



MEETING MINUTES

Planning & Zoning Commission

Thursday, January 3, 2019

AGENDA:

- 1. PUD – 5514-5691 Ballantrae Woods, Subarea A – Lot Coverage
Amended Final Development Plan, 18-079AFDP**
- 2. Historic and Cultural Assessment Special Project**

Commission members present: Victoria Newell, Steve Stidhem, Warren Fishman and Jane Fox
Commission members absent: Kristina Kennedy and William Wilson
Staff members present: Jennifer Rauch, Thaddeus Boggs and Richard Hansen
Chair, Victoria Newell called the meeting to order at 6:35 p.m. and led the Pledge of Allegiance.

Administrative Business

Mr. Stidhem moved, Ms. Fox seconded to accept the documents into the record.

Vote: Ms. Newell, yes; Ms. Fox, yes; Mr. Stidhem, yes; Mr. Fishman, yes.

Mr. Stidhem moved, Mr. Fishman seconded to approve the December 6, 2018 meeting minutes.

Vote: Ms. Fox, yes; Ms. Newell, yes; Mr. Stidhem, yes; Mr. Fishman, yes.

Motion passed 4-0.

Ms. Newell stated that the Planning and Zoning Commission is an advisory board to City Council when rezoning and platting of property is under consideration. For those cases, City Council will receive recommendations from the Commission. For other cases, the Commission has the decision-making responsibility, and anyone who wishes to address the Commission on any of those cases must be sworn in. Case #1 - PUD – 5514-5691 Ballantrae Woods, Subarea A – Lot Coverage, Amended Final Development Plan, 18-079AFDP is eligible for the consent agenda tonight.

Ms. Fox indicated that she would prefer not to place that case on the consent agenda.

Ms. Newell stated that the agenda order is typically determined at the beginning of the meeting by the Chair. The Rules and Regulations of the Planning and Zoning Commission state that no new agenda items are to be introduced after 10:30 p.m. The Commission will consider all items in the order in which listed on the agenda.

- 1. PUD – 5514-5691 Ballantrae Woods, Subarea A – Lot Coverage, Amended Final
Development Plan, 18-079AFDP**

Ms. Newell stated that this application is a proposal for an amendment to the Final Development Plan to change the allowable lot coverage from 45% to 60% for Ballantrae Woods, Subarea A. The site is west of the intersection of Ballantrae Woods Drive and Churchman Road. The request

is for a review and approval of a Minor Text Modification and an Amended Final Development Plan under the provisions of Zoning Code Section 153.066.

Ms. Newell swore in the applicant: Schottenstein Homes representative, Hanna Coppel, 6110 Glade Run Road, Dublin, Ohio.

Staff Overview

Ms. Rauch stated that this request is related to the Ballantrae Woods subdivision. This portion of the subdivision, Subarea A, is comprised of single-family lots.

History:

- On September 8, 2015, City Council approved Ordinance 50-15 for the rezoning of approximately 49.6 acres to allow for the future development of a residential community on this site.
- On March 10, 2016, the Planning and Zoning Commission (PZC) reviewed and approved case 15-119FDP/FP for the development of 45 single-family lots, 90 detached condominium units, 18.2 acres of open space, and associated site improvements within the Ballantrae Woods PUD.
- On March 16, 2017, PZC reviewed and approved case 17-013AFDP providing for modifications to the development text in Subarea B, the condominium units, to permit side yard patios for select units in the subdivision.

Request:

Subarea A contains 45 single-family lots. Due to the smaller lot sizes, the applicant is requesting modification of the maximum lot coverage permitted by Code from 45% to 60% in regard only to the buildings, driveways, sidewalks and any impervious construction. The amendment will make no changes to any other standards; density, open space and setbacks will remain the same. In the past, this has been included in the development text and/or brought it back to the Commission for approval. For example, Subarea H of Tartan Ridge also has 60% lot coverage and Tartan West has something similar. There was anticipation that additional impervious area lot coverage would be needed for these more intensely-developed lots, as well. Staff recommends approval of the minor text modification to increase the allowable lot coverage from 45% to 60%; it has met the criteria. Staff also recommends approval of the Amended Final Development Plan, which also meets the criteria.

Commission discussion:

Ms. Newell inquired if anything has been changed to the preliminary plans regarding how the buildings are laid out on the site.

Ms. Rauch responded that the amendment does not make those types of changes; it only allows these amenities to be included within the permitted areas. It does not make any variances to setbacks or other items.

Mr. Fishman inquired if the houses would be bigger than originally anticipated.

Ms. Rauch responded that would not necessarily be so. However, in the preliminary development stage, these particular requirements were not established in the text.

Mr. Fishman inquired if the space between the houses would be the same.

Ms. Rauch responded that is correct; all other requirements would be retained, including sideyard setbacks.

Mr. Fishman inquired if the amendment in lot coverage is in reference only to the

driveways, etc.

Ms. Rauch confirmed that is correct. It is primarily to permit outdoor amenities at the rear of the homes, such as patios, decks and any impervious construction.

Ms. Newell noted that these homes were designed as detached condominiums with no anticipation of large yard spaces.

Mr. Fishman inquired if the density had already been approved.

Ms. Rauch responded affirmatively. In summary, the text modification makes no changes to the density, and all setbacks will be retained. The homes in Subarea A are single-family homes on individually platted lots. Only the homes in Subarea B are detached condominiums. The text modification is limited to Subarea A and permits patio spaces -- areas at the rear of the lot that were not previously accounted for in the preliminary development plan. This occurred with Tartan Ridge and Tartan West, as well -- similar cluster developments of typical, single-family homes on smaller lots -- to address the space needs for outdoor amenities at the rear of the homes. No architectural changes were made.

Ms. Fox stated that as she understands it, the idea here was to create a small village setting. She has no objection to increasing the lot coverage; but is the Commission satisfied that in increasing lot coverage in this small rural area near the Village of Amlin, the character will be changed somewhat? We look at the overall density of the entire parcel, and sometimes when the condos will be closer together, the single-family houses will be a little farther apart. For the benefit of considering future similar developments, have we achieved the desired look here?

Ms. Newell responded that she believes it has been achieved. The Commission has previously reviewed preliminary layouts indicating how the buildings would fit on the parcels, and she has not seen any changes made to the architecture.

Mr. Stidhem indicated he concurs. This development has gone through multiple iterations that included the layout and the open space. The way in which it is laid out is very appealing. He understands the need for additional lot coverage to permit porches and decks, which is the only purpose of this case.

Ms. Fox stated that if the purpose is only to permit outdoor amenity space, then that will create the environment we are looking for. If it were to permit bigger houses on a small lot, that would not be what the Commission is looking for.

Mr. Fishman stated that this development has Reserve D. It will be important to ensure that future similar rezonings have areas in which the residents can walk their dogs and open green space adjacent to the development. With this plan, it would have been nice to have those areas more integrated into the village. People want greenspace around their homes, not yards to maintain, and gathering areas for the residents in addition to their patios and where they can walk their dog.

Ms. Fox stated that when we begin to study the greenspaces, it is important to recognize that these greenspaces should not be just green spaces, but also have signature places to draw people there. In the past, villages had gazebos, band shells, benches or small play areas. In the future, it will be important to pay attention to how the greenspaces are utilized.

Mr. Fishman expressed agreement. In this particular development, there are both Reserves B and D, which is good.

Ms. Newell stated that if they had been present on the Commission at the time of the plan's earlier reviews, they would have a better understanding of why these particular reserve areas were chosen.

Mr. Fishman indicated the reserve areas are fine.

Ms. Newell inquired if the applicant wished to provide additional comments.

Hannah Coppel, 6110 Glade Run Rd, Schottenstein Homes representative, noted that they are encountering this issue only with their ranch-style floor plans, due to their larger footprints. Other than that clarification, she has nothing further to add.

Mr. Stidhem moved to approve the Minor Text Modification.

Mr. Fishman seconded the motion.

Vote on the motion: Ms. Fox, yes; Ms. Newell, yes; Mr. Stidhem, yes; Mr. Fishman, yes.
Motion carried 4-0.

Mr. Stidhem moved to approve the Amended Final Development Plan.

Mr. Fishman seconded the motion.

Vote on the motion: Ms. Fox, yes; Ms. Newell, yes; Mr. Stidhem, yes; Mr. Fishman, yes.
Motion carried 4-0.

2. Historic and Cultural Assessment Special Project

Ms. Newell stated that this is a request for a review and recommendation to City Council of a recommended priorities list of items from the Historic and Cultural Assessment Plan to be considered in 2019.

Background

Ms. Rauch stated that the goal is to compile a prioritized list of the recommendations from the Historic and Cultural Assessment. During their joint work session with the Planning and Zoning Commission on October 15, 2018, City Council directed staff to work the Architectural Review Board and Planning and Zoning Commission to review the proposed implementation steps and develop a list of prioritized items for 2019.

As background, the Historic and Cultural Assessment was completed with the help of a consultant, Hardline Consulting Group, which was accepted by Council in 2017. The assessment area covered 34 square miles in three counties. They investigated buildings, cemeteries, stone walls, and all the archaeological sites in the City on which they could find history and developed this document with a series of recommendations. The Architectural Review Board (ARB) reviewed the consultant's recommendations at their December 19, 2018 meeting and prioritized the list. The Planning and Zoning Commission is asked to review ARB's prioritized list, make any additions, amendments or reordering, and forward a recommendation to City Council for their consideration. ARB's prioritized list of items is outlined in the memo provided in this packet. That list is as follows:

1) Item #11 – Public outreach and education

Educate residents on the fact that their homes are located in a Historic District, the importance of the District, and the responsibilities and opportunities for all residents in that District.

2) Items #1-3 and 5 – Research and addition of properties

Items #1-3 and 5 were grouped together due to their similarities. Research how properties are designated and consider addition of any individual properties to the National Register of Historic

Places. The Architectural Review District encompasses all properties in that District. Within that Architectural Review District is a separate National Register of Historic Places (NRHP) District. There are also some properties that are individually listed on the National Register. This research would consider the eligibility of some properties to be added to the NRHP, or whether the City should change the boundaries of the designated NRHP District. This will require additional work with the Consultant.

3) Item #6 – Indian Run NRHP designation

This item would consider a possible NRHP nomination for the Indian Run neighborhood, which is north of the Historic District. Ms. Rauch has stricken out the portion of the text regarding the Dublin Heights Historic District. Those are the properties on Monterey Drive, which are currently being reviewed by the Department of Building Standards for potential demolition due to the poor condition of the properties.

4) Item #15 – Highlight additional funding sources for historic properties

Although the Historic District is being removed from the Bridge Street District, are there funding mechanisms in the Bridge Street District that could be used to help improve existing properties? Currently, there is only the commercial façade grant program. Are there other opportunities?

5) Item #7 – Investigate the potential restoration of Indian Run Cemetery

This has occurred in some capacity, but it could be expanded further to potentially restore the headstones. That cemetery is adjacent to the Grounds of Remembrance.

6) Item #10 – Formal recognition and protection of historic stone walls

Consider adding the historic stone walls to the Architectural Review District, ensuring that they are given consideration when projects are reviewed. It was discussed that when the Dublin Road Bikepath was constructed, some of the stone walls were removed without appropriate consideration. That type of action would not occur again if they were included in ARB's purview.

Two additional recommendations were not included on the prioritized list, although that does not mean they are not important: (1) the potential inclusion of some archeological sites in the Historic District; (2) consideration of other financing mechanisms in the Bridge Street District for infrastructure updates in the Historic District.

Mr. Stidhem inquired what type of infrastructure is she referring to.

Ms. Rauch responded it could be rights-of-way, parking lots, or streetscape items. Although that is undefined at this point, would financing be available through the Bridge Street District?

Ms. Newell referred to the item regarding Dublin Heights -- did ARB strike that line, or was it stricken after their review?

Ms. Rauch responded that she struck out that text afterward to avoid confusion, but that should have been done by the ARB.

Ms. Newell stated that she would like to see that property be protected. She is aware of the condition of the houses, but unless they are actually demolished, she is uncomfortable with not including them.

Mr. Stidhem inquired what was ARB's view regarding these properties.

Ms. Rauch responded that this area is not currently within the Historic District. It would need to be included in the Historic District, then put under ARB's purview.

Mr. Stidhem stated that in his view, the houses should be demolished.

Ms. Newell responded that she recognizes that there could be different views on the matter, but believes the houses protect some of the "village feel" of Historic Dublin. These residential homes represent a particular time in history. Removing them will start to change the character of that area, which is on the fringe of the Historic District. There are multiple reasons to want to preserve that property.

Mr. Fishman expressed agreement. Even though the houses are not in great condition, the residential mass will encourage the improvement of the properties.

Ms. Newell responded that, as an architect, she sees the potential for improvement of the residential properties.

Mr. Fishman stated that if we begin losing residential mass, it would continue quickly. Commercial development would begin to take over, and there would soon be no residential there.

Ms. Fox stated that this issue is difficult, because the houses have become such an eyesore. The neighborhood does not view these properties as an amenity to their neighborhood. There is no real understanding of the history of the property, and it is not protected in any way. The property owner wants to remove them, because the property is more valuable if developed. There is no opportunity for PZC to do anything at this point, but it teaches us that the inventory that is designated as having possibility needs to be addressed in a timely manner. There was an opportunity to renew and revitalize these properties as the Dublin Heights Historic District, but that opportunity has probably been missed.

Ms. Newell responded that in the end, that is probably the case. To her, it is a matter of principle.

Ms. Fox expressed agreement. That is the reason it is important to identify those properties that have some significance to save and restore.

Ms. Newell noted that striking the text does not really change the final result.

Ms. Fox expressed a preference for removing the strike out and leave as originally stated.

Ms. Rauch indicated that the strike out would be removed.

Ms. Fox inquired if these priorities were developed from the recommendations of the consultant.

Ms. Rauch responded affirmatively. There are a couple other items that weren't reviewed here that either the City is currently addressing or they are outside the City's jurisdiction – a property within Jerome Township and another within the City of Columbus.

Ms. Fox stated that there was also a recommendation to improve the ARB process with a small project maintenance process and more frequent opportunities for property owners to obtain approval.

Ms. Rauch responded that item is a current initiative. Within the update to the guidelines portion, there are opportunities for material changes to happen at a staff level. Items that are approved by the ARB could be delegated to staff. At Council's direction, the Code is being amended to remove the Historic District from the Bridge Street District. It will be less onerous for an applicant to not be required to have ART review, only ARB review. ARB's review could also include review/approval of certain deviations or waivers to the requirements, which would eliminate the necessity for BZA approval. The education, as recommended by Item#11, would inform and

clarify that process to Historic District property owners, which would alleviate the difficult review/approval process for them.

Ms. Fox stated that the current process is difficult, expensive and time consuming. Providing a color palette and materials list for Historic District properties also would be helpful.

Ms. Rauch agreed that guidelines would make it easier for owners to maintain their properties without the need to seek approval.

Ms. Fox stated that people are moving into the Historic District without any knowledge of the responsibilities related to homes within the District. Sometimes they are not aware that those homes are within a Historic District, so they are constructing side sheds and painting. What is the best regulation process? She is aware that residents can report violations, but neighbors are reluctant to do that. The best process may be providing property owners the information.

Ms. Rauch responded that there is an ongoing need for regulation throughout the City. Although code enforcement is largely complaint driven, City Code Enforcement is also proactive. There is a designated Code Enforcement officer for the Historic District, who has a repertoire with the businesses and residents and can assist them with related problems. The City is attempting to preserve the history of Dublin, but property owners in the District often must invest additional financial resources to make their renovation design compatible with the District. This is challenging for homeowners who want to make their homes similar to new homes. Providing more education would be helpful to the property owners.

Ms. Fox stated that it also would be beneficial to have a Code Enforcement Officer that is dedicated to that. A couple of years ago, there was discussion with another group about the benefits of having a Historic District Officer. That person would be able to provide all the needed information to property owners, including information about financing options and incentives. Having a "one stop" source would eliminate the need for them to seek information from more than one source.

Ms. Rauch responded that a consolidated education piece could be provided at the City's website and mailed annually to the property owners, as well, which would provide City contact information.

Ms. Newell suggested that an educational brochure could be provided to new property owners informing them that their new residence is in the City's Historic District, the location of the City's bikepaths and additional information. Typically, real estate agents do not provide that information to a property buyer.

Mr. Fishman inquired if there is a Historic District Association (HOA) to which the property owners must pay dues.

Ms. Fox responded that there is an HOA, but it is not formalized and dues are no longer required.

Mr. Fishman stated that German Village, which is in the City of Columbus, addresses these types of issues well by requiring HOA review in addition to the building permit reviews. Muirfield Village in Dublin originally had a similar process. The City of Dublin would not issue any building permits unless the Muirfield Association approval was designated on their plan, which meant the HOA must review their plan before it was presented to the City. That practice was discontinued a few years ago.

Ms. Newell stated that there have been issues in her neighborhood, as well, which were related to a deed restriction. Unfortunately, the City cannot enforce deed restrictions.

Mr. Fishman responded that German Village is handling these issues well in some manner.

Ms. Newell stated that German Village is actually a Historic District, so they also use an Architectural Review Board process. Applicants are required to seek its review and approval.

Ms. Fox stated that the intent is for the Dublin ARB to have one board member who is a Dublin resident. Although that often is achieved, it is not always the case. Historic District residents understand the character and history of their District, while ARB members who live outside the Historic District do not. They do attempt to follow the City's guidelines, but those also need improvement. In the last few years, the City has attempted to bring all that information together in a holistic and understandable manner. City Council's goal is to ensure that both Historic District residents and commercial property owners are represented on the ARB membership. There is also a very "vocal" Historic District Association.

Mr. Fishman noted that the majority of property owners desire to meet the requirements, but there is a lack of information and enforcement. Their HOA should ensure that property owners are on the ARB.

Mr. Stidhem stated that the City cannot create an HOA for the District. An HOA must be created at the outset or by the property owners who agree to accept its restrictions.

Mr. Fishman stated that it was indicated that an HOA for the District already exists.

Ms. Fox stated that if a violation were to be noticed by an ARB member, they have the ability to request Code Enforcement action.

Ms. Newell responded that is similar to PZC's practice to report any violations observed to staff.

Mr. Stidhem stated that creation of a formalized civic association could be the answer. Although it has no enforcement authority, it can respond to residents' complaints by reaching out to the City.

Ms. Fox stated that what makes this difficult is that there are less than 50 residents in the Historic District. Because they know one another, they hesitate to report them. Therefore, it is up to the ARB to protect the interests of the residents in the District.

Mr. Stidhem stated that the answer could be to provide the residents with contact information for the ARB Chair and Vice Chair. Residents could report any violations observed to them.

Ms. Fox that providing education materials to the District will provide significant help. Realtors should be educated, as well.

Ms. Rauch responded that there is that opportunity. Residents who are undertaking large projects are encouraged to talk to their neighbors to ensure there are no objections within their neighborhood.

Mr. Stidhem inquired if the current order of the list reflects the priority.

Ms. Rauch responded affirmatively.

Mr. Stidhem suggested that Item #7 and #5 on the prioritized list, the Indian Run Cemetery, be moved up on the list. That area has so much potential and is in a prime location in Historic Dublin.

Ms. Newell noted that the City's oldest grave markers are located in this cemetery.

Mr. Stidhem stated that in addition to the restoration component, the site could become a historic educational site. Some of the gravestones are from the early 1880s. There is a potential opportunity with this cemetery. He would prefer that it be moved up in prioritization.

Ms. Rauch inquired if there was a consensus of the PZC members to move that item up in priority, noting that it is possible for many of the items on the list to be worked on simultaneously.

Ms. Newell stated that was her view, as well -- that some of the items would be worked on simultaneously. Because this is within the jurisdiction of the ARB, and the list reflects their thorough review, she would prefer to leave the order unchanged.

Mr. Stidhem concurred. He had wanted his view of the cemetery's potential to be reflected in the records.

Mr. Fishman noted that the cemetery is City-owned, which makes it easier to address.

Mr. Stidhem moved to recommend approval to Council of the prioritized list of items for 2019.

Mr. Fishman seconded the motion.

Vote on the motion: Ms. Newell, yes; Ms. Fox, yes; Mr. Stidhem, Mr. Fishman, yes.

Motion carried 4-0.

Mr. Stidhem inquired about anticipated January 17 agenda items.

Ms. Rauch responded that there are two items: Bridge Street Block F Plat and McDonald's site modifications. Mr. Papsidero and Ms. Husak will be present for the 01-17-19 meeting, so potential training topics also will be discussed at that time.

Ms. Newell noted that she had attempted to complete the educational item on her iPad, but the information would not download. Perhaps that was due to the City's technology security.

Ms. Fox stated that she attempted to download the information on her laptop. It downloaded to page 15 of 57, then stopped.

Ms. Rauch suggested that members contact the City's IT department for assistance.

Ms. Fox inquired if packet information is being provided through OneDrive. She was under the impression that tool was no longer being used.

Ms. Rauch responded that Dropbox is no longer being used, only OneDrive.

Ms. Fox stated that the notification she receives from staff is that the packet can be viewed from the web. However, the memos were not provided there; she was able to access those only through OneDrive.

Ms. Rauch responded that all of the packet items would be provided at the website, as well.

Mr. Stidhem inquired if there was a need to print, sign and return the Technology Policy to the City.

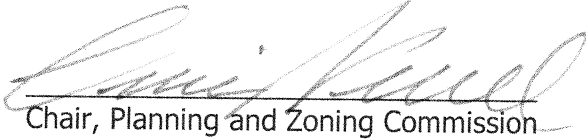
Ms. Rauch responded that those documents would be provided at the 01-17-19 meeting for members to sign.

Mr. Stidhem indicated that he appreciated the memo regarding "Development in Surrounding Jurisdictions."

Ms. Rauch responded that is a monthly update provided to City Council that will now be provided to PZC, as well.

Ms. Newell wished everyone a Happy New Year!

The meeting was adjourned at 7:30 p.m.



Chair, Planning and Zoning Commission



Deputy Clerk of Council