



# RECORD OF DETERMINATION

## Administrative Review Team

Thursday, November 30, 2017

The Administrative Review Team made the following determination at this meeting:

**2. BSD SCN – Columbus Metropolitan Library, Dublin Branch 6765 Dublin Center Drive  
17-117MSP Master Sign Plan**

Proposal: A Master Sign Plan to permit wall and window signs for a new tenant in the Dublin Village Center.

Location: West side of Dublin Center Drive, approximately 1,000 feet northwest of the intersection with Tuller Road.

Request: Review and recommendation of approval to the Planning and Zoning Commission for a Master Sign Plan under the provisions of Zoning Code Section 153.066.

Applicant: Alison Circle, Columbus Metropolitan Library; represented by Sean Clark, DaNite Sign.

Planning Contact: Jennifer M. Rauch, AICP, Planning Manager.

Contact Information: (614) 410-4690, jrauch@dublin.oh.us

Case Information: <http://dublinohiousa.gov/pzc/17-117>

**REQUEST:** Recommendation of approval to the Planning and Zoning Commission for a Master Sign Plan with one condition:

- 1) That the total area of the three window signs not exceed 45 square feet.

**Determination:** This application was forwarded to the Planning and Zoning Commission with a recommendation of approval.

### STAFF CERTIFICATION

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Vince Papsidero, FAICP  
Planning Director





# MEETING MINUTES

## Administrative Review Team

Thursday, November 30, 2017 | 2:00 pm

**ART Members and Designees:** Vince Papsidero, Planning Director; Donna Goss, Director of Development; Colleen Gilger, Director of Economic Development; Matt Earman, Director of Parks and Recreation; Aaron Stanford, Senior Civil Engineer; Shawn Krawetzki, Landscape Architect; Mike Altomare, Fire Marshal; and Tim Hosterman, Police Sergeant.

**Other Staff:** Claudia Husak, Senior Planner; Logan Stang, Planner I; Lori Burchett, Planner II; Nichole Martin, Planner I; Mike Kettler, Planning Technician; and Laurie Wright, Administrative Support II.

**Applicants:** Christopher Meyers and Tony Coalt, Meyers and Associates (Case 1).

Vince Papsidero called the meeting to order at 2:02 pm. He asked if there were any amendments to the November 16 meeting minutes. The minutes were accepted into the record as presented.

### DETERMINATIONS

~~1. **BSD SCN – Charles Penzone – The Grand Salon** **6645 Village Parkway**  
**17-097MSP** **Master Sign Plan**~~

~~Lori Burchett said this is a proposal for a Master Sign Plan for the 12,000 square foot Charles Penzone Grand Salon on a 1.8 acre parcel west of Village Parkway, northwest of the roundabout with Shamrock Crossing. She said this is a request for a review and recommendation of approval to the Planning and Zoning Commission for a Master Sign Plan under the provisions of Zoning Code Section 153.066.~~

~~Ms. Burchett presented an aerial view of the site as well as the proposed site plan, which notes the specific locations of the four new signs proposed: two wall signs, a new sign type that is the “canopy edge” sign and one ground sign for the new salon building. The existing ground sign facing Village Parkway for the existing salon, she said, will be removed at the installation of the new ground sign. She explained the MSP has been requested to allow for more signs than are permitted by Code, for one sign to exceed the maximum size permitted, and the addition of a new sign type.~~

~~The proposed wall sign for the north elevation was presented, which faces the parking lot. Ms. Burchett described it as a ±34 square foot, internally illuminated sign with individual white channel letters and black returns at a height of 16 feet, 6 inches from grade to the top of the sign. She stated this sign meets the BSD Code requirements, which permits a 50 square foot sign located within the first story of the building.~~

~~The second proposed wall sign was presented, which is for the east elevation. Ms. Burchett said this is as a ±66 square foot sign with channel cut, back lit letters mounted on a 230 square foot black metal panel cabinet, which is lit around the edges. She explained the letters are mounted 12 feet from grade within this large metal cabinet and the top of this cabinet is 14 feet, 4 inches from grade. She said this sign cabinet will also serve to conceal gas meter mechanical equipment as well as the equipment for the illumination light source. She explained a hinged access door for the gas meter is located at the lower right corner of this cabinet and is designed of the same material so it is not visible as a separate cabinet.~~

~~Ms. Burchett said the proposed sign for the southern elevation, which she presented, is a Canopy Edge Sign, which consists of internally lit, individual three feet tall, white channel letters with black returns~~



**2. BSD SCN – Columbus Metropolitan Library, Dublin Branch 6765 Dublin Center Drive  
17-117MSP Master Sign Plan**

Claudia Husak said this is a proposal for a Master Sign Plan to permit wall and window signs for a new tenant in the Dublin Village Center. She said the site is west side of Dublin Center Drive, approximately 1,000 feet northwest of the intersection with Tuller Road. She said this is a request for a review and recommendation of approval to the Planning and Zoning Commission for a Master Sign Plan under the provisions of Zoning Code Section 153.066.

Ms. Husak reported there are stringent sign requirements for libraries, which is further complicated for the temporary location in a commercial tenant space in an existing shopping center. She said the signs requested did not fully comply with the Code so that is the reason for the MSP request. She further explained that the Code limits signs for libraries to a maximum of 20 square feet in size, eight feet in height for wall signs, and no window signs are permitted. The library's temporary location is within an existing shopping center where commercial tenants would be permitted a maximum of 80 square feet, based on the length of the tenant space, with a 15-foot maximum height. Window signs, per window, would be permitted with a maximum of 10 square feet or 10% of window area, whichever is less. The total sign area for all signs per tenant (wall and window) would not be permitted to exceed the maximum area, or 80 square feet in this instance. Therefore, she reported, Staff recommends using the sign provisions for Commercial Uses as a starting point for the Master Sign Plan review for this application to provide consistency throughout the center.

Ms. Husak presented an aerial view of the site that is within the Dublin Village Center. She said this is intended to just be a temporary location while the new library is being built. She indicated the applicant would move into the tenant space in December 2017. She noted there is no street frontage.

Ms. Husak said the applicant is requesting to install a wall sign within the existing sign band located above the tenant space entrance. She presented a graphic of the proposed wall sign that is 27 square feet in size and includes cut, white, vinyl letters to be installed on the sign band, consistent with existing tenants within the shopping center. She said the height of the proposed sign is 14 feet to the top of the sign band. She noted the Code limits libraries and daycares to only 8 feet in height.

Additionally, Ms. Husak said the applicant is requesting window graphics to be located south of the tenant space entrance consolidated within three windows in lieu of 11 smaller window signs across the length of the tenant space. She said three proposed signs at 24 square feet each include text "New Dublin Branch" in one window, a graphic of the new library building in another window, and then text "Opening 2019" in the third window; each mounted on white panels located within these three tenant space windows.

Ms. Husak reported staff supports the window graphics consolidated within three windows in lieu of 11 smaller window signs but recommend the applicant reduce the size of the three window graphics from 72 square feet proposed to 45 square feet total as Code would permit each window to contain an approximately four-square-foot window sign based on the window size, or a total of 45 square feet across all the 11 windows.

Ms. Husak said approval is recommended to the Planning and Zoning Commission for the MSP with one condition:

- 1) That the total area of the three window signs not exceed 45 square feet.

Ms. Husak said staff is encouraging the applicant to meet the Code but the library use in this location is the issue. In addition, she indicated the City is negotiating a Master Sign Plan with the entire shopping center; it just so happens this temporary library is ahead of that approval.

Vince Papsidero asked if there were any questions or concerns regarding this application. [There were none.] He called for a vote, the motion carried, and the Master Sign Plan was recommended for approval to the Planning and Zoning Commission for the meeting on December 7, 2017.

DRAFT