

# RECORD OF ACTION

## Architectural Review Board

Wednesday, April 23, 2025 | 6:30 p.m.

The Architectural Review Board took the following action at this meeting:

**MOTION:** Mr. Cotter moved, Ms. Cooper seconded, to accept the documents into the record and approve the minutes from the meeting on January 29, 2025.


**VOTE:** 4 – 0.

**RESULT:** The documents were accepted into the record and the minutes were approved.

**RECORDED VOTES:**

Lisa Patt-McDaniel	Absent
Sean Cotter	Yes
Martha Cooper	Yes
Michael Jewell	Yes
Hilary Damaser	Yes

**STAFF CERTIFICATION**

Signed by:  
  
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Sarah Tresouthick Holt, AICP, ASLA  
Senior Planner

# RECORD OF ACTION

## Architectural Review Board

Wednesday, April 23, 2025 | 6:30 p.m.

The Architectural Review Board took the following action at this meeting:

**1. 16 N. High Street  
25-023INF**

**Informal Review**


Proposal:	Request for review and non-binding feedback for building and site modifications. The 0.26-acre site is zoned HD-HC, Historic Core District.
Location:	16 N. High Street
Planning Contact:	Rati Singh, Assoc. AIA, Planner I
Contact Information:	614.410.4533, rsingh@dublin.oh.us
Case Information:	www.dublinohiousa.gov/pzc/25-023

**RESULT:** The Board heard an informal review request for a restaurant in the National Register of Historic Places (NRHP) building. The proposal included adding ADA parking, a dumpster, code-required roof vent and a parking plan for the bulk of the parking requirements. The driveway between 16 and 22 N. High Street is proposed to be closed and replaced with a pedestrian way. The Board was generally supportive with suggestions to explore concealing the dumpster location and stabilizing the garage.

**MEMBERS PRESENT:**

Lisa Patt-McDaniel	Absent
Sean Cotter	Yes
Martha Cooper	Yes
Michael Jewell	Yes
Hilary Damaser	Yes

**STAFF CERTIFICATION**

Signed by:  
  
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Rati Singh, Assoc. AIA  
Planner I

# RECORD OF ACTION

## Architectural Review Board

Wednesday, April 23, 2025 | 6:30 p.m.

The Architectural Review Board took the following action at this meeting:

### 2. 48 S. High Street 24-130MPR

### Minor Project Review

Proposal:	Request for review and approval of Minor Project Review to allow for facade modifications to a Landmark Building. The 0.25-acre site is zoned HD-HS, Historic South District.
Location:	48 S. High Street.
Planning Contact:	Rati Singh, Assoc. AIA, Planner I
Contact Information:	614.410.4533, rsingh@dublin.oh.us
Case Information:	<a href="http://www.dublinohiousa.gov/pzc/24-130">www.dublinohiousa.gov/pzc/24-130</a>

**MOTION 1:** Ms. Cooper moved, Mr. Jewell seconded approval of a waiver of Code Section 153.174(F)(1) requiring the lowest portion of an awning to be at least 8' above the sidewalk, to allow awnings to be installed at a clearance of 6'8" above the sidewalk.

**VOTE:** 4-0

**RESULT:** The Waiver was approved.

### RECORDED VOTES:

Lisa Patt-McDaniel	Absent
Sean Cotter	Yes
Martha Cooper	Yes
Michael Jewell	Yes
Hilary Damaser	Yes

**MOTION 2:** Mr. Jewell moved, Ms. Cooper seconded approval of the Minor Project Review with the following conditions:

- 1) The applicant adjusts the location of the existing awning to ensure that all three awnings are installed at the same height and with the same clearance above the sidewalk and provide this information prior to Building Permit.



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- 2) The applicant ensures that awnings are placed within the side wood pilasters and provides information prior to Building Permit.
- 3) The applicant provides fiberboard panel above the door and window instead of wood shakes, painted to match the color of the trim and provides information prior to Building Permit.
- 4) The applicant provides awning sample for staff review prior to Building Permit.
- 5) The applicant ensure that no signs will be proposed on the awnings with any future sign application.

**VOTE:** 4-0

**RESULT:** The Minor Project was approved.

**RECORDED VOTES:**

Lisa Patt-McDaniel	Absent
Sean Cotter	Yes
Martha Cooper	Yes
Michael Jewell	Yes
Hilary Damaser	Yes

**STAFF CERTIFICATION**

Signed by:

*Rati Singh*

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Rati Singh, Assoc. AIA  
Planner I



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# RECORD OF ACTION

## Architectural Review Board

Wednesday, April 23, 2025 | 6:30 p.m.

The Architectural Review Board took the following action at this meeting:

### 3. N. High Street Renovations 25-015MPR

#### Minor Project Review

Proposal:	Request for review and approval for renovations of three existing buildings in the Historic District that will be utilized as retail and office space. The 0.71-acre site is zoned HD-HC, Historic Core District.
Location:	72 and 84 N. High Street, 20 North Street
Planning Contacts:	Sarah Tresouthick Holt, AICP, ASLA, Senior Planner
Contact Information:	614.410.4662, sholt@dublin.oh.us
Case Information:	<a href="http://www.dublinohiousa.gov/pzc/25-015">www.dublinohiousa.gov/pzc/25-015</a>

**MOTION 1:** Ms. Cooper moved, Ms. Damaser seconded, approval of the following Waivers:

- 1) To allow aluminum windows and doors where 153.174 (D)(1) requires wood/wood-clad windows and doors;
- 2) To allow TimberTech decking and handrails where 153.174(J)(1)(a) requires wood or fiber cement materials; and
- 3) To allow Boral trim at indicated locations where 153.174(J)(1)(a) requires wood or fiber cement materials.

**VOTE:** 4-0

**RESULT:** The 3 Waivers were approved.

#### RECORDED VOTES:

Lisa Patt-McDaniel	Absent
Sean Cotter	Yes
Martha Cooper	Yes
Michael Jewell	Yes
Hilary Damaser	Yes



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**MOTION 2:** Mr. Jewell moved, Ms. Damaser seconded, approval of the Minor Project Review with the following conditions:

- 1) The applicant shall continue to work with the City to coordinate future utility and road improvements on North Street. The applicant shall understand that any immediate installation of stairs, steps, and/or plaza paving may precipitate future changes, up to and including removal/relocation at their cost, upon roadway and utility plan finalization. These installations shall require a right-of-way encroachment permit.
- 2) The landscape and hardscape along North Street, noted as Phase 2 on the Landscape Sheet, is required to be installed within 90 days of roadway improvements/utility installation or as determined by staff. Installation of all materials in the right-of-way, including lighting on N. High Street, shall require an encroachment permit.
- 3) Signs are not approved with this MPR and none shall be reviewed without approval of a separate Master Sign Plan (MSP). This MSP shall also include all building lighting and a photometric plan that accounts for all approved and proposed lighting, including the bollard lighting herein.

**VOTE:** 4-0

**RESULT:** The Minor Project was approved.

**RECORDED VOTES:**

Lisa Patt-McDaniel	Absent
Sean Cotter	Yes
Martha Cooper	Yes
Michael Jewell	Yes
Hilary Damaser	Yes

**STAFF CERTIFICATION**

Signed by:

*Sarah Tresouthick Holt*

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Sarah Tresouthick Holt, AICP, ASLA  
Senior Planner



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