



# MEETING MINUTES

## JOINT WORK SESSION

### PLANNING & ZONING COMMISSION, ARCHITECTURAL REVIEW BOARD AND BOARD OF ZONING APPEALS

Wednesday, May 10, 2023

#### CALL TO ORDER

Jennifer Rauch, Planning Director, called the meeting to order at 6:00 p.m. and stated that the purpose of this meeting is to provide training for the members of the Architectural Review Board (ARB), Board of Zoning Appeals (BZA) and the Planning and Zoning Commission (PZC). Members introduced themselves.

#### MEETING ATTENDANCE

ARB Members: Gary Alexander - Chair, Sean Cotter, Michael Jewell, Hilary Damaser, Martha Cooper

BZA Members: Jason Deschler - Chair, Joel Kretz, Patrick Murphy  
*[Absent: Joseph Nigh, Dan Garvin]*

PZC Members: Mark Supelak – Vice Chair, Warren Fishman, Kim Way, Lance Schneier, Kathy Harter *[Absent: Rebecca Call, Jamey Chinnock]*

Consultant: Greg Dale, McBride Dale Clarion

Staff Members: Jennifer Rauch, Thaddeus Boggs, Tammy Noble, Zachary Hounshell, Rati Singh, Sara Holt, Christopher Will, Daniel Klein, Madison Richard

Mr. Dale stated that he has been conducting training sessions for the City of Dublin for approximately 15 years. Tonight's discussion will begin with a brief review of the procedures and practices that help members to perform their role in a legally defensible manner. It is important to use good decision-making principles. When people come before the commission and boards, they need to receive an impression that the meeting was well run and everyone was treated fairly. The members of PZC, ARB and BZA are government officials, and everything they do reflects on the City. He reviewed the following guiding principles for public meetings and meeting conduct:

- Do your homework; be prepared.
- Be respectful of the speakers; practice active listening.
- Be professional and objective in your review.
- Act ethically, per the Ohio Ethics Commission guidelines.
- Run fair and efficient meetings.
- Have an unbiased and open mind.
- Focus on facts, the City Code and standards. It is essential to have a rigorous fact-based review process tied to City policies, and the decisions must document that. The findings must support the decisions.
- In Informal Reviews, give guidance that is clear to the applicant.

- Conduct the business of the public in public; do not use personal accounts to conduct City business.

Mr. Dale provided the following questions to guide the discussion.

*1. What has been the most challenging and/or rewarding part of your role as a Board and Commission member?*

Members shared the following experiences:

- It is challenging when an aggrieved party speaks against a project that meets Code or an applicant whose project does not meet Code. It is important to articulate the criteria, what the Board/Commission is required to do and help those present to understand the review process and basis of the decision.
- The Commission is primarily reactionary; however, there is a significant planning opportunity with the Metro Center. The question is how to drive bigger changes and provide thoughtful leadership. It is challenging when smaller, individual projects come forward that should be part of the larger, overall development of the area.
- BZA recently identified a need to review and clarify some Code definitions that impact the Board's review.

*2. What emerging topics are you seeing that should be considered?*

Members suggested the following topics for consideration:

- Aging office parks.
- A need for additional housing, which could include: some higher density projects; an additional accessory dwelling on a residential lot; a variety of housing types; and provision of "affordable" housing for seniors.
- High quality housing and affordable housing – their intersection and/or overlap.
- Impacts of housing/development on the District schools.
- Preservation of the I-270 frontage for nonresidential uses.
- Having some negative space (open space) is important to the character of a development.

*3. What new initiatives or concepts have you seen or would you like to see be incorporated in development projects?*

Members suggested the following initiatives:

- Provide 3D modeling for proposed projects to enable the project to be seen in a larger context. There should be availability for it to be outward/public facing. This effort has already begun with an initial GIS Urban project for the Historic District. The intent is to expand it for other projects.
- Eliminate parking requirements and determine parking in the site plan review process based on the anticipated users. Emphasize people before cars; consider the regional transit options; use of TOD (transit-oriented development).
- Forecasting trends is becoming obsolete, as predicting the future is unpredictable. Identify the core principles and have a vision, but also be resilient and responsive to unpredictable events.

- Inclusion of public art in development projects where possible.

Mr. Dale complimented the members for their thoughtful, insightful responses. He believes there are common interests that have evolved among the members. He would recommend they meet and have this type of discussion perhaps more than once a year.



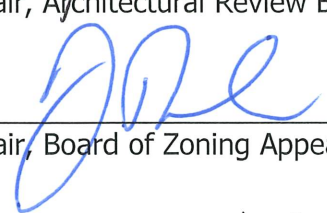
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Vice Chair, Planning & Zoning Commission



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Chair, Architectural Review Board



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Chair, Board of Zoning Appeals



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Assistant Clerk of Council