

Berlin Township Architectural Review Board of Delaware County, OH 43015
Administrative Review
Wednesday, November 20, 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. (6:33pm)

ARB members present: Christina Littleton, Quinn Hoffman, Kristin Yorko, Kim Trackler

Also present: Subsitute Clerk Tara Shields, Cathy Rippel

Not present: Jennifer Ludwigson

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 November 11, 2023.

AGENDA ITEM: Minute Approval

Postponed to next meeting.

AGENDA ITEM: Election of Chair and Vice Chair

Ms. Yorko says she would like to stay vice chair. The other members suggest that Ms. Littleton stays chair.

Ms. Hoffman moves to continue chair and vice chair from 2023. Ms. Trackler seconds it.

Unanimous vote in both decisions.

AGENDA ITEM: Schedule Work Sessions for 2024

Ms. Littleton suggests that they hold a meeting once a month regularly and add or cancel if the meeting is not needed. Ms. Yorko asks about notice. Ms. Rippel states for any hearing that we need to hold we need 30 day notice.

ARB Dates 2024 at 6:30pm:

- January 17th • February 21st • March 13th • April 17th • June 12th • May 22nd • July 10th
- August 14th • Sept 11th • October 16th • November 13th

AGENDA ITEM: Notes/Questions from Trustee Raehll

Ms. Littleton states that in an email from Trustee Raehll she asks she asked for feedback on whether the ARB scope should extend to other overlays such as the OCPUD or remain specific to the business park. She thinks the only other OCPUD in the township is Cheshire Village area at Cheshire and Africa Road. Ms. Trackler states that this is her neighborhood and Ms. Littleton suggests that Ms. Trackler would probably have to recuse herself from those meetings. Ms. Yorko states that she does not see a reason for the ARB hearing it, and it needs to be modified in the zoning code. Ms. Littleton is not opposed. It is discussed that since it's an overlay, there is no true application or process for NCD or OCPUD and it's very gray. Ms. Trackler questions how the warehouses in the Village of Cheshire were never presented and even though it's such a small area, we could potentially have two more developers building in the area as well as any owner that would tear down existing and build something new. She suggests that it's so small she wants to know why we wouldn't protect the area. Ms. Littleton asks if anyone is completely opposed to it. Ms. Yorko states that they have taken on enough work, she has an expectation of what this group is, what they are asked to do, and what they volunteered for. She states that if they take this on it opens a door and sets a precedent of what the group will take on in the future. She suggests that this was brought up because it is a cloud, so if allowed this should be the stop. Ms. Littleton states again that she doesn't think it's necessary for the group but isn't opposed because the ARB can say yes or no just as easily as anyone else. The group decides to table it until next session.

Ms. Littleton continues questions from Trustee Raehll and wants to discuss if there are any improvements to the procedures and processes of this board. Ms. Hoffman says that the checklist is helpful and sets an expectation of what they are going to go over. Ms. Yorko brings up the material board that Ms. Trackler has previously mentioned in the past and how that would be a huge help. The board discusses how the checklist is like a rubric and sets the expectation of what the developers are responsible for. One improvement the board wants to discuss and make is in the visuals. An example brought up were the colors that are allowed and having the team be on the same page with the possible guidance of Ms. Ludwigson as she is a designer. They discussed that their yes or no has to also be objective in the fact that majority vote wins, so it doesn't take up too much time. There was also discussion about putting the material board in the zoning resolution so it's part of the application process.

Ms. Littleton continues discussion about email from Trustee Raehll. She states that Trustee Raehll wants them to look at the NAICS codes. She stated that the codes that she wanted the board to look into in particular were related to Electric Vehicles and Research and Development for Life Sciences. There was a spreadsheet provided to the board by Monica Connors, the

Economic Development Director of Delaware County, that provides detail on the list of projects that are coming from Jobs Ohio and One Columbus. Mrs. Connors is requesting that the township consider adding EV and R & D Life Sciences use codes to our resolution. The EV codes are discussed between the board. It is clarified that the codes are not just for electric vehicles, but that it could be for manufacturing of electronic parts for any car. Another letter from Brandon Marsh was brought to the board for consideration of electrical equipment manufacturing. The board discusses how manufacturing on a smaller scale might be permitted, but the township should consider environmental and neighborhood impact for the larger manufacturers. The maximum square footage limits of these buildings were also a concern that was discussed and how there may not be a limit in industrial. The board states that one of the goals of the Business Park is to avoid large warehousing logistics and so that might mean that the board might change requirements based on what these manufacturing use codes might introduce. It is stated that if the trustees see a benefit in including warehousing, it could be limited to ancillary use with one of the other permitted uses and limited in square footage per user. Many codes are discussed and how traffic from the use will impact the area. It is determined that the board does not feel comfortable responding to the NAICS use codes, but that they will respond on an individual basis.

AGENDA ITEM: Revisions of Article 15 and 19

Discussion began about the amendments to the zoning resolution. Ms. Trackler and Ms. Littleton stated that they had sent changes to the assistant zoning officer Jerry Valentine. Ms. Trackler elaborated on the process she used to mark up the zoning resolution and how 15 and 19 will be inserted into the blank tabs in the zoning resolution binder versus being a separate business park binder. Ms. Littleton states that her changes are not in there. The board goes through each section and reviews the changes made by Scott Sanders at Regional Planning that came from Mr. Valentine. The architectural elements were discussed in detail, particularly the design elements requirements, the building materials, and door height correction. There was also a comparison between codes that overlapped in 15 as well as 19. The board determined that they would like a sample board of materials for the architectural design criteria- building materials, colors to prove that they comply with the architectural requirements of this resolution. This sample board will be added into the application process.

The hearing process is discussed more in detail by the board. The board determines that if everyone agrees on each element by saying "yes" to the checklist item, then they will move on to the next item. If there is a "no" to a checklist item, then they will discuss it and notate why it is a "no". The board is not approving or disapproving, or even making recommendations. The checklist needs to be objective. It is also discussed that the board would like to see if the township can acquire the knowledge of experts in some areas in to create better standards, for example, lighting, pavement, designers for colors, etc. This would help the checklist be more objective and set specific standards to meet each requirement.

AGENDA ITEM: Motion to Adjourn

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

Motion to adjourn by chair 8:25pm.

VOTE: Unanimous

Christina Littleton, Chairperson

Quinn Hoffman, Member of the Board

Jennifer Ludwigson, Member of the Board

Kristin Yorko, Member of the Board

Tara Shields, Clerk

Kim Trackler, Member of the Board