



**CITY OF DUBLIN™**

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## PLANNING REPORT

### PLANNING AND ZONING COMMISSION

NOVEMBER 12, 2009

#### SECTION I – CASE INFORMATION

##### 6. Annual Items of Interest 09-080ADM

##### Administrative Request

Proposal: A list of items of interest that will be forwarded to City Council.

Request: Review and recommendation of approval to City Council under the provisions of Code Section 153.232(B)(9).

Planning Contact: Claudia D. Husak, AICP, Planner II.

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#### Update

At the October 19, 2009 City Council meeting, the Office of the City Manager presented the Annual Items generated by the Planning and Zoning Commission (PZC), the Board of Zoning Appeals (BZA) and the Architectural Review Board (ARB) to Council and requested that the lists be referred to a committee of Council for further discussion and refinement. Council was concerned that the list did not appear to represent a consensus of the Commissioners as to items of common interest to all of the members. Council directed Planning and the City Manager's Office to continue to work with the Commission in finding collective agreement on the items to be forwarded and prioritizing those items. It was noted by Council that these items were expected to be those which the Commission would actually work on themselves, with staff assistance. Accordingly, Council members were especially concerned that given the typical workload of the Commission, it is unlikely that there will be sufficient time to explore all seven Items of Interest.

Attached to this report is the PZC Annual Items of Interest List as approved by the Commission on September 17, 2009 and the history of the Commission's discussion on this subject. Also included are the memos that were sent to City Council regarding the Annual Items lists for PZC, BZA and ARB list, so that the Commission may assess whether there are opportunities for collaboration with the other Board members on common Items of Interest. The Office of the City Manager's staff liaison will be available at the November 12, 2009 meeting, to guide the Commission's discussion

toward a manageable and prioritized list that reflects the common interests of the Commission as requested by City Council.

### **Summary**

City Council has requested that each City of Dublin Board and Commission submit a list of topics that the members would like to study, explore, research or be provided training. The City Manager has requested that this list of items be prepared so that it can be forwarded to Council before the end of the year so that projects can be determined and prioritized so the Commission can begin its work in 2010. Not all topics may be chosen by Council for completion. Below is the list that the Commission created during this process.

### **Annual Items of Interest**

#### ***HISTORIC DISTRICT PLANS***

*(Richard Taylor)*

**Objective:** Prepare a simple listing with a keyed map that indicates what zoning designations, planning overlays, development texts, ordinances, guidelines, etc. are currently active and in place in the Historic Dublin Architectural Review District and the immediately surrounding area. This should also show where they overlap. With that basic information in place, PZC can do a cursory review of the texts and highlight areas that appear to conflict or are duplicated. We can then decide how much or how little to explore individual issues of concern.

#### ***DEVELOPMENT SITE VISITS***

*(Todd Zimmermann)*

**Objective:** Examine pre-construction and post-construction sites to compare “on the ground” to perceptions gained through the development review and approval process to strengthen each Commissioner's perspective of a project as drawn on paper and how it actually looks once constructed.

#### ***ALTERNATIVE TRANSPORTATION METHODS***

*(Warren Fishman)*

**Objective:** My objective is to work with staff to create a recommendation to Council regarding the implementation of various modes of meaningful pedestrian transportation. This means transportation that will be used by the public as integral connectivity to commercial and retail facilities, employment, and recreation. It includes interconnected bike paths and bike ways, the availability of Zip Bikes and Zip Cars, and locker and shower facilities.

#### ***PLANNING AND ENGINEERING INTEGRATION***

*(Amy Kramb)*

**Objective:** Determine ways to improve the communication between Planning, Engineering, and other departments so that construction projects are effectively integrated with each other and the City's infrastructure. The goals of P&Z looking into the current process and seeking areas for improvements are to:

- Encourage communication among disciplines;
- Eliminate duplicated efforts; and,
- Provide others with information necessary to make informed decisions.

***HISTORIC DUBLIN URBAN TREE CARE SURVIVAL PLAN***

*(Chris Amorose Groomes)*

**Objective:** Creating and implementing a plan that specifically addresses the plant, planting media selection and short/long term care and maintenance of trees within urban areas in the city.

***A DATABASE OF CITY STUDIES & PLANNING DISTRICTS***

*(Kevin Walter)*

**Objective:** Propose a way for the City to share with other departments and the public, the different studies that are taking place at any one time and a way to continuously provide status updates. The goal would be to be able to see the overlay studies and/or planning districts that are occurring for a particular area. So, as a development application comes forward, it would be evident which different initiatives impact that parcel. Adding this study data to GIS would allow Dublin residents to see all studies/districts/plans for particular areas of the city.

***A CELEBRATION OF THE INDIAN RUN***

*(Flite Freimann)*

**Objective:** Improve public knowledge of the Indian Run as a natural resource within the City.

**SECTION II/III – REVIEW STANDARDS/RECOMMENDATION**

This is an administrative request to create an Annual Items of Interest List in order to assist members in developing their roles and promoting leadership on the Commission. Planning and the Office of the City Manager recommends that the Commission review the list, find common interest, prioritize the list and provide any modifications. Following the Commission's review, a recommendation of approval will need to be made to the Community Development Committee of Council and after their review the list will be forwarded to the full City Council for review and approval.

**CITY OF DUBLIN  
PLANNING AND ZONING COMMISSION  
ANNUAL ITEMS OF INTEREST: 2009/2010  
NOVEMBER 12, 2009**

**POTENTIAL ITEMS OF INTEREST**

***HISTORIC DISTRICT PLANS***

***(Richard Taylor)***

**Objective:** Prepare a simple listing with a keyed map that indicates what zoning designations, planning overlays, development texts, ordinances, guidelines, etc. are currently active and in place in the Historic Dublin Architectural Review District and the immediately surrounding area. This should also show where they overlap. With that basic information in place, PZC can do a cursory review of the texts and highlight areas that appear to conflict or are duplicated. We can then decide how much or how little to explore individual issues of concern.

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***ALTERNATIVE TRANSPORTATION METHODS***

***(Warren Fishman)***

**Objective:** My objective is to work with staff to create a recommendation to Council regarding the implementation of various modes of meaningful pedestrian transportation. This means transportation that will be used by the public as integral connectivity to commercial and retail facilities, employment, and recreation. It includes interconnected bike paths and bike ways, the availability of Zip Bikes and Zip Cars, and locker and shower facilities.

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***(Amy Krumb)***

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- Encourage communication among disciplines;
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**HISTORIC DUBLIN URBAN TREE CARE SURVIVAL PLAN** (Chris Amorose Groomes)

**Objective:** Creating and implementing a plan that specifically addresses the plant, planting media selection and short/long term care and maintenance of trees within urban areas in the city.

**A DATABASE OF CITY STUDIES & PLANNING DISTRICTS** (Kevin Walter)

**Objective:** Propose a way for the City to share with other departments and the public, the different studies that are taking place at any one time and a way to continuously provide status updates. The goal would be to be able to see the overlay studies and/or planning districts that are occurring for a particular area. So, as a development application comes forward, it would be evident which different initiatives impact that parcel. Adding this study data to GIS would allow Dublin residents to see all studies/districts/plans for particular areas of the city.

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5200 Emerald Parkway • Dublin, OH 43017-1090  
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# Memo

**To:** Members of Dublin City Council  
**From:** Terry Foegler, City Manager *CAC for TF*  
**Date:** October 15, 2009  
**Initiated By:** Charlotte Colley, Management Assistant  
**Re:** Board and Commission Annual Items of Interest

## Summary

At the Study Session on March 9, 2009 Council requested that boards and commissions develop an "Annual Items of Interest" list to submit to Council for review by the end of the year. These items were intended to represent suggested items that Council could consider to include within an annual work plan for 2010, consisting of various items/issues that each board or commission felt may warrant their attention, expertise, and more active involvement during that year. The boards and commissions have developed and approved their individual proposed lists and are awaiting Council's review and feedback.

Staff requests that Council review the Annual Items of Interest lists from the Planning and Zoning Commission (PZC), the Board of Zoning Appeals (BZA), and the Architectural Review Board (ARB) at this time. The three individual lists from these entities have been bundled together for your review because of the similar nature of the three entities. The remaining Items of Interest lists from the other boards and commissions will be submitted to Council for review before the end of 2009.

Attached are: an Items of Interest Matrix which includes a listing of all of the proposed Items of Interest from the three entities; a brief memo from each staff liaison providing some additional context for the list and its development; the minutes surrounding each board or commission discussion; and the Board and Commission Source of Authority reference table.

Some criteria that Council may find helpful as it undertakes a more in depth review of the proposed Annual Items of Interest Lists are: the source of authority of the board or commission; the resources, such as staff time and any other associated costs necessary to accomplish each item; relationship of the proposed item to an already planned work activity; the value of the item to the City of Dublin (Council, Administration or the Board/Commission); and whether or not the item helps to accomplish the goals established by Council for Dublin.

## Recommendation

Staff recommends that Council refer this issue to a Committee of Council, perhaps the Administrative Committee, for a more in-depth discussion and recommendation to Council.

## Attachments:

- 1) Staff Liaison summary memo for: P&Z, BZA, and ARB
- 2) P&Z Minutes from 04/16/09, 05/17/09, 07/09/09, 07/16/09, 08/16/09, and 09/17/09
- 3) BZA Minutes from 07/23/09 and 08/27/09
- 4) ARB Minutes from 07/22/09 and 08/26/09
- 5) Board or Commission Source of Authority reference table

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# Memo

**To:** Terry Foegler, City Manager  
**From:** Steve Langworthy, Director of Land Use and Long Range Planning  
**Date:** October 15, 2009  
**Re:** Planning and Zoning Commission – 2010 Annual Items of Interest

## Summary

The Planning and Zoning Commission briefly discussed the assignment of a 2010 Annual Items of Interest list at the April 16, 2009 meeting, and Planning was instructed to prepare a list that would include items that the Commission had discussed previously. Planning prepared a short list of potential items of interest for the May 7, 2009 meeting, and the Commissioners discussed additional items that were of interest to the members. Planning summarized these items, included comments and addressed resources and schedule/priority for each topic and submitted this updated Annual Items list to the Commission on July 9, 2009.

There was much discussion at this meeting regarding the anticipated level of involvement of the Commission members in completing the items. The Commission decided that each Commissioner would write their own paragraph for an annual item of interest for Planning to forward to City Council without any rating of the items. Planning prepared this list for the Commission at the July 16, 2009 meeting, and some Commissioners requested minor changes to the titles and content of the items. The Commission recommended approval of the 2010 Annual Items of Interest list on September 17, 2009.

Some of the proposed Items of Interest concur with Planning and City Administration initiatives, including Commission member training, the Multi-Modal Study and the Bridge Street/SR 161 Corridor Study. As many of these projects are currently underway and are accounted for in the City's existing operational budget, additional resources would be minimal and would mainly consist of additional research time.

## Proposed 2010 Planning and Zoning Commission Items of Interest

- *Historic District Plan (Rich Taylor)*. Prepare a simple listing with a keyed map that indicates what zoning designations, planning overlays, development texts, ordinances, guidelines, etc. are currently active and in place in the Historic Dublin Architectural Review District and the immediately surrounding area. This should also show where they overlap. With that basic information in place, PZC can do a cursory review of the texts and highlight areas that appear to conflict or are duplicated. We can then decide how much or how little to explore individual issues of concern.
- *Development Site Visits (Todd Zimmerman)*. Examine pre-construction and post-construction sites to compare "on the ground" to perceptions gained through the development review and approval process to strengthen each Commissioner's perspective of a project as drawn on paper

and how it actually looks once constructed.

- *Alternative Transportation Methods (Warren Fishman)*. Work with staff to create a recommendation to Council regarding the implementation of various modes of meaningful pedestrian transportation. This means transportation that will be used by the public as integral connectivity to commercial and retail facilities, employment, and recreation. It includes interconnected bike paths and bike ways, the availability of Zip Bikes and Zip Cars, and locker and shower facilities.
- *Planning and Engineering Integration (Amy Kramb)*. Determine ways to improve the communication between Planning, Engineering, and other departments so that construction projects are effectively integrated with each other and the City's infrastructure. The goals of PZC looking into the current process and seeking areas for improvements are to:
  - Encourage communication among disciplines;
  - Eliminate duplicated efforts; and
  - Provide others with information necessary to make informed decisions.
- *Historic Dublin Urban Tree Care Survival Plan (Chris Amorose Groomes)*. Creating and implementing a plan that specifically addresses the plant, planting media selection and short/long term care and maintenance of trees within urban areas in the City.
- *A Database of City Studies and Planning Districts (Kevin Walter)*. Propose a way for the City to share with other departments and the public, the different studies that are taking place at any one time and a way to continuously provide status updates. The goal would be to be able to see the overlay studies and/or planning districts that are occurring for a particular area. So, as a development application comes forward, it would be evident which different initiatives impact that parcel. Adding this study data to GIS would allow Dublin residents to see all studies/districts/plans for particular areas of the City.
- *A Celebration of the Indian Run (Flite Freimann)*. Improve public knowledge of the Indian Run as a natural resource within the City.



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# Memo

**To:** Terry Foegler, City Manager  
**From:** Steve Langworthy, Director of Land Use and Long Range Planning  
**Date:** October 15, 2009  
**Re:** Board of Zoning Appeals – 2010 Annual Items of Interest

## Summary

The Board of Zoning Appeals initially discussed potential items to include on the 2010 Annual Items of Interest list at the July 23, 2009 meeting. All Board members were supportive of the topics suggested by Planning; the Board members included additional ideas on the list. The Board voted to recommend the list to City Council at the August 27, 2009 meeting.

The proposed Items of Interest align with several ongoing City initiatives, including Board and Commission member training, the Zoning Code update, and EcoDublin initiatives. All of the proposed Items of Interest relate to ongoing training and education, which will help the Board members develop a better understanding of planning in the City of Dublin and thus continue to enhance their service to the City. As many of these projects are currently underway and are accounted for in the City's existing operational budget, additional resources would be minimal and would mainly consist of additional research time by Land Use and Long Range Planning.

## Proposed 2010 Board of Zoning Appeals Items of Interest

- *Conducting an Effective Site Visit.* Part of the application review process involves physically visiting the site in question. Board members will learn how to conduct effective site visits, and would examine pre- and post-construction sites to compare what is "on the ground" with perceptions gained through the development review process.
- *Zoning Code Update Overview.* Since the job of the Board of Zoning Appeals member includes extensive use and analysis of the Dublin Zoning Code, Board members were interested in learning more about the intended goals and objectives of the upcoming Code update process.
- *Green Development Techniques and Initiatives.* Members of the Board of Zoning Appeals would like to learn more about how the City of Dublin intends to implement more "green" development techniques and sustainable initiatives both in the development process and in other City operations.
- *Mock Board of Zoning Appeals Meeting.* The Board of Zoning Appeals hears many challenging cases that revolve around complex zoning issues. The objective of holding a mock Board of Zoning Appeals meeting would be to practice applying effective case analysis, meeting protocol, and other logistical issues that the Board deals with on a regular basis.



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# Memo

**To:** Terry Foegler, City Manager  
**From:** Steve Langworthy, Director of Land Use & Long Range Planning  
**Date:** October 15, 2009  
**Re:** Architectural Review Board - 2010 Annual Items of Interest

## Summary

The Architectural Review Board (ARB) first discussed the Annual Items of Interest at the July 22, 2009 meeting and was generally in favor of the suggested topics provided by staff. Additional ideas were raised by the Board and incorporated into the list, which the Board approved at the August 26, 2009 meeting. Prior to the motion, the Board discussed their highest priority items and identified three priority items without ranking them in any particular order. Those high priority items are the *Appendix for Historical Properties outside the District*, the *Historic Preservation and Sustainable Practices*, and the *Historic Dublin Design Guidelines Update*.

While all of the items on the Architectural Review Board's Annual Items of Interest list are worthwhile projects, Planning is in agreement with the three items that the Board identified as the highest priority. These projects align with several ongoing City initiatives including the Bridge Street Corridor Study, Sustainable Codes, and the Zoning Code Update process. As these projects are currently underway and accounted for in the City's budget, additional resources would be minimal and consist primarily of some additional research time.

## Proposed 2010 Architectural Review Board Items of Interest

- *Appendix for Historical Properties outside the District.* Compile and update the City's historic inventory for properties outside the Historic District's boundaries and include information on the year the structure was built, the style of architecture, and the historical significance.
- *Inventory of Historical Properties in District.* Update the City's historic inventory for properties within the Historic District and include information on the year the structure was built, the style of architecture and the historical significance.
- *Historic Preservation Excellence Award.* Recognize noteworthy individuals and projects that highlight outstanding rehabilitations, renovations, appropriate in-fill design, and other preservation-focused projects with the City of Dublin.
- *Signs in the Historic District.* Identify potential regulations for signs in the Historic Business District that would also apply to Planned Unit Development Districts located within the Historic District that will provide consistency while recognizing the unique character of the District.
- *Historic Preservation and Sustainable Practices.* Determine means to incorporate sustainable practices into development and redevelopment of structures and sites within the District with an emphasis on preserving historic character.
- *Historic Dublin Design Guidelines Update.* Update the Guidelines in order to provide more direction and information on appropriate elements for the District. The proposed Zoning Code

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update will likely incorporate elements of the current Historic Dublin Design Guidelines that are appropriate for regulatory language. Review of recent cases has identified the need for clearer criteria on what is appropriate for use in the District and to the different types of architectural style.

- *Site Plan Review Exercise.* Cover the basics of the site plan review process, including what is required on site plans, procedures for reviewing plans, and using appropriate standards. Examine a detailed site plan and learn about translating Code requirements to details/issues and gain a better understanding of how each reviewer views site issues and understand the variety of means available to address them.
- *Conducting an Effective Site Visit.* Part of the application review process involves physically visiting the site in question to evaluate the proposal based on site-related issues or constraints. Learn how to conduct an effective site visit, including what to look for, what to bring with you, and proper protocol when dealing with property owners. Examine pre-construction and post-construction sites to compare “on the ground” to perceptions gained through the development review and approval process.