

**Berlin Township Architectural Review Board  
of Delaware County, OH 43015**

**Administrative Review**

**Wednesday June 7, 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.

Committee members present: Christina Littleton, Kristin Yorko, Jennifer Ludwigson

Also present: Jacob Bon, Cathy Rippel, Dave & Kim Conrad, Kim Hill, Todd Faris and Joe Thomas

**AGENDA ITEM: Chairperson's reading of adopted policy**

Ms. Littleton reviewed the adopted policy.

**Proof of Publication**

Ms. Smith stated that the meeting was advertised in the Delaware Gazette on May 24, 2023.

**AGENDA ITEM: Minute Approval**

Ms. Littleton motioned to approve ARB minutes of March 7, 2023. Ms. Yorko seconded the motion.

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

**AGENDA ITEM: Berlin Business Park 23-002**

*Berlin Business Park 23-002 filed by Metro Development, 470 Olde Worthington, Suite 100, Westerville, OH 43082. The applicant is requesting an administrative review for a Residential Hotel Development, Parcel #418-140-01-005-000, +/-6.369 acres, from Planned Commercial District (PCD) to Berlin Commercial Overlay (BCO), using the North American Industry Classification System (NAICS) code #721110, S.R. 37 E. Sunbury, OH 43074.*

**Applicant Presentation**

Joe Thomas with Metro Development introduced the project overview with a PowerPoint presentation. He stated the project is located close to the corner of 36/37 and Africa Road on the south side. It is called Northport Residential Hotel. A residential hotel is essentially a classification of a commercial structure that is built under the Ohio Revised Code as a type of hotel. The minimum stay is thirty (30) days but there is no maximum stay. The State Fire Marshall certifies these as hotels. There are six different buildings that consist of one- and two-bedroom hotel suites, a hotel lobby with a reception area and hotel guest amenity space, exercise facility, coffee bar and breakfast area, and an office area for guests. There is also a swimming pool outside with a large

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open space feature with a dog

park, mailbox kiosk and walking trails. He stated all the exterior is made up of all natural materials with a combination of hardy plank, lap siding, shake siding, board and batten and large stone panels and a brick water table. The exterior of the buildings have patios or decks with black hand railings. Todd Faris with Faris Landscaping and Design reviewed the landscaping design and stated that they are providing more landscaping than what is required in the code. He stated Scott Sanders had a question about the garages and the setback should be twelve (12) feet and they are showing it at six (6) so they need to go in and modify the garages.

**Board Consideration**

Ms. Littleton said she knows there was some confusion about whether this should be considered R10 or commercial. Mr. Thomas said they did discuss this with the Delaware County Prosecutor's office, before they purchased the property, for their interpretation and they interpreted it under BBP section 15.03 which is the commercial overlay code. They provided copies of a letter from their attorney to the prosecutor with a copy of the prosecutor's response.

**Checklist Review**

Ms. Yorko went through the ARB Checklist and noted the following items were not in compliance. She said she could not find the minimum side and rear setbacks, the height and depth of the structure, on the plans. Mr. Thomas said it was in the text of the application. Ms. Yorko said she likes to see them on the plans.

The board went on to discuss the architectural elements. Ms. Yorko stated that the site design facing 36/37 must appear to be front and she does not agree with this, the side faces 36/37. Ms. Littleton agreed with this. Ms. Yorko said the building design should be traditional, artisan design, same detail on all sides and she the plans show blank sides, so it does not meet this requirement. Ms. Littleton said she wasn't as concerned about that as it has the same materials. Mr. Thomas said they don't normally have an architectural detail on the side of the buildings, but they will take their suggestions into consideration. Ms. Yorko said for her it doesn't meet the requirement.

Ms. Yorko said the building colors are to be browns, tans and grays, leaf greens, gray sky blues and whites as accents and although she agrees it's a beautiful blue, it's not allowed. Mr. Thomas said it's not really a blue, it's more of a gray. Ms. Yorko said we are just here to say whether it

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meets the code or not and zoning can make the decision. She said design elements, blank walls,

not permitted (no more than 20' per length). Three (3) design elements per 100' each side. (Elements in code) this is the same discussion as design. Mr. Thomas asked if it was the structures themselves, is it more the entire site or are you concerned about certain buildings. Ms. Yorke said this portion is building design, so she takes it as individual buildings. Ms. Littleton agreed.

Ms. Yorke said for lighting there should be a maximum of 3,000 lumens, 1.0-foot candles at lot line, and they have 5,000 lumens and no foot candle detail.

Ms. Yorke said environmentally sensitive areas, she said on one of the plans they showed 3 or 4 wetlands and no discussion on what is happening with those. She said unless you can describe to me where it's at, I don't know how you are preserving it. Mr. Thomas said they are preserving a section for wetlands and pointed out the location on the map. He said it is jurisdictional and overseen by the Army Corp of Engineers, the rest are Ohio EPA isolated wetlands. He said they give money to the land bank, and they create the wetlands off site. Ms. Yorke asked if that was discussed anywhere in their application. Mr. Thomas said he doesn't think they would have that in the application. Ms. Yorke said that to her is a no.

Ms. Yorke reviewed the landscaping section, and all items were meet.

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BBP 23-002

June 7, 2023



**Berlin Business Park Architectural Review Board Checklist  
Berlin Commercial Overlay Article 15**

Type	BCO	Conditions Met?	Notes
Min. Tract size	5	✓	
Lot Width	1/2 the lot depth	✓	
<b>Setbacks</b>			
	36/37: Max 60' 10 foot ROW landscape One 24' drive aisle permitted Collector/Local: Max 30' 10' landscape zone in setback Mixed Use: see graphic	✓	
Min. side and rear setbacks	1/3 the height x depth of structure or 250' from existing res.	No	In the text. Add to plan.
Building Height adjacent to res	250'-350': 25', 1 story 350'-450': 35', 2 stories	N/A	
Building Height	45' (+2' for arch detail)	✓	
Rooftop Mechanical units	Can't exceed 8', sum of building can't exceed 53'	N/A	
Rooftop Screening	Must be screened by features more than 10' above height	N/A	
Building Size	65,000 sq. ft., can exceed with direct access within 500' of 36/37, max 275' separation	✓	
<b>Architectural</b>			
Site Design	Facing 36/37 must appear to be front	No	#6 - side to 36/37
Building Design	Traditional, Artisan Design, same detail on all sides	No	Blank walls, no stone on sides
Building Materials	80% wood, fiber cement, and native or cultured stone. Brick as accent no more than 20%. Specific colors prohibited. Wood columns of sufficient width as determined by ARB	✓	
Building Colors	Browns, tans, and grays. Leaf greens, gray sky blues, and whites as accent.	No	Blue
Design elements	Blank walls not permitted (no more than 20' per length). 3 design elements per 100' each side. (Elements in code)	No	Blank walls more than 20 feet.
Roofing	If sloped, must be 6:12, dimensional shingles, metal, or slate.	✓	
Drive Thrus	Designed as part of the overall structure	N/A	
<b>Layout</b>			
Ground Coverage	Max 75%	✓	
Open Space	25% of tract. Min 15% of total tract Central Green Space, front of buildings shall face green space	✓	
Landscape (table)	Street trees 30' on center/15' buffer between uses	✓	
Access and Connectivity	Direct access, allow for cross easements, min. 200' between driveways for access roads.	✓	
Pavement	Roads--20 year design life, Parking: 8" aggregate, 2" pavement	✓	

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Parking	Behind or side of building. May encroach no closer than 5' into internal setbacks. VUA max 24 spaces, max 12 spaces in single row. Industrial max 48 spaces, max 24 spaces in single row.	✓	
Parking Islands	Single-loaded island: 162 sq ft, min width of 9'. Double-loaded island: 324 sq ft, min width of 9'. One shade tree 2" caliper, min 50 sq ft of other	✓	
Parking Spaces	Min 1 space per 600 gross, Max 1 space per 365 gross Hotel/Motel: Min 1 space per room, max 2 spaces per room	✓	
Space Size	9'x20' with aisleways min of 24'	✓	
Peak Parking	Mixed use parking may be reduced up to 15% below minimum	N/A	
Loading Spaces	Side or rear of principal structure. Oriented away from SF uses. Clearane height of 15' and not less than 12' width and 50' length. Com/Off loading: 1 space for each 250k or portion	N/A	
Perimeter	No building or parking within 250' of residential purposes. See mounding and planting detail.	N/A	
Signs	Article 25. Mixed Used Only: One blade sign at 6 sq ft maximum 15 height	✓	
Lighting	<b>Cut-off type fixtures</b> Height: Max 20' (can't exceed building height) Max 3,000 lumens, 1.0 foot candles at lot line	✓ No	Lumens too great, no foot candle detail
<b>Other</b>			
Sidewalks and MUPs	Arterial and Collector Roads: 10' along one side of the road and min 5' sidewalk on other side. Local roads: min 5' sidewalk on both sides. Locate outside right-of-way within easement for public use. Street trees with Section 15.05(C) (4)(d). Sidewalks shall connect building entrances to existing sidewalks.	✓	
Environmentally Sensitive Areas	Preserve slopes >20%, 100-year FP, and maintain contours >6% where possible	No	No detail on wetlands mitigation.

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**Landscaping**

Type	BCO and BIO	Conditions Met?	Notes
<b>Perimeter Areas</b>			
Perimeter area (withing 250 feet of residential at time of adoption) - Design	8' tall mound, 3:1 slope, minimum 10' wide crest	N/A	
Perimeter buffer (within 250 feet of residential at adoption) - Landscaping	5 deciduous trees, 5 coniferous trees, and 25 shrubs per 100'	N/A	
<b>General Regs</b>			
Ground Coverage	Max 75% excl. of pub. ROW	✓	
Min Sizes	Deciduous: 2" cal, Coniferous: 5' high, Shrubs: 3' high	✓	
Opacity	50% winter, 70% summer	✓	
Street Trees	Deciduous, 30' on center	✓	
<b>Buffers, Zones, and Screening</b>			
Screening (internal) between non-residential/mixed-use and residential	15' wide buffer, hedge and tree combo 3' min. at install, mounding and fencing may be used	✓	
ROW landscape zone	10' wide, 3 deciduous trees, 5 medium shrubs every 100'	✓	
Building landscape zone	8' wide, one shrub every 5'	✓	
Vehicular Use Area	4' wide, vehicle overhang no more than 2.5' 3' height continuous planting, hedge, fence, mound	✓	
VUA Islands	Single-loaded: 162 sq ft, width of 9' Double-loaded: 324 sq ft, width of 9'  Min 1 shade tree, 2" caliper and 50 sq ft of other material.	✓	
Service Structures	Continuous, 90% year-round planting, hedge, fence, wall. 1' more than height of structure, 10 maximum.	✓	

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**Public Comment**

Ms. Littleton opened up the meeting for public comment.

Dave Conrad 6715 St Rt. 36/37 said he and his wife have an interest because they live across the street from this and he doesn't know how they get residential hotel out of this because. when he thinks of a hotel he thinks it's a week or less. He sees nothing here but low level building materials and nothing more than low-income housing. He said they have four hundred square foot one bedroom suites and the two bedroom is double that. To him it is not very nice looking and then you have garages. He asked if they have any others built in the Columbus area already. Mr. Thomas said they have been developing since 1964 all over the state of Ohio and to date they have built approximately sixty thousand residential units. He said there is one across the street at Four Winds in Berkshire Township. He stated they are allowed by code and licensed by the State of Ohio as hotels. He said a lot of their clientele are corporate, on short term work assignments, consultants and for this location there is a lot of interest by Intel. Mr. Conrad suggested that they look at some of the structures that have been around for five or ten years to see what they look like and what they attract. Ms. Littleton said she appreciates his comments, and they will be in the record so the zoning board and trustees can read them.

Ms. Yorke motioned to approve their agreement on the checklist that they have reviewed and provided for BBP 23-002 on June 7, 2023.

Ms. Littleton Seconded. VOTE: Unanimously For, 0 Opposed.

**AGENDA ITEM: Adjourn**

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

VOTE: Littleton, yes; Yorke, yes; Ludwigson, yes.

Meeting was adjourned at 7:45 p.m.

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Christina Littleton, Chairperson

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Kristin Yorke, Vice-Chairperson

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Jennifer Ludwigson, Member of the Board