



## 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** **17-097MSP**

#### **6645 Village Parkway** **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 noted 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 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, consists of internally lit, individual three feet tall, white channel letters with black returns mounted



vertically on top of the shade structure with the text "PENZONE" and covers an area of ±34 square feet. She explained this sign will be at a height of 20 feet from grade to the top of the sign.

Ms. Burchett said the fourth sign proposed is a ground sign to be located south of the access entrance from Village Parkway and is set back 19 feet from the western property line. She stated the BSD Code allows for one ground sign per street frontage at a maximum of 24 square feet in size, 8 feet in height, and a setback of 8 feet from the required building zone. The base must be of masonry or a material used in the principal structure, she noted. She presented a graphic of the sign and described it as a ±18-square-foot monument sign with a painted black metal enclosure with white channel cut, back-lit letters on a cultured stone base to match the building. The sign is 4 feet high from grade to the top of the sign, she said, and each letter is approximately 1 foot, 4 inches in height. She concluded the proposed sign meets the BSD requirements.

Ms. Burchett added there are no signs proposed for the west side.

Ms. Burchett said approval is recommended to the Planning and Zoning Commission for the MSP with two conditions:

- 1) That the applicant provide an approved MSP containing all approved signs, locations, dimensions, lighting, and colors to Planning, prior to sign permitting; and
- 2) That the applicant remove the existing ground sign at the time of installation of the proposed ground sign.

Vince Papsidero asked if the placement of the canopy edge sign could be mounted in the center of the wall. Christopher Meyers, Meyers and Associates, said that placement had been considered but with the drive approach from the west of the roundabout, it is skewed, and puts it as off the building.

Claudia Husak asked the applicant to explain the reason for the location of the gas meter enclosure. Mr. Meyers said he had to coordinate with the gas company because mechanicals, utility, and the restrooms are behind the wall. He said the actual meter is about the size of a quarter and located one foot off the lower side of this cabinet. He indicated the sign size and scale may seem large or tall, but when one drives by, the size is appropriate. He said the gas company no longer employs meter readers that need to walk around the neighborhoods but now can be read by a sensor while driving by. This final design resolved the gas meter access issue and also caught the sense of grandeur that Mr. Penzone was after.

Mr. Meyers agreed to the two conditions as stated. He invited the ART to walk the site to see how it is coming along quickly.

Vince Papsidero asked if there were any further 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, which will be reviewed at their meeting on December 7, 2017.

## **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 in this case 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 and noted there is no street frontage. 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.

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 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 currently 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.

## **INTRODUCTION**

### **3. ID-2 – Noah’s Event Venue 17-108WID-SP**

**PID: 274-001353  
Site Plan Review**

Logan Stang said this is a proposal for construction of an approximately 8,000-square-foot conference center and associated site improvements on a 4.15-acre parcel, zoned ID-2, Research Flex within the West Innovation District. He said the site is northeast corner of the intersection of Shier-Rings Road and Eiterman Road. He said this is a request for a review and approval of a Site Plan Review under the provisions of Zoning Code Section 153.042(E)(7).

Mr. Stang presented an aerial view of the site and remarked the building is proposed for the northern portion of site. The site plan was presented and he said one access is off Eiterman Road on the west side of the site and the other is off Shier Rings Road on the south side, next to the detention basin. He noted the three detention ponds, the stream corridor protection zone, easements, and the tree line. He pointed out the current layout includes the building to the north with a detention pond on its east side, parking in the middle, and a large detention pond on the southwest portion of the site.

Mr. Stang said Noah’s is a wedding venue as well as a training center with a large banquet hall on one side and classrooms on the other. He reported that staff determined this would be a Conference Center Use per the Code, even though the operation is slightly different from the definition. He said there is no parking requirement as it is to be approved per a parking plan and that the applicant is proposing close to 100 parking spaces.

Colleen Gilger said, through her research, she found this venue is located across the country and there is even one in New Albany, Ohio. She said the interior layout and design appears different from the New Albany building.

Several of the ART members thought the parking and the building should be flipped with the parking in the northern most position of the site and the building in the middle to take advantage of the large detention pond in the southwestern portion of the site. Claudia Husak said the Code permits visitor parking forward of the building with employee parking to the side or rear. Mr. Stang agreed that parking should be minimized in the front and relocated to the side or rear.

Ms. Gilger emphasized that the applicant should be encouraged to flip the building location with the parking to best maximize the applicant’s desire for a more natural setting.

Mr. Stang asked if the internal operations would have an effect on the parking and therefore pose an issue to the neighbors. Ms. Husak noted from Noah’s operational standpoint, they like to provide a natural feel and outdoor areas for their guests.

Aaron Stanford inquired about the outdoor areas. Mr. Stang highlighted the outdoor use areas that are on the south side of the building and partially enclosed.

Mr. Stang presented the proposed architecture. He described it as a tall one-story building with the main entrance located on the south façade facing Shier Rings Road.

Ms. Husak said the ART is the reviewing body for this review but there is a provision in the Code where the ART could forward the review to the Planning and Zoning Commission based on the impact this use might have on the surrounding neighborhood. She indicated that notices need to be sent out soon since this is in

the West Innovation District, should this application move forward quickly. She wanted to ensure that the residents of Ballantrae as well as the HOA received the notices prior to any public meeting. She explained that if the ART is to make the final determination and not have the PZC review this, staff will have to make accommodations for the public to attend here at 5800 Shier Rings Road. She stated if any requirements are not met, then the application would have to be reviewed by the Planning and Zoning Commission but only those specific requirements not adhering to code would be reviewed; the rest would still be reviewed and approved by the ART.

Ms. Husak suggested the applicant meet with the neighbors, especially Ballantrae, before taking this application for approval in a public meeting. Mr. Stang said the applicant was waiting to hold any meetings with the neighbors until staff had accepted the application in its entirety. Mr. Stang said he had to verify through a staff review meeting that the applicant provided all the detail necessary for staff's review.

Mr. Stang reported the site plan needs a lot of work, which includes the location of the dumpster enclosure among other items addressed during this review. Ms. Gilger reiterated that she wanted to see the building in the middle of the site and Mr. Stang agreed the ponds in the front of the building would be a nice feature for the area. Ms. Gilger affirmed she liked the venue in New Albany, Ohio.

Vince Papsidero encouraged staff to emphasize to the applicant that the ART would like to see the building and the parking lot switched. He suggested the applicant could consider putting the building parallel to the curve of the pond to address some of the items discussed today.

Mr. Stanford asked to see this site in context with the church next door, which Mr. Stang presented.

Mike Altomare said the Washington Township Fire Department conducts training on Saturdays at their facility. He said this might be something that encourages the applicant to relocate the building away from the township property to the north.

Mr. Papsidero asked if there were any further questions or concerns regarding this application. [There were none.] He asked for a motion to kick this application up to the Planning and Zoning Commission. Mr. Stang stated that the motion for Planning and Zoning Commission review would not be until the application has been reviewed and is before the ART for a determination. He said that he will review this process again once the application has been vetted against all applicable code requirements.

## **ADJOURNMENT**

Vince Papsidero asked if there were any additional administrative issues or other items for discussion. [There were none.] He adjourned the meeting at 2:41 pm.