

## Cover Letter — Administrative Appeal

**Shane Boroff**  
**4967 Galway Dr**  
**Dublin, Ohio 43017**  
**614-657-8265**  
**shane.boroff@gmail.com**

**Date: February 11, 2026**

**City of Dublin**  
**Planning and Zoning Division**  
**5800 Shier Rings Road**  
**Dublin, Ohio 43016**

**Re:** *Administrative Appeal – Certificate of Zoning Compliance*  
**Property:** 4967 Galway Dr, Donegal Cliffs Planned Unit Development  
**Notice of Violation No.:** ENF-2025-01464  
**Date of Notice:** November 24, 2025

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Dear Planning and Zoning Staff and Members of the Board of Zoning Appeals:

Please accept this letter and the accompanying materials as a formal **Administrative Appeal** of the zoning determination referenced in the **Notice of Violation dated November 24, 2025 (ENF-2025-01464)**, issued for the property located at **4967 Galway Dr, Dublin, OH 43017** within the Donegal Cliffs Planned Unit Development.

This appeal is submitted pursuant to **Dublin Zoning Code §153.231(F)** and is intended to request review of whether the administrative determination was made using the **proper requirements and standards of the Dublin Zoning Code and applicable Development Text**. The appeal does not request an amendment to the Planned Unit Development, nor does it seek discretionary relief beyond the scope of an administrative appeal.

For ease of review, the appeal materials are organized and submitted as follows:

1. **Executive Summary**
2. **Administrative Appeal Narrative**
3. **Appendix A – Illustrative Examples of Children’s Clubhouses and Playhouses Within Donegal Cliffs**

Each document is clearly labeled and submitted in accordance with the City's application and electronic filing procedures.

Please confirm receipt of this appeal and advise whether the Board of Zoning Appeals will consider the matter at a public hearing or based on the written record. Should any additional administrative information be required to complete the filing, I would appreciate notice at your earliest convenience.

Thank you for your time and consideration.

Respectfully submitted,

**Shane Boroff**