

**PRAIRIE TOWNSHIP ZONING COMMISSION  
MEETING MINUTES: JANUARY 22, 2019**

**ATTENDANCE**

**Members Present:** Christopher Finn, Chairman; Melvin Jones, Vice-chairman;  
Hulda Moffitt, Secretary; Bruce Whyte

**Member Absent:** Howard Balzer

**Alternate Members Present:** Nancy Daniels, Kevin Dye

**Staff Present:** Dana Scott, Zoning Specialist  
Alicia Armentrout, Zoning Specialist

**Resident Guests Present:** Joe Meijer  
Raymond Daniels

**CALL TO ORDER**

Christopher Finn, Chairman, called the meeting of the Prairie Township Zoning Commission to order at 3pm on Tuesday, January 22, 2019, at the Township Hall, 23 Maple Drive, Columbus, Ohio 43228.

Because of Mr. Balzer's absence, Chairman Finn Asked Nancy Daniels to join the other board members at the conference table.

**MEETING MINUTES**

Mr. Finn asked for a motion to approve or correct the minutes for the November 27, 2018, Prairie Township Zoning Commission meeting. (There was no meeting in December.)

Mr. Whyte made a motion to approve the November 27, 2018, meeting minutes as written; motion seconded by Ms. Daniels.

Roll call as follows:

1. Nancy Daniels Aye
2. Hulda Moffitt Aye
3. Bruce Whyte Aye
4. Melvin Jones Aye
5. Christopher Finn Aye

**OLD BUSINESS****Review and Discussion of Text Amendments: Article 18****Sections 1801, 1802, and 1809****Presented by Dana Scott and Alicia Armentrout**

Ms. Scott said that at today's meeting proposed text amendments pertain to Section 1801, *Applicability, Extent and Compliance*, Section 1802, *Definitions*, and Section 1809, *Signs*. (An edited copy of Article 18 was provided to each member of the Zoning Commission.)

Throughout the process of reviewing and editing each section in Article 18, Zoning staff has corrected and clarified content. In addition, we have reorganized some text so that same subjects are grouped together, and prohibited items are grouped together.

**Section 1801: Applicability, Extent and Compliance****Page 4, 4b:**

Comment: An exception has been added (text in red).

Existing structures and sites that do not wholly or partially meet the requirements of the Corridor Overlay District shall not be modified in a manner which brings them further from conformity with these overlay standards, **except as otherwise required in this Section.**

**Page 4, 5a:**

Comment: An exception has been added (text in red).

Minor Building Modifications: Retrofits or conversion of existing structures that involve an enlargement or alteration of an existing building by less than or equal to five thousand (5,000) square feet or ten percent (10%) of the gross floor area, whichever is less, are not required to meet additional standards of the Corridor Overlay District, **except as otherwise required in this Section.**

**Pages 5-6, 6a:**

Comment: An exception has been added (text in red).

Minor Site Modifications: Upgrades or alteration of existing parking areas, landscape areas, service areas, freestanding signs or other accessories to the site affecting less than ten percent (10%) of the gross site area shall not be required to meet the additional standards of the Corridor Overlay District, **except as otherwise required in this Section.**

**Page 7, 6d, iv:**

Comment: Word/spelling corrected (text in red).

Modifications to existing parking areas shall be designed to provide a cross-access connection to existing or future adjacent parking areas, located no greater than sixty (60) feet from the rear property line. This may be designed to accommodate a future connection if it is not immediately feasible to install the connection.

**Section 1802: Definitions**

Comment: Doug Owsley, a member of the Board of Zoning Appeals, has been very helpful in improving this section.

**Pages 8-10:**

Comment: Definitions have been added and renumbered; 1-25 is now 1-27.

**Page 8, 1:**

Comment: Definition for *Canopy or Awning Sign* has been divided into separate definitions for each type of sign. Text has been deleted that refers to both types of signs. New text has been added (text in red).

Awning Sign: Individual channel letters that are physically affixed or imprinted onto the surface of a hood or cover that projects from the wall of a supporting building. The area of the sign shall be the area of a rectangle circumscribed around the letters, numbers or other symbols. See Figure 17 for an example.

Canopy Sign: Individual channel letters affixed or imprinted onto a portion of a structure that extends over windows, sidewalks and doors. The area of the sign shall be the area of a rectangle circumscribed around the letters, numbers or other symbols.

**Page 9, 10:**

Comment: Text related to “free standing sign” has been deleted from definition.

Monument Sign: Ground-mounted sign whose support structure runs at least the length and width of the supported sign and which is embedded permanently in the ground.

**Page 9, 17:**

Comment: Sign name has been changed; some text has been deleted from definition; new text has been added (text in red).

Projecting Sign: A sign indicating only the name and/or address of an occupant that extends downward or outward from a building façade, with a maximum total sign area of three (3) square feet. See Figure17 for an example.

**Page 10, 19:**

Comment: Definition has been added (text in red).

**Roof Sign:** A sign erected upon the roof, any portion of which is above the projecting eave or parapet.

**Page 10, 27:**

Comment: Definition has been added (text in red).

**Wall Sign:** Individual channel letters affixed or mounted onto a storefront, inclusive of awning and canopy signs. See Figure 17 for example.

**Section 1809: Signs****Pages 21-23:**

Comment: Section has been reorganized and renumbered.

**Page 21, 1a, b, c:**

Comment: Some text had been deleted from regulation. "Wall mounted sign" is now "wall sign." New text has been added (text in red).

- a. Wall signs shall be located at least two (2) feet below the eave line or top of parapet.
- b. Wall signs associated with a storefront window system shall be **designed with individually mounted channel style letters to be one hundred (100) square feet or one and one half (1-1/2) square foot of sign area for each lineal foot of building occupied by such enterprise not to exceed three hundred (300) square feet. One logo permitted per sign not to exceed the size of one letter. The area of the sign shall be the area of a rectangle circumscribed around the letters, numbers or other symbols.**
- c. Individually mounted channel letters may be internally and/or externally illuminated. Exterior illuminated wall signs shall utilize an aesthetic light fixture coordinated with the building architecture.

**Pages 21-22, 2:**

Comment: Some text has been deleted from regulation. New text has been added (text in red).

2. Canopy or awning signs **may only be externally illuminated with aesthetic light fixtures coordinated with the building's architecture. Internally illuminated canopy or awning signs are prohibited. The entire area of the structure shall be calculated in determining the sign area. See Definitions (Section 1802).**

**Page 22 & 23, 3 & 4:**

Comment: Prohibited signs have been grouped together and moved to the bottom of page 22 and top of page 23.

6. Changeable copy and electronic animated signs are prohibited.
7. Wall mounted cabinet signs are prohibited.
8. Roof mounted signs are prohibited.
9. Free-standing signs are prohibited.

**Page 22, 5a, b, c, d:****Monument Signs**

Comment: Some text has been deleted; new text has been added (text in red).

- a. "Free standing signs are prohibited" has been deleted from the regulation.
- b. Monument signs shall be designed with a solid, aesthetic masonry base that visually coordinates with the associated primary structure and is surrounded by a defined landscaped bed on all sides, is maintained in good condition at all times, and is encouraged to prevent erosion.
- c. "Signs" has been deleted and replaced with "Monument signs."
- d. "Surrounded by coordinated landscaping" has been deleted from the regulation. New text has been added (text in red).

All monument signs must have a solid masonry base that is surrounded by a defined landscaped bed on all sides, is maintained in good condition at all times, and is encouraged to prevent erosion.

**Page 23, 10:**

Comment: Text for number 10 has been added (text in red). Illustration of sign types and locations is below text.

Figure 17 illustrates various sign types and permitted locations.

**Board of Zoning Appeals at February Zoning Commission Meeting**

Ms. Scott said that members of the BZA have been invited to attend the February 26 meeting of the Zoning Commission. A roundtable discussion about proposed amendments to Article 18 will be on the agenda. Both zoning boards will be participating in this discussion.

## **NEW BUSINESS**

### **Election of 2019 Officers**

Mr. Finn stated that the next order of business was to elect Zoning Commission officers for 2019.

#### **Chairman**

Mr. Finn asked for a nomination for Chairman. Ms. Moffitt nominated Christopher Finn for Chairman. Mr. Finn accepted the nomination. Mr. Finn asked if there were any other nominations; there was none.

Mr. Whyte seconded the nomination of Mr. Finn for Chairman.

Mr. Finn called for a vote of board members to elect the nominee as Chairman.

Christopher Finn was unanimously elected Chairman of the Zoning Commission.

#### **Vice-Chairman**

Mr. Finn asked for a nomination for Vice-chairman. Ms. Moffitt nominated Melvin Jones for Vice-chairman. Mr. Jones accepted the nomination. Mr. Finn asked if there were any other nominations; there was none.

Ms. Daniels seconded the nomination of Mr. Jones for Vice-chairman.

Mr. Finn called for a vote of board members to elect the nominee as Vice-chairman.

Melvin Jones was unanimously elected Vice-chairman of the Zoning Commission.

#### **Secretary**

Mr. Finn asked for a nomination for Secretary. Mr. Whyte nominated Hulda Moffitt for Secretary. Ms. Moffitt accepted the nomination. Mr. Finn asked if there were any other nominations; there was none.

Ms. Daniel seconded the nomination of Ms. Moffitt for Secretary.

Mr. Finn called for a vote of board members to elect the nominee as Secretary.

Ms. Moffitt was unanimously elected Secretary of the Zoning Commission.

## **ANNOUNCEMENTS**

### **Upcoming Meeting**

Mr. Finn stated that the next meeting of the Zoning Commission will be February 26, 2019, at 3pm at the Township Hall.

**ADJOURNMENT**

There being no further business before the Prairie Township Zoning Commission, Mr. Finn adjourned the meeting at 3:30pm.

Respectfully submitted,  
Hulda Moffitt, Secretary