

Berlin Township Architectural Review Board of Delaware County, OH 43015

Administrative Review

Wednesday August 30, 2023: 6:30 p.m.

CALL TO ORDER

The meeting was held at Berlin Township Hall, 3271 Cheshire Rd, and was called to order by Christina Littleton at 6:30 p.m. (6:35pm)

ARB members present: Christina Littleton, Jennifer Ludwigson, Kristin Yorko, Kim Trackler

Also present: Substitute Clerk Tara Shields, Cathy Rippel

Not present: Quinn Hoffman

AGENDA ITEM: Chairperson's reading of adopted policy

Ms. Littleton reviewed the adopted policy. Ms. Littleton added the purpose of the Architectural Review Board and the process that it follows.

AGENDA ITEM: Proof Christina of Publication

Ms. Shields stated that the meeting was advertised in the Delaware Gazette on August 16, 2023.

AGENDA ITEM: Minute Approval

Postponed to a late item.

AGENDA ITEM: New Member Kim Trackler

Ms. Littleton welcomes the new member, Kim Trackler to the Architectural Review Board. She states that the purpose of the meeting is just to bring her up to speed and let her know what the board has been working on. She also asks the board to introduce themselves, so each member knows what the other members bring to the table. Ms. Trackler introduces herself and explains her background in construction management for Nationwide for 21 years and that she also has experience in property management. Ms. Yorko introduces herself as the professional engineer and how she has experience in commercial plan review, stormwater utilities, floodplain, and site layout and design. Ms. Littleton introduces herself and her investment in the township. She states that she was on the Zoning Commission for the township, but due to her continuing her education she needed to reduce her hours with the township. She states that she is also on the Parks and Trails committee. Ms. Ludwigson introduces herself as a designer, so her work has a lot to do with design standards and looking through details. She states that her husband came to a meeting for an active development in her area.

Ms. Littleton states that Scott Sanders introduced the Architectural Review Board basic checklist to the township and Ms. Ludwigson fine-tuned it. They state that the checklist is not their opinion, it's a yes or no. That is the reason for the checklist. The ARB is not a vote, it's a, "Did the applicant meet the checklist requirements or not?" "Did this application meet the requirements for what they're applying for?" If the checklist is complete, it moves on to the Zoning Commission and the Trustees. Ms. Yorke reiterates with examples of length and color requirements. This is not the board approves or disapproves a plan, but rather, the board's job is to say [the developer] met the checklist or they didn't meet the checklist and here is what you need corrected. She states that the board has had four meetings. The board has been perfecting the process as they've gone along based on what they learned since they're all new to this. Ms. Yorke states that there isn't a set standard guideline like is seen with a lot of the zoning, commissions or different boards. They think about what was good and then put it in place next time. The next time they do it differently because the board didn't provide the feedback they needed in order to go and adjust. The board must go through what the applicant submitted to the board. Ms. Trackler questioned an applicant handing out materials right before a meeting and wants to make sure they are not new pieces of information. Other members explained that it could be bigger pictures or examples. The board explained the process of an application to Ms. Trackler. Most of the time applicants come once to ARB. It's explained that the "Cloud" is an expedited process of zoning. Discussion of the design concepts as it relates to colors and how a "sample board" should be brought in to make sure it meets the standards. Ms. Trackler hopes that this sample board would stop applicants from having one thing written down and then the applicant changes the color. It discussed that the zoning commission approval is really just a suggestion to the trustees. The trustees will see all the minutes from the ARB and the zoning commission, so it's another set of eyes to go through and make sure it meets all the requirements. Ms. Littleton states the residents cannot do a referendum in the cloud. You can't have a referendum over any of these plans if they follow all the rules. So that's why all these rules are so stringent and need to be followed so closely because residents could have done a referendum on "The Cloud" itself, but they didn't, so now it's in place. Applicants could come back to ARB if they want. Ms. Trackler asks why they chose the BCO cloud. Ms. Littleton states they can go through "The Cloud" and it's an easier and administrative process. Applicants can also go through the BZC which is the long way and residents can referendum. Ms. Littleton states that it's black and white for the developers. She states that the trustees in their last meeting had some notes for the checklist. Ms. Yorke states that the applicant will give the information to Ms. Rippel and the zoning office, and the zoning inspector will check it for completeness, and once he does the precheck the ARB will set a date. Ms. Rippel corrects and says it goes to Regional Planning commission. She states that the zoning inspector gets copies and takes it up to Regional Planning, but that this all happens around the same time as the township is starting its review and setting a date.

Ms. Littleton confirms that Wednesdays at 6:30 are good for everyone for regular meetings. She discusses the process more and gives the example of the Industrial building from Sabatino. She states that we can see minutes and recommendations from Regional Planning. Ms. Rippel asks what types of things everyone would like to see on the "sample boards". The board suggests paint colors, building materials, shingles, etc. Ms. Trackler wants to know who goes and make

sure the work is done was laid out in the development plan. Ms. Rippel states that the zoning inspector is not the one who goes and checks. The process is questioned, and Ms. Trackler states all the Boards and processes the developer goes through. Her personal opinion is that if nobody will be confirming the work was done per plan, the developer is going to change it. Mrs. Rippel states that the zoning inspector checks setbacks, and the next step is to take the permit to Delaware Code compliance. Ms. Trackler again questions the job of the zoning inspector. Ms. Rippel states that the zoning inspector inspects violations, so he is basically code enforcement. Ms. Trackler references a hotel built behind 36/37. She questions the residential hotel and how it's changed to apartments. It's determined that this is not for our board to approve, but how it's being checked.

The board moves on to discussion of the checklist. It's discussed what is the PROC in the Cloud. Ms. Littleton states that it's Professional Research, Office, and Commercial. Ms. Trackler suggests that she would like the code referenced in the checklist, so they don't have to go back and forth in the book. Ms. Rippel states that the trustees brought up lighting and signs. Ms. Trackler will present comments about the checklist and have the board review. Section 24 and 25 of the Zoning Resolution is discussed and asked if it's referenced. It is noted that the checklist is added to the meeting minutes for the zoning commission and trustees to see the ARB's recommendations. The previous applicant (The Elysian) was used as an example to go through the checklist and make changes. There was a discussion of impervious surfaces, Vehicular Use Areas, and landscaping that needs clarification. Ms. Trackler had some confusion on actual code numbers and referencing them in regard to building height.

AGENDA ITEM: Future ARB Review and Discussion

Recommendations for Applicants:

-Sample Board: paint colors, boards, building materials (in the right color)

Items for Board Review and Modification:

-Lighting
-Density
-Parking

Checklist Suggestions:

-Adding Page number and code to reference
-Building height limits (setbacks)
-Add a blank under the sections to handwrite in
-Landscape Hedge between parking lot and building (Concerns from Ms. Trackler about forcing people around hedges to access the sidewalks, access for the handicap)

Sunshine laws- Ms. Trackler wants to make sure she can discuss things for clarification.

AGENDA ITEM: Minute Approval

Review of last meeting's minutes.

Ms. Littleton motioned to approve ARB organizational minutes, 07/12/2023.

Seconded by Ms. Ludwigson.

VOTE: Littleton, yes; Ludwigson, yes

AGENDA ITEM: Motion to Adjourn

Ms. Littleton made a motion to adjourn. Ms. Ludwigson seconded the motion.

Motion to adjourn by chair 8:25pm.

VOTE: Littleton, yes; Ludwigson, yes

Christina Littleton, Chairperson

Quinn Hoffman, Member of the Board

Jennifer Ludwigson, Member of the Board

Kristin Yorke, Member of the Board

Kim Trackler, Member of the Board