



MEETING MINUTES

Architectural Review Board

Wednesday, June 24, 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, Stasia Suleiman

Staff members present: Sarah Holt, Donavan Trimble

ADJOURNMENT TO EXECUTIVE SESSION

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

Vote: Ms. Patt-McDaniel, yes; Dr. Stechschulte, yes; Mr. Cotter, yes; Ms. Suleiman, yes; Mr. Seidel, yes.

[Motion carried 5-0]

RECONVENE

The meeting was reconvened at 6:34 p.m.

ELECTION OF OFFICERS

Dr. Stechschulte moved, Mr. Seidel seconded approval to appoint Mr. Cotter to a one-year term as Chair of ARB.

Vote: Dr. Stechschulte, yes; Ms. Suleiman, yes; Ms. Patt-McDaniel, yes; Mr. Cotter, yes; Mr. Seidel, yes.

[Motion carried 5-0]

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

Vote: Ms. Patt-McDaniel, yes; Dr. Stechschulte, yes; Mr. Seidel, yes; Ms. Suleiman, yes; Mr. Cotter, yes.

[Motion carried 5-0]

ACCEPTANCE OF DOCUMENTS AND APPROVAL OF MINUTES

Mr. Cotter moved, Ms. Patt-McDaniel seconded acceptance of the documents into the record and approval of the February 25, 2026 ARB meeting minutes.

Vote: Mr. Cotter, yes; Mr. Seidel, yes; Dr. Stechschulte, yes; Ms. Patt-McDaniel, yes; Ms. Suleiman, yes.

[Motion carried 5-0]

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.

CASE REVIEWS

Case #26-034ARB-MPR

Sharpin Residence – Addition - Minor Project Review

Request for review and approval of a single-story addition to an existing residence. The site is zoned HD-HR, Historic District - Historic Residential, and is located at 134 S. Riverview Street.

Staff Presentation

Mr. Trimble gave the staff presentation. He began by stating that the subject property is a duplex occupying two individual lots situated on the western bank of the Scioto River, southeast of the intersection of South Riverview Street and Pini Hill Lane. The site features a significant grade change from west to east, with a floodplain occupying the eastern half of the lot. The proposed 140-square-foot addition would be constructed outside the floodplain in an area previously identified as suitable for development.

Mr. Trimble noted that the property has undergone several changes since 2003. Most recently, an Administrative Approval was granted to cover an existing deck; however, that deck roof was not constructed as approved and required retroactive waivers to be addressed during this review. The proposal required four waivers in total: a side yard setback waiver to allow a zero-foot setback consistent with the remainder of the building; a roof pitch waiver for both the addition and the existing deck roof; a window material waiver to permit Anderson 100 series casement windows in order to match existing windows on the building; and a roof material waiver permitting the use of Carlisle SureSeal EPDM rubber membrane roofing in both locations. Mr. Trimble explained that the low roof pitch necessitated the membrane roofing, as it was the only viable option that would not interfere with the existing cross gable. The addition would be offset 12 inches from the existing structure in accordance with Historic Design Guideline 4.12, keeping it clearly distinguishable from the original home.

Staff recommended approval of all four waivers and approval of the minor project review subject to two conditions: that the applicant provide clarification of the supporting column cladding materials prior to building permit submittal, confirming the intent to wrap pressure-treated columns in Hardie Plank material; and that a site survey be submitted at the time of building permit.

Board Questions

Mr. Cotter expressed support for the membrane roof waiver but raised a concern regarding precedent. He emphasized that the approval should be understood as specific to this unique set of circumstances — namely, the exceptionally low roof pitch and the constraints imposed by the existing cross gable — and should not be interpreted as a general endorsement of membrane roofing in the historic district. He requested that this distinction be noted, including in the alternate materials list. Ms. Holt acknowledged the concern and confirmed it would be noted accordingly.

Dr. Stechschulte also expressed support for the application and inquired whether the membrane roof would be visible from the Scioto River. Mr. Trimble indicated that given the minimal pitch of the roof and the significant grade change descending toward the river, the roof would not be visible from that vantage point.

Ms. Suleiman noted that she had reviewed the material samples presented at the meeting and had no concerns.

Mr. Seidel asked for clarification regarding the age of the original structure, and staff indicated it was likely built in the 1970s, predating the historic district guidelines. Mr. Seidel also sought clarification on the circumstances under which the deck roof was not constructed as approved; staff confirmed this occurred in 2024 and was the result of construction conflicts with the existing roofline.

Leah White, Kitchen Craft, 7079 Huntley Road, Columbus, representing the property owner, appeared before the Board and confirmed agreement with the two conditions of approval.

Public Comments

There were no public comments on the case.

Ms. Patt-McDaniel moved, Mr. Cotter seconded Approval of the following Waiver requests:

1. Side Yard Setback: Waiver of Table 153.173B requirement of 3' side yard setback to allow a side yard of 0'.
2. Roof Pitches: Waiver of Section 153.741(B)(4)(c)(3) requirement of pitches greater than 3:12 to allow roof pitches of approximately 1:12 for the addition and porch roofs.
3. Window Materials: Waiver of Section 153.174(D)(1) requirement of materials approved by the Board to allow the use of vinyl windows.
4. Roof Materials: Waiver of Section 153.174(J)(2) requirement of materials approved by the Board to allow the use of rubber membrane roofing system in two locations.

Vote: Mr. Cotter, yes; Ms. Patt-McDaniel, yes; Ms. Suleiman, yes; Dr. Stechschulte, yes; Mr. Seidel, yes.

[Motion carried 5-0]

Leah White, Kitchen Craft, 7079 Huntley Road, Columbus, stated that she is okay with the conditions.

Ms. Suleiman moved, Dr. Stechschulte seconded approval of a Minor Project Review with the following conditions:

1. Prior to Building Permit, the applicant shall provide staff with updated plans to show that the supporting columns will be clad in smooth Hardie Plank, painted Arctic White.
2. At Building Permit, the applicant shall provide a detailed, accurate site survey identifying the precise location of all lot lines, subject to staff review and approval.

Vote: Ms. Patt-McDaniel, yes; Mr. Cotter, yes; Mr. Seidel, yes; Ms. Suleiman, yes; Dr. Stechschulte, yes.

[Motion carried 5-0]

COMMUNICATIONS

Ms. Holt presented several communications items.

Administrative Approvals:

Staff provided the board with an informational report on recent Administrative Approvals. Ms. Suleiman raised two observations regarding specific cases. Regarding the projecting sign addition at 24 North High Street, she noted a discrepancy between two drawings showing different heights of six inches and 96 inches respectively, and sought clarification on the approved dimension. Ms. Holt confirmed the sign was approved in accordance with code, though she was unable to speak to the specific drawing discrepancy at the time. Ms. Suleiman also raised a concern about the turning radius for a parking area associated with a retail project at 16 North High Street. Ms. Holt explained that the parking configuration had been reviewed carefully, balancing existing site conditions, improvements to the lot, and a previously approved parking plan. Mr. Cotter observed that, upon his review, none of the Administrative Approvals appeared to warrant escalation to the full board.

Jeff Speck Walkability Presentation:

Ms. Holt informed the board that the Jeff Speck presentation on walkability had been uploaded to the Board's OnBoard resources for reference.

National Association of Preservation Commissions Nominations:

Ms. Holt reported that staff had submitted two nominations to the National Association of Preservation Commissions — one for the alternative materials program and one for the code and guideline updates. She advised the Board that the alternative materials nomination was rejected, and that the code and guideline nomination was lost by the organization and never reviewed. Ms. Holt indicated they were exploring opportunities to repurpose both applications for submission to the American Institute of Architects, the American Planning Association, or another appropriate venue.

Boards and Commissions Training — July 16:

Ms. Holt advised members that a training session for all planning boards and commissions was scheduled for July 16, from 6:30 to 8:30 p.m., with dinner beginning at 6:00 p.m. The session would address public process, meeting protocols, and public comment procedures, and would

include a presentation from Jamie Green and his staff from Planning Next. Members were asked to complete a survey in advance, to be distributed the week of July 6.

ADDITIONAL BOARD COMMENTS/QUESTIONS

Ms. Patt-McDaniel advised the Board of her intention to prepare a nomination for the Apothecary and Uncorked project for Heritage Ohio's project awards, to be presented in October. Ms. Holt noted that the Historical Society had recently shared an article suggesting that the log cabin associated with the apothecary may date to the 1700s, which would further strengthen the project's historical significance.

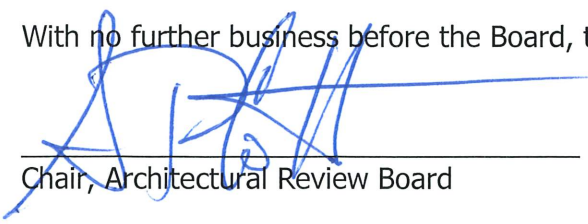
Dr. Stechschulte provided historical context, noting that the log cabin was likely built around 1790 by the Virginia Military as an outpost in what was then part of the Virginia Military District, situated between the Scioto River and the Great Miami River. He described the broader historical significance of the site in relation to the Northwest Territory and post-Revolutionary War land distributions, and expressed strong support for any recognition that could be obtained for the owners of the Apothecary and Uncorked for their stewardship of the structure. Ms. Patt-McDaniel indicated she would contact Tom Holton of the local historical society to gather additional documentation for use in the nomination.

Mr. Cotter requested a brief update on the status of development activity along North Riverview Street for a future meeting, noting that members of the public occasionally ask about the pace of progress. Ms. Holt indicated that City utility work was expected to commence imminently and that significant underground utility infrastructure work was underway to set the foundation for the broader development area. She noted that owners of properties at 17 and 27 North Riverview may be waiting for that work to conclude before proceeding. Staff also noted that they had been in contact with the owner of 11 North Riverview, formerly addressed as 40 East Bridge, regarding work that had been expected to begin in the spring, but was running behind schedule.

Mr. Seidel inquired about the status of the dry-stone wall on the east side of the street and whether it would be rebuilt as part of the project, to which Ms. Holt confirmed it would. Mr. Seidel also sought clarification regarding a building he believed was slated for demolition. Ms. Holt clarified that no houses would be demolished; while some outbuildings had previously been removed, the main residential structure had been preserved following an earlier change in the development plan.

ADJOURNMENT

With no further business before the Board, the meeting was adjourned at 7:01 p.m.



Chair, Architectural Review Board



Deputy Clerk of Council