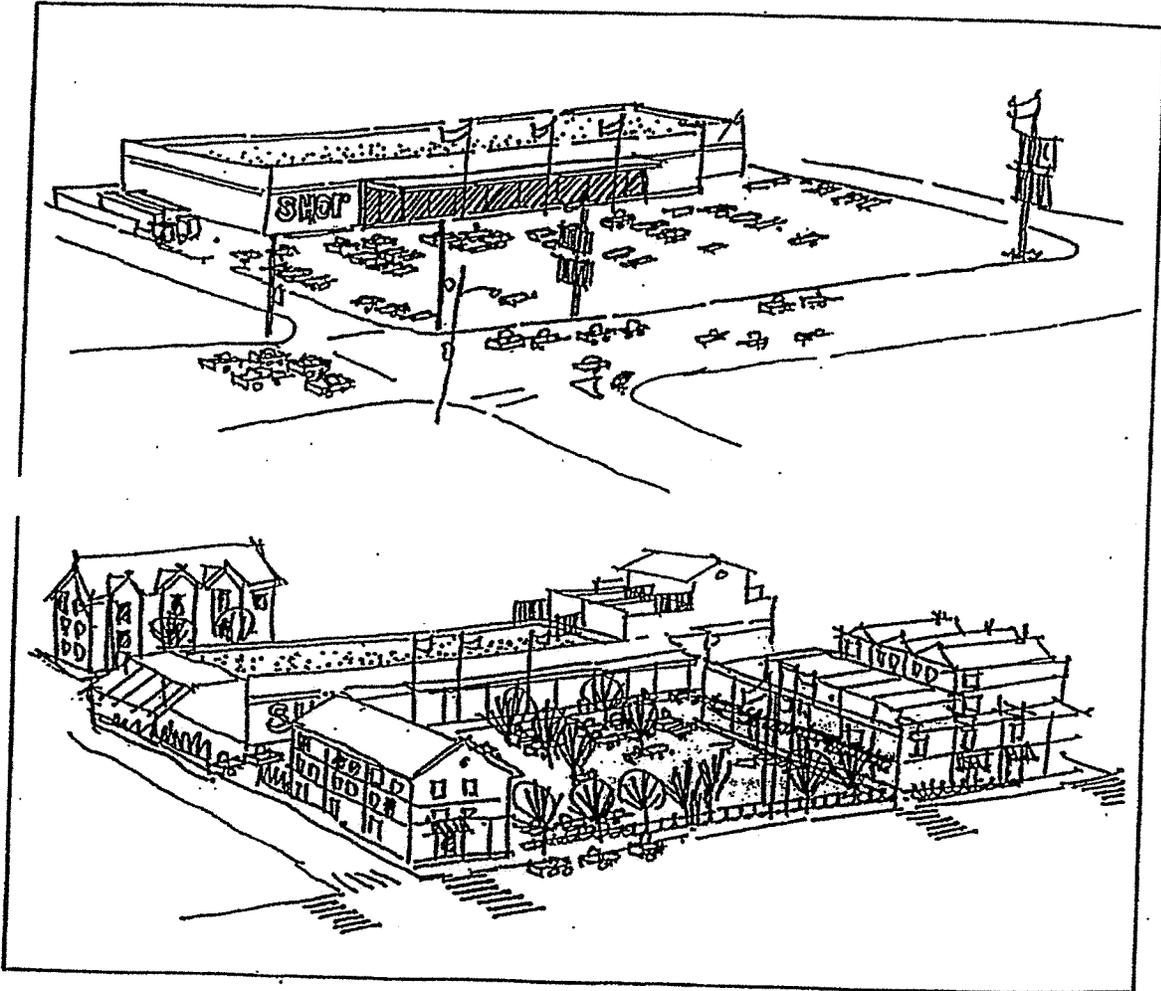
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Schematic Cart Corral Design



Conceptual Cart Corral Design

Standard Site Plan Design



Alternate Site Plan Design

98-077ADM
Large Format Retail Uses



To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager
Date: May 12, 2016
Initiated By: Donna Goss, Director of Development
Vincent A. Papsidero, FAICP, Director of Planning
Re: Administrative Review Team – Background and Discussion

Introduction

Current and former members of City Council have raised questions regarding the effectiveness of the Administrative Review Team. This memorandum provides background on the ART, its current code-defined responsibilities, recent changes to the ART, options for moving forward and a staff recommendation.

Background

The Administrative Review Team was established as a reviewing body tasked with making determinations on specific development applications based on adherence to specific review standards. The Administrative Review process was designed to expedite project reviews within a time-limited review period, allowing projects to proceed quickly to building permitting and construction. The intent of the Administrative Review procedures is to provide an efficient and predictable review process for development applications in the Bridge Street District and the West Innovation District, and for wireless communications facilities.

The ART was first established in 2007 for use in the West Innovation District and for wireless communication facilities (regulated by Chapter 99 of the City of Dublin Code of Ordinances). The original provision for the ART as incorporated into the West Innovation District Code language was intended to represent the system that was used for the Ohio Health Hospital internal review in that it brought together a cross-disciplinary team in the form of a one-stop-shop to stay in contact with the design process from beginning to preparation for review of the rezoning and final development plans by the Planning and Zoning Commission and City Council. The ART process, allowing a proposal to go straight to permitting if it met the zoning requirements and architectural standards was intended to meet the speed to build concept proposed by our consultants that established the Districts and the area plan.

The expansion of the ART as the sole reviewing body was included in the original adoption of the Bridge Street District in 2012, with the approved version including ART as one of the reviewing bodies. The Bridge Street District Code was updated in 2014 and included City Council as an additional reviewing body with the review and approval process for applications that include a development agreement.

Current Responsibilities as Defined by Code

As provided for in Code Section 153.237, the ART is authorized to function within the Innovation Districts (ID) and the Bridge Street District (BSD), as well as to approve co-location of wireless

communication facilities in all zoning districts, except in the Architectural Review District. Currently it is charged with the following responsibilities:

- **Innovation Districts (153.042):** Under the Innovation Districts, the ART has the following responsibilities:
 - Review and approval of development plans, which must occur within 28 days from the filing of an application (unless otherwise agreed to with the applicant).
 - Following ART action, development plans can be submitted to the Planning and Zoning Commission if an applicant wishes reconsideration of an ART condition of approval, if a development plan fails to meet any of the applicable ID requirements and are not eligible for an administrative waiver, or if administrative departures have been denied by the ART.
 - To date there have been very few development projects to come through the Innovation Districts. The most significant cases include the Ohio University College of Health Science, Command Alkon, Nestle Expansion, VA Data Center, and Ohio University sign approvals. It is expected that casework will increase in the IDs, both with Ohio University's future expansion and at least one new development proposal that has been shared with staff.

- **Bridge Street District (153.066):** Under the BSD, the ART has the following responsibilities:
 - Non-binding recommendation of applications for zoning map or text amendments, conditional uses, use variances, non-use (area) variances, basic plans, development plans, site plans, administrative waivers, master sign plans, and open space fee-in-lieu requests.
 - The ART has the ability to approve development plans and site plans if so authorized by City Council following its approval of a basic plan under the EDA provisions in code.
 - The ART is authorized by code [153.066(G)] to approve minor projects, as defined below, which also indicates the number of cases considered by the ART since its inception in 2012:

Category	Cases	Examples
Individual detached single family homes	0	NA
Multi-family and townhouse buildings of eight or fewer units in a single building on an individual lot and not part of a larger development complex	0	NA
Mixed use and nonresidential principal structures of no greater than 10,000 SF	1	Christoff Retail Center (aka Visionworks) at 6465 Sawmill Road
Additions to principal structures smaller than 25% GFA or 10,000 SF, whichever is less	3	288 SF addition to 250 W. Bridge Street, Red Rooster Quilt Shop at OCLC
Exterior modifications to principal structures involving not more than 25% of any individual façade elevation	1	Site plan modification to allow first floor commercial/retail use instead of residential in Building B4/5 in Bridge Park
Signs, landscaping, parking and other site improvements that do not involve construction of a new principal building	63	48 of these cases were signs (Studio J, Harbor Yoga, Haring Pediatric Dental, Covelli Enterprises, Average Joe's, The Golf Room, Tiger Martial Arts, State Farm , mass excavation for Block A, Bridge Park
Accessory structures and uses	3	Vrable play structure at 4500 John Shields Parkway; Tuller Flats maintenance building,

		Wendy's Basketball Court
Modifications to existing structures in accordance with 153.062(B) General Building Type Requirements)	13	OCLC exterior modifications (new decorative structural steel canopy); Covelli, Enterprises, Trader Joe's, Capitol Cadillac

- As of adoption of this provision in 2012, there have been 84 cases considered by the ART, of which the majority (75%) have been signs, landscaping, parking and other site improvements that do not involve construction of a new principle building.
- **Co-Location of Wireless Communications Facilities (99.06):** This code provision allows ART to approve co-location applications on existing antenna support structures or towers in all zoning districts, except the Architectural Review District. Since adoption of this provision, there have been 30 cases considered by the ART.

To ensure transparency, all ART meeting materials (agendas, staff reports, determinations and minutes) are posted on the City website. More importantly, current ART applications are posted as well, including all submission materials (applications, drawings and attachments). ART meetings are held every Thursday afternoon at 2 p.m. in the Burnham conference room in the 5800 Building (the schedule is also posted on the web). Code requires notice of applications considered by ART in the ID district to be mailed to property owners within 300 feet of the property under consideration.

Benefits of the ART

- **Accountability:** One of the most important benefits of the ART is that department leadership is held publicly accountable for the decisions of the ART. ART operates in a transparent, public fashion and the deliberations and votes are recorded and reflected in the minutes. As a result, the ART process is taken very seriously by staff; ART decisions are deliberate and well thought out.
- **Coordinated Staff Review:** The ART facilitates a single point for coordinated staff review of development projects within the ID and BSD districts. In the typical local government review process, departments independently review development proposals, which can provide contradictory feedback to applicants. At the same time, applicants can play one department off another in searching for the support they desire, regardless of the impact on government code and policy. The ART minimizes these issues and provides a single staff voice because each department is able to review the application and have a coordinated dialogue.
- **Code and Policy Interpretation:** In addition, the ART members have traditionally taken a conservative approach to interpreting the zoning code and applying the Community Plan. It is the staff's position that the Planning and Zoning Commission and Architectural Review Board are provided more latitude to interpret the code and apply the plan, and that City Council holds ultimate authority as the author and adopter of City code and policy.

Recent Changes to the ART

With the addition of a new Development Director and Planning Director, the ART process has been reviewed and modified, as summarized below.

- **Formality of the ART Meeting:** Traditionally, the ART meetings were very informal and any staff member with an interest in a case could participate. While this benefited staff in

allowing full participation in an interested case, it could cause confusion and frustration on the part of applicants, and extended the length of the meetings because of the resulting discussion. It was decided that ART should function more formally (similar to the PZC), with participation limited to department leadership as defined by code, with staff providing a formal presentation, focusing the conversation on germane topics, and establishing a formal yet engaging atmosphere. The result has been more deliberate conversations, expedited decisions and quicker turnaround for applicants while maintaining consistency with City code and the Community Plan.

- **Expedited Approvals:** Where possible, less complicated applications have been expedited by the ART. Traditionally, cases are considered by the ART at three meetings (introduction, review, decision). For minor cases, such as cell tower modifications and minor sign applications that meet code, the ART has reviewed such cases in one or two meetings. This provides a higher level of service to the City's customers.

Options for Moving Forward

The following outlines options to address concerns regarding the ART:

- **No Legislative Changes, But Continued Operational Improvements:** No legislative changes would be considered. Staff will continue to make operational changes to ART and the process. Examples include simplifying the ART review process for signs and modifications within the Architectural Review District. As a reminder, the Code spells out a kick-up provision in the WID, where complex cases and cases with potential area-wide impacts, can be "kicked-up" for final review by the Planning and Zoning Commission at the discretion of either staff or the applicant.
- **Eliminate the ART for the Bridge Street District:** The ART could be eliminated for the BSD, which would require a code amendment adopted by City Council. Eliminating the ART would necessitate at least two significant changes in the city's development review process:
 - **Staff Review Letter:** Without ART's non-binding review of development plans, etc. that move to PZC and ARB, staff will have to issue its Staff Review Letter, prior to preparation of Staff Reports. These are time consuming and extend the front end of the review process, but necessary in order to provide technical feedback to applicants prior to issuance of the formal staff report.
 - **Increase PZC Caseload:** The caseload handled by ART (especially minor project reviews, which includes signs not involved in new building construction in the BSD) would have to be transferred to the PZC. This would increase the commission's workload and might necessitate additional meetings each month so that meetings do not extend to late in the evening. Also, some of these approvals would be time sensitive, thereby necessitating more meetings. One such category is the individual storefront proposals for restaurants/retailers in Bridge Park, which would otherwise be classified as minor projects; these will total about 40 initial applications, many of which may require future modifications. The additional workload (e.g. PZC staff reports) will require at least one additional Planner II in order to manage the workload, prep applicants, etc.
 - **Commitment to an Expeditious Development Process in the WID:** Such a change as noted above for the BSD – if extended to the Innovation Districts – would alter the commitment made by the City to expedite private investment in the WID. This would have implications for the City's economic development goals, as well as the partnership commitments made with Ohio University. Staff remains committed to

advancing to Planning and Zoning Commission and/or Council, if applicable, the larger and more complex projects that deviate from the adopted code.

- **Modify the ART:** City Council could consider legislative or policy changes that improve the ART process for the Bridge Street District, in particular. Examples might include:
 - Clarify and strengthen provisions that allow all ART decisions on Minor Projects to be appealable to PZC regardless of the specific issue. Such appeals can be requested by the applicant or any affected party.
 - Adoption of bylaws by Council that formalize the ART process.
 - Restructure departmental representation by eliminating Police (there are few issues involving the department), and ensuring case review discussions are focused on each department discipline.
 - Monthly reporting of ART actions could be expanded.

Recommendation

Staff recommends the City Council and Planning and Zoning Commission consider the role played by ART and to identify consensus on an action moving forward.