



## MEETING MINUTES

### Architectural Review Board

Wednesday, January 29, 2025

#### CALL TO ORDER

Mr. Cotter, Chair, called the January 29, 2025 Architectural Review Board (ARB) meeting to order at 6:30 p.m. in Council Chamber, 5555 Perimeter Drive. He welcomed everyone and stated that the livestream video of the meeting can also be accessed at the City's website. Public comments on the cases are welcome from both in-person meeting attendees and those viewing at the City's website. He reviewed the meeting procedures for meeting attendees.

#### PLEDGE OF ALLEGIANCE

Mr. Cotter led the Pledge of Allegiance.

#### ROLL CALL

Board members present: Sean Cotter, Martha Cooper, Lisa Patt-McDaniel, Hilary Damaser  
Board members absent: Michael Jewell  
Staff members present: Sarah Holt, Bassem Bitar, Rati Singh, Michaela Evans

#### ACCEPTANCE OF DOCUMENTS AND APPROVAL OF MINUTES

Mr. Cotter moved, Ms. Cooper seconded acceptance of the documents into the record and approval of the December 18, 2024 meeting minutes.

Vote: Ms. Patt-McDaniel, yes; Ms. Damaser, yes; Mr. Cotter, yes; Ms. Cooper, yes.  
[Motion carried 4-0]

Mr. Cotter stated that the Architectural Review Board (ARB) is responsible for review of construction, modifications or alterations to any site in the Review District or area subject to ARB under the provision of Zoning Code Section 153.170. The Board has the decision-making responsibility on these cases. The Chair swore in staff and applicants who planned to address the Board on any of the cases on the agenda.

#### CASE REVIEWS

##### Case #24-161INF

##### Laird Residence

##### Informal Review

Informal review and feedback for the construction of a new single-family home in the Historic District. The 0.27-acre site is zoned HD-HR, Historic Residential District, and is

**located approximately 60 feet north of the intersection of S Riverview Street and Short Street.**

### **Staff Presentation**

Ms. Holt stated that the site is located on a newly split lot done administratively per Code and is currently zoned Historic Residential. Images of context shown. The ¼-acre site sits above the Scioto River and faces South Riverview Street. The proposal is for a 1½-story simple traditional form front façade new structure. It follows Guidelines 5.0 and 5.1B. There is a projecting center gable, which is the focus for the proposed front door. There are shed roof forms throughout providing upper-level usability. The addition of mullions between the windows are necessary for a traditional look. Different materials are indicated. The plan shows a stone foundation and entries, shingled siding, and two roof types (asphalt and standing seam). The Board is asked to comment on if that is too busy for a small façade. The rear façade is broken into smaller masses. The center portion comes forward and the side portions sit further back. There are decks and a sunroom shown. Staff suggests the sunroom roof be broken and the Board is asked to comment on whether they would support a waiver for the sunroom roof pitch. Overall, the window arrangements are appropriate at this stage. Materials for the rear façade are the same as the front with the addition of board and batten. The massing steps downhill to the river as suggested in the Guidelines. This could be enhanced with hip gable form. The south side shows simple fenestration. Perhaps window sizes could be adjusted. Paired windows need mullions. Staff feels it is a good start and appreciates the applicant's efforts to meet the Code and Guidelines.

The following discussion questions have been provided to guide the Board's discussion:

- 1) Does the Board support the proposed massing, especially front and rear?
- 2) Does the Board support the elevations as shown, specifically the form of the side elevations?
- 3) Would the Board support a Waiver for the sunroom roof pitch?
- 4) What are the Board's thoughts on the use of materials?
- 5) Other considerations by the Board.

### **Applicant Presentation**

Taylor Sommer, His and Hers Architects, 7422 Silver Court, Columbus, referenced Board comments on the materials and stated that they would be happy to match the color of the standing seam on the dormers to the shingles. The neighboring house has board and batten and they did not want to directly match that house. Shake is a busy material and stone is a busy material. The intent of the addition of board and batten was to break that up. With regard to the roof, Ms. Sommer stated that they could go to a 3:12 slope understanding that is against the District Guidelines. They would be willing to consider the shed gable. To add a hip gable to the rear elevation would have two roofs shedding in the same direction coming to a point, creating potential snow buildup and water buildup that could cause damage.

### **Board Questions**

Mr. Cotter asked for the reasoning behind the configuration of the stone on the south side. Ms. Sommer stated that from the front, the entire garage structure is stone. Another way to change the mass from the side would be to bump that side out but the size constraints of the site do not allow



that. The taller gable presents the stronger mass and so the decision was made to carry the stone material up that.

Ms. Patt-McDaniel asked about the size of the windows on the south elevation. Ms. Sommer stated she is willing to consider larger windows. Her thought process was that it is a garage as is evident from the front of the house. Ms. Patt-McDaniel stated that larger windows there would balance out the windows on that side. Mr. Cotter agreed.

Ms. Patt-McDaniel stated the roofline meets Guidelines now. She does not see the need for the hip gable on the rear roof. Ms. Sommer stated that it might feel out of place since it is nowhere else on the house. Ms. Damaser stated that she likes the sunroom as presented. Ms. Sommer stated that the sunroom was a shed to match the dormers so that they would feel secondary.

Ms. Cooper sought confirmation that the applicant is agreeable with idea of using a flat roof on the sunroom. Ms. Sommer stated that she would explore the idea but would prefer what is presented because this is best solution for water.

Ms. Sommer stated that standing seam has a better warranty with a 3:12 pitch and that would ensure that it is less visible. Ms. Damaser confirmed 3:12 would require a waiver. Ms. Holt answered affirmatively, adding that those have been routinely granted by this Board. Ms. Damaser stated that it seems like that would be appropriate in this context.

## **Board Discussion**

Mr. Cotter requested the Board's response to the discussion questions.

*1) Does the Board support the proposed massing, especially front and rear?*

Ms. Cooper stated that she thinks the project fits in well and meets the requirements. She is supportive of the idea of the applicant suggesting different materials than an adjacent property, especially since they are so close to one another.

Ms. Damaser and Mr. Cotter agreed.

*2) Does the Board support the elevations as shown, specifically the form of the side elevations?*

*3) Would the Board support a Waiver for the sunroom roof pitch?*

There was consensus among the board members on support for the roof as presented and a potential waiver for the sunroom roof.

Ms. Damaser stated that she agrees with staff's suggestion for larger windows on the south side. It is not identifiable as a garage from that side and those windows are added to hide the fact that it is a garage. Ms. Patt-McDaniel agreed regarding the windows being larger. Ms. Damaser added that the desire is to protect the historic image and historically, there would not have been a garage.

*4) What are the Board's thoughts on the use of materials?*

Ms. Damaser stated that the structure needs to be differentiated from the neighboring house but the design seems busy.

Mr. Cotter stated that the design feels busy. Color could soften that. Ms. Sommer stated that the black and white drawings do not read well; adding color to renderings will help but she will keep the Board's comments in mind.

As the case was an Informal Review requesting Board input only, no Board action was taken.

### **Public Comment**

There was no public comment on the case.

### **Case #25-004INF**

#### **48 S. High Street**

**Informal review and feedback on façade renovations to a Landmark Building. The 0.25-acre site is zoned HD-HS: Historic South District and is located southeast of the South High Street and Spring Hill Lane intersection.**

### **Staff Presentation**

Ms. Singh stated that the 0.25-acre site is zoned Historic District Historic Core and is located southeast at the intersection of South High Street and Spring Hill Lane. The property consists of two adjacent buildings (48 and 50 South High Street). The property under consideration is 48 South High Street. These structures were added to the National Register of Historic Places in 1979. The applicant is seeking feedback on the front façade improvements. Historic photos from 1898 and 1920 were displayed. Over time there have been several alterations to both buildings. The historic photos show that the main entrance originally faced North High Street, and the applicant aims to restore that access via the façade improvements. It can also be seen that there were minimal architectural features on both 48 and 50 South High Street. The proposed improvements to the building include removing the two bay windows, re-establishing an earlier door location, and installing a new storefront window where an older window once existed. The applicant is seeking feedback prior to a formal Minor Project Review application. Historical photos indicated that the bay windows were not original to the building, and they are considered an inappropriate addition.

Staff supports the improvement to the façade, which will allow the first-floor access from North High Street, restoring the original intent. The applicant proposes to use the same awning and detail as seen on 50 South High Street. Under today's Codes and Guidelines, what exists at 50 South High Street would not be approved as a façade improvement. The Historic Guidelines stated that the design should be consistent with the historic storefront character, including the window sizes and architectural features. Any downsizing and enlarging of the window opening shall be avoided and windows should match the appearance of the historic originals if evidence is found. The applicant proposes a Thermo-Tru fiberglass front door and a Pella Lifestyle 51-inch by 55-inch window. The proposed door would require a waiver. The Board has approved waivers for fiberglass doors, both for background buildings and landmark buildings where criteria are met. The existing landscaping is proposed to be removed and replaced with pavers, which will meet the Bridge Street streetscape character.

The following discussion questions have been provided to guide the Board's discussion:

- 1) Does the Board support the renovation of the existing front façade:



- 2) If the Board approves of renovations generally, does the Board support the proposed modifications and their overall character?
- 3) Does the Board recommend consulting a preservation architect for the project?
- 4) Other considerations by the Board.

Ms. Damaser asked if the applicant's original proposal drawings were too busy. Ms. Singh stated that even though it was originally a store, there was minimal architecture. It was just the frame and no other additional features.

### **Applicant Presentation**

Bob Deuberry, Providential Properties, LLC, 71 Fox Trace Lane, Hudson, stated that there is a new bakery tenant rather than law offices. The desire was to restore the building back to the retail use and remove the bay windows. The building went through full renovation in the early 1980s and that is when the bay windows were added. The initial thought was to mimic the right-hand side of the building (50 South High Street) but after working with staff and seeing original photos, the thought shifted to simplifying it to the original design. He would like to get the Board's feedback prior to moving forward.

### **Board Questions**

Ms. Patt-McDaniel stated that the bay windows are obviously not original and should be removed. She stated that the original design is a simpler look.

Ms. Damaser asked if the applicant has a problem removing the columns on either side. Mr. Deuberry stated that he would not have a problem with removing the columns.

Ms. Cooper asked if the applicant was amenable to removing awning. Mr. Deuberry stated that the awning gives the site a retail presence, but they have not gotten into signage and maybe that could create the retail presence.

Mr. Cotter asked about the awnings. Ms. Singh stated that awnings are permitted but must be the proper height and size. Mr. Deuberry stated that most historic retail fronts in Old Dublin had awnings.

Ms. Holt stated that awnings are not prohibited, but there are clearance requirements. The awning at 50 South High Street does not meet that clearance so to try and match it would create problems.

Mr. Cotter stated that the design should reflect what the property looked like in the original pictures.

Ms. Damaser stated that if an awning met Code, she would be supportive.

Ms. Patt-McDaniel stated buildings being renovated further down the street will not have awnings.

### **Board Discussion**

Mr. Cotter requested the Board's response to the discussion question, "Does the Board recommend consulting a preservation architect for the project?"

Board consensus was support for recommending the applicant consult a preservation architect for the project. Mr. Deuberry stated that timing may be an issue. Ms. Cooper stated that it could be a

conversation with the tenants, so they are aware of limitations and requirements. Mr. Deuberry stated that the client will be fine with whatever direction is necessary.

Mr. Deuberry stated that wood doors do not hold up well on commercial spaces. Mr. Cotter stated that the Board has granted waivers in the past. He suggested the applicant come back and explain why fiberglass is necessary. Ms. Cooper stated that staff has a list of approved materials. Mr. Cotter advised the applicant to work with staff.

As the case was an Informal Review requesting Board input only, no Board action was taken.

### **Public Comment**

There was no public comment on the case.

### **Case #24-153MPR**

#### **Coffman House - Garden Beds**

**Proposal for renovations to Giving Garden Beds at the Coffman House. The beds exist on a 20'x10' plot, two of the existing beds will be raised, allowing for ADA accessibility. The 1.286-acre site is zoned PUD: Coffman Park, and is located north of the Emerald Pkwy and Post Rd intersection.**

### **Staff Presentation**

Ms. Evans stated that this is a request for a minor project review for the replacement of eight raised garden beds with two elevated and six raised garden beds at the Coffman House Giving Garden. The 1.2-acre site is located within Coffman Park southwest of the intersection of Coffman Park Drive and Emerald Parkway. The property is zoned Planned Unit Development (PUD). The site is located outside of the Historic District and listed as an Appendix G property. Images of existing conditions were shown. There are currently eight raised garden beds in the garden surrounded by a wooden fence. An eagle scout candidate is partnering with the City's Parks and Recreation Department to replace the eight existing raised garden beds with two elevated and six raised garden beds. All garden beds will be made of cedar to prevent rot and reflect the character of the site. A rendering of the proposed elevated beds was shown. The two elevated garden beds will be minimally visible from the public right of way and will make gardening activities more accessible to senior and disabled members of the community, including wheelchair users. All criteria are either met or not applicable. Staff recommends approval with no conditions.

### **Applicant Presentation**

Mr. Krawetzki stated that they can adopt the height for ADA requirements.

Ms. Damaser stated that she is familiar with angled garden beds that are slanted on the bottom. She wanted to ensure a wheelchair user could comfortably use the type proposed.

Mr. Krawetzki stated that they can shorten the bottom board or switch boards out.

Mr. Cotter asked how to eliminate water reaching the legs of someone using the bed. Mr. Krawetzki stated that the City installed beds at Darree Fields with drains that directed the water. Currently, these garden beds are accessed through lawn, not paths, so there is a lower likelihood of them being accessed with wheelchairs.

Ms. Patt-McDaniel stated that these are more for seniors or those with limited mobility.



Soham Sor, Eagle Scout Candidate and ASPL for Troop 200, stated that his eagle scout project focuses on redesigning the Giving Garden and Coffman Homestead. He is replacing six of the beds with normal raised beds and introducing two elevated beds, which will improve accessibility. The proposed design will respect the historic integrity of the Dublin Coffman Homestead by integrating materials and styles that reflect the heritage. He chose this project to give back to his community in a meaningful way. Gardening has been a passion of his and he wated his eagle scout project to reflect what he loves and through this effort, he wants to create a lasting positive impact on the Giving Garden.

Ms. Damaser asked why he chose Coffman House. Mr. Sor stated that he met with staff and they helped guide him.

The Board thanked Mr. Sor.

### **Public Comment**

There was no public comment on the case.

Ms. Damaser moved, Ms. Cooper seconded approval of the Minor Project Review.

Vote: Ms. Damaser, yes; Ms. Patt-McDaniel, yes; Mr. Cotter, yes; Ms. Cooper, yes.  
[Motion carried 4-0]

### **Case #24-142MPR**

#### **40 E. Bridge Street**

**Proposal for the remodel and construction of an addition to an existing home in the Historic District. The 0.32- acre site is zoned HD -HR, Historic Residential District, and is located southeast of the intersection of N. Blacksmith Lane and E. Bridge Street.**

### **Staff Presentation**

Ms. Holt stated the location is surrounded by North Riverview Street, East Bridge Street and North Blacksmith Lane. It is zoned Historic Residential and is one of the three auction houses sold in October of 2023. Photos showing existing conditions were displayed. It has been determined that North Riverview Street is the front façade. The duplex privy is a landmark all its own that needs a separate Minor Project Review. The property sits much lower at the north Blacksmith Lane and East Bridge Street side than the Riverview Street side of the house. It is surrounded by historic stairs and a wall. The applicant is seeking a rear yard setback waiver as well as a small waiver for lot coverage. At the last informal review, the addition was taller and wider than the historic structure itself. This submittal is equal in height and sticks out to the right of the historic structure. This is not technically subordinate as required by both Code and Guidelines. This condition could be acceptable if mitigated with appropriate design and detail. The Board is asked to comment on that. The square windows are proposed on the historic structure and the addition. Staff supports this on the historic façade with sills, lentils, and trim as required by Code. On the addition, staff also supports this as a good typical approach for shed roofs. The shed roof is set back from the façade facing North Riverview Street. That helps to minimize the massing and scale of that shed roof. Staff guided the applicant to use the shed roof forms. The first floor is somewhat hidden making the second story more important as it is at eye level. If the shed dormer was set back, that would help mitigate the massing along the Blacksmith Lane façade because it would provide some articulation.

The rear setback waiver request puts the house much closer to Blacksmith Lane than allowed by Code. The current design does not result in a better condition and has a negative impact on that location. The following waivers are requested.

- Lot Coverage at 1% additional
- Rear yard setback @ 49% reduction
- Roof pitches for porches @ ¼:12
- Square Windows and Lack of Sills/Lintels
- LP SmartSide Siding and Trim
- Clear Coat for Hyphen Siding

Staff is generally supportive of all with the exception of the lack of sills/lintels and the clear coat for hyphen siding. All are dependent upon specific designs, materials, etc.

Additional waiver requests that may be needed are:

- Porch Roof PVC Membrane,
- Garage Door Material,
- Garage Area Man Door Material & Design,
- All Other Doors except Front, and
- Colors.

Other concerns include the porch railings on the addition and the potential loss of porch definition with the enclosure, screening and framing of screens.

Staff hopes to postpone all requests and provide further feedback to the applicant. If the applicant does not wish to postpone, then staff recommends disapproval with the findings as noted because the project is simply not ready to be approved yet.

Ms. Damaser asked for further explanation regarding the dormers on the Blacksmith Lane side. Ms. Holt stated that on all dormers, the proportions of siding and the visual frame around the window (not the trim) should be much less and that would lend a lightness to the design that would help make it not feel so heavy. Ms. Holt stated that if the design was as good as it can be, then it could meet the criteria that no harm is done and it results in a design that is superior to without the waiver.

Ms. Damaser asked about the part of the addition that sticks out beyond the original house. Ms. Holt stated that staff's position is that this is not a subordinate condition. Within the Historic District, subordinate means shorter, narrower, completely behind. This is a challenging lot with topographic limitations and the need for the driveway to go on the north side. That may sway the Board in making a decision that this is subordinate enough and when combined with the best design, materials, colors, that can be mitigated.

Ms. Damaser stated that the rear roof appears higher than original structure. Ms. Holt stated that even with topography, they are the same height.

### **Applicant Presentation**

Kelly Burke, Owner, 4389 Hunters Bend, Powell, was present.

David Knapp, Principal, Tandem North Design, 202 South Union Street, Traverse City, MI, stated that there has been a lot of exchange with staff over the past eight to twelve months. This is a



challenging site. The street is a dead end and faces a 12-foot wall that is Bridge Street. Orientation is an obvious issue. Based on the first presentation, the applicant was told to address North Riverview Street as the fronting street. That changes siting and setbacks. It was his understanding from the first review, that they have more flexibility with what happens behind the house as long as it remains within the footprint of the existing structure. Since that initial hearing, the roof of the addition has been lowered, and the footprint has been shrunk to stay directly behind the footprint of the original home. With regard to subordination, if a person stands on the sidewalk or street on North Riverview Street, the addition will appear subordinate. The house is set back 100 feet from the street and will inherently step back visually to a pedestrian. A lot of concessions have been made to get the building massing, footprint and geometry to be subordinate and they welcome the Board's comments.

The reasoning behind the approach of the square window was to present that elevation more as a front. Those windows will help to articulate new front façade and allow light to penetrate into this redesigned space. They are happy to do traditional sills, lentils and trim details for those windows. As those are not historic windows, they did not want to make them appear that they were historic.

Ms. Damaser asked about the dormers on the new section. Mr. Knapp stated originally, they were told that dormers would not be supported. Then they were told that shed dormers were supported. They thought that bringing out the portion of shed dormers facing Blacksmith Lane was consistent with the two projects immediately adjacent to this site. That design is important from a spatial, interior functionality aspect.

### **Board Questions/Discussion**

Mr. Cotter asked if the new structure is inside the footprint of the historic building. Ms. Holt stated that the addition is visible to the right and above the non-original porch. Ms. Holt stated that previously the Board has said that subordinate means shorter and narrower as shown in the Historic Guidelines figure 4.2.

Ms. Patt-McDaniel asked about design and subordination. Ms. Holt stated that if the design of the entire project meets other criteria and is a really good example of a sensitive addition to a historic structure, then the Board may want to consider that is enough of a mitigation.

Ms. Patt-McDaniel asked about the dormers on the two properties to the near north of this site. Ms. Holt stated that the dormers are set back and have the shorter windows.

Ms. Damaser asked if the additions on the two houses north of this site stay within the site lines of the original house. Ms. Holt answered affirmatively but added that the additions are taller based on the existing topography.

Mr. Cotter stated that the view from Blacksmith Lane is imposing. It does not feel subordinate.

Ms. Patt-McDaniel stated that she would not be as concerned about the subordination if a more historic design on the back could be agreed upon. She would like the applicant to preserve the original front entrance to the home because she feels that is the historic character of the original house. She expressed support for the windows.

Mr. Cotter stated that his concern is the massing. It needs softened and that could be accomplished by moving some of it back, it could be done with color, or with roof pitches.



Mr. Burke and Mr. Knapp referenced the two properties directly north of the subject site and noted that they appear to have no setback on the alley and are two stories while this project is requested to be 22 feet off the alley.

Ms. Damaser stated that the addition looks too massive against Blacksmith Lane. She understands that you will not see the original house from Blacksmith Lane. She is comfortable with the addition being seen from North Riverview Street because it sits so far back.

Ms. Patt-McDaniel stated that if the colors were lighter, that could take away some of the heaviness. It is now a matter of how to make the back piece not overwhelm the front part of the structure.

In response to the homeowner's question regarding colors, Mr. Cotter stated that the addition does not need to look like the old structure. The historic house is supposed to be the focus of the property.

Ms. Holt stated that an analysis of the colors concluded that the palette and placement of the colors is farmhouse in character rather than traditional. Discussion of colors typically occurs further in the review process because it is so specific.

Ms. Patt-McDaniel stated that the Guidelines allow that the design of the addition does not need to match the historic home. The discussion now is how to ensure the back piece does not overwhelm the front part of the house. She suggested that making the entire project a singular, light color may soften how much the back piece overwhelms the front piece. She understands the size of the building in the back. Ms. Patt-McDaniel expressed her appreciation for the applicant saving the historic house.

Mr. Knapp stated that they are comfortable with a single, lighter color. Mr. Burke stated that they would appreciate detailed direction.

Ms. Patt-McDaniel asked the applicant about the dormers being pushed back. Mr. Knapp stated that the sizing in the bedrooms is already very small. Mr. Burke suggested pushing that portion back but making it one large dormer. Ms. Holt stated that staff has internally considered one single dormer. That could potentially work.

Ms. Cooper stated that the large protrusion above the original historic structure is what bothers her the most. Mr. Knapp stated that removing that portion would remove one third of the square footage.

Mr. Burke asked for any additional feedback and stated that they understand staff still needs material samples.

Mr. Cotter summarized by stating that the addition does not feel subordinate, the North Blacksmith Lane elevation is overwhelming, and further information on materials is needed.

Ms. Damaser added her concern that there are so many waivers. One or two with proper substantiation would likely be acceptable. The Code is written for a reason.

Ms. Holt stated that staff can go through the waivers with the applicant when we have more details regarding materials.



Mr. Knapp asked if any of the outstanding items could be conditionally approved to keep the project moving forward. Ms. Holt stated that there is no mechanism for conditional approval of items requiring waivers.

Ms. Damaser stated that she would like for the porch to look like the historic front porch. Mr. Cotter and Ms. Patt-McDaniel agreed. Ms. Patt-McDaniel asked about the screens. Mr. Knapp stated that it is difficult to show screens on the plan. The screens are seasonal and removable. Ms. Patt-McDaniel stated that she would be more comfortable if they were removable. Ms. Damaser stated that they could be set back behind the columns. Mr. Cotter stated that the Guidelines do not allow enclosing the porch.

Mr. Cotter stated that the colors should come from the preapproved list. Ms. Damaser stated that the colors are set by time period. Ms. Holt stated that the combination of colors is important. The quoted section in the staff report from the preapproved color document is the necessary guidance for the color scheme. What is currently proposed is a farmhouse scheme. The combination and how they are used are contrary to that quoted paragraph in the staff report. Mr. Cotter suggested the applicant work with staff on guidance with the color palette. Mr. Burke and Knapp shared that there are a number of examples on North High Street with a similar color palette. Ms. Holt stated that those were approved prior to the Code and Guidelines and the color palette and usage is dependent on the time of construction of the original structure.

Ms. Damaser read the quoted section of Code, "After 1840, traditional stone and earth colors were used – soft and naturalistic to blend in with the building's surroundings. At the end of the period, two shades of the same color could be used, with the lighter shade usually for the trim."

Ms. Damaser stated that staff and the Board need the materials. Ms. Cooper asked for more information regarding the condition of the historic siding. In response to a question about staff's procedure for evaluating siding, Ms. Holt stated that staff can visit the site or they could recommend someone to do so.

#### **Public Comment**

There was no public comment on the case.

Ms. Damaser moved, Ms. Cooper seconded postponement of the Minor Project Review.

Vote: Ms. Damaser, yes; Ms. Patt-McDaniel, yes; Mr. Cotter, yes; Ms. Cooper, yes.

[Motion carried 4-0]

Ms. Damaser moved, Ms. Patt-McDaniel seconded postponement of the Waivers.

Vote: Ms. Damaser, yes; Ms. Cooper, yes; Ms. Patt-McDaniel, yes; Mr. Cotter, yes.

[Motion carried 4-0]

#### **Case #25-005ADMC**

##### **Code Amendments**

**Review and recommendation to City Council for Code Amendments to the Concept Plan process in the Historic District.**

##### **Staff Presentation**



Ms. Holt stated that this is a follow up from the joint work session between this Board, the Board of Zoning Appeals, Planning and Zoning Commission and City Council. At that time, the group discussed an economic development strategy to make the development review process more transparent and predictable. Tonight's request is a response to furthering that development strategy that was adopted by City Council in fall of 2023. There were three main strategies within the larger strategy and the one to focus on tonight is Strategy 2: Make Dublin's Development Processes more predictable thereby reducing uncertainty.

Staff conducted a survey and a number of questions were asked, including where a respondent had success in Dublin's development review process. The top three answers to come up were collaboration and responsiveness, helpful staff, and quality outcomes. Another question asked was where respondents had success with other jurisdictions. There was discussion about more efficient online systems, streamline of review processing, dual track approvals and collaborative meetings. The next question was what respondents would like more of in Dublin's development review process. Responses included user-friendly online systems, clear milestones and communications, standardized requirements, and expedited approval for minor changes. Another question was what respondents would like less of in Dublin's development review process. Responses were the complex online system, lengthy process, variety of application types, and unnecessary comments and oversight. One final question asked where respondents have had challenges and they responded with permit status and coordination, subjective design areas, timing, and staff changes. Out of that effort, staff identified the following major action themes:

- Project Managements Approach
- Central Intelligence
- Tiers of Service
- Technology Use
- Requirements and Review Process
- Staff Reports.

Ms. Holt stated that tonight's discussion will be on Requirements and Review Process. The Board might also notice that staff reports have been adjusted as a direct outcome of this effort. Upon summarizing feedback, an opportunity was identified to make the Concept Plan the same for all boards and commissions and processes. This is the heart of tonight's request. Concept Plans are used in a number of different major project types. For Planned Unit Developments before Planning and Zoning Commission, Concept Plans are discussion only. In the Bridge Street District, they require a determination from the Commission. That could be unclear. While Concept Plans would still be required for major projects in the Historic District and for this Board, the proposed Code amendment would change them to a non-binding process similar to an Informal Review. If a project had a development agreement, that would still be required to go before City Council for approval of the development agreement, but not for the Concept Plan. Council would see the Concept Plan as part of the package submitted with the development agreement. Informal Review would remain as an optional step. This amendment switches a Concept Plan to a discussion item.

### **Board Questions**

Ms. Patt-McDaniel asked for the difference between an Informal Review and a Concept Plan. Ms. Holt stated that a Concept Plan is required for larger projects. A Concept Plan has an increased level of information than the Informal Review. This amendment would not change the submittal requirements.



Ms. Damaser sought confirmation that there will be no approval at all for a Concept Plan. Ms. Holt answered in the affirmative.

Ms. Holt stated that this change does not preclude an applicant from coming before the Board with an Informal Review of a much looser idea. A project then gets more refined at the Concept Plan level but there will be no determination until Preliminary Development Plan.

### **Public Comment**

There was no public comment on the case.

Ms. Damaser moved, Ms. Cooper seconded recommendation of approval to Planning and Zoning Commission of Code Amendments to the Concept Plan process in the Historic District.

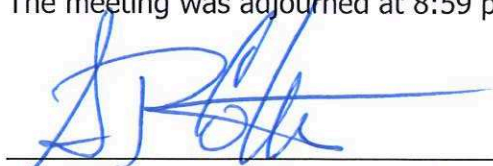
Vote: Mr. Cotter, yes; Ms. Patt-McDaniel, yes; Ms. Cooper, yes; Ms. Damaser, yes.  
[Motion carried 4-0]

### **COMMUNICATIONS**

- Ms. Holt sought feedback on the Board's usage of OnBoard and offered support.
- Ms. Holt provided updated Code and Alternative Materials documents.
- Ms. Holt provided the 2024 Architectural Review Board Annual Report.
- Ms. Holt shared that there will be a City-generated project at the Earlington Barn on Brand Road across from Bristol and Ashbaugh Roads. That shared use path floods on a regular basis. The City has received a State grant to help fix it. There will be construction and tree removal beginning in March. This is considered maintenance and done for safety. At the Board's March meeting, there will be an informational presentation from Michael Hendershot from the City of Dublin Engineering Department.
- The February meeting will be cancelled. The deadline has passed and there are no applications ready for consideration. The next regular ARB meeting is scheduled for Wednesday, March 19, 2025.

### **ADJOURNMENT**

The meeting was adjourned at 8:59 p.m.



Chair, Architectural Review Board



Deputy Clerk of Council