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Memo

To: Members of the Architectural Review Board
From: Jennifer Rauch, AICP, Planning Director
Nichole Martin, AICP, Planner II
Date: July 10, 2020
Re: Historic District – Zoning Code and Guidelines Update

Background

The Architectural Review Board reviewed a draft of the Historic Design Guidelines and Zoning Code amendments at their June 17, 2020 special meeting. Revised drafts of both documents were prepared based on the Board comments at that meeting, as included with this memo. The draft documents have been provided in “track change” mode to show the specific edits, as a result of the June discussion. There are items raised by the Board that require further discussion, as summarized below.

Staff requests the Board’s direction on outstanding items related to the Historic District – Zoning Code Updates and the Historic Design Guidelines at this time.

Case History

Prior to the June 17, 2020 Board meeting, the ARB conducted three formal reviews of these initial draft documents on July 10, July 24, and November 20, 2019. In addition, staff held a public meeting at the Dublin Community Church on August 15, 2019, as well as, office hours for two hours each Wednesday in August (August 7, 14, 21 and 28) to provide an additional method of communication and input for the public. The Planning and Zoning Commission reviewed the documents and provided comments on September 5, 2019, which had initially been introduced to the Commission on July 11, 2019. Meeting minutes and a summary of the public comments from these various sessions was previously provided for your reference.

Following the Board’s final direction, staff will prepare final draft documents to begin the public review process for these updates. This will include additional public input and formal review and recommendation and approval by the required reviewing bodies (ARB, PZC and CC).

Historic District – Zoning Code Updates

The following is a summary of the key revisions and outstanding issues based on the June 17, 2020 meeting. In addition, staff made numerous minor edits as suggested by the Board.

Zoning Map Boundary Changes

As was discussed at the June 17 meeting, City Council previously directed staff to change the Historic District boundary. Staff understands some members of the ARB do not support those

changes. Based on City Council's direction those proposed boundary changes remain in the draft map, but staff will communicate Board concerns in future transmittals to the Planning and Zoning Commission and City Council.

Appendix G

The list identifying outlying historic properties has been updated to incorporate the Brown-Harris Cemetery and Farris Cemetery as discussed.

Uses

Changes were made to the Use Table (Table 153.172A), including removing High Schools as a permitted use from the Historic Core (HC) and Historic South (HS) Districts; removing Hotels from the HC District; and adding Accessory Dwellings to the Historic Residential (HR) District.

Other use issues include:

Conference Centers

The Board suggested adding Conference Centers as a permitted use in the HC District. This has been added to Table 153.172A; however, staff is seeking additional guidance from the Board on this issue. Specifically, direction of the use specific standards that should accompany this use.

As background, the Zoning Code defines Conference Centers as:

"A facility designed to accommodate and support meetings or conferences. The facility may be either freestanding or incorporated into a hotel or office facility, and may include eating and drinking facilities but excluding overnight lodging if not part of a hotel."

Note: "Eating and drinking facilities" include food preparation on-site.

Staff requests further discussion and guidance from the Board on how best to regulate Conference Centers that are appropriately scaled for the Historic Core. As a comparison, The Exchange at Bridge Park includes an approximately 18,000-square-foot building on a .59-acre site and accommodates up to 500 guests.

For Board discussion, the following are recommended use specific standards for Conference Centers in the HC District, which have been included in the draft Zoning Code. The proposed standards would accommodate a slightly smaller sized facility than The Exchange at Bridge Park.

- 1/2-acre maximum site size.
- 15,000 square foot maximum building size.
- All parking must be provided on site pursuant to a parking plan to be submitted by the applicant and approved by the Architectural Review Board.
- An access management plan must be submitted by the applicant and approved by the Architectural Review Board demonstrating the ability of the site to accommodate vehicular traffic during peak periods.
- Windows must be included on all elevations facing a public right-of-way in compliance with the Historic Design Guidelines.

Bed and Breakfast

The Board also requested staff to consider whether the 8-guest unit limit in the use specific standards for Bed and Breakfast use is reasonable. Zoning Code examples in Ohio and nationally were reviewed for reference, and the unit limitation ranges widely, from 3-9 units. An 8-unit limit is common. Staff does not recommend any changes to this standard.

Development Standards

The Board recommended implementing a maximum building footprint of Historic Residential properties. Staff conducted a random sample of residential building footprints throughout the District following the Board’s discussion. The following Table 153.173A has been revised as follows:

Table 153.173A: Historic Zoning Districts – General Development Standards				
Development Standard	Historic Core (HC)	Historic South (HS)	Historic Residential (HR)	Historic Public (HP)
Minimum Lot Size	21,000 SF	21,000 SF	8,700 SF	21,000 SF
Minimum Lot Width	60 feet	60 feet	60 feet	60 feet
Maximum Lot Coverage	85%	65%	45%	85%
Maximum Building Height (Refer to Building Height definition)	30 feet	24 feet, unless within 25 feet of the rear property line, then maximum height is 18 feet	24 feet	30 feet
Maximum Building Footprint	N/A	1,800 sq. ft. per building, not to exceed 3,000 sq. ft.	25%	N/A
Front Yard Setback	0 feet	0 feet	See Table 153.173B	15 feet
Side Yard Setback	0 feet	3 feet	See Table 153.173B	10 feet
Rear Yard Building Setback	5 feet	25 feet	See Table 153.173B	20 feet
Rear Yard Pavement Setbacks	5 feet	5 feet	N/A	5 feet
Parking Location	Rear	Rear	See Code Section 153.207	Side or Rear

Loading Standards

The Board requested staff consider revising the loading space requirements in Table 153.173F to tie them to uses, instead of square footage. After consideration, staff recommends applicants be required to submit a loading space plan as part of the application approval process. This approach is recommended because the loading requirements for different uses in the HD could vary based on the uniqueness of sites and combination of uses in the area. This approach would allow applicants to customize solutions based on their needs, while demonstrating to the Board that adequate loading facilities are provided.

Minor Project Thresholds

The square footage thresholds for Minor Projects in Section 153.176(I) were reduced per direction of the Board and a study of commercial building footprints through the District has been provided for the Board's consideration.

Historic Design Guidelines

The following is a summary of the revisions to the Historic Design Guidelines based on the June 17, 2020 meeting.

Neighborhood Character Description

The description in Section 2.3 has been revised to emphasize "preservation" in lieu of "development".

Architectural Styles

The description in Section 2.9 has been revised to better address context and vernacular issues raised by the Board.

Building Additions

The guidelines for new additions in Section 4.12 have been revised to incorporate the concept of "subordinate and secondary" as a key requirement. In addition, a definition for "subordinate" has been included.

Graphic Illustrations

Language was added to the graphic illustrations to clarify they are simply examples of approaches to complying with the guidelines, so as to not give the impression that they limit architectural and site design creativity.

Recommendation

Staff requests the Board provide feedback to staff prior to the completion of the next round of revisions and the production of final draft documents.