



## MEETING MINUTES

### Architectural Review Board

Wednesday, February 25, 2026

#### CALL TO ORDER

Mr. Cotter, Chair, called the Architectural Review Board (ARB) meeting to order at 6:30 p.m. in Council Chamber, 5555 Perimeter Drive. He welcomed public participation 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 explained the meeting procedures, noting that each case would begin with a staff presentation followed by the applicant's presentation, Board questions, public comments, and then Board deliberation. He requested that public comments be limited to three minutes or less.

#### PLEDGE OF ALLEGIANCE

Chair Cotter led the Pledge of Allegiance.

#### ROLL CALL

Board members present: Sean Cotter, Lisa Patt-McDaniel, Mark Stechschulte, Terry Seidel  
Board members absent: Martha Cooper

Staff members present: Bassem Bitar, Sarah Holt, Tori Brubaker

#### OATH OF OFFICE

City Council member Amy Kramb administered the Oath of Office to new ARB appointee, Mr. Seidel.

#### ADJOURNMENT TO EXECUTIVE SESSION [6:40 P.M.]

Chair Cotter moved, Ms. Patt-McDaniel seconded a motion to adjourn to executive session for the discussion of the appointment of a public official.

Vote: Dr. Stechschulte, yes; Ms. Patt-McDaniel, yes; Chair Cotter, yes; Mr. Seidel, yes.  
[Motion carried 4-0]

#### RECONVENE [6:45 P.M.]

Ms. Patt-McDaniel moved, Chair Cotter seconded a motion to reconvene the meeting.

Vote: Dr. Stechschulte, yes; Chair Cotter, yes; Mr. Seidel, yes; Ms. Patt-McDaniel, yes.  
[Motion carried 4-0]

#### ELECTION OF OFFICER

Dr. Stechschulte moved, Mr. Seidel seconded approval to appoint Ms. Patt-McDaniel to a one-year term as Vice-chair of ARB.

Vote: Dr. Stechschulte, yes; Chair Cotter, yes; Mr. Seidel, yes; Ms. Patt-McDaniel, yes.  
[Motion carried 4-0]

## **ACCEPTANCE OF DOCUMENTS AND APPROVAL OF MINUTES**

Chair Cotter moved, Vice Chair (V. Chair) Patt-McDaniel seconded acceptance of the documents into the record and approval of the December 17, 2025 ARB meeting minutes.

Vote: V. Chair Patt-McDaniel, yes; Mr. Seidel, yes; Chair Cotter, yes; Dr. Stechschulte, yes.  
[Motion carried 4-0]

Chair 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.

## **CASE REVIEWS**

### **Case #25-118MPR – HD-HC**

#### **20 North Street Renovations – Minor Project Review**

Chair Cotter stated that this case is a request for review and approval of a Minor Project Review for an existing building located at the northeast corner of North High Street and North Street, zoned HD-HC (Historic District - Historic Core).

#### **Staff Presentation**

Ms. Brubaker presented the request for a Minor Project Review for renovations to 20 North Street. She stated that the site lies at the northern end of the Historic District and is bordered by the Bridge Street District to the north and is near the Pearl Restaurant and the Dublin site of the Columbus Metropolitan Library.

Ms. Brubaker explained that this Minor Project Review applies only to 20 North Street, which is one building that is part of a larger site of three lots comprising approximately 0.15 acres. The building is unclassified but is considered a background building. She noted that a Minor Project Review for the site was previously heard by the Board in 2025 and received approval for renovation of the three existing buildings and site improvements, including approved waivers for aluminium windows and storefront systems. The current application consists of minor changes from that previous approval.

After showing contextual images of surrounding modern and historic buildings in the District, Ms. Brubaker presented photographs of the existing building from the southeastern corner and the rear, emphasizing that these images would be relevant to the next case on the agenda, as well. Ms. Brubaker detailed two requests for the southern elevation. The first request involves revising a central window from two stacked windows to one oversized double hung window. She explained that this window would provide an appropriate sense of whimsical character and accommodate a new interior stair layout, adding light, activity, and visibility onto North Street. The second request is for a new man door and sidelight to replace a previously approved window, which would allow direct street accessibility for the suite and enhance street activity and visibility. Staff supports both

requests, believing they are responsive to the Historic District goals and would encourage street activity.

For the north elevation, Ms. Brubaker presented two additional requests. The first involves slightly changing window sizes to match other windows on the building for consistency. The second request seeks to permit an optional door on the lower level, providing flexibility for tenant spaces that are not yet finalized. She explained that the entire lower area features a modular storefront system allowing interchangeable windows and doors based on tenant fit-outs.

Regarding the east elevation, Ms. Brubaker noted that two wall lights are shown for informational purposes only and are not part of tonight's consideration. All proposed windows and doors would match previously approved materials using Kinney aluminium in the iron ore color, which has been previously granted as a waiver, therefore, no additional waiver is required.

Ms. Brubaker concluded that all criteria for the Minor Project Review have been met or are not applicable, and staff recommends approval with no conditions. She indicated both she and the applicant were available for questions.

### **Board Questions/Discussion**

Chair Cotter requested clarification of the modular storefront system. He inquired whether the owner would need to return for approval when changing configurations, or if they could modify windows and doors at their discretion for new tenants.

Ms. Brubaker confirmed that as long as materials remained consistent with current approvals, changes could be made as needed by tenants without returning to the Board for approval.

Chair Cotter commented positively on the oversized window, noting that while the whimsical character is not something they would implement everywhere, it would effectively highlight the stairs and was acceptable for this specific application.  
There was no further discussion.

### **Public Comments**

There were no public comments on the case.

V. Chair Patt-McDaniel moved, Dr. Stechschulte seconded approval of the Minor Project Review for 20 North Street.

Vote: Dr. Stechschulte, yes; Chair Cotter, yes; Mr. Seidel, yes; V. Chair Patt-McDaniel, yes.  
[Motion carried 4-0]

### **Case #25-121MPR – HD-HC**

#### **72 & 84 N. High Street/20 North Street – Minor Project Review**

Chair Cotter stated that this case is a request for review and approval of a Master Sign Plan and Minor Project Review for existing buildings at 72 and 84 North High Street and 20 North Street, located at the northeast corner of North High Street and North Street in the HD-HC zoning district.

## **Staff Presentation**

Ms. Brubaker presented Case #25-121, explaining that the Master Sign Plan would provide an overall sign package for the entire property, while the Minor Project Review would address building and site lighting for the parking lot and front plaza lighting. She noted this was the same property as the previous case, but this application encompasses all three buildings. The site comprises three buildings on three lots totalling three-quarter acres, classified as background buildings in the Historic District. She referenced the previous 2025 Minor Project Review that received approval for renovating the three existing buildings, which included a condition requiring that no signage be reviewed without approval of a separate Master Sign Plan. The Master Sign Plan was required to include all building lighting and a photometric plan accounting for all approved and proposed lighting, due to the complexity and size of the site and the need to provide fair signage for numerous potential tenants.

After displaying contextual images of the historic and modern buildings in the District and photographs of the front facade facing North High Street and rear facade from the east side, Ms. Brubaker presented the comprehensive sign plan. The plan showed dots indicating various sign locations with three different types of signs: address signs in red (required by building code for informational purposes), building marker signs in blue (directional signs for building sections with multiple tenants), and tenant signs in yellow (traditional individual signs for tenants and storefronts).

Ms. Brubaker indicated that for the west elevation, two address signs and four tenant signs are proposed. She emphasized that signs shown are not to scale; she noted that pages 21 and 22 in their packet materials provide accurate scale representations. The east elevation features two tenant signs and two building marker signs. On 20 North Street, there is one address sign, one tenant sign, and one building marker sign on the south elevation, plus one building marker sign on the west elevation that is not visible in the presentation. The north elevation of 20 North Street includes two tenant signs and one building marker sign.

Ms. Brubaker explained that staff worked with the applicant to incorporate details from signature building features, specifically the box bay window trim, which the applicant has applied to sign frames as a distinguishing top corner feature on all proposed signs. Address signs are proposed in two-inch thick high-density urethane material, which is Code approved. Staff has previously requested samples of the lettering material for evaluation, but these have not yet been provided, resulting in a recommended condition of approval.

Building marker signs and tenant signs would use the same two-inch thick high-density urethane material. All colors had been approved in the previous 2025 Minor Project Review case, ensuring consistency across all signs. The top colors applied to the 72 and 84 North High Street buildings, while bottom colors were designated for 20 North Street. Ms. Brubaker noted that all criteria for the Master Sign Plan had been met or would be met with the recommended condition.

Ms. Holt addressed the lighting portion of the application. She explained that the lighting plan applies to both site and building lighting, noting that some currently nonconforming light fixtures would be removed as indicated on the elevations. The bollard lighting designated as B1 has been chosen to match the City's lighting along North High Street. She noted, although difficult to see on the plan, it would be installed at building entries along North High Street.

Ms. Holt described the lighting styles as generally simple and classic except where matching City fixtures, and staff generally supported the fixtures as shown. However, she noted that some information remained incomplete, preventing full evaluation, and many proposed lamps did not meet Code requirements under Section 153.173J and Guideline 6.7. These issues were noted during review but are not yet addressed.

Ms. Holt summarized several concerns from the staff report: the plan appears to vary from the ultimately approved site plan; the right-of-way needs clarification on the photometric plan for encroachment permits; fixtures and bulbs do not meet uniformity or maximum-minimum foot candle lighting levels (with some locations showing over 35 foot candles when only up to 3 was allowed); lighting levels on decks and under some fixtures are not shown and could not be evaluated; it is unclear if background lighting is included per Code requirements; and in-ground uplighting levels at the historic wall exceed Code. She noted that a more detailed list was provided in the staff report for the applicant's use as a checklist. She added that staff recommends a condition of approval to address the lighting element administratively if the Board is comfortable with that approach; she noted that Minor Project Review criteria could be met with the recommended condition.

Ms. Brubaker stated that staff recommends approval of the Master Sign Plan with the condition that prior to submitting a building permit, the applicant must supply staff with a sample of the material proposed for sign lettering for staff approval or propose a material regularly approved in the Historic District.

Ms. Holt added the recommended condition for the Minor Project Review: prior to installation of any lighting, the applicant must supply staff with complete and approvable lighting information meeting all requirements under Code Section 153.173J, Lighting and Guidelines, Section 6.7 - Lighting, with the lighting to be approved administratively.

V. Chair Patt-McDaniel asked for clarification about the sign plan for the building portion on 20 North Street, specifically regarding the flexible storefronts. She wanted to confirm her assumption that depending on the number of tenants, there could be additional signage. Ms. Brubaker confirmed that is correct.

V. Chair Patt-McDaniel requested confirmation that they were considering a maximum of three tenant signs potentially. Ms. Brubaker responded affirmatively.

### **Applicant Presentation**

Chair Cotter swore in the applicants.

Applicants, Bruce Sommerfelt, Signcom, Inc. 527 West Rich Street, Columbus, and Tim Bass, Tim Bass Architects, 36 King Avenue, Columbus, Ohio, introduced themselves.

Chair Cotter asked for their comments on the staff presentation, particularly regarding the lighting requirements.

Mr. Bass addressed the lighting concerns, stating they have an electrical engineer who has agreed to work with staff to implement necessary changes. He confirmed that with their engineer, they would ensure that the project complied with Code requirements.

Mr. Sommerfelt addressed the sign materials question. He stated that the site is very complex and wayfinding in Dublin is always challenging at best. With the rear parking and visual sight lines, it has been particularly challenging to achieve functional, uncluttered signage, but with input from staff and the architect, they believe they have developed an attractive package that meets requirements.

Regarding the conditional approval for sign materials, Mr. Sommerfelt explained that with the dimensionality of lettering required by the Code, the directory signs and tenant signage could use the same high-density urethane material as the background and stands for all signs. This could be achieved through half-inch relief from that material or other approaches offering dimensionality that staff would approve. He assumes this would be approvable at permitting time and agrees to the condition for approval without problem. He emphasized their attempt to be as functional and minimalistic as possible while remaining visually recognizable and effective for both wayfinding and tenant signage. He recognizes that few waivers might be necessary, due to the elevations and grade drops on the backside that might extend over the 15-foot requirement. He noted that proximity to entrances was not always possible due to access points, staircases, and long corridors. Overall, he believes the proposal is functional and appropriately understated while simultaneously preventing frustration for people trying to find their destinations.

### **Board Questions**

Chair Cotter asked about the sign height requirements and whether waivers would be needed for some signs.

Ms. Holt clarified that a Master Sign Plan essentially sets aside the traditional signage rules that are normally considered for singular signs or handled administratively. Due to the unique circumstances, they can evaluate these proposals as a single package without requiring individual waivers. The point is to allow rule flexibility when appropriate, so approving the plan would encompass acceptance of variations like 15 or 15.5-foot heights within the Master Sign Plan's scope.

Chair Cotter asked about the parking lot signage, wondering if there would be signs indicating private parking or other necessary regulatory signage.

Ms. Holt responded that regulatory signs for private parking spaces were permitted and did not require review as long as they did not include business names or serve as property advertisements. Such utilitarian signage can be installed without the Board's review.

Dr. Stechschulte stated he had no issues or concerns with either proposal but asked a general question about whether there were plans for Oscar's or the restaurant space to become functional and active soon.

Mr. Bass responded that he could not provide specific information, noting there was leasing activity ongoing that he was not privy to. Unfortunately, he does not believe they are targeting a restaurant use.

Chair Cotter asked questions about the proposed lighting. He observed that on the south side, one sign has goosenecks with two lights while, based on the drawing, the sign on the far south appears to have three lights. He asked if this was correct and whether the reason for the difference was due to sign size.

Mr. Bass indicated difficulty answering specifically about the drawings, with some details being hard to distinguish.

Chair Cotter agreed the drawings were difficult to read and expressed a desire for a clearer photometric plan. He observed that some lights appeared to run together in the drawings and questioned whether space was available and appropriate for the lighting configuration, particularly noting that with setbacks, one light might not be sufficient and symmetry considerations affected whether signs had two or three lights.

Referring to the back of the building, Mr. Cotter asked about the lights facing the parking lot, noting there appear to be four lights currently facing east and north on the building on 20 North Street, but the proposal shows two lights. He seeks to understand the reasoning for this change.

Mr. Bass explained that they had identified the four existing lights as visually inappropriate and functionally problematic because they created hot spots and glare. The proposed two replacement lights are wall lighting fixtures specifically designed for parking lot illumination and positioned higher than the former lights to spread light farther while meeting minimum lighting requirements within Code parameters.

Chair Cotter asked about lighting along the north side facing east, observing different types of lights including W2 lights, cylindrical lights, and other variations; he questions the reasoning for different fixture types in different locations from a symmetry standpoint.

Mr. Bass explained that the lighting on the building at 20 North Street is concealed in the deck's depth, while other fixtures serve to signify doorways and tenant entrances, with some marking building entrances and stair access. The intention is to differentiate between walkway lighting and doorway lighting.

Mr. Cotter acknowledged the complexity, noting three different light types plus additional fixtures, making visualization challenging. He questioned what the parking lot lights were intended to achieve and how much light they would provide.

Mr. Bass confirmed these were regulated to meet minimum parking area lighting levels for safe navigation.

Mr. Seidel agreed the lighting plan was confusing and noted he could not identify where bollard lights are marked; he indicated the need for more detail.

## **Board Discussion**

Mr. Cotter indicated he was comfortable with the Master Sign Plan with the one condition. He finds the signs attractive and effective for wayfinding in a complex location. However, he is reluctant to have the lighting approved administratively. While he prefers not to add burden to applicants, he is concerned about the need for potential major modifications.

V. Chair Patt-McDaniel responded that she is confident that staff would conduct a complete review of the presented materials, and they are well-versed in Code requirements. She believes the Board

can trust staff's administrative approval process. She is comfortable with approval by administrative review rather than requiring the applicant to return to the Board.

Ms. Holt clarified that their administrative approval criteria include opportunities to elevate requests to Board review, if staff and the applicants reach an impasse or if waivers should become necessary. Either party can request the Board's consideration, if issues arise during the administrative review process.

Chair Cotter expressed satisfaction with this explanation, confirming that if problems develop either way, the matter could return to the Board. Board members indicated their agreement with the administrative review approach.

### **Public Comments**

No public comments were received on the case.

V. Chair Patt-McDaniel moved, Dr. Stechschulte seconded approval of the Master Sign Plan with the following condition:

1. Prior to submitting the building permit, the applicant shall supply staff with a sample of the material proposed for the lettering and the signs for staff approval or propose material that is regularly approved in the Historic District.

Vote: Dr. Stechschulte, yes; Chair Cotter, yes; Mr. Seidel, yes; V. Chair Patt-McDaniel, yes.  
[Motion carried 4-0]

Dr. Stechschulte moved, Mr. Seidel seconded approval of the Minor Project Review with the following condition:

1. Prior to installation of any lighting, the applicant shall supply staff with complete and approvable lighting information that meets all requirements under Code 153.173J, Lighting and Guidelines, Section 6.7 - Lighting. This lighting shall be approved administratively.

Vote: Mr. Seidel, yes; V. Chair Patt-McDaniel, yes; Dr. Stechschulte, yes; Chair Cotter, yes.  
[Motion carried 4-0]

### **COMMUNICATIONS**

Ms. Holt reported the following:

- Board members have been provided the revised 2025 version of the Alternative Materials document in their packets. This document serves as a compendium of materials that have been granted waivers since 2021, with annual updates including material waivers provided in the previous year. She offered to provide printed copies to any members who preferred them.
- Staff has applied on the Board's behalf to the National Association of Preservation Commissions for two awards: one for the Alternative Materials document and another for the Code Update completed in late 2024. She indicated that results are expected by May.
- Staff proposes rescheduling the annual project tour, originally scheduled for April 8 this year, to September 16. This would allow another construction season to progress and provide newer board members time to become more familiar with projects they might visit.

The tour would follow the traditional format with bus transportation, some walking, maps, and supporting documents to help participants understand what they were observing. Board members indicated they had no objection to the tour date change.

- Ms. Holt provided an update on the Donatos Pizza building incident. The historic building recently experienced damage as a result of a stolen car incident. The City's Building Standards Division immediately became involved to ensure proper structural shoring was undertaken for safety purposes. Professional historical masons were engaged for the repair project, and what was originally thought to require concrete masonry units (CMU) with stone facing for structural support has been determined by experts to be achievable using only the original stone, which would meet all structural requirements. This repair work is considered maintenance and would not require Board review.
- Ms. Holt reminded members about the Dublin Historical Society's second Sunday presentations, noting that Dr. Stechschulte would be presenting on March 8 at 4:00 p.m. at the Columbus Metropolitan Library - Dublin on the history of medicine in Dublin. Dr. Stechschulte noted that his presentation would also include some buildings the Board has discussed with previous projects, such as the Teriyaki Madness structure and buildings associated with Doctor Karrer, making the information relevant to the Board's work.

#### **ADDITIONAL BOARD QUESTIONS/DISCUSSION**

- Mr. Cotter inquired about a house on North Riverview Street that appears to be deteriorating and has broken windows. Ms. Holt responded that the house in question is 40 North Riverview. The individual involved in the 17 and 27 North Riverview renovation has recently taken over construction management for the property in question, and he is beginning work on it. The broken windows are not due to neglect but intentional for ventilation during the initial work. The intent is to complete the renovation by summer. The same owner has retained a different project manager to move the project forward.
- Mr. Seidel asked about the stonewall at the west end near the alley across from the pizza shop. The wall is leaning and he is curious about the City's responsibility and potential plans. Ms. Holt confirmed this structure lies within the City's roadway easement, so the City is responsible for it.  
Mr. Bitar confirmed they were discussing the wall with an eight-foot drop. He explained that a major City project is being undertaken that will redo the entire stretch of Blacksmith Lane. The wall would have a sidewalk nearby, and several investigations have been conducted regarding its stability. Despite its slight leaning, the determination was that the wall was stable and better left undisturbed than modified. A guardrail would be installed for sidewalk safety, with ongoing monitoring during and after construction to determine if additional measures were needed.  
Mr. Seidel asked if the wall was associated with the WPA project, and Bitar confirmed it was part of the WPA bridge construction in the 1930s when the original bridge was replaced in a slightly different alignment and the grade was raised.
- Mr. Seidel raised a general question about lighting, specifically regarding bollards, stating he was not a fan of them and asking if there were Code provisions requiring lights to cast light downward rather than outward. Ms. Holt confirmed there were such provisions called

"dark sky provisions" or full cutoff fixtures, which they have checked for all proposed fixtures.

Mr. Seidel asked if there were options for alternative fixtures rather than bollards, expressing concerns about glare, particularly in crosswalk locations where lights shining in pedestrians' eyes might be less functional than lights illuminating the crosswalk surface.

Ms. Holt agreed with his concerns and explained that for the particular bollards discussed in the recent case, they were trying to match City fixtures exactly to create a more public and welcoming feel where the boundary between public right-of-way and private entry plaza was blurred.

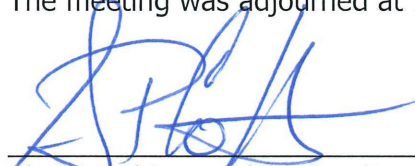
She indicated she would investigate whether lumens could be adjusted to avoid requiring full cutoff fixtures, explore frosted lenses to temper glare, and research available baffles for installation.

Mr. Seidel expressed appreciation for these potential solutions.

Ms. Holt stated the March 25 ARB meeting may be cancelled as no applications have been received. If the March meeting is held, Mr. Cotter noted he would not be present due to a conflict.

## ADJOURNMENT

The meeting was adjourned at 7:30 p.m.



Chair, Architectural Review Board



Assistant Clerk of Council



Deputy Clerk  
of Council