



## MEETING MINUTES

# Administrative Review Team

Thursday, September 11, 2025 | 2:00 pm  
Development Building

### CALL TO ORDER

Mr. Rauch welcomed everyone and called the meeting to order at 2:02 pm.

### ROLL CALL

ART Members and Designees present: Jennifer Rauch Director of Community Planning and Development, (Chair); Heidi Rose, Senior Civil Engineer; Michael Hiatt, Landscape Architect; Brad Fagrell, Director of Building Standards; Jake Stoll, Police Lieutenant.

Staff Members present: Zach Hounshell, Planner II; Micole Champion, Administrative Assistant II.

### APPROVAL OF MINUTES

Ms. Rauch made a motion and Mr. Fagrell seconded to approve the minutes from the June 12, 2025 and July 10, 2025 meetings.

Votes: Ms. Rose, yes; Mr. Fagrell, yes; Ms. Rauch, yes; Mr. Hiatt, yes; Mr. Stoll, yes.

[Minutes were approved 5-0]

### DETERMINATION CASE

#### 1. Block J Ellis Parking Garage – Case Number: 25-087AD, Determination Case

Request for review and approval of Administrative Departure to allow a parking garage in Bridge Park, Block J to exceed the maximum number of compact parking spaces permitted, and reduce the minimum width of drive aisles. The 5.37-acre site is zoned BSD-SRN, Bridge Street District, Scioto River Neighborhood and is located southeast of the intersection of Bridge Park Avenue and Dale Drive.

#### Staff Presentation

Mr. Hounshell presented the floor plan of the Ellis Parking Garage, stating that the applicant is requesting narrower drive lanes for portions of the garage. The narrower lanes were required due to the construction of the structural piers adjacent to the aisles. An Administrative Departure was no longer required for the number of compact spaces. Planning Staff recommended approval with no conditions.

#### Questions for Staff or the Applicant

Ms. Rauch – Does anyone have any questions for the applicant or Staff?

#### Public Comments

[None.]

### **Team Members' Discussion**

Nothing further needed to be discussed.

Ms. Rauch motioned, Mr. Hiatt seconded, to approve the Administrative Departure.

**Votes:** Mr. Hiatt, yes; Ms. Rauch, yes; Ms. Rose, yes, Mr. Stoll, yes; Mr. Fagrell, yes.  
[The Administrative Departure was approved 5 – 0.]

### **COMMUNICATIONS**

[None.]

### **ADJOURNMENT**

Ms. Rauch asked if there were any comments for the good of the order. [None.] She adjourned the meeting at 2:10 pm.

