



AGENDA

**PLANNING COMMISSION
THURSDAY, JANUARY 4, 2018 6:30 PM**

**PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068**

A. CALL TO ORDER

1. ROLL CALL
2. APPROVAL OF MINUTES
 1. Planning Commission – Regular Meeting – December 7, 2017
3. APPROVAL OF AGENDA
4. SWEARING IN OF SPEAKERS

B. PUBLIC COMMENT

C. OTHER BUSINESS

1. Motion to Elect Chairman for 2018
2. Motion to Elect Vice Chairman for 2018
3. Motion to Elect Secretary for 2018
4. Motion to Elect a Representative to Design Review Board for 2018
5. Rules of the Planning Commission

D. UNFINISHED BUSINESS

E. NEW BUSINESS

1. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Enacting New Sections in Chapter 1101 Planning Commission; Repealing Chapter 1103 Design Review Board, and Enacting a New Chapter 1103 Design Review; Amending Section 1131.02 Definitions of Chapter 1131 Definitions; Repealing Section 1139.04 Power of Council on Appeals and Section 1139.05 Application Procedures of Chapter 1139 Board of Zoning Appeals; Enacting a New Section 1139.04 Application Procedures and a New Section 1139.05 Power of Council on Appeals of Chapter 1139 Board of Zoning and Building Appeals; Amending Section 1143.05 Standards for Site Plan Review of Chapter 1143 Zoning Certificate; Site Plan; Plot-Grade-Utility Plan; Amending Section 1161.04 Commercial Districts and Section 1161.05 Industrial Districts of Chapter 1161 Zoning Districts; Amending Section 1179.04 Parking and Loading Design Standards of Chapter 1179 Parking and Loading; Amending Section 1181.02 Zoning Sign Permit Required of Chapter 1181 Signs and Graphics, Amending Section 1182.03 Exterior Lighting Regulations of Chapter 1182 Exterior Lighting; and Amending Section 1193.13 Application and Review Requirements of Chapter 1193 Historic Overlay District.

F. ADJOURNMENT

MINUTES

PLANNING COMMISSION THURSDAY, DECEMBER 7, 2017 6:00 PM

**PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068**

A. CALL TO ORDER

PRESENT: McKenzie, Cullinan, Comeaux, Welday
ABSENT: King

2. APPROVAL OF MINUTES

1. Planning Commission – Regular Meeting – November 2, 2017

RESULT:	ACCEPTED
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3. APPROVAL OF AGENDA

Dr. McKenzie: I'm going to swap Public Comment and Swearing in of Speakers, since the people just making public comment don't have to be sworn in. Last time when we had somebody doing public comments they went ahead and took the oath even though they didn't have to.

B. PUBLIC COMMENT

None.

C. SWEARING IN OF SPEAKERS

Speakers for the evening sworn in by Dr. McKenzie.

D. COMMISSION BUSINESS

1. 6940 Livingston Ave; Application #180994; Applicant: Jim Baugh; Major Site Plan

Mr. Snowden:

6940 E. Livingston Ave. - New Multi-family Housing Complex - Major Site Plan

Location:	Property is located on the north side of E. Livingston Ave., just west of Haft Drive
Existing Zoning:	AR-1 Multi-family Residence District
Request:	Request for review and approval of a major site plan.
Current Use:	Vacant
Proposed Use:	Two and Four-family Dwelling Complex
Applicant:	Jim Baugh/Homeport

Minutes Acceptance: Minutes of Dec 7, 2017 6:00 PM (APPROVAL OF MINUTES)

The applicant is requesting the Commission review and approve a major site plan, in order to construct a new housing complex on a looped private roadway. The proposed complex will have a mix of two and four-unit dwellings.

The 3.75AC site is currently undeveloped. To the west, the property borders multi-family dwellings in the AR-1 district. To the east and north, the property abuts single family dwellings in the R-3 zoning district. To the South, the property is adjacent to a church and the Blacklick Woods Metro Park, which are zoned S-1 Special District. Livingston Avenue is designated as a major arterial street by the Thoroughfare Plan.

The site was originally rezoned to the AR-1 zoning district in 1988. As part of that approval, a site plan was recorded by the property owner, in order to secure support for the project from the neighboring property owners. The property owner and applicant have subsequently met with neighboring property owners in the planning stages of this project, in order to secure support for the current site plan. Approval from the neighboring property owners was required for a modified landscape buffer that was different from the original recorded plan. Staff's understanding is that the applicant has secured the majority of those approvals.

The applicant is proposing a mix of two and four unit buildings arranged around a central community building. The two story buildings front a private roadway and have individual entrances. The site is arranged so that the front of the buildings face the private roadway and rear of the buildings face the neighboring properties. The various setbacks create a perimeter yard/buffer around the entire site. The applicant proposes a storm water detention basin at the northeast corner of the site, and garden/plan area at the northwest corner.

The applicant has submitted elevations indicating the proposed design and exterior materials of the buildings. Per Section 1187.06, the exterior of the four unit buildings must be at least 75% traditional or natural materials. The applicant proposes to meet that requirement with cement siding on those units, as well as a brick water table on the façades that face the private roadway. The other materials proposed for the site are vinyl siding, vinyl shingles, and aluminum soffits.

The applicant has not proposed any signage with this application, but has indicated the proposed ground sign location and provided a landscape plan for that location. A certificate of appropriateness will be required prior to permit issuance for ground signage.

The applicant submitted a photo-metric plan that indicates compliance with Chapter 1182. The proposed LED fixtures are black, full-cut-off style. Staff would like clarification on the emergency repeater installation.

The applicant has provided a landscape plan that meets the general requirements of Chapter 1180. The applicant proposed to screen the site with a 6FT wood fence, preserved existing tree stands, and new evergreen plantings. The applicant has provided screening beds along the frontage of E. Livingston Ave. that consist of both evergreen and deciduous trees. This will provide privacy for the rear patios of these units and screen any building mechanicals from view of the public street. Staff solicited comments about tree species from the City's

horticulturalist, who suggested that the applicant replace the trees labeled “Princeton Gingko” with another tree where such trees are adjacent to pedestrian walkways. The applicant has also showed different fence lengths on different plan pages. Staff would like a clarification.

The applicant has proposed a masonry trash enclosure to be located near the community building of the site.

The applicant has provided a facilities demand worksheet which indicates that due to the number of peak hour trips, no additional traffic study is required for the site. Since the site will consist of more than 4 dwelling units, a private roadway that complies with the provisions of Chapter 913 is required. The minimum parking requirements of single and multiple family dwellings are one unenclosed space and one enclosed space. The applicant has provided this amount for each dwelling unit, as well as 9 spaces for visitors.

The area is already well served by the public sidewalks along the north side of E. Livingston Ave. Residents of the site will be to utilize a multi-use path along the south side of that street. The applicant has provided a direct pedestrian path from the public ROW to the proposed community building. An ADA compliant path has been provided around one side of the private roadway which connects to all dwellings units.

The applicant has provided a facilities demand worksheet which indicates their demand for City water and sewer services and indicated on their site plan where they will tap into utilities. This information has been distributed to the Water/Wastewater Division and City Engineer for review. The City Engineer will be required to review the proposed storm water plan and determine if the size of the facilities are adequate per the Storm water Manual of the City.

The Commission should apply the standards for review of major site plans contained in Section 1143.05 of the Zoning Code and determine if the site plan as proposed complies with those standards. If the Commission chooses to approve the application, Staff recommends the following condition:

1. That the applicant submit a revised landscape plan for Staff approval, which replaces any ginkgo trees adjacent to walkways with another appropriate species and clarifies the location of any existing or proposed fences.

Roy Lowenstein working for Homeport and we have Justin Metzler also and we have Ben Miller who is our civil engineer on the project. I apologize arriving late. I could not believe how long it took to get here today, so we're just slightly behind the curve here. Homeport is proposing this 30 unit apartment development on land that's been residual land from the apartment complex that Plaza Properties built years and years ago. Our intention has been to comply with all of your ordinance requirements including more recent updates. Everything from our density, our standards of developing these units, our intention is to comply everything and not ask for any variances. We're trying to make it easy for you to approve this. The issues that Mr. Snowden raised that I heard the fence, I'd like to clarify that for you.

Yes, the intention on the north and east sides is to have a 6 foot fence and yes there are some fences that the adjacent owners have put up, but we're obligated to put that fence up by virtue of the deed restrictions that were placed on the property 30 years ago. We have to meet that in order to essentially have good title to the property. This border *(inaudible due to walked away from microphone) setback line. In addition to that the original deed restrictions called for mounding and you see the mounding on your plan. The mounding is 4 foot high with blue spruce trees on top of it every 10 feet. There were other deed restrictions originally that laid out exactly how it was going to be developed, but those have been lifted by consent of 8 of the adjacent owners. What was not lifted were the screening requirements and as we set out to design the landscaping plan for the project we realized that if we'd put that mound there we're going to take out a lot of perfectly good trees. There's also a lot of junk trees and dead trees on the site, which we intend to remove. There are a bunch of good trees too that are located in the area where this mounding would have to go and so it occurred to us that would be kind of dumb to remove good trees, put up a mound with new trees on it. The plan that you have shows where the trees are that would be kept in lieu of mounding. It's not a code issue for you as I understand it. It's more; we're just trying to explain why we showed what we're showing. As Mr. Snowden explained we're trying to get consent again from 8 of the owners to make this amendment to the screening plan that was mandated by the original deed restrictions. 7 of the 8 owners have signed that. The 8th one; however, of the original group passed away. The house is for sale. The closing is about to happen in a week or two. In this interim period no one was willing to touch it. I'm disclosing all this because the plan that's in front of you is contingent on getting that 8th consent. If the 8th consent is never obtained the mounding that you see with the trees on it here that will end up having to be continued all the way around the north and east sides. So, it would be just more of the same instead of this group of trees being kept. I just wanted you to all understand that. It's not about your requirements. It's about trying to get a deed restriction modified to allow this plan to happen. We're 7/8 of the way there waiting for the new owner to take title. They're a party that actually is already protected by the mounding as it turns out it really won't affect them one way or the other. We think they'll agree to it. If you have any questions about that particular issue we'd be happy to try to answer them. Do you want to add anything? Mr. Miller's here should you have questions about any of the technical aspects of the plan. We wanted to have a resource that would be able to answer those questions.

Mr. Snowden: Just to the gentlemen on the commission. The 6 foot wood privacy fence is sufficient to meet our code requirements for separation between these two land uses. Staff often works with the property owners in a situation like this in order to do more or to cover that requirement. The landscaping because staffs position is that generally the landscaping is more attractive than the fencing everywhere. In this case, the fencing was required by the encumbrances and it does meet the code requirements, so there's nothing that would prevent the commission from approving that. Staffs position on everything Mr. Lowenstein says is that in keeping the existing trees is preferable to just bulldozing everything and then mounding everything up. Although the mounding with the fence would meet the requirements as well. Regardless of the path taken here the city requirements are met. In this case it just seems like having the existing trees preserved that are mature is a win win for everybody including the neighbors. With that I'd be happy to answer any additional questions that I can about the code requirements. The two trees that I was very specifically

referring to are shown here. Having look at this even more carefully it looks like you're showing a gingko here between building 2 unit building D. That's kind of over the walkway, so you're also using a red maple on some of this. Maybe we just need to replace the gingko's with another tree choice. There are horticulturists. Mr. Evans with Parks and Rec, who works at our Parks and Recreation Department, informed me that a lot of times they'll tell the folks the landscape contractors and folks that yes, the gingko is a male version and therefore there will be no fruit. Once they get it installed all the sudden there's a problem. The city has gingko trees along East Main Street. They've been there since the late 1990's and within the past couple years several of them have started dropping fruit and they've never dropped it before. They felt that maybe talk with your landscape architect or horticulturist and let's just pick a different tree with similar characteristics and let staff choose. It seemed to make the most sense rather than creating a maintenance problem for your folks there.

Roy Lowenstein: We'll select trees that are approvable.

Mr. Snowden: Just get something that doesn't drop fruit.

Dr. McKenzie: Could you give us an explanation of why you chose those gingko's for this location?

Roy Lowenstein: No I can't. We hired a landscape architecture firm. We hired this reputable firm, Edge, to give us our landscaping plan and we didn't really question what they came up with.

Mr. Snowden: I did not get into the specifics with Mr. Evans, the horticulturist, about that particular sub-species, but I explained I told him what it was and he just made a general statement. It's possible that their horticulturist from the Edge Group thought that would be appropriate, but it seems like it would be easy enough to just avoid this.

Dr. McKenzie: Even if the gingko's are males they have an interesting way in which there leaves drop and land on the sidewalk. Because if they land with the leaf face down and stem up and they plaster a sidewalk and when they get wet they really plaster down so that they don't get blown off or anything. They are there for a long time. So, even if they aren't dropping fruit they aren't particularly a nice sidewalk tree. Otherwise the gingko has very many desirable characteristics. It's just that those are two that are not.

Mr. Comeaux: You had mentioned that you are seeking because of the covenants, you're seeking agreement from is it the a contiguous property owners or were they specified in some way?

Roy Lowenstein: The property touches eleven, I believe, adjacent properties and so the covenant says that changes can be made to it with the consent of 8 of those owners. They aren't necessarily contiguous. They're contiguous to our property, not necessarily to each other.

Mr. Comeaux: Did the other 3 owners not respond or were they just tough to get a hold of

because of their landlord or something like that?

Roy Lowenstein: I asked the seller, they're handling this, and I asked them about it. Two of them never responded when they were reached out to, so he just worked with the people who responded to the inquiries. I believe one of the houses was vacant when he first started and had no one to talk to.

Mr. Snowden: This kind of recording of a site plan is something that typically is not done today, but this was kind of a dirty way of doing what I would call plan development or having a development plan within a re-zoning, so there were certain conditions. Mr. Duggar who has been here on re-zonings recently was the gentleman who did this back in 1988, so I was able to discuss with him and basically it was a way of getting folks who are on City Council at the time to feel comfortable, that it wasn't a bait and switch. You get zoned for project A and then you try to build project B within the same zoning district, but today this would never happen today in this way. We, as the Planning Commission, you would review a development plan with a re-zoning application and that would be what was required to be built on site. It was kind of an end around the process that was in place back in 1988.

Mr. Comeaux: And because this is not a re-zoning there was no contact between the city and the adjacent property owners.

Mr. Snowden: I have spoken with several of them verbally, but the nice part about, no you're absolutely right they don't receive notification, but because Mr. Lowenstein and the previous property owner are making contact with them to deal with the covenants they're all aware of the project which is positive from my standpoint. It sounds like there's some folks getting by. The fundamental thing to understand and this is really outside the purview of this major site plan review, but the fact is is that the zoning district is in place, so it's hard, almost impossible for the city to say, well, they can't have that use. Now we're into the mechanics of it, the site planning, the zoning, the setbacks, the details, the land encumbrances, but that probably, if you were re-zoning you would probably have neighbors saying well we don't like the use. Unfortunately, the use determination the council made in 1988 for us and we've got to live with it.

Mr. Comeaux: Notwithstanding those things, you haven't heard from the adjacent property owners? Their concerns about the approach you're taking or whatever else?

Mr. Snowden: Not necessarily. There are some property owners have contacted me, at least one that I can recall. They had some concerns about run off, but they have concerns about run off with the existing site and if I recall the contours actually show the opposite that their properties draining to the applicants property at this particular location. I'm not discounting what they're saying. I think it was just a case of; it's been a field for so long. People's kids probably played baseball back there and stuff. Whenever you're the last person to the prom you're going to be having some problems. In this case they are the last development in this immediate area.

Mr. Comeaux: The city engineer will have to look at their plans for the surface?

Mr. Snowden: They will for the storm sewer. I think the run off situation should improve. Here's why, right now there's no storm water collection, so everything's just happening in its natural state. There's drainage and probably cross drainage, but in this case the applicant has to accommodate all their new and impervious surface and put that into the storm water basin with the underground pipes and our engineer's going to look at that and say whether it's big enough based on our storm water. That's something that Mr. Cullinan does all the time for his private developments and has them reviewed and so they would do the same thing here. The advantage to not having the mounding is that the mounding will probably cause a little bit of localized run off in the immediate area of the folks with the mound. Probably will not be very much. I'm not trying to discount it. It just tends to be more imagined than real, but in this case all the new paved surface and housing of rooftop is all going to go in the storm water basin. It should be a general improvement to the situation that's there.

Mr. Comeaux: Mr. Snowden had indicated that the tapped water system in the north east corner, I think, is it just coincidence that's where the storm water basin is?

Benjamin Miller with American Structure Point: The storm basin is located in the north east corner. Because that is the lowest point of the site typically. There are two viable outlets either Livingston Ave or the north east corner. Right now the site drains kind of in three separate sub areas. Drains generally from west to east, so the west property line into the eastern neighborhood that's located adjacent to us. A portion of it goes to Livingston Ave. The second portion goes kind of north east where we have our basin located and the third portion goes directly into the neighborhood to the east of us during the existing conditions. When we designed the site we actually took a majority of those second and third sub areas that are draining directly to the residential neighborhoods and controlling it within our basins, so we're actually reducing the amount of run off that will be experienced as they do now. The run off will be reduced to the east and it will all be controlled within that basin.

Mr. Welday: I've got some questions regarding building *(inaudible) like centrally located in the site there. From the plans I see no rear exit. I see only entrance. Is that correct?

Mr. Lowenstein: Which building type are you referring to?

Mr. Welday: Building E

Mr. Lowenstein: Building E has one bedroom apartment, *(inaudible away from microphone) so there's a stair close *(inaudible) upper apartments. I'm not quite sure.

Mr. Welday: So, there's one up.

Mr. Lowenstein: There's two apartments up and two apartments down. *(inaudible away from microphone) The others are all townhouses.

Mr. Welday: Ok, yes. So, that clarifies that. I was just wondering because you had got the garages on the west and the east. That kind of makes sense if they park there, but if they park

in the drive then they have to walk all the way around on either side to the front of their house.

Mr. Snowden: Mr. Welday, the applicant is not at their maximum paved surface coverage. Do they need to add like a 4 foot walk around from that drive on the building? I have a feeling they'd be willing to do that. I think Mr. Welday, if I'm understanding you right sir, he's saying if you look at the site plan that the... Mr. Lowenstein is the two side garages there do they have direct access to the unit in the interior?

Mr. Lowenstein: They do.

Mr. Snowden: So the folks will be able to go through their garage if they park in the drive to enter their unit.

Mr. Welday: As we were talking about visitors and so forth, if they park in there, I'm kind of focusing to on this western side how the ADA or sidewalk, there's nothing that continues around that would go to the community building or assist somebody that's a visitor from the west side parking there to get into that north western unit.

Mr. Snowden: What would you propose as a solution there?

Mr. Welday: I'd suggest you've got most of the ADA, why don't you continue that all the way around. That way it's more desirable if somebody with physical handicaps buys that end unit.

Mr. Lowenstein: Sir, what we have is, let me just re-check it, the elevation on that. There are four doors on the north side and so you see the path and that's why we put the sidewalk here that leads around to the dumpster because you will need an accessible route to that. So, we have it covered, I think in terms of being able to go out your door, not just through a garage, but to go out your door. A walkway out to a sidewalk.

Mr. Lowenstein: So, if you look to the west.

Mr. Welday: And to that driveway there. If you have a visitor at your driveway access now to that unit you have to now....

Mr. Lowenstein: *(inaudible away from microphone)

Mr. Welday: That continues around yes.

Mr. Lowenstein: We can certainly connect it, the sidewalk around to that driveway. That's the solution *(inaudible away from microphone)

Mr. Welday: I just think it's desirable. Or else they're cutting through the grass to get to that unit.

Mr. Lowenstein: Ok. We can certainly add that.

Mr. Snowden: It should not take them over there max paved coverage, but if it does, we'll have to figure out. It should be ok. It's a good observation Mr. Welday.

Mr. Welday: So, Mr. Snowden, they did answer the questions that you had in there about the fence and I see that was on...

Mr. Snowden: On my proposed conditions, sir.

Mr. Welday: On the planning plans. So, it is on the planning plans, but they won't need to read you anything with your office?

Mr. Snowden: No sir. As long as they are clarifying and they are showing that on the planning plan I'm comfortable with it. That's common when you have multiple design professionals working on a larger project that maybe there's some minor detail that doesn't jive, so I just like the applicant to state on the record and for some reason we got into a confusion and I can always go back to the meeting and say, well, actually Roy said it was going to be this. I will not allow them to go to a lower standard without.

Mr. Welday: You don't know price range or anything like that that you guys are looking to sell these?

Mr. Lowenstein: When you say price, these are rental units.

Mr. Welday: Oh, they're rental units, ok. I misunderstood.

Mr. Lowenstein: I can provide that. I'm not sure *(inaudible) if you'd like to know what the rents *(inaudible). Is that something of interest?

Mr. Welday: It is.

Mr. Lowenstein: In general, the housing it is income restricted; however, its income restricted based on 60% of area median income. The rents turn out to be rather similar to the rents next door in the conventionally financed project. So, it's sort of new product, but at rents that are affordable to renters in the community already. *(inaudible) data if you like, but my recollection is the majority of the units are about \$750. They're not subsidized housing. It is targeted at basically the workforce in the community that's working retail jobs and that sort of thing. A family of four can have income over \$40,000, so it basically it is housing the people who live in apartments without any restrictions. It's not rent subsidized and you have to be able to pay the rent. There are a few units that are less expensive, but the bulk of them are in the range of \$750.

Mr. Welday: I don't know if this has been answered Mr. Snowden, you had put in my notes here, you are talking about the repeaters? Emergency call repeaters?

Mr. Snowden: Yes sir. Let me go to the page there. In the photo metric plan there's indicated. If you look at coded note #5. Future emergency call repeater is coded note #5. That's indicated here, here, and a couple other locations. I just wanted to know what that even means. I've never heard that before. Can engineering shed any light?

Unknown: *(inaudible away from microphone)

Mr. Snowden: Yes, but there's like one in between every building that doesn't seem.

Unknown: *(inaudible away from microphone)

Mr. Snowden: Is it possible that's just somehow an error in the photo metric plan?

Unknown: *(inaudible away from microphone)

Mr. Snowden: Sometimes in large commercial structures emergency repeaters are required so that way when the fire department or police are inside their communications are repeated to the dispatch. I'm sure Mr. Welday can relate to some experience with that. I have not seen that in a multi-family complex and it looks like they're indicated outside. I've only seen it in large institutional settings, like hospitals or the Inn at Summit Trail. Looked at that with the fire department so that way if a fire department or EMS personnel was inside that they could still receive their calls from their dispatch inside a large structure that's restricting that. I'd be happy to look into that. I don't know what it is.

Mr. Welday: I had it in my notes, so I just wanted to make sure we went over that.

Mr. Snowden: It could be something maybe they looked at the building code and a new building code just came out. Maybe Bernard used the architect has looked at the building code and because of that they are requiring the repeater. I don't know. It's very odd in this type of setting, but I could be...

Mr. Lowenstein: I agree. While you were talking I decided to google and see what it is. It says it's a an emergency warning device, like if there's a some kind of thing to warn people about in the area.

Mr. Snowden: It looks like it's something that's being indicated to be adjacent into the structure. It doesn't look like it's a free standing blue like pole, which is what I was concerned about. I can understand in a complex why you might want something like that. From an aesthetic standpoint you wouldn't want one between every single building. That doesn't really make a lot of sense. It's not necessary. I'll certainly continue to monitor that and discuss that. It's the coded note #5.

Mr. Lowenstein: Does it say that they are being installed or that they could be put in the future?

Mr. Snowden: It says future.

Mr. Lowenstein: So, maybe we're wiring something to enable that? First time I ever heard of this.

Mr. Snowden: I've only ever dealt with it Roy in an institutional type setting. I've never seen it in a complex. These are built of mostly residential specifications. The four units are technically commercial, but the two units especially it's no different construction than your typical home. I wouldn't think a repeater is necessary. I don't know. I could continue to discuss with the fire department folks.

Mr. Lowenstein: That would be a great idea. If they think that's a good idea perhaps it's even something that you're supposed to do now. Maybe some code has changed where you're supposed to do it. We'll find out from our end and if you would find out from your end whether that's something that's desired by the city. We will either do it or remove it.

Mr. Snowden: It's not a blue light standing in the yard, which is what I was concerned about. If it's something that's interior to a building system then we'll deal with from that standpoint.

Unknown: *(inaudible away from microphone)

Dr. McKenzie: Just as a reminder that it had been brought up by one of the current council members about the orientation of the buildings along Livingston Ave. Do any of the commission members wish to address that at all? Remember the walk development that was sticking point. That was a re-zoning, but that was a sticking point for that planned development. An orientation of the buildings in relation to Main Street. The council is not involved in this, but still that was something that they were concerned about.

Unknown: Speaking only for myself, one, not knowing what the prior discussions were, the amount of trees. It looks like they are going to put on the south edge of the property. I wouldn't get too worked up about it. That's just me. Because that would strike me that would be the one that would be the elevation that would be the most concerning and it looks like they have a whole bunch of trees that are going there as a buffer to Livingston or am I reading that wrong?

Mr. Snowden: No, you're reading it correctly. They've also done some different materials on the back of that. Building A and Building C rear elevation, south elevation have a little bit of character to them. This is the south elevation. This is a rear door, but it's still, they did do some, what I would call more two sided architecture there and then the Building A south elevation, this is the south elevation. That's really what you would see along with the concrete patio when you're not looking at what screen with the landscaping. Yes, I am aware of Mr. Cicak, who has joined us this evening, brought that to my attention.

Unknown: That was a deliberate thing in the design I just wanted to make sure it was there. That came up as an issue a long time ago in our early conversations with the city and we made that clear to the architects to kind of have the back and have them kind of like front, so I think they achieved that.

Mr. Snowden: One of the things that's really difficult is to have two fronts and still make the building work. It can be difficult. This is an attempt at it, especially with the difference in some of the materials. I think that's more than we usually see with this type of situation. Do you anticipate that the individual units will have fencing around their patios and such or will that be permitted?

Mr. Lowenstein: It's a rental property. That's management's decision. I don't believe we're showing that.

Mr. Comeaux: You're not showing it.

Mr. Snowden: The properties of the units that's Building A and Building C that are on the 40 foot setback from Livingston, there could not be any privacy size fences, in fact, there could be nothing other than the 3 foot fence, so that would be very restrictive from them. The others could theoretically have something, but because they're in that setback the patio can be in the setback, a portion of it maybe, but the fencing may not.

Mr. Lowenstein: If we are going to do any fencing, I'm really glad that issue was brought up, I would tend it if we do it at all to simply divide the patio's that are shared by two people. I don't think that we need to end fencing on all the patios. I think it's really more than needed. It's simply not that dense of development, but for example, if you have a four-plex and two households share that patio, it might be wise for us to put a divider in the middle so there's a little bit of separation.

Mr. Snowden: It's something that they could do easily without having a major site plan. It would be something that staff could approve as long as it was under the size and met the zoning requirements. If they change their mind 10 years from now we can deal with it except on the A and C will kind of be stuck with we might be able to do like a 3 foot divider or something, but for the most part that will be kind of as is, but they'll have the landscaping there.

Mr. Cullinan: Just going back to talk about the frontage on Livingston. It seems like if you look at the decent amount of landscaping, they all cover up basically the first floor, so I don't think you'll really see that they're not the primary front doors because they'll be screened pretty well from Livingston. So, I think it will look decent and look similar to a single family home that's a little further back off the road.

Dr. McKenzie: I, like Mr. Welday, was uncertain what the details of this project were going to be other than it was going to be multi family, so whether it was going to be condos or apartments or whatever, there was nothing in the documentations that was provided for us that would tell us that, but we found out now. Are the members of the commission feeling comfortable at this point?

Mr. Cullinan: I make a motion to approve as submitted with the three contingencies, all these working with staff to their satisfaction to replace the ginkgo trees, an accessible path to

Building E, western most drive to tie into the accessible path to the north, and then just clarify the emergency repeaters.

Mr. Welday: Seconded.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tyler Cullinan
SECONDER:	Robert Welday
AYES:	McKenzie, Cullinan, Comeaux, Welday
ABSENT:	King

2. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Section 1155.02 Planning Administrator to Enforce, Section 1155.03 Injunction as Remedy, Section 1155.04 Expiration of Certificates and Permits, Section 1155.05 Administrative Procedures; Development Handbook; Section 1155.06 Appeal of Administrative Procedures, and Section 1155.99 Penalty, Repealing the Existing Table 1155 and Enacting a New Table 1155, of Chapter 1155 Administration, Enforcement; Penalty of the Zoning Code.

Mr. Snowden: There was a need for me to revise the Planning and Zoning Fee Table that is in that chapter. Since I was already in that chapter I decided to go ahead and make few more edits kind of dealing with the same types of things we've been dealing with zoning officer and some other inconsistent language. In this case, the purpose of redoing the table is not to increase any fees; it is simply to reorganize the table in the manner in which we actually operate rather than the previous way that some of the other code revisions were enforced. In this case, the only fee that I'm proposing to add is on that page under subdivision, it says plat modification vacation. That is an action plat modification. A vacation is an action that's listed in the subdivision regulations that the planning commission should perform and there was no fee associated with that. Obviously, when we do that action our engineer has to review. There's my time for review and processing and so we need to assess a fee for the plat modification. With that, I'd be happy to answer any questions.

Mr. Welday: For your Table 1155 was there an increase in the zoning map fee? Looks like \$3.

Mr. Snowden: Correct. The zoning map fee I did change it to \$5. The zoning maps I have to have printed out by EMH&T. They're large maps and they can be costly to the city, so I'm just passing that cost along to folks who want a full zoning map. That's pretty rare that folks want a full zoning map these days. I usually just print off just one sheet from the GIS. In the old table there was also a fee for a zoning code. Back in the day you could come to the office and pay an amount and get a paper code. Nobody does this anymore. The PDF's on our website. Yes, I did that and that's based on the cost that we're getting from EMH&T to print the maps.

Mr. Welday: You did a good job looks like updating this. To remain consistent throughout the table, as I'm looking through, looks like some of these, I'm just recommending just to be consistent throughout the table, you put the period and then the two decimal places behind

the amount just to be consistent throughout, if I can recommend that.

Mr. Snowden: Yes sir I can make that. For example, in the preliminary plat \$750 plus \$50 per lot there's a different formatting the decimal. That's something that I inherited, but yes that's a great observation.

Mr. Welday: Down in the zoning sign permit, the new signs. Is that to include ground and building signs?

Mr. Snowden: Correct sir.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/18/2017 7:45 PM
MOVER:	Robert Welday	
SECONDER:	Tyler Cullinan	
AYES:	McKenzie, Cullinan, Comeaux, Welday, King	

3. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Enacting a New Section 1111.99 Penalty of Chapter 1111 General Provisions; Amending Section 1119.04 Transfer of Lots by Subdivider of Chapter 1119 Final Plat; Amending Section 1123.02 Inspection During Installation of Chapter 1123 Required Improvements; and Amending Section 1127.03 Sanitary Sewers in Chapter 1127 Standards of the Subdivision Regulations.

Mr. Snowden: My original intent with this ordinance was simply to correct a run on sentence that I created in 1127.03, but upon additional review of some of the regulations within our subdivision regulations several items came to my attention in which we need to address. They deal with how the subdivision regulations are enforced. There is no penalty at this time for non-compliance. There's no monetary penalty for non-compliance with the subdivision regulations. The intent of the regulations was that the folks would be bonded for the improvements and then they would be required to complete the improvement. In addition, over the years the subdivision regulations had been modified to state that if certain provisions were not met within subdivision regulations an occupancy permit would be denied to the applicant. That is a problem now for several reasons. 1. As a certified building department, our building department cannot deny, well, first of all, lets back up. There's no such permit today as an occupancy permit. There is a certificate of occupancy per the building code. That is what our building department is required to issue, but the intent is referring to the same thing. 2. As a certified building department, and I've had extensive conversations about this with Mr. Paszke, our building official, and I agree completely with his assessment. It is not possible for us to deny a certificate of occupancy under the building code for non-compliance with another part of the regulations of the city. So, therefore the subdivision regulations must have their own specific penalty. Lastly, the zoning code 1155, which we just looked at, has a penalty, but the way that it's written the zoning code is there are four part of our planning and zoning code; subdivision regulations, zoning administration, districts and zoning regulations. The latter three are considered the zoning code. The first section is considered the subdivision regulations. The zoning codes penalty only applies to the latter three, so we need to have a separate penalty here. That's why I'm proposing the same penalty that is in the current zoning code for non-compliance with the subdivision regulations. In

addition, understand how the subdivision regulations are enforced when someone gets a subdivision approved they must also be bonded for the improvements. If they were to not construct the improvements the city would construct them using the money in the bond. This is just kind of a clean up of something that used to be allowed and today can't do it that way. We have to have a separate penalty.

Dr. McKenzie: So, I may have lost you. The penalty would be an addition to us using the bond if they did not follow your lawful orders?

Mr. Snowden: It would be. The bond is specifically for non-construction of the required improvements; however, it is possible to violate the subdivision regulations by doing other things, such as, selling a lot without having the improvement constructed and so on or when you have a subdivision and we've dealt with this recently, where the subdivision was already platted, but the improvements were not constructed back at the time before subdivision regulations were put in place. They went in place in 1961 as we discussed from our folks from the historical society. In this case it would be another violation that didn't directly involve construction of the infrastructure. That's what the violation and I would expect that probably in 50 years I might write one violation, but the fact is if the code is in place I need to have a way to enforce it and that's the way to enforce it.

RESULT:	REFERRED TO COUNCIL [4 TO 0]	Next: 12/18/2017 7:45 PM
MOVER:	Tyler Cullinan	
SECONDER:	Jim Comeaux	
AYES:	Cullinan, Comeaux, Welday, King	
ABSTAIN:	McKenzie	

4. Ordinance to Amend the Code of Ordinances of the City of Reynoldsburg, Ohio: Amending Section 1131.02 Definitions of Chapter 1131 Definitions, Section 1171.04 General Regulations for Lots and Yards of Chapter 1171 General Regulations, Section 1175.03 Lot, Yard, and Height Requirements for Dwellings of Chapter 1175 District Regulations, and Section 1175.05 Lot, Yard, and Height Requirements for Buildings Other Than Dwellings of Chapter 1175 District Regulations.

Mr. Snowden: Gentlemen, this is a quick clean up ordinance that takes care of several issues related to setbacks and side yards. First of all, 1131.02, there is a definition of side yards that is different than the definition of side yards in chapter 1175. I'm editing that to make them consistent. When you have a corner lot you have two front yards. In 1171, we attempted to implement some accessible ramp requirements. I worked with some folks included that specialized in senior housing who have informed me that what I'm proposing here makes more sense. I'm incorporating the ADA accessible requirements here. What I'm doing is, I'm saying such ramp or similar structures shall have the least encroachment to a front yard required to meet the minimum state or federal design guidelines for that specific facility. There are ADA design guidelines that are also such a thing as barrier free ramps. That's different than ADA, but it's a similar standard. In this case, rather than have to update that every single time, those might change a little bit. I'm incorporating that. Remember, before we enacted the accessible ramps section you had to get a variance every time to encroach into the front yard and that process was taking another 30 days on the projects. That's the purpose

of that section. Lastly, I'm just cleaning up a little bit of language within the lot, yard, and height requirements and I'm making the language consistent. Some of the type, the capitalization consistent, and so on. Under 1175.03B, I'm incorporating a section of the zoning code from Columbus, which will allow a dwelling that's been existing from the time our zoning code has been enacted to be extended along the non-conforming side yard setback. What that means is that if you had a house that was already too close to a side yard per the code it could be extended along that existing side yard setback as long as it did not increase the non-conformance, meaning move closer to the lot line. That is a regulation that I took almost directly from Columbus' zoning code and it really is helpful when you have properties that are already non-conforming otherwise you get property that steps back. You have the lot line, you have the home, and then an addition would be step back and it can kind of create these awkward situations. That is why I'm proposing that particular regulation.

Mr. Welday: Can you read your definition again for the accessible ramps that you were changing?

Mr. Snowden: Yes sir.

Mr. Welday: I think having read a couple they suggest continuous routes. I don't remember if you had continuous in there.

Mr. Snowden: I said a ramp or similar structure design to provide an ADA accessible or barrier free route to the front entrance of a building. You think the word continuous would help add clarity there?

Mr. Welday: Yes, continuous route or route, however you'd like to...

Mr. Snowden: So the idea being that if you don't say continuous that it would be saying you could have discontinuous ADA routes and now we haven't made an ADA route.

Mr. Welday: I'm throwing it out there. That's my recommendation maybe. If somebody were to design that.

Mr. Snowden: Designed to provide a continuous ADA accessible or barrier free route.

Mr. Welday: Yes.

Dr. McKenzie: I have no objections to the addition.

Mr. Welday: Just lastly, having done a bunch of corrections earlier, so for your 1175.03B what we're talking about the single or two-family dwelling didn't we hyphen the two-family? I believe we did in the definitions.

Mr. Snowden: 1175.05?

Mr. Welday: 1175.03B You may have forgot to put the hyphen for the two-family when we

did the definitions I'm sure.

Mr. Snowden: Single or two-family, yes, agreed. Those kind of things have actually been driving me nuts in several locations in the zoning code.

Dr. McKenzie: Hyphenation is something that many people do not follow the standard guidelines.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/18/2017 7:45 PM
MOVER:	Robert Welday	
SECONDER:	Tyler Cullinan	
AYES:	McKenzie, Cullinan, Comeaux, Welday, King	

E. ADJOURNMENT

Dr. McKenzie adjourned at 7:09 PM.

Chairman



Planning and Zoning Administrator

Minutes Acceptance: Minutes of Dec 7, 2017 6:00 PM (APPROVAL OF MINUTES)

Planning Commission**Eric Snowden****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6829 Phone****MOTION REQUEST**

DATE: January 4, 2018**TO: Planning Commission****RE: Motion to Elect Chairman for 2018**

Approval:

Brad McCloud	Jed Hood	Richard Harris
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Planning Commission**Eric Snowden****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6829 Phone****MOTION REQUEST**

DATE: January 4, 2018**TO: Planning Commission****RE: Motion to Elect Vice Chairman for 2018**

Approval:

Brad McCloud	Jed Hood	Richard Harris
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Planning Commission**Eric Snowden****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6829 Phone****MOTION REQUEST**

DATE: **January 4, 2018**

TO: **Planning Commission**

RE: **Motion to Elect Secretary for 2018**

Approval:

Brad McCloud	Jed Hood	Richard Harris
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Planning Commission**Eric Snowden****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6829 Phone****MOTION REQUEST**

DATE: January 4, 2018**TO: Planning Commission****RE: Motion to Elect a Representative to Design Review Board for 2018**

Approval:

Brad McCloud	Jed Hood	Richard Harris
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Planning Commission**Eric Snowden****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6829 Phone****MOTION REQUEST**

DATE: **January 4, 2018**

TO: **Planning Commission**

RE: **Rules of the Planning Commission**

Approval:

Brad McCloud	Pending Jed Hood	Richard Harris
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See attached documentation.

Rules of the Reynoldsburg Planning Commission

The Reynoldsburg Planning Commission, in order to carry out the general powers conferred upon it by the Ohio Revised Code and the City of Reynoldsburg's Charter and Codified Ordinances, does hereby adopt the following rules to govern its proceedings:

ARTICLE I AUTHORIZATION

Section 1.1 - The authorization for the establishment of Reynoldsburg Planning Commission is set forth in Article VII, Section 7.01 of the City Charter.

ARTICLE II MEMBERSHIP

Section 2.1 - The entire membership shall be the same as that provided for in Article VII, Section 7.01 of the City Charter.

ARTICLE III OFFICERS AND THEIR DUTIES

Section 3.1 Officers – The officers of the Planning Commission shall consist of a Chairman, a Vice-Chairman, and a Secretary.

Section 3.2 Chairman – The Chairman, shall preside at all meetings of the Commission. He shall call special meetings of the Commission when required. The Chairman may appoint committees or sub-committees comprised of Commissioners and others whenever he feels that such committees can further the work of the Commission. The Chairman shall act as spokesman for the Commission, and shall have such other duties as are normally conferred on such officers by parliamentary procedure. Unless otherwise restricted by the Planning & Zoning Code or Charter, the chairman shall have a vote on all matters before the Commission. The Chairman shall sign all documents of the Commission and see that all actions are properly carried out.

Section 3.3 Vice-Chairman – The Vice Chairman shall serve as Chairman during the temporary absence or disability of the Chairman, and shall upon those occasions be vested with the full authority attendant to the position of the Chairman.

Section 3.3 Secretary – The Secretary shall be elected by the Commission from within or without the membership. A Secretary elected from without the membership of the Commission shall not have a vote. The Secretary shall keep the minutes of all meetings of the Commission in an appropriate location. The Secretary shall also give or serve all notices required by law or by the rules of the Commission and prepare the agenda for all meetings of the Commission. He shall be custodian of Commission records and shall inform the Commission of correspondence relating to business of the Commission. The Secretary shall attend to such correspondence as required by the Chairman and handle funds allocated to the Commission in accordance with its directives, the law, and City regulations.

ARTICLE IV ELECTION OF OFFICERS

Section 4.1 - At an annual organization meeting, which shall be the first regular meeting in January, the Commission shall elect a Chairman, Vice-Chairman, and Secretary. Nominations shall be made

from the floor, and the candidate receiving a majority vote of the voting membership shall be declared elected and shall take office at the close of the meeting. The officers shall be elected for a period of one (1) year, shall be eligible for re-election, and shall serve until their successors take office. Vacancies in office shall be filled immediately by regular election procedure.

ARTICLE V MEETINGS

Section 5.1 - Regular meetings shall be held at ~~6:00~~6:30 P.M., on the first (1st) Thursday of each month.

Section 5.2 - Special meetings may be called by the Chairman or Vice-Chairman at the request of three (3) voting members to act on those matters necessary and germane to the duties of the Commission, in accordance with the Ohio Revised Code.

Section 5.3 Quorum – A quorum shall be necessary at any regular or special meeting in order for the Commission to take official action or carry on its business. A quorum shall consist of a majority of Commission members. Each member of the Planning Commission who has knowledge of the fact that he will not be able to attend a scheduled meeting shall notify the Planning & Zoning Administrator or Secretary at the Municipal Building at the earliest possible opportunity and, in any event, prior to 5:00 p.m. on the date of the meeting. The Planning & Zoning Administrator or Secretary shall notify the Chairman in the event that the projected absences will produce a lack of quorum.

~~Section 5.4 – Action of the Commission on any application properly brought before it shall be effective only when the matter being considered by the Commission receives at least three (3) votes on the prevailing side. Questions on procedure shall be decided by a voice vote in the usual manner.~~

Section 5.54 Parliamentary Process – Unless otherwise specified herein, Robert’s “Rules of Order”, as filed in the Clerk of Council’s Office, shall govern the proceedings at the meetings of the Commission.

Section 5.65 Designation of Voting Order – Votes of the Commission will be by verbal vote and the order of voting will rotate in sequential alphabetical order. The Chairman shall always vote last.

Section 5.76 Reconsideration – Reconsideration of any decision of the Commission may be had when the interested party for such reconsideration makes a satisfactory showing to the chairman that without fault on the part of such party, essential facts were not brought to the attention of the Commission.

Section 5.87 Conflicts of Interest – Any member of the Commission who feels that he has a conflict of interest on any matter that is on the Commission’s agenda shall voluntarily excuse himself and refrain from discussing and voting on said items as a Planning Commissioner.

ARTICLE VI AGENDAS & ADMINISTRATIVE PROCEDURES

Section 6.1 Open Meetings and Records – All proceedings and records of the Commission shall be open to the public in accordance with the City Charter, Codified Ordinances and the Ohio Revised

Code. All maps, plats, and other matters required by law to be filed with the Commission shall be filed in the office of the Planning & Zoning Administrator or Clerk of Council as required by the Planning & Zoning Code.

Section 6.2 – Referral - Matters referred to the Commission by the City Council shall be placed on the calendar for consideration and action at the first meeting of the Commission after such reference.

Section 6.3 – Deadline for Application – The deadline for filing applications for placement on the agenda shall be thirty (30) days prior to any given meeting of the Commission unless otherwise stated by the Planning & Zoning Code. Requests for continuance of matters scheduled for a particular agenda shall be filed with the Planning & Zoning Administrator or Secretary by noon on the Thursday prior to the Thursday of the meeting so the printed agenda will reflect the required continuance.

Section 6.4 – Agenda - The Secretary, under the guidance of the Chairman, and with the assistance of the Vice-Chairman, shall prepare the agenda for the regular and special meetings. Agendas for regular meetings shall be prepared at least seven (7) days in advance of each regular meeting. Commission members shall be provided an agenda, a copy of each application and all related exhibits and materials, and a report from Staff at least seven (7) days in advance of each regular meeting.

ARTICLE VII ORDER OF BUSINESS

Section 7.1 Agenda Order – The order of business at the regular meetings of the Commission shall be as follows:

- A. Call to Order
 - 1. Roll Call
 - 2. Approval of Minutes
 - 3. Approval of Agenda
 - 4. Public Comment
- B. Unfinished Business
- C. New Business
- D. Other Business
- E. Adjournment
- ~~B. Commission Business~~
- ~~C. Adjournment~~

Section 7.2 Presentation Order – The following procedure will normally be observed; however, it may be rearranged by the Chairman for individual items if necessary for the expeditious conduct of business:

- A. Staff presents report and makes recommendation.
- B. Applicants make presentation.
- C. Any opponents make presentations.
- D. Applicant makes rebuttal presentation of any points not previously covered.

- E. Commissioners ask any remaining questions they may have for the proponents, opponents, or staff, and then take a vote.

ARTICLE VIII AMENDING THE RULES OF THE COMMISSION

Section 8.1 Changes to these rules may be proposed and discussed at any regular meeting. At the next regular meeting, the proposed amendments will be eligible for adoption. The adopted rules will supersede any and all other rules and will take effect immediately.

CHAIRMAN

VICE-CHAIRMAN

ADOPTED (Date)

Development Department

Eric Snowden

7232 E. Main Street

Reynoldsburg OHIO 43068

614-322-6829 Phone

ORDINANCE REQUEST

DATE: **January 4, 2018**

TO: **Service Committee**

RE: ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Enacting new sections in Chapter 1101 Planning Commission; Repealing Chapter 1103 Design Review Board, and Enacting a New Chapter 1103 Design Review; Amending Section 1131.02 Definitions of Chapter 1131 Definitions; Repealing Section 1139.04 Power of Council on Appeals and Section 1139.05 Application Procedures of Chapter 1139 Board of Zoning Appeals; Enacting a new Section 1139.04 Application Procedures and a new Section 1139.05 Power of Council on Appeals of Chapter 1139 Board of Zoning and Building Appeals; Amending Section 1143.05 Standards for Site Plan Review of Chapter 1143 Zoning Certificate; Site Plan; Plot-Grade-Utility Plan; Amending Section 1161.04 Commercial Districts and Section 1161.05 Industrial Districts of Chapter 1161 Zoning Districts; Amending Section 1179.04 Parking and Loading Design Standards of Chapter 1179 Parking and Loading; Amending Section 1181.02 Zoning Sign Permit Required of Chapter 1181 Signs and Graphics, Amending Section 1182.03 Exterior Lighting Regulations of Chapter 1182 Exterior Lighting; and Amending Section 1193.13 Application and Review Requirements of Chapter 1193 Historic Overlay District.

Approval:

Completed Brad McCloud	Completed Jed Hood	Richard Harris
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Please see attached document for proposed code text edits.

CHAPTER 1101 – Planning Commission

1101.01 MEETINGS.

Meetings of the Planning Commission shall be held as provided by the Charter and at such other times as the Commission may determine. Each meeting of the Commission shall be open to the public.

1101.02 QUORUM; VOTING.

(a) Three members present shall constitute a quorum of the Planning Commission.

(b) All action taken by the Commission shall be initiated by motion and shall be recorded in the minutes. The Commission shall keep minutes of its proceedings showing the vote of each member upon each question, or, if a member is absent or fails to vote, the minutes shall indicate such fact.

(c) Three affirmative votes shall be required for the passage of any motion.

1101.03 POWERS AND DUTIES.

The powers and duties of the Planning Commission shall be as follows:

(a) To review and approve or deny approval of certificates of appropriateness, as provided for in Chapter 1103;

(b) To review and approve or deny approval of plats consistent with the provisions of the Subdivision Regulations and the general platting laws of the State;

(c) To review and approve or deny approval of a site plan, as provided in Chapter 1143;

(d) To recommend to City Council amendment of the Subdivision Regulations, Zoning Code, or official Zoning Map;

(e) To establish such reasonable conditions, regulations, and standards in the approval of a district change, site plan approval, certificate of appropriateness, or other official action as necessary to ensure a project complies with the purpose and intent of this Code and of the ordinances of the city;

(f) To develop and implement architectural guidelines and propose changes to those standards and guidelines subject to the approval of Council; and

(g) Such other official action consistent with the powers, duties, or authorities of the Commission as set forth by the provisions of the Charter, this Code, or assigned by City Council.

1101.04 APPLICATION PROCEDURES.

(a) Unless otherwise stated by this Code, the deadlines for all applications to the Planning Commission will be thirty (30) days prior to each regularly scheduled meeting of the Board.

(b) In the interest of timely and efficient administration of the provisions of this Code, applicants may submit, and the Commission may take action upon, concurrent applications for certificates of appropriateness and site plan approvals. All such concurrent applications shall be submitted in conformance with the applicable provisions of this Code. The Commission shall not take such concurrent action if it determines that such concurrent action is not in the best interest of the City.

(c) Unless otherwise prescribed by this Code or requested by the applicant, the Commission shall render a decision on all applications within sixty (60) days from the original hearing.

1101.05 POWER OF COUNCIL ON APPEALS.

(a) Council shall have the power to hear and determine an appeal from the refusal by the Planning Commission to issue a site plan approval or certificate of appropriateness.

(b) Unless otherwise provided for by this Code, an applicant refused such approval shall appeal in writing to Council within thirty (30) days of the date of refusal by the Commission. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

~~CHAPTER 1103—Design Review Board~~

~~1103.01 ESTABLISHMENT.~~

~~There is hereby established a Design Review Board whose responsibility is to discharge the design review procedures defined subsequent herein. Such Board shall be composed of seven members, consisting of the following:~~

- ~~(a) A member of the Planning Commission.~~
- ~~(b) Service Director.~~
- ~~(c) Three residents of the City.~~
- ~~(d) Two additional members shall be design professionals selected from the following disciplines:~~
 - ~~(1) An architect, registered to practice in the State.~~
 - ~~(2) A professional engineer, licensed to practice in the State.~~
 - ~~(3) A landscape architect, registered to practice in the State.~~
 - ~~(4) A graphic designer, experienced in exterior graphic design and/or signage.~~

~~1103.02 APPOINTMENT OF MEMBERS.~~

~~The resident members shall be appointed by City Council. Design professionals shall be appointed by the Mayor. Nothing shall prevent an individual who is qualified as a design professional from serving on the Design Review Board as resident member.~~

~~1103.03 TERM OF OFFICE.~~

~~The term of all members of the Design Review Board shall be three years except that for the first Board, the term of one at-large member shall be one year, the term of one at-large member and one design professional shall be two years, and the term of one at-large member and one design professional shall be three years. Following expiration of original terms, successors to members originally appointed shall thereafter be appointed for terms of three years. Appointed members are eligible for reappointment at the discretion of the appointing authority.~~

~~1103.04 SUBJECT LOTS AND SITES.~~

~~The design review districts shall consist of lots and sites in the following location:~~

- ~~(a) The HD—Historic Overlay District, as defined by Chapter 1193 of the Zoning Code.~~
- ~~(b) The Community Commercial Overlay, as defined by Section 1196.03 of the Zoning Code.~~
- ~~(c) All other parcels in the City designated as commercial or industrial districts as defined by the Official Zoning Map.~~

~~1103.05 DUTIES AND RESPONSIBILITIES.~~

~~(a) It shall be the responsibility of the Design Review Board to evaluate the design and planning, including signage, for each new, renovated or expanded within the design review districts. In reviewing such plans, the Board shall examine:~~

- ~~(1) Building design to include building massing and general architectural character, exterior surface treatments, fenestration, composition of all building elevations and the overall building color scheme.~~
- ~~(2) Site development to include arrangement of buildings and structures on the site, use of signage, means of integrating parking and drives, points of access to public~~

~~streets, internal access drive patterns and placement, variety, quantity and size of landscape materials.~~

- ~~(3) Overall impact of the proposed project or development on the surrounding properties to determine the effect the project or development will have upon the appearance and environment of the district.~~

~~—(b) In evaluating the design and planning for each new, renovated or expanded structure or development, the Board shall endeavor to assure that exterior appearance and environment of such buildings, structures and spaces shall:~~

- ~~(1) Enhance the attractiveness and desirability of the district.~~
~~(2) Encourage the orderly and harmonious development in a manner in keeping with the overall character of the district.~~
~~(3) Improve residential amenities in any adjoining residential neighborhood.~~
~~(4) Enhance and protect the public and private investment in the value of all land and improvements within the district.~~

~~—(c) The Board may develop and implement design review standards and propose changes to those standards subject to the approval of Council.~~

~~—1103.06 OPERATION.~~

~~—The Design Review Board shall choose its own officers, adopt its own rules and/or regulations and maintain a record of its proceedings and actions. A quorum shall be considered as a majority of the authorized members of the Board for the purpose of transacting the business of the Board.~~

~~—1103.07 REVIEW OF BOARD ACTIONS.~~

~~—The City Council is hereby designated to hear all appeals of individuals who are directly affected by a decision of the Design Review Board when such appeal is properly and timely filed as required by this Chapter.~~

~~1103.08 CERTIFICATE OF APPROPRIATENESS; APPLICATION.~~

~~—An application for a certificate of appropriateness shall be submitted to the Planning Administrator, who shall review the application for proper form and content, and process it for review by the Board.~~

~~1103.09 FEE.~~

~~—Application fee for a certificate of appropriateness shall be in accordance with the fee schedule provided by City Council in Chapter 1155 of the Zoning Code.~~

~~—1103.10 CERTIFICATE REQUIRED.~~

~~—(a) A certificate of appropriateness must be obtained prior to commencing new construction or any exterior remodeling, reconstruction or other exterior building modifications of structures within the design review districts. The Planning Administrator shall not issue a zoning certificate prior to the Board's review and approval of a certificate of appropriateness in accordance with the provisions of this chapter.~~

~~—(b) A certificate of appropriateness shall not be required in the case of normal and customary building maintenance activities that do not make changes to building material types or exterior colors.~~

~~—(c) A certificate of appropriateness may not be required for projects in the design review districts that involve no changes to structures and qualify for minor site plan review under Chapter 1143. Projects of this type must not add any additional building material types or exterior colors.~~

~~—(d) Signs on parcels within the design review districts shall be subject to the certificate of appropriateness requirements of Chapter 1181 of the Zoning Code.~~

~~1103.11 DESIGN REVIEW BOARD ACTION.~~

~~—(a) The responsibility of review and approval or denial of the application for a certificate of appropriateness shall rest with the Design Review Board. All applications for a certificate of appropriateness shall be made to the Planning Administrator at least 30 (days) prior to a regularly scheduled meeting of the Board. The applicant shall submit an application form, drawings, materials, sketches and proposed exterior renderings as required by the Planning Administrator or the Board.~~

~~—(b) The Board shall render a decision on all applications within sixty (60) days from the original hearing of the Board unless additional time is requested by the applicant. Upon approval by the Board, the Planning Administrator shall issue a certificate of appropriateness to the applicant.~~

~~1103.12 STANDARDS FOR DESIGN REVIEW.~~

~~—(a) The Design Review Board shall review an application for a certificate of appropriateness to determine if proposed new construction or alteration to an existing commercial or industrial structure promotes, preserves and enhances the overall architectural character and integrity of the Design Review District in which the structure is proposed to be located and to endeavor to assure that the proposed structure or alteration would not be at variance with existing commercial or industrial structures within the Design Review District.~~

~~—(b) In conducting this review, the Board shall examine and consider the design elements of the proposed structure including but not limited to the following:~~

- ~~(1) Building height.~~
- ~~(2) Building massing or the relationship of the building width to its height and depth and its relationship to the viewer's and pedestrian's visual perspective.~~
- ~~(3) Fenestration to include the size, shape and materials of individual windows or door units and the overall harmonious relationship of window, door or other openings within the building facade.~~
- ~~(4) Exterior detail and relationships which shall include all projecting and receding elements of the building exterior including but not limited to the horizontal or vertical expression and composition which is conveyed by these elements.~~
- ~~(5) Roof shape which shall include form and material.~~
- ~~(6) Exterior materials which shall include consideration of material compatibility~~

~~among various elements of the structure, the texture and color of each material and the visual impact that the materials, when considered as a whole, will have upon the viewer's visual perspective.~~

- ~~(7) Landscape design and plant materials which shall include the site lighting and use of landscaping features such as plant material, mounding, fencing or other details to highlight architectural features or screen and soften undesirable views.~~
- ~~(8) Pedestrian environment which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian's visual perspective.~~
- ~~(9) Vehicle environment which shall include those provisions which enhance vehicle movement onto, within and off the site and which serve to separate vehicular and pedestrian movement.~~
- ~~(10) Signage and graphics to include building and site graphic displays.~~

~~— 1103.13 VARIANCES AND SITE PLAN REVIEW REQUIRED.~~

~~(a) An application for a certificate of appropriateness in which the design under consideration would require a variance granted by the Board of Zoning and Building Appeals or a site plan review by the Planning Commission prior to construction shall not be considered until a final determination has been made on all required variances or site plan reviews. If during the course of a review, the Board determines that a zoning variance will be required in order to implement the proposal under consideration, it shall suspend further action on the application until such time as the variance has been approved by the Board of Zoning and Building Appeals or the application has been amended to eliminate the need for the variance.~~

~~(b) The Design Review Board shall not have the authority or power to grant a variance to any zoning regulation of the City nor shall the Board have the power or authority to grant an exception to any section of the Ohio Basic Building Code during the course of any review conducted under the provisions of this chapter.~~

~~— 1103.14 ACTION ON APPLICATIONS TO BE RECORDED.~~

~~The Planning Administrator shall maintain a record of all applications.~~

~~— 1103.15 APPEAL OF DENIED APPLICATIONS.~~

~~(a) Council shall have the power to hear and determine an appeal from the refusal by the Design Review Board to issue a certificate of appropriateness.~~

~~(b) An applicant refused such certificate shall appeal in writing to Council within thirty (30) days of the date of refusal by the Board. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. An ordinance stating the decision shall be introduced and passed at the next regular meeting following the hearing.~~

CHAPTER 1103 - Design Review

1103.01 CERTIFICATE OF APPROPRIATENESS REQUIRED.

(a) A certificate of appropriateness must be obtained prior to commencing new construction or any exterior remodeling, reconstruction or other exterior building modifications within the design review districts. The Planning & Zoning Administrator shall not issue a zoning certificate prior to approval of a certificate of appropriateness in accordance with the provisions of this Chapter.

(b) A certificate of appropriateness shall not be required in the case of normal and customary building maintenance activities that do not make changes to building material types or exterior colors.

1103.02 SUBJECT LOTS AND SITES.

The design review districts shall consist of lots and sites in the following locations:

(a) The Historic Overlay District, as defined by Chapter 1193 of the Zoning Code and subject to the additional requirements of that chapter.

(b) The Community Commercial Overlay District, as defined by Section 1196.03 of the Zoning Code.

(c) All other parcels in the City designated as commercial or industrial districts as defined by the official Zoning Map.

(d) Signs in all zoning districts, shall be subject to the design review requirements of Chapter 1181 of the Zoning Code.

1103.03 APPLICATION AND REVIEW PROCEDURE.

(a) Whenever the exterior of a building in a design review district is proposed to be constructed, remodeled, reconstructed or otherwise modified, an application for a zoning certificate under the provisions of Chapter 1143 shall be submitted to the Planning & Zoning Administrator. The Planning & Zoning Administrator shall determine whether the proposed changes are a significant change to the building.

(b) If, in the professional opinion of the Planning & Zoning Administrator, the change is not significant, the application shall be reviewed for compliance with the standards of Section 1103.05. If the Planning & Zoning Administrator determines that the application is consistent with those standards, no further action shall be required under this Chapter, and the Planning & Zoning Administrator may issue the zoning certificate subject to the additional requirements of the Zoning Code. Changes to building architecture that only involve changes to paint colors shall never be deemed significant.

(c) If, in the professional opinion of the Planning & Zoning Administrator, the change is significant or the application is not consistent with the standards of Section 1103.05, the Planning & Zoning Administrator shall notify the applicant that a certificate of appropriateness will be required. An application for a certificate of appropriateness shall be reviewed by the

Planning & Zoning Administrator for proper form and content. The application shall then be forwarded to the Planning Commission for review.

(d) The application fee for a certificate of appropriateness shall be in accordance with the fee schedule provided for in Chapter 1155 of the Zoning Code.

1103.04 SCOPE OF DESIGN REVIEW.

In reviewing an application for a certificate of appropriateness, the Commission shall examine:

(a) Building design to include building massing, height, roof pitch and general architectural character, exterior surface treatments, fenestration, composition of all building elevations, exterior architectural detailing, and the overall building color scheme;

(b) Exterior materials which shall include consideration of material compatibility among various elements of the structure, the texture and color of each material and the visual impact that the materials, when considered as a whole, will have upon the viewer's visual perspective;

(c) Signage and graphics to include building and site graphic displays; and

(d) The overall impact of the proposed project or development on the surrounding properties to determine the effect the project or development will have upon the appearance and environment of the district.

1103.05 STANDARDS FOR REVIEW.

All applications for a certificate of appropriateness shall be reviewed to determine if the proposed construction or alteration to an existing structure promotes, preserves and enhances the overall architectural character and integrity of the design review districts in which the structure is proposed to be located and that the proposed structure or alteration would not be at variance with existing structures. In evaluating the design for each new, renovated or expanded structure, the Commission shall endeavor to assure that exterior appearance and environment of such buildings shall:

(a) Enhance the attractiveness and desirability of the City.

(b) Encourage orderly and harmonious design in a manner keeping with the overall architectural character of the districts.

(c) Preserve distinctive stylistic features, historic features or examples of skilled craftsmanship which characterize a building.

(d) Comply with the purpose and intent of any specific design guidelines adopted by the Commission or City Council.

1103.06 VARIANCE REQUIRED.

(a) An application for a certificate of appropriateness in which the design under consideration would require a variance granted by the Board of Zoning and Building Appeals prior to construction shall not be considered until a final determination has been made on all

required variances. If during the course of a review, the Board determines that a variance will be required in order to implement the proposal under consideration, it shall suspend further action on the application until such time as the variance has been approved by the Board of Zoning and Building Appeals or the application has been amended to eliminate the need for the variance.

(b) The Planning Commission shall not have the authority or power to grant a variance to any zoning regulation of the City nor shall the Commission have the power or authority to grant an exception to any section of the Building Code during the course of any review conducted under the provisions of this chapter.

1131.02 DEFINITIONS.

Certificate of Appropriateness. A certificate issued by the ~~Zoning Officer~~Planning and Zoning Administrator stating that ~~work to be done on~~ the proposed modification to a structure ~~or site is approved by the Design Review Board~~complies with the provisions of Chapter 1103.

~~Design Review Board.~~ ~~The Design Review Board of the City of Reynoldsburg as established by Ordinance 96-94 and as described in Chapter 1103 of the Codified Ordinances of Reynoldsburg.~~

~~1139.04 POWER OF COUNCIL ON APPEALS.~~

~~—(a) Council shall have the power to hear and determine an appeal from the refusal by the Board of Zoning and Building Appeals to issue a zoning certificate, variances or exception, or a special exception.~~

~~—(b) An applicant refused such approval, exception, certificate or variance shall appeal in writing to Council within thirty (30) days of the date of refusal by the Board. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.~~

~~1139.05 APPLICATION PROCEDURES.~~

~~—(a) The application deadline for appeals of denied zoning certificates or administrative appeals shall be ten (10) days prior to each regularly scheduled meeting of the Board.~~

~~—(b) Unless otherwise stated by this Code, the deadlines for all other applications to the Board of Zoning and Building Appeals will be thirty (30) prior to each regularly scheduled meeting of the Board.~~

~~—(c) In the interest of timely and efficient administration of the provisions of this Code, applicants may submit, and the Board may take action upon, concurrent applications for special exceptions, variances, and other matters on which the Board is granted authority by this Code. All such concurrent applications shall be submitted in conformance with the applicable provisions of this Code. The Board shall not take such concurrent action if it determines that such concurrent action is not in the best interest of the city.~~

~~—(d) Unless otherwise prescribed by this code or requested by the applicant, the Board shall render a decision on all applications within sixty (60) days from the original hearing.~~

1139.04 APPLICATION PROCEDURES.

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provisions of this Code. The Board shall not take such concurrent action if it determines that such concurrent action is not in the best interest of the city.

(d) Unless otherwise prescribed by this code or requested by the applicant, the Board shall render a decision on all applications within sixty (60) days from the original hearing.

1139.05 POWER OF COUNCIL ON APPEALS.

(a) Council shall have the power to hear and determine an appeal from the refusal by the Board of Zoning and Building Appeals to issue a zoning certificate, variances or exception, or a special exception.

(b) An applicant refused such approval, exception, certificate or variance shall appeal in writing to Council within thirty (30) days of the date of refusal by the Board. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

1143.05 STANDARDS FOR SITE PLAN REVIEW.

Site plans authorized by this chapter shall be reviewed for compliance with the following, when applicable:

- (a) The development standards and requirements of the applicable zoning district;
- (b) The development standards and design guidelines of any overlay district;
- (c) The standards for design review contained in Section 1103.4205;
- (d) Any development plan approved according to the provisions of Chapter 1151; ~~and~~
- (e) Any other development standards and design guidelines adopted by the Planning Commission, ~~Design Review Board~~ or City Council; and
- (f) The purpose and intent of the Zoning Code.

1161.04 COMMERCIAL DISTRICTS.

(c) CC Community Commerce District. The CC Community Commerce District provides land for the concentration of a wide variety of business establishments which are centrally located and provide adequate parking. Such district must also be located adjacent to major thoroughfares, have restricted points of access and be screened or fenced from surrounding residential areas.

(d) CS Community Services District. The CS Community Services District provides land for major business establishments engaged in selling, servicing or repairing goods and materials, ~~or providing adult entertainment and/or sexually oriented businesses regulated by Chapter 795 of the Reynoldsburg Codified Ordinances~~, which do not contribute to the design of a unified commercial center site. Adult entertainment and sexually oriented businesses regulated by Chapter 795 of the Reynoldsburg Codified Ordinances shall be permitted. Since the business establishments in this district serve a larger trade area, including the highway traveler, and the scale of permitted development is so great, they require locations shall be located on major thoroughfares and, at their intersections the intersection of major thoroughfares, and shall be screened from surrounding residential areas, if any.

(e) PCD Planned Commercial Development District. The PCD Planned Commercial Development District permits comprehensively planned commercial and mixed-use developments approved using more flexible zoning techniques than permitted in other commercial districts, but subject to a development plan specifying the conditions of development.

1161.05 INDUSTRIAL DISTRICTS.

(a) RI Restricted Industry District. The RI Restricted Industry District provides land for industrial uses which require a minimum of services and facilities; generate moderate traffic from employees and necessary shipping; are relatively clean, quiet and free of any objectionable or hazardous elements such as noise, odor, dust, smoke or glare and operate generally within enclosed structures. Being free of objectionable elements and providing attractive structures surrounded by landscaped yards, Restricted Industrial Districts may be located close to other land uses.

(b) GI General Industry District. The GI General Industry District provides land for industrial uses which are of major and extensive character; require large sites, extensive services and facilities and ready access to regional transportation; generate traffic; and have large open storage and service areas. ~~This District includes a~~ Adult entertainment and sexually oriented businesses regulated by Chapter 795 of the Reynoldsburg Codified Ordinances shall be permitted. Such industries and businesses should be relatively isolated from other land uses.

1179.04 PARKING AND LOADING DESIGN STANDARDS.

(a) Location. A parking space required for a dwelling unit shall be provided on the same lot as the dwelling unit. A parking space required for a use other than a dwelling unit shall be located on the same lot as the use, except that some or all of such required spaces may be located on another lot within three hundred feet (300') of the use if authorized in approval of the site plan. Parking or loading facilities shall not be permitted on the right-of-way of any publicly dedicated thoroughfare, except as provided by a public authority.

(b) Setbacks. Off-street parking and loading facilities, with the exception of driveways leading from the public right-of-way to aisles or spaces, shall be located as follows:

(1) Required unenclosed parking spaces for single-family, two-family, and multifamily dwellings may be provided on paved areas within the front yard required for such structure. Parking shall not be permitted on unpaved areas;

(2) No part of any parking lot shall be located closer than five feet (5') to a public right-of-way;

(3) Parking may be located in the required front yard in any industrial district, but not closer than twenty feet (20') to a public right-of-way;

(4) In any commercial district, parking shall not be located in the area between the frontage and the front setback, as established by section 1175.06A. The area between the frontage and the front setback shall be improved as a grass and or planting area. Ingress and or egress through this planting area shall be restricted to a driveway or driveways not to exceed thirty feet in width. Under no circumstances will service roads and or driveways parallel to the right of way be permitted. ~~the grass and/or planting area and driveways are to be made a part of the plot-grade-utility plan and are to be approved by the Service Director and City Engineer.~~

(c) Screening. Any parking lot which contains more than ten (10) parking spaces and which is located closer than fifty feet (50') to the lot line of any lot which is used for a dwelling, school, hospital, or other institution for human care shall be screened by a fence, wall, or hedge of acceptable design installed at each edge of the parking lot which faces the use noted above. Such fence, wall, or hedge shall be no less than four feet nor more than six feet in height and shall be maintained in good condition without any advertising thereon. The space between such fence, wall, or hedge and the lot line of the adjoining premises shall be landscaped with grass, hardy shrubs or evergreen ground cover and maintained in good condition. ~~The design of the lot shall be as approved by the Design Review Board.~~

1181.02 ZONING SIGN PERMITS REQUIRED.

(a) Every sign, except those specifically exempted by the provisions of this chapter, shall only be erected or installed subsequent to and in conformance with the provisions of a zoning sign permit issued by the Planning & Zoning Administrator. The Planning & Zoning Administrator shall not be required to issue a zoning sign permit to any use or business that does not have a valid zoning certificate or that is otherwise not in compliance with the Zoning Code, Building Code or Property Maintenance Code. For the purposes of approving a sign in conformance with this code, a zoning sign permit shall have the same effect as a zoning certificate.

(b) Design Review of Signage. In order to promote careful and effective design of signs, to ensure safety, and to promote attractive coordination of signs with other structures within a site and surroundings, signs located in the design review districts and signs requiring a permit in residential and special purpose districts shall also require design review.

(1) Comprehensive sign plan. Review of a comprehensive sign plan shall be required for special purpose and residential districts in accordance with the provisions of Table 1181. Review of a comprehensive sign plan shall be required in commercial and industrial districts where the amount of proposed signage exceeds two hundred square feet (200SF), otherwise it shall be optional.

A. Comprehensive sign plan review shall be subject to the procedures and provisions of Chapter 1103.

B. A comprehensive sign plan shall describe and illustrate the proposed locations, dimensions, colors, typeface, landscaping, building materials and other characteristics of all proposed signs including those that do not require a zoning sign permit.

C. The ~~Design Review Board~~Planning Commission will be authorized but not required to approve comprehensive sign plans that increase sign area or add additional signs subject to the following provisions:

1. The total area of any sign may exceed the limits of Table 1181 by up to twenty-five percent (25%).

2. On parcels with a frontage of more than two hundred linear feet (200LF), the ~~Board~~Commission may approve up to one (1) additional ground sign.

3. The ~~Board~~Commission may approve additional wall signs, provided that the area of all wall signs does not exceed the total area prescribed in this subsection.

D. Following the approval of a comprehensive sign plan, the Planning & Zoning Administrator may issue zoning sign permits for signs that conform to the approved plan.

(2) Minor signage review. Design review of new signage that does not qualify as a comprehensive sign plan, but is in excess of twenty-five square feet (25SF) in area shall be termed a minor signage review and shall be subject to the procedures and provisions of Chapter 1103. The applicant shall be required to describe and illustrate the proposed locations, dimensions, colors, typeface, landscaping, building materials and other characteristics of signs that require a zoning sign permit.

(3) Administrative design review. Any new sign thirty-two square feet (32SF) in area or less, any new sign face erected in an existing sign cabinet, any temporary sign and banners, or a sign not requiring a permit on a lot within the design review districts will not require a certificate of appropriateness from the ~~Design Review Board~~Planning Commission. The Planning & Zoning Administrator shall review all applications for a zoning sign permit exempted from a certificate of appropriateness by this section for compliance with standards of Section 1103.1205 and any design guidelines adopted by the ~~Design Review Board~~Planning Commission or City

Council. If, in the professional opinion of the Planning & Zoning Administrator, the proposed signage does not meet those standards or design guidelines, a certificate of appropriateness from the ~~Design Review Board~~Planning Commission shall be required.

1182.03 EXTERIOR LIGHTING REGULATIONS.

(a) Exterior site lighting shall be designed, located, constructed and maintained to minimize light and reflected light trespass and spill over off the subject property. Glare shall be minimized from all light sources.

(b) The average horizontal illumination level on the ground shall not exceed three footcandles (3FC). The light level along a property line adjacent to a residentially-zoned or used property shall not exceed an average intensity of one-half footcandle (0.5FC).

(c) The height of parking lot lighting shall not exceed twenty feet (20FT) above grade and shall direct light downward, i.e. cut-off type fixtures. In conjunction with a major site plan review, the Planning Commission may require a lower standard based upon specific characteristics of the site.

(d) The color of parking lot lighting poles and other lighting infrastructure shall match or complement the colors the building's architecture as approved by ~~the Design Review Board or~~ the Planning Commission.

1193.13 APPLICATION AND REVIEW PROCEDURES.

(a) Application and Certificate Required. Before making any changes which are subject to the provisions of this chapter, the owner of a lot within the Historic District shall submit to the Planning & Zoning Administrator an application for a certificate of appropriateness.

(b) Review of Application. The ~~Design Review Board~~ Planning Commission shall review all applications for certificates of appropriateness in accordance with the provisions of this chapter and Chapter 1103.