

# **Berlin Township Architectural Review Board**

**of Delaware County, OH 43015**

**Organizational Meeting**

**Thursday, January 19, 2023: 7:00 p.m.**

## **CALL TO ORDER**

The meeting was held at Berlin Township Hall, 3271 Cheshire Rd, and was called to order by Ronald Bullard at 7:00 p.m.

Committee members present: Ronald Bullard, Christina Littleton, Kristin Yoriko

Also present: Sherry Graham

Not present: N/A

## **AGENDA ITEM: NOMINATIONS OF CHAIR AND VICE CHAIR**

Ms. Yoriko nominated Christina Littleton to be Chairperson of the 2023 Berlin Township Architectural Review Board (ARB). Ms. Littleton voted yes and Trustee Bullard seconded the nomination. Ms. Littleton accepted the position to be Chairperson of the ARB. There were no other nominations.

Ms. Littleton nominated Kristin Yoriko to be Vice-Chairperson of the 2023 Berlin Township ARB. Trustee Bullard voted yes. Ms. Yoriko accepted the nomination by accepting the position of Vice-Chairperson of the ARB. There were no other nominations.

## **AGENDA ITEM: CONFIRM SCHEDULE FOR 2023**

Ms. Littleton requested that the ARB would meet on an as needed basis at a mutually agreeable time within the appropriate timeline of the application. Ms. Yoriko asked about the time that the group would meet, noting her preference to meet around 6:30 verses 7:00 PM. Ms. Littleton, Ms. Yoriko and Mr. Bullard mutually agreed that the ARB would directly follow the Overlay Article 15 and 19 Application Workflow. This states: "30 days upon receiving from the Zoning Inspector, the ARB will hold a public hearing and give 10 days notice." It was determined that the Zoning Secretary, Cathy Rippel, would contact the members to schedule the ARB meeting in the appropriate timeline of the applications for the Berlin Township Overlay Articles 15 and 19.

Trustee Bullard brought up Berlin Mixed Use Development, BIO, the most recent submittal for the Berlin Business Park. The board questioned if the 30-day period had begun for the ARB to meet on the submittal. It was determined that Ms. Graham would check on the status of that the following day, January 20, 2023, and let the group know where the submittal stood in the timeline. Trustee Bullard stated that he would be out of town during the month of February, so it would be beneficial to have the meeting as soon as possible after the Delaware County

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Regional Planning Commission (RPC) reviewed the submittal. Trustee Bullard gave more insight about the most recent application for the Berlin Business Park area, stating that the developers who are working on the Industrial Overlay have also submitted a zoning application for a Multi-Family development and the Zoning Commission will soon be hearing that as well.

Ms. Yorke sought clarification on the process, asking who sees the submissions on the Berlin Business Park after the ARB. Ms. Littleton said to look at the application workflow and Trustee Bullard shared that it would then go to the Zoning Board and the Trustees to approve or deny. The ARB would meet to review the Business Park submission, and use a checklist as a guide for the standards required in the overlay. Then, they would provide the Berlin Township Zoning Commission (BZC) with recommendations based on their findings, similar to how RPC provides recommendations after reviewing.

## **AGENDA ITEM: Goals**

Trustee Bullard opened up the discussion on the goals of the ARB by sharing resources on various local architectural review boards. The only other township in the county with architectural review standards is Liberty Township, and he distributed a copy of the Liberty Township architectural review standards to Ms. Yorke and Ms. Littleton. He also shared the chart that was made at the Regional Planning Commission to reflect standards addressed in Articles 15 and 19 of the zoning resolution.

Trustee Bullard noted that this would be a good opportunity for everyone to review the text and make changes to get it going the way it needs to be. Ms. Yorke asked how these modifications or changes would be approved, and if the Berlin Township Zoning Commission (BZC) had to approve of them or the Trustees. Mr. Bullard clarified that it would need to be approved by both the BZC and the Trustees. He added that changes added only modify the text; the book is not redone or recreated.

It was noted that the ARB's main goal is to serve in an advisory capacity providing a recommendation whether design standards are met. Ms. Yorke said that was the main aspect noted on the application workflow and was important to keep as the focus.

Ms. Littleton asked about additional guidelines already created for the ARB. Trustee Bullard suggested a future meeting with Scott Sanders of Delaware County Regional Planning to help address questions that arise. It was determined that meeting with him would help them create a detailed plan of what the ARB should do at each review session. Until that meeting, the

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resources Trustee Bullard shared were determined to be appropriate tools in the submission review process.

Trustee Bullard noted the importance of the ARB to carefully look at the NAICS codes with submissions, as that helps them have a full ability to review everything. He referred to Section 19.03 of the Berlin Industrial Overlay (BIO) for these NAICS codes. He noted that parking and loading spaces will reflect the use of the buildings.

Ms. Yorke referred to the current application that the ARB was to soon review. Trustee Bullard went through the T and R Properties, Inc. submission. Ms. Littleton noted that the Preliminary Development Plan showed a large space for “future buildings” and she was concerned about the lack of buildings shown. She said that we would additionally have architectural requirements for those buildings, like parking or green space. She asked if that would be something that the ARB will look at again, or if that went to the BZC. The flowchart was reviewed, and it was noted that was something to gain clarification on.

Ms. Littleton and Ms. Yorke revisited the topic of the timeline and discussed how the window is limited between the submission of the application and the ARB meeting. The chart that was obtained from Regional Planning would need to be utilized as the main Business Park checklist.

Mr. Bullard stated that it was a goal of the committee to make the process easy for anyone to follow and to have a paper record of everything. Ms. Yorke and Ms. Littleton proceeded to discuss how the ARB needs precisely determine whether or not submissions for the business park meet the requirements of Berlin Township. They need to determine what parameters are met and what are not.

## **AGENDA ITEM: Adjourn**

Mr. Bullard made a motion to adjourn without objection. Ms. Littleton seconded the motion.

Vote: Yorke, yes; Bullard, yes; Littleton, yes

Meeting was adjourned.

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Christina Littleton, Chairperson

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Kristin Yorko , Vice-Chairperson

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Trustee Ron Bullard