

To: Members of Dublin City Council

From: Dana L. McDaniel, City Manager

Date: September 14, 2018

Initiated By: Vince Papsidero, FAICP, Director of Planning
Jenny Rauch, AICP, Planning Manager

Re: Bridge Street District Code and Guidelines Work Plan

Background

On June 20, 2018, City Council held a work session to discuss updates to the Bridge Street District (BSD) Code and the Historic District. This memo summarizes the work plan for implementing the update to the BSD code and creating new guidelines.

Bridge Street Code – Amendment 1: Procedures and Submittal Requirements (July-December)

This amendment updates the procedures and submittal requirements consistent with previous discussions with Council. This project began in 2017, was placed on hold, but is now proceeding forward after several joint work sessions with the Planning and Zoning Commission and Architectural Review Board, as well as Council direction resulting from several work sessions. The remaining major tasks are:

- A public review draft of the amendment has been prepared and submitted to PZC for their review and comment. It will be introduced for discussion at the Commission's August 23rd meeting.
- The public review draft has been posted on the web, stakeholders have been notified, and a public open house has been scheduled for August 28th, 4-6 pm at the 5800 Building.
- Following conclusion of the public comment period, staff will present a synopsis to the Commission, consider final edits to the amendment, and request a recommendation by PZC.
- The final step is to forward the code amendment and PZC recommendation to Council for consideration and adoption.

Bridge Street Code – Amendment 2: Code and Guidelines (July-April 2019)

This amendment updates the code and creates new design guidelines, building upon all previous work and Council work sessions. It reflects the removal of the Historic District. The major tasks are:

- Complete the first draft of the code update and design guidelines by staff and consultants (Clarion Associates, Codametrics, and LandPlan Studios).
- Implement a public comment period, particularly targeting customers and those familiar with using the current code. Conduct focus groups as appropriate. Gather comments and consider revisions. Issue revised draft.
- Establish stakeholder committee to review the draft proposals and stakeholder feedback (below, please find the Staff recommendation regarding the committee composition). Staff proposes a schedule of four working meetings over two months for this committee to

complete its review of the draft code and guidelines. We expect these meetings to begin in November/December.

- Prepare final documents based on input from the stakeholder committee.
- Post the code amendment and guidelines on the web, conduct outreach to stakeholders, meet with interested parties, and hold a public open house.
- File code amendment and guidelines with the Planning and Zoning Commission for review and recommendation.
- Forward code amendment and guidelines, PZC recommendation and Staff recommendation to Council for consideration and final action.

Regarding the stakeholder committee, staff proposes the following composition with specific appointments to be approved by the City Manager, other than City Council and PZC representation. Industry representatives that have worked with the BSD code are critical to the success of this committee.

- Two members of City Council;
- Two members of the Planning and Zoning Commission;
- One representative of the development community who have constructed buildings in the district;
- One architect who have designed new buildings in the district;
- One engineer who has designed new public improvements in the district;
- One landscape architect who has design new open spaces in the district; and
- One resident of the district.

Additional Tasks

Along with these three major projects, staff was directed to undertake the following tasks.

- As requested by Council at the June work session, the city has contracted with Zimmerman Volk to update the BSD residential market forecast (\$30,000) and W-ZHA to update the BSD commercial market forecast (\$50,000), each of which was prepared by these firms in support of the 2010 Vision Plan.
- Staff has received a proposal (\$50,000) from Smart Growth America to conduct a qualitative assessment and comparative analysis of the private construction and public improvements that have been completed in the Bridge Street District. This project will start within the next couple of months.
- Engineering will budget funds in 2019 to update the BSD traffic study.

Recommendation

This memo is for discussion purposes at the September 17th work session. Staff respectfully requests guidance regarding the following issues:

- Proposed general time frames of the individual projects.
- Proposed composition of the BSD Amendment 2 stakeholder committee.
- Any other thoughts or expectations.