



MEETING MINUTES

Planning & Zoning Commission

Thursday, January 19, 2017

AGENDA

- 1. NE Quad, Subarea 5A – Kroger – Clicklist** **7625 Sawmill Road**
16-058AFDP/CU **Amended Final Development Plan (Approved 6 – 0)**
Conditional Use (Approved 6 – 0)
- 2. K&V Lashes** **6631-K Commerce Parkway**
16-105CU **Conditional Use (Approved 6 – 0)**
- 3. Avery Road CrossFit** **5725 Avery Road**
16-110CU **Conditional Use (Approved 6 – 0)**

The Chair, Victoria Newell, called the meeting to order at 6:32 p.m. and led the Pledge of Allegiance. Other Commission members present were: Cathy De Rosa, Stephen Stidhem, Chris Brown, Bob Miller, and Amy Salay. Deb Mitchell was absent. City representatives present were: Phil Hartmann, Vince Papsidero, Claudia Husak, Nichole Martin, and Laurie Wright.

Administrative Business

Motion and Vote

Mr. Brown moved, Ms. Salay seconded, to accept the documents into the record. The vote was as follows: Ms. Newell, yes; Ms. De Rosa, yes; Mr. Miller, yes; Mr. Stidhem, yes; Ms. Salay, yes; and Mr. Brown. (Approved 6 - 0)

Motion and Vote

Mr. Brown moved, Ms. De Rosa seconded, to approve the meeting minutes from December 1, 2016, and January 5, 2017. The vote was as follows: Mr. Stidhem, yes; Mr. Miller, yes; Ms. Salay, yes; Ms. Newell, yes; Ms. De Rosa, yes; and Mr. Brown, yes. (Approved 6 - 0)

The Chair briefly explained the rules and procedures of the Planning and Zoning Commission. She said all of this evening's cases are eligible for the Consent Agenda. She determined the cases would be heard in the order they were listed on the agenda.



**1. NE Quad, Subarea 5A – Kroger – Clicklist 7625 Sawmill Road
16-058AFDP/CU Amended Final Development Plan/Conditional Use**

The Chair, Victoria Newell, said the following application is for a customer pick-up area on the northwest corner of an existing grocery store within Subarea 5A of the NE Quad Planned Unit Development on the west side of Sawmill Road, north of the intersection with Hard Road. She said this is a request for a review and approval of an Amended Final Development Plan and Conditional Use application under the provisions of Zoning Code Sections 153.050 and 153.236.

The Chair swore in Ms. Martin.

Steve Stidhem asked if there were any signs associated with this application.

Ms. Martin answered the signs for Subarea 5A would defer to the Code or the Ohio Manual of Uniform Traffic Control Devices.

Motion and Vote

Mr. Brown motioned, Ms. De Rosa seconded, to approve the Amended Final Development Plan with two conditions:

- 1) That all signs proposed as part of the application meet the applicable regulations as existing without modification: the NE Quad Development Text; the City's Zoning Code; and the Ohio Manual of Uniform Traffic Control Devices; and
- 2) That the applicant work with Building Standards to assure all applicable Building Code requirements are met.

The vote was as follows: Ms. Salay, yes; Ms. Newell, yes; Mr. Miller, yes; Mr. Stidhem, yes; Ms. De Rosa, yes; and Mr. Brown, yes. (Approved 6 – 0)

Motion and Vote

Mr. Brown motioned, Ms. De Rosa seconded, to approve the Conditional Use with no conditions. The vote was as follows: Mr. Miller, yes; Ms. Salay, yes; Ms. Newell, yes; Mr. Stidhem, yes; Ms. De Rosa, yes; and Mr. Brown, yes. (Approved 6 – 0)

**2. K&V Lashes 6631-K Commerce Parkway
16-105CU Conditional Use**

The Chair, Victoria Newell, said the following application is for a beauty shop within an existing office building, on a parcel zoned Suburban Office and Institutional District on the west side of Commerce Parkway, at the intersection with Perimeter Drive. She said this is a request for a review and approval of a Conditional Use under the provisions of Zoning Code Section 153.236.

The Chair swore in anyone intending to address the Commission on this case.

Claudia Husak said approval is recommended with no conditions.

Steve Stidhem inquired about the type of clientele. Ms. Husak said she would prefer that the applicant speak to the type of clientele they are serving but the best category that this application fit within is the Personal Services – Beauty Shops category in the Zoning Code, even though it is an antiquated term.

Motion and Vote

Mr. Brown motioned, Ms. De Rosa seconded, to approve the Conditional Use with no conditions. The vote was as follows: Mr. Miller, yes; Ms. Newell, yes; Mr. Stidhem, yes; Ms. Salay, yes; Ms. De Rosa, yes; and Mr. Brown, yes. (Approved 6 – 0)

3. Avery Road CrossFit 16-110CU

5725 Avery Road Conditional Use

The Chair, Victoria Newell, said the following application is for an indoor recreational facility within an existing building in the Technology Flex District. She said the site is on the west side of Avery Road, approximately 710 feet south of the intersection with Woerner-Temple Road. She said this is a request for a review and approval of a Conditional Use under the provisions of Zoning Code Section 153.236.

The Chair swore in anyone intending to address the Commission on this case.

Motion and Vote

Mr. Brown motioned, Mr. Stidhem seconded, to approve the Conditional Use with one condition:

- 1) That the applicant work with staff to provide the one loading space required by the Code to be verified at permitting.

The vote was as follows: Mr. Miller, yes; Ms. Salay, yes; Ms. Newell, yes; Ms. De Rosa, yes; Mr. Stidhem, yes; and Mr. Brown, yes. (Approved 6 – 0)

Planning Items

Vincent Papsidero said there are three current projects interrelated that include the West Innovation District, Metro-Blazer area, and the Bridge Street District. He said plans are in place to update the first two areas just mentioned. He said staff does not intend to update the plan in the BSD but in each area they are updating the Code and developing Design Guidelines.

Mr. Papsidero presented a map highlighting the three areas as well as the overriding intent of Code versus Design Guidelines:

- Code and process improvements (Code)
 - Focus on dimensional standards + “absolutes”
 - Consistency among review steps and application requirements
 - Process improvements that do not compromise outcomes
- Strong emphasis on outcomes (Design Guidelines)
 - Emphasize creativity and originality in urban design consistent with City values and expectations
 - Avoid monotonous outcomes
 - Guidelines to focus on intent (do this/don’t do that)
 - Answers the applicant’s question “what do you want from us?”

Bob Miller said most of what Mr. Papsidero just said is extremely logical. He asked if Mr. Papsidero sees a risk with these changes. Mr. Papsidero answered he does not see a risk. He explained he has written and used guidelines in other communities of Columbus with quite a bit of success. He indicated Design Guidelines will provide more leverage than what a Code in some cases.

Mr. Papsidero presented qualities of effective Code language:

- Language should be clear
- Easily interpreted (as “black and white” as possible)
- Measurable and dimension able
- Objective and not subjective
- Legally defensible

Mr. Papsidero included a good example:

“Lots shall be a minimum of 60 feet in width at the public right-of-way.”

Mr. Papsidero alternatively provided poor examples of Code language as they are too subjective:

- “forward looking”
- “thoughtfully designed”
- “intentional and carefully thought through”
- “unique and diverse”
- “look and feel”
- “design expression is of a modern application”

Mr. Papsidero said the above comments are excellent examples of Design Guideline language.

Chris Brown said the Design Guideline language examples are very subjective and he questions what is enforceable. He said when someone brings forward a great looking project, no matter the transparency percentage or primary/secondary materials for example, the Commission looks at it and states “Wow, that’s nice” or “oh, that looks bad”.

Mr. Papsidero said the Commission’s role is to represent the community’s values and merge them with the technical piece. He said subjective language in Design Guidelines is enforceable, if adopted by Council after the Commission’s recommendation and linked by Code to the actual development steps in the process.

Steve Stidhem said this is an opportunity to be forward looking, to consider more renewable energy options, and add to the Code. He said there is a lot of material written on the impact of self-driven cars in city planning. He indicated there may be more cars or could be less cars, we do not really know. But we do know there will be less parking requirements near where people are actually doing their work. He asked to be very specific about the language.

Mr. Papsidero said language for this topic could be specific but for subjects that are in an early stage like autonomous vehicles; that is a perfect topic for Design Guidelines. He indicated we could state that an area designed for a garage now could be at least partially converted to other uses in the future. He suggested this should not be mandated in the Code but a lot of guidance could be provided.

Mr. Stidhem agreed for the subject of autonomous vehicles but for renewable energy (solar power or windows) that could be stated in the Code. Mr. Papsidero said that subject matter is very detailed and Planning would probably do that as a separate project or add-on because that gets into a lot of requirements to think through as a community. He used turbines on a single-family lot, as an example. He said that would become a community dialogue under the direction of Council.

Mr. Papsidero said as a Code standpoint, the following topics would be addressed:

- Land Uses
 - Dimensional standards
 - Height
 - Setback
 - Density/Intensity (du/ac, sf/ac, FAR)
 - Parking and loading
 - Landscaping/open space quantities
- Process
 - ART + PZC/ARB + Council
 - Administrative approvals
 - Provides legal justification for applying Design Guidelines

Mr. Papsidero explained Design Guidelines are:

- Explanatory in nature
- Provide insight into acceptable ways of meeting Code requirements and City values, expectations (as defined in policy)
- More subjective, less objective
- Illustrative (do this, don't do that)
- Implemented by staff (report and recommendation) and Boards/Commissions (analysis and decision)

Mr. Stidhem asked if cell towers are considered as 4G capability moves to 5G. Mr. Papsidero said the state has determined that the City has no authority over the regulation of these new cell towers. Mr. Stidhem asked if we could insert fiber optic connectivity into the Code. Mr. Papsidero said that might be included in the Building Code. He indicated we would need to determine where it would fit from a regulatory standpoint. Mr. Stidhem said in anticipation of what could be to come, that sort of thing is inexpensive to incorporate while construction is going on versus retro fitting it later.

Mr. Papsidero said staff is looking for a strong dialogue with the Commission as we work through this.

Mr. Papsidero presented pictures of Design Guidelines from different places around the country that include the guideline language to illustrate the goal. He said as we work through these specific issues, we can be as detailed as we need to be to provide additional guidance.

Mr. Papsidero said guidelines support policies; they focus on outcomes such as architecture and materials; site design; landscaping/open space design; and signs. He said they provide examples of best practices and would need to be adopted by Council.

Amy Salay said they went through years of the PZC process from staff level to PZC and Council to negotiate this PUD back and forth. She said it was so fine-tuned and so negotiated they were criticized by the development community for making it impossible to work with. Now, she said we have adopted a form-based Code with intent in other areas like the WID to be more user-friendly from a developer's standpoint. She said now we have come to this most recent proposal, which she likes the pattern book, more illustrations, and explaining what we want, to enable the professionals in the development community do their work. She asked how we keep from falling back into everything by negotiation.

Mr. Papsidero said by doing these Design Guidelines, walking in the door, the developers will have a clear picture of what the City's expectations are. He said it would be up to staff and the Commission to be consistent with those guidelines. He said now, the developers get hearsay and talk from clients or

competitors to gain their feedback about their experiences with the City of Dublin's process. With BSD in particular, he said the form-based Code is a hybrid. He said we are suggesting to streamline the process by limiting the ART to just the really minor approvals and go back to the traditional process where staff creates and presents the report to the Commission and the Commission then deals with the applicants directly. He said the ART has been an additional step to jump through and does not add much to the process. At the same time, he indicated staff wants to streamline the submittal requirements and go back to a simpler system. He said they want to take some of the standards in the BSD and turn them into guidelines so staff is spending less time as accountants, measuring transparency and all other items, which at the ground level is important. He said we might want to have a minimum standard for the ground floor and maybe use a broader goal for the upper stories. He noted a hotel would be very transparent whereas an apartment building would be less transparent because privacy is needed for the units. He said measuring 63% when 65% is the standard does not help anything. He said staff wants to talk to Council about the mandatory Basic Plan going to Council first and then being recommended down. He said now we do Informal Reviews at different levels and applicants are bouncing around quite a bit, negotiating three, four, and five times. He said investors are using that against the City when it comes to Economic Development.

In summary, Mr. Papsidero said a Plan establishes policy foundation and community expectations. He said Design Guidelines explain how to accomplish community expectations and provide a bridge between policy and Code. He said Code establishes regulatory controls and process, and dimensional standards such as bulk, mass, and height, etc.

To be more specific, Mr. Papsidero said for the West Innovation District:

- Building upon updated concept approved by Council
 - Plan update
 - Code update to reflect changes in geography, policy
 - ✓ Sub-district boundaries will be modified (uses + standards)
 - ✓ OU Master Plan incorporated by reference
 - ✓ No process changes expected (With the ART, there is a kick-up provision to the PZC we would like more specific as this could impact adjacent neighborhoods, especially in Metro-Blazer area. We would like this mandated instead of discretionary)
 - Design Guidelines created
 - ✓ Consolidates material from existing Code and Plan
 - ✓ Builds upon new concept
 - ✓ New material

Mr. Papsidero presented a map of the new sub-districts in the WID.

Mr. Papsidero said for the Metro-Blazer area:

- Dublin Corporate Area Plan
 - Issues/goals completed (phase one)
 - Draft plan nearing completion (phase two)
- Code update to be initiated, building upon WID process
 - Consistent with WID
 - Comprehensive rezoning
- Design Guidelines to be initiated
 - Special focus on parking lot landscaping/screening
 - Infill/redevelopment

Mr. Papsidero presented a map of the Metro-Blazer area to be rezoned, built upon the WID approach. He indicated this would streamline reinvestment. He suggested the surrounding property owners would be

supportive. He reported this area has not been competitive because of a lack of amenities, the aging of the buildings, and inefficient parking lot layouts.

Mr. Papsidero said for the BSD:

- No changes to plan
- Code update initiated, significant engagement with stakeholders, users
- Code and process to be simplified
 - Reduce number of approval steps
 - Reduce role of ART
- Design Guidelines to be prepared
 - Move some standards to guidelines

Mr. Papsidero presented a map of the BSD and said the next steps are:

- PZC to review draft material between now and April
- Council-PZC joint workshop in April
- Revisions will be made following the workshop
- Adoption

Cathy De Rosa said since the Code changes require Council's approval, she asked what happens to the Design Guidelines changes. Mr. Papsidero answered it would be the same process for both. She then asked what the approach would be for changing illustrations. He answered staff would want input from Council.

Mr. Papsidero said the intent is to write the Design Guidelines separately for each of these three areas but in fact a certain percentage would apply across the board. He said future chapters could then get more specific on solar or other issues that are not ready to be addressed now. He said the final would be one book as opposed to three.

Ms. De Rosa said with visuals (like with sign designs) a picture is worth a thousand words. She said 'they know it when they see it'. She suggested being able to be flexible and add more pictures as we find great examples as they arise without making the process terribly onerous. She indicated that helps applicants.

Mr. Papsidero indicated staff would like to eventually address Parking, outdated Land Use Designations, and issues within the Sign Code.

Mr. Brown asked if there are inspirational pictures, something totally unique that does not fit illustrative criteria that could be provided to the public to assist with the library design. Mr. Papsidero encouraged the Commission to share pictures worth promoting with staff that they have found remarkable through their travels.

Mr. Papsidero said staff has completed two Kaizen events that facilitated the application intake process and the internal case review process. He said this has resulted in creating more efficient processes. He said staff is also in the process of reformatting all the Planning Reports to make them more consistent and less redundant and more valuable to the Boards, Commission, and Council.

Claudia Husak asked the Commission to alert staff by sending an email if there is information they would like to see that is not incorporated currently, or need to see more/less of.

Victoria Newell suggested including existing site photographs into the Planning Reports, even though most of the Commissioners visit the sites as well. She explained it is helpful to have pictures while

reading the report. Ms. Husak said having an electronic format makes that easy because then quality is not lost that may be lost when printed.

Communications

Claudia Husak said staff is seriously considering cancelling the first Commission meeting in February and place the focus on the second meeting on the 16th.

Ms. Husak said the National Planning Conference in New York City, NY is scheduled for May 5 – 9, 2017. She said registration starts in early February but hotels are filling up quickly. She recommended interested members contact Flora Rogers for hotel accommodations in the next two weeks.

The Chair indicated Leadership Dublin attended the full meeting this evening and adjourned the meeting at 7:24 pm.

As approved by the Planning and Zoning Commission on March 2, 2017.