

To: Members of Dublin Architectural Review Board
From: Jennifer M. Rauch, AICP, Director of Community Planning & Development
Date: August 28, 2024
Initiated By: Sarah Tresouthick Holt, AICP, ASLA, Senior Planner
Re: Historic District Code and Guidelines Updates, Case 24-012ADMC

Summary

The Historic District Code updates, Phase 1, were adopted in December 2023 with goals to:

- Change nomenclature of "Contributing/Non-contributing" to "Landmark/Background"
- Confirm an Era of Significance, determined to be 1830-1920
- Add other significant buildings to the Historic District Map
- Reclassify buildings outside the Era not architecturally significant as Background, resulting in a decrease of significant buildings, including Franklin Street and some of S. Riverview Street
- Identify a Phase 2 effort
 - Increase types of Administrative Approvals
 - Provide additional clarifications about how Background buildings should be reviewed
 - Address any additional scrivener's errors

Phase 2 is now ready for a recommendation by this Board

Background

Public meetings during Phase 1 were held for District residents and property owners on May 20, 2023, Sept 13, 2023, and Oct 11, 2023, and a series of items was identified as possible improvements to the speed and predictability of District reviews. An overview of these improvements was provided to ARB in September 2023, with confirmation on Phase 2 direction obtained in April of 2024. The following are the confirmed items and approaches from April, now included in the attached final drafts:

- Include Background building compatibility language within the Code and Guidelines as confirmed
- Expand the Administrative Approvals (AA) as directed to include:
 - Modifications to Background buildings where no building volume/footprint increase is requested
 - Single sign approvals that meet Code criteria for both building types
 - Residential hardscape features less than 3 feet tall for both building types
 - Replacement of existing awnings for both building types (new awnings require review)
 - Lighting for residential and commercial projects for both building types
 - Commercial exterior furniture for both building types, and
 - HVAC and trash screening for both building types where building architecture is not affected.
- Add a timeframe extension for FDP approvals.

- Address scriveners' errors.
- Consolidate the Administrative Departure, Waiver, and new Variance Code sections
 - Administrative Departures are no longer needed and have been removed
 - All requests for deviations from numerical standards are termed Waivers for clarity
 - Waivers above 20 percent stay with the ARB
 - Based on confusion at the 17 and 27 N. Riverview Street Variance hearings in May of this year
 - Additional language that the Waiver amount is the minimum required to solve the identified issue
 - The approach was confirmed by the Law Office
 - It allows applicants to make a case before one board for very site-specific circumstances, thus simplifying the process

The draft Code and Guidelines were delivered to the Board for extended review on the 26th of July, with comments requested by the 9th of August. The following comments were received:

- 153.176(A): a suggestion to use the word "emphasis" in lieu of "consideration". Since we already used "emphasis" in that sentence, we kept "consideration".
- 153.176(M)(1)(d): clarification of the purpose, which is to designate authority for Administrative Approvals only, with the Director having the authority to bump a case up to the Board.
- 153.176(M)(1)(d): question regarding the need of the statement to delegate authority to the Director. This statement makes it legally clear that the Board has the authority to make this delegation.
- 153.176(M)(1)(e): suggestion to simplify the language, which has been done.
- 153.176(M)(2)(p): question if additional windows and doors are permitted administratively in Background buildings. Based on previous direction from the Board, only changes to Background building volume or footprint would require Board approval.
- 153.176(N): question if plats can be administratively approved. Per the Law Office, these need to remain as a recommendation by this Board, a recommendation by Planning and Zoning Commission, and final approval by City Council.
- Tables 153.173J – L: request to reinsert the reference to a specific sign section in, which has been done.

Request

Staff requests the ARB review this memo and the attached Final Draft of the Code and Guidelines and recommend approval of both to Planning and Zoning Commission and City Council.