

# **Berlin Township Architectural Review Board**

**of Delaware County, OH 43015**

**Work Session**

**Wednesday March 7, 2023: 6:30 p.m.**

## **CALL TO ORDER**

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

ARB members present: Christina Littleton, Kristin Yorke, Quinn Hoffman, Jennifer Ludwigson

Also present: Sherry Graham

Not present: Ron Bullard

## **AGENDA ITEM: Minute Approval**

Ms. Littleton motioned to approve ARB organizational minutes, 01/19/2023. Ms. Yorke seconded the motion.

VOTE: Littleton, yes; Yorke, yes; Hoffman, abstain; Ludwigson: abstain

Ms. Littleton motioned to approve the ARB minutes 02/08/2023. Ms. Yorke seconded the motion.

VOTE: Littleton, yes; Yorke, yes; Hoffman, abstain; Ludwigson: abstain

## **Proof of Publication**

Ms. Graham stated that the meeting was advertised in the Delaware Gazette on March 4, 2023.

## **AGENDA ITEM: Procedures**

Ms. Yorke commented that she would like to start off discussing how all future meetings would run. The board agreed that the BIO ARB Industrial checklist that was created following the previous ARB Administrative Review Meeting was sufficient and that the spot created for notes was helpful.

Ms. Ludwigson shared that following the previous ARB meeting, she created a checklist for the other uses in the overlay area besides the industrial checklist. The group agreed that they were happy to use this and Ms. Ludwigson agreed to communicate via email with Ms. Graham ensure all the ARB checklists were cohesive and comprehensive.

Ms. Littleton stated that as Chairperson of the ARB Board, she planned to communicate with the Trustees regarding a few items about the code that have come up for the Business Park. These items included clarification of parking requirements on Article 19 page 35 (19-35) and green space minimums. Ms Ludwigson added that it may be beneficial to add specific fencing material requirements to the list.

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Ms. Yorke requested finding a way to ensure that submissions were complete and for applications to not be accepted unless plans submitted are to scale and scalable. She suggested the Zoning Inspector review submissions and request plans that are scalable. This would make sure that plans submitted are accurate and there are no discrepancies.

Ms. Littleton and Ms. Yorke discussed the ability to have the ARB process reviewed. They posed giving applicants the opportunity to table meetings to be able to make changes for the ARB to review.

Ms. Hoffman stated that we should ask Berlin Township Zoning Commission (BZC) what they preferred. This would give them the opportunity to share if they felt it was a better use of time. If this was to happen, it would ensure that the submissions were more complete, and the recommendation/notes would therefore be beneficial for BZC.

The board discussed how the previous ARB meeting had a submission that did not include sufficient information in a variety of areas, so it would be nice to have them come back and show changes made before a final recommendation from the ARB for the BZC. They also noted that the verbiage of the recommendation would be helpful to get clarity on.

Ms. Littleton said a possibility would be to treat it like they do in other zoning meetings, asking the applicant will they like to vote on a recommendation on the night of the ARB Administrative Review or table it for a further meeting.

Ms. Hoffman stated that it would be helpful if the ARB could arrange to meet with Scott Sanders, Delaware County Director of Regional Planning to assist with communication regarding the process.

The group agreed that the conversation with the trustees would provide clarity that the ARB had the same expectations as what the trustees have for the committee.

Ms. Yorke requested to revisit the discussion of generic agenda or procedure.

Ms. Hoffman stated that first and foremost, the chairperson should go through the checklist-noting any questions that the public had should pertain only to architectural characteristics.

Ms. Yorke said that public comment possibly implies that the public had the opportunity to make changes to the plans/submission. The ARB role is to compare what the applicant submits to the code and say "yes or no" if they meet it. It was discussed how having info in the agenda may be helpful to help guide the meeting more appropriately.

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Ms. Littleton suggested adding these details to the adopted policy- saying that comments should pertain to the Architectural Standards within it.

Ms. Yorko suggested comments come at the end.

Ms. Hoffman suggested to give the applicant the checklist with the application so that they had that on hand, even though it was the same information as Article 19.

It was determined that the order of the meeting would be as follows: Meeting called to order; Pledge of Allegiance; Roll call; Chairperson reads adopted policy including clarification that public comment must pertain to Architectural Review Standards; Summary from Applicant; Review Checklist item by item; Members of the board share applicable comments; Chairperson reminds the public that comment must keep relative to Architectural Review elements; Public comment; ARB Recommendation; Adjourn.

Ms. Hoffman left the ARB meeting at 7:30 PM due to a family commitment.

**AGENDA ITEM: Adjourn**

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

VOTE: Littleton, yes; Yorko, yes; Ludwigson, yes

Meeting was adjourned.

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Christina Littleton, Chairperson

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Kristin Yorko , Vice-Chairperson

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Quinn Hoffman, Member of the Board

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Jennifer Ludwigson , Member of the Board