

PLANNING REPORT

Architectural Review Board

Wednesday, February 25, 2026

20 North Street Case 25-118MPR

<https://dublinohiousa.gov/arb/25-118/>

Case Summary

Address	20 North Street, Dublin, OH 43017
Proposal	Request for approval of revisions to a previously-approved Minor Project Review (MPR) on a 0.15-acre site in the Historic District.
Request	Review and approval for MPR under the provisions of Zoning Code Section 153.176(I).
Zoning	HD-HC, Historic Core District
Planning Recommendation	<u>Approval of Minor Project Review.</u>
Next Steps	Upon approval of the Minor Project Review, the applicant may apply for building permits through Building Standards.
Applicant	Stage Capital Partners, Owner Tim Bass, Bass Studio Architects
Case Manager	Sarah Tresouthick Holt, AICP, ASLA, Senior Planner (614) 410-4662 sholt@dublin.oh.us Tori Brubaker, Planner I (614) 410-4632 tbrubaker@dublin.oh.us



Community Planning and Development



5200 Emerald Parkway
Dublin, Ohio 43017



614.410.4600
dublinohiousa.gov

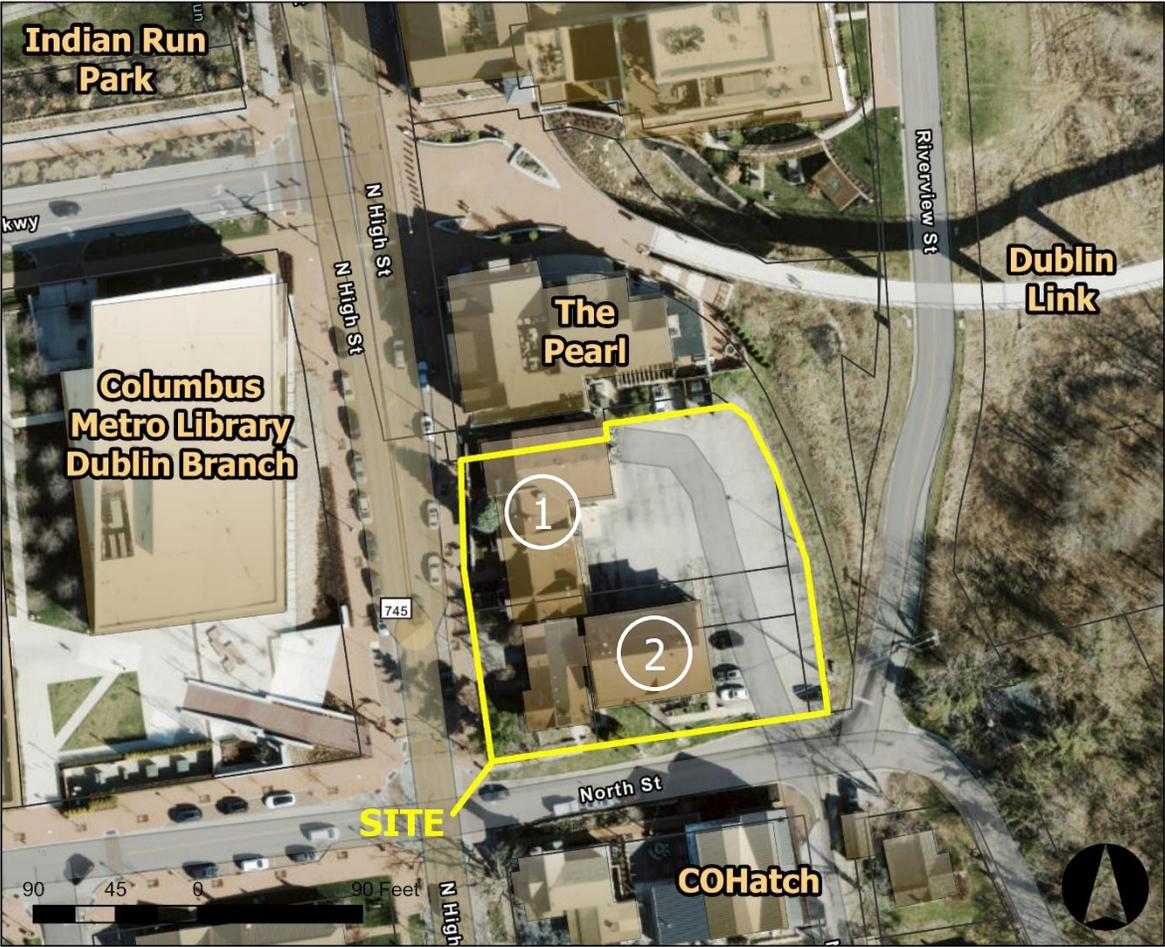
Sustainable | Connected | Resilient

Site Location Map

25-118MPR - 20 North Street Renovations



- Site Features**
- 1 72 & 84 N. High St.
 - 2 20 North St.
 - 3 Recently re-zoned to Historic Core



1. Request and Process

This request involves a number of minor changes from renovation plans that were previously approved as part of Case 25-015. The applicant wishes to redesign the central window on the south elevation of 20 North Street and add a new door on that same elevation.

The size of the windows on the west end of the north façade have also been slightly adjusted to conform to the permit drawings and match all other standard windows. An optional door has also been added to the north elevation.

Wall lighting and signage are shown on the east and north façades for informational purposes but are not part of this request/approval. They will be reviewed as part of Case 25-121.

Process

The MPR is a one-step process for certain project types that qualify under Code § 153.176(I)(1), and this project meets the criteria.

Minor changes can often be approved by staff under the Administrative Approval (AA) provisions of the Historic District Code. In this case, since the importance of historic-based window design was discussed at length at Informal (Case 24-145) and the subsequent MPR approval, staff is bringing this request back before the Board under Code §153.176(M)(3)(d)(2) where a unique feature is proposed that the Director determines will materially change the architecture of the building in question.

2. Background

Site Summary

This individual site is just over 6,550 square feet and is zoned HD-HC, Historic Core District. This is one building that is part of a larger site that makes up just under 31,000 square feet. The site sits at the northern end of the Historic District, with Bridge Street District – Historic Transition Neighborhood directly to the north at The Pearl Restaurant. The site is highly visible from North Street, Riverview Street, and the Link Pedestrian Bridge.

Case History

December 2024 (Case 24-145)

Board held an Informal Review pertaining to the larger site (including this building and 72-84 N. High Street) with concerns noted as: use more traditional window openings for 20 North Street, focus on Historic Dublin for architectural cues, maintain Signature Features, and streetscape opportunities.

April 2025 (Case 25-015)

Board considered MPR for the larger site, including this building. Board approvals for 20 North Street included removal of a walkway roof and support, removal of four windows, addition of a stairway access, replacement of one window, and replacement of siding. Board approved Waivers for: aluminum windows and doors, Timber Tech decking, and Boral siding in specific locations. Board approved MPR for site with conditions (summarized, with applicant updates in italics):

- 1) Applicant to coordinate with City on future utility/road improvements on North Street. Immediate installation of items in ROW requires an encroachment permit and are done at own risk. *Applicant has coordinated; no installations done to date.*
- 2) Landscape/hardscape on North Street (Phase 2) required to be installed within 90 days of roadway improvements/utility installation or as determined by staff. ROW encroachment permits may be required. *Still in effect.*
- 3) Signs are not approved with this MPR and require separate Master Sign Plan (MSP), to also include all building lighting and photometric plan. *Addressed in MSP proposal, Case 25-121.*

3. Zoning Code and Guidelines

Historic District – Historic Core District

The intent of the Historic Core is to ensure sensitive infill development and provide an improved environment for walking while accommodating vehicles. Staff has especially been focusing on the “improved environment for walking” to address site improvements to this property.

Historic Design Guidelines

The Guidelines suggest using adjacent Landmark buildings to guide Background building details.

4. Project

Uses

20 North Street will remain office, which is permitted in the zoning district, and no use specific standards apply.

Site Layout and Setbacks/Lot Coverage

This request will not affect these elements.

Building Architecture

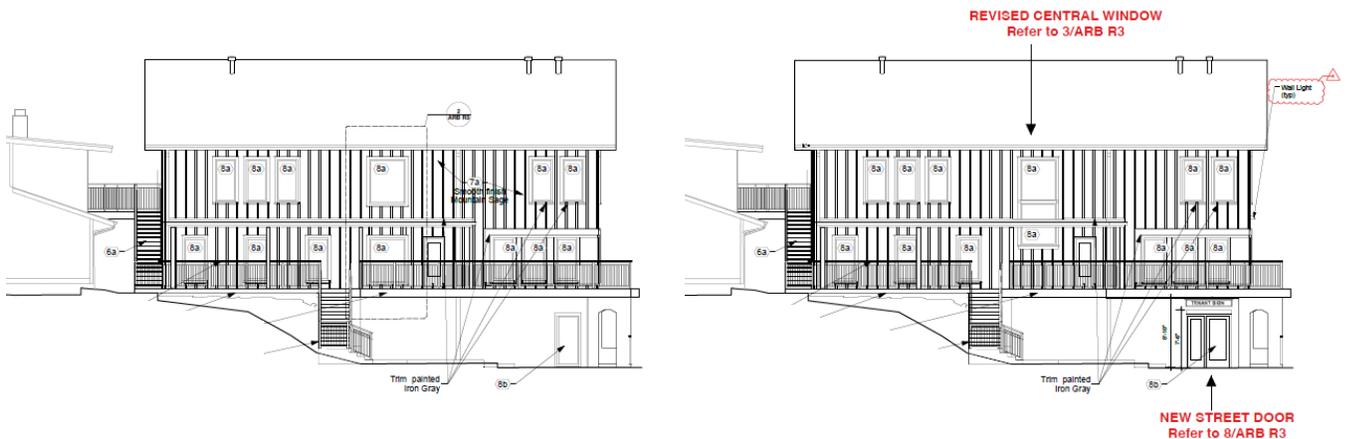
At Informal, the Board took significant time to discuss the window arrangements for this building. It was noted that the building is Background; however, based on Guidelines Section 3.4, it should take its design cues from the surrounding historic buildings, of which there are a number. Ultimately, fenestration was approved at MPR that has a more traditional opening arrangement, but with minimal sills, lintels, and trim, using aluminum window frames.

South Façade

This request seeks to modify the previously-approved central window arrangement to accommodate a re-oriented internal stair. The new stair arrangement makes good sense from a usability standpoint; however, it would create some oddities with the previously-approved windows if they were left unchanged. The requested window is an enlarged double-hung window form that spans the two floors, as shown below. The window will measure 11'-3" x 4'-4". After careful thought and comparison with the Guidelines and the intent of Background buildings, staff has determined that this approach has an appropriate sense of charming whimsy. It will create activity on the street by making the central stairwell visible and lit from inside. Staff supports the new window arrangement as it replicates an over-sized, but very traditional, form in the District.

This request also seeks to put in a new door where a window was previously-approved. The requested door is located on the eastern end of the ground floor of the building. This request aims to create an “improved environment for walking.” The entry uses a standard punched opening with an attached sidelight. The door will be 7’-6” x 3’ with the sidelight being 2’-2” in width. A sign will be attached to the stone above (separate approval via Case 25-121). Staff supports this addition for a greater street presence at the lower level.

These requests align with the goal in the previous MPR to modify the character of previous “modern” additions to be more appropriate to the District function. These requests also align with the original goal of enhancing streetscape interaction opportunities. For these reasons and the reasons listed above, Staff supports all requests on this elevation.



South Elevation Previously-Approved

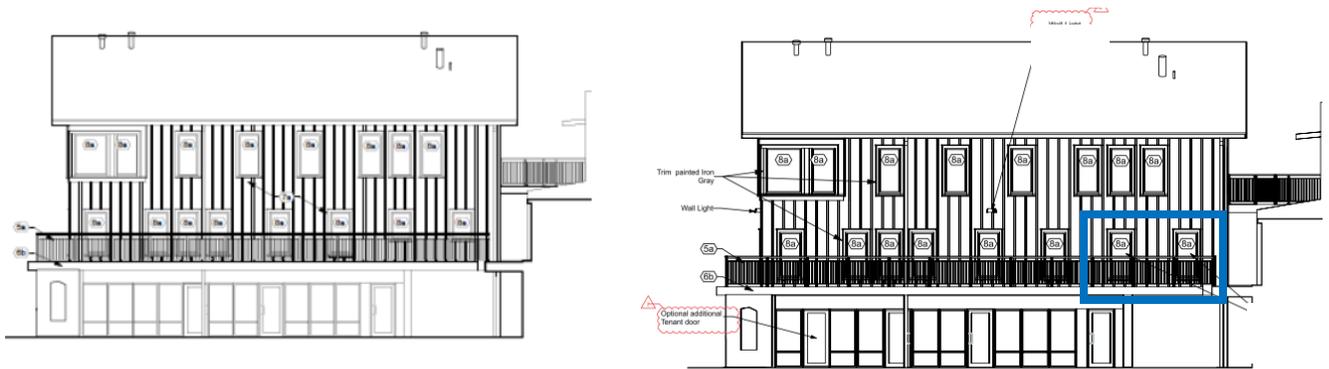
South Elevation Requested

North Façade

An optional additional tenant door is proposed on the ground floor of the north façade. The previously-approved design uses a modern, modular storefront, where windows and doors are essentially interchangeable based on interior up-fits. This door may, or may not, be installed as tenant spaces for the building are finalized. Staff has no concerns about the potential door as it is consistent with the overall storefront design.

There is an additional adjustment to the windows (blue box) on this façade. The size of the first windows on the west end of this façade will be adjusted to conform to the permit drawings and match all other standard windows on the facade. Staff has no concerns about this adjustment.

A wall light is shown on the middle level of this elevation, centered on the facade. This is shown for informational purposes, and all lighting will be comprehensively reviewed via Case 25-121.



North Elevation Previously-Approved

North Elevation Requested

East Façade

Two wall lights are shown on the middle level of the eastern façade at the northern and southern ends. These lights are shown for informational purposes.

Materials and Colors

South Façade

The material for the proposed double-hung window and new tenant door is Kawneer TriFab 541T extruded aluminum, no muntin. A Waiver was previously granted for this material with Case 25-015; no further Waiver is needed. The weather protection above the new door will be a concealed membrane located within the deck structure.

North Façade

The materials for the proposed optional door and windows will be also Kawneer TriFab 541T extruded aluminum, no muntin. A Waiver for this was previously granted with Case 25-015; no further Waiver is needed.

No lighting materials approvals are granted with this review.

Utilities, ROW Encroachment, Access/Parking

None are affected by this request.

5. Plan Review

Minor Project Review	
Criteria	Review
a) The MPR is consistent with the Community Plan, the applicable Zoning Code requirements, <i>Historic Design Guidelines</i> , and adopted plans, policies, and regulations.	Criterion Met: The proposal is consistent with all listed documents and previously granted Waivers. The building is Background, providing greater leniency with materials and design requirements. The applicant has met the confirmed project goals as described herein.

- b) In cases where a MPR is proposed within or as part of an approved PDP or FDP, the MPR shall be consistent with such approved PDP or FDP. **Not Applicable:** No PDP or FDP exist for the property.
- c) The MPR shall be consistent with the record established by the required reviewing body, the associated Staff Report, and the Director's recommendation. **Criterion Met:** The project is consistent with the established record and with the previously-approved Waivers.
- d) The proposed land uses meet all applicable requirements and use specific standards of §153.172, Uses. **Criterion Met:** The proposed office use is permitted, and no use-specific standards exist.
- e) The proposed development is consistent with the *Historic Design Guidelines*. **Criterion Met:** The project shows architectural adjustments to meet the Guidelines to the greatest possible extent. Staff appreciates the whimsy of the over-sized window on the south elevation.
- f) The proposed MPR is consistent with surrounding historic context, character, and scale of the immediately surrounding area and the district as a whole. **Criterion Met:** The MPR will be consistent with the surrounding context and character. Scale does not apply, since no new construction is proposed.
- g) The proposed buildings are appropriately sited and conform to the requirements of §153.173, Site Development Standards, and the *Historic Design Guidelines*. **Not Applicable:** No site modifications are proposed; the building is existing.
- h) The proposed site improvements, landscaping, screening, signs, and buffering shall meet all applicable requirements of the Code and respond to the standards of the *Historic Design Guidelines*. **Not Applicable:** Related site improvements were previously-approved and are not modified with this request. Lighting and signage for this building are not included with this request and installation is subject to prior approval of Case 25-121.

Recommendation

Planning Recommendation: Approval of MPR.