



## Architectural Review Board

### Meeting Minutes

January 11, 2016

7:00 p.m.

New Albany Architectural Review Board met in regular session in the Council Chambers of Village Hall, 99 W Main Street and was called to order by Architectural Review Board Chair Mr. Alan Hinson at 7:01 p.m.

Mr. Alan Hinson, Chair	Present
Ms. Shirli Billings	Present
Mr. Jonathan Iten	Present
Mr. Lewis Smoot	Absent
Mr. Jim Brown	Present
Mr. E.J. Thomas	Present
Mr. Bill Schubert	Present
Mr. Sloan Spalding	Present

Staff members present: Adrienne Joly, Deputy Director, Stephen Mayer, Planner and Pam Hickok, Clerk.

Iten moved, seconded by Hinson to approve the meeting minutes of December 14, 2015. Upon roll call vote: Mr. Hinson, yea; Mr. Brown, yea; Mr. Iten, yea; Ms. Billings, yea; Mr. Schubert, yea; Mr. Thomas, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

Mr. Hinson asked for any changes or corrections to the agenda.

Mr. Mayer stated none.

In response to Mr. Hinson's invitation to speak on non-agenda related items, there were no questions or comments from the public.

Moved by Thomas, seconded by Schubert to accept the staff reports and related documents into the record. Upon roll call vote: Mr. Hinson, yea; Mr. Brown, yea; Mr. Iten, yea; Ms. Billings, yea; Mr. Schubert, yea; Mr. Thomas, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

### **ARB-108-2015 Certificate of Appropriateness**

**Certificate of Appropriateness for new post top sign for Optimized Care Network at 15 South High Street (PID: 222-000017).**

**Applicant: Optimized Care Network**

Mr. Stephen Mayer presented the staff report.

Moved by Iten, seconded by Brown to approve ARB 108-2015. Upon roll call vote: Mr. Hinson, yea; Mr. Brown, yea; Mr. Iten, yea; Ms. Billings, yea; Mr. Schubert, yea; Mr. Thomas, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

Mr. Iten thanked the applicant for submitting a nice sign that meets code.

Mr. Spalding stated that he had a tour of the building and the technology.

Thomas moved to adjourn the meeting, seconded by Hinson. Upon roll call vote: Mr. Hinson, yea; Mr. Schubert, yea; Mr. Brown, yea; Mr. Iten, yea; Mr. Thomas, yea; Ms. Billings, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

The meeting adjourned at 7:07 p.m.

# APPENDIX



## Architectural Review Board Staff Report January 11, 2016 Meeting

---

### CERTIFICATE OF APPROPRIATENESS 15 SOUTH HIGH STREET

---

LOCATION: 15 South High Street (PID: 222-000071)  
APPLICANT: Optimized Care Network  
REQUEST: Certificate of Appropriateness  
ZONING: UCD: Historic Center  
STRATEGIC PLAN Village Center  
APPLICATION: ARB-108-2015

Review based on: Application materials including elevations received December 14, 2015.

*Staff report prepared by Stephen Mayer, Community Development Planner.*

#### **I. REQUEST AND BACKGROUND**

The applicant requests a certificate of appropriateness application for a new sign board to be installed on an existing sign post and mount. The post top sign is for Optimized Care Network. The site has other signage.

Per Section 1157.07(b) any major environmental change to a property located within the Village Center requires a certificate of appropriateness issued by the Architectural Review Board. In considering this request for new signage in the Village Center, the Architectural Review Board is directed to evaluate the application based on criteria in Chapter 1157 and Chapter 1169.

C.O. 1169.03(3) states all new permanent signs within the Village Center Area require a certificate of appropriateness according to Section 1157.06 prior to the issuance of a sign permit. Post top signs are considered permanent signage in the city sign code and are defined as a sign board that is atop a single supporting post. "Sign board" means the area of a sign to which the lettering and graphics are applied. Since just the supporting post is existing and there is no sign board, this sign must be reviewed by the city's Architectural Review Board.

#### **II. SITE DESCRIPTION & USE**

The lot is located on the west side of South High Street and contains a primary structure fronting High Street and a detached garage along the alley. This user is located in the primary structure along High Street. According to the Franklin County Auditor the lot is approximately 0.175 acres. The Franklin County Auditor's historical assessment of the property provides evidence a primary brick structure existed as early

as 1924. Additionally, the Franklin County Auditor states the garage was originally built in 1910, and contains data indicating the garage was “refinished” in 1994. Exterior improvements to the detached garage were approved by the ARB in 2014.

### III. EVALUATION

#### A. Certificate of Appropriateness

The ARB’s review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the City of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.07 Design Appropriateness**, the modifications to the building and site should be evaluated on these criteria.

1. *The compliance of the application with the Design Guidelines and Requirements*

- The applicant proposes to install the sign on an existing sign post and mount. The post was used for a previous business, but staff can’t find any records indicating when it was installed. The previous user’s sign board has been removed.
- Per the city's sign code section 1169.14(a) each building or structure in the Historic Core sub-district shall be allowed three (3) sign types. The building has no other existing signage.
- The sign will provide signage for Optimized Care Network. The sign is evaluated below:

##### **Post Top Sign**

- City sign code Chapter 1169.17(d) permits a maximum area of 6 square feet per side and allows one post top sign per building. External and internal illumination is allowed. The applicant proposes a post top sign with the following dimensions:
  - a. Size: 28” x 29” [meets code].
  - b. Area: 5.6 square feet on each side [meets code].
  - c. Location: on the post top within the metal framing [not regulated].
  - d. Lighting: none [meets code].
  - e. Relief: 0.5 inch [not regulated].
  - f. Colors: black and white (total of 2) [meets code].
  - g. Material: MDO [meets code]
- The sign is perpendicular to Main Street and will have graphics on both sides of the sign board.
- The sign board appears to be appropriately scaled given the size of the existing post and metal mounting.

2. *The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.*

- The post top sign is an appropriate sign-type for this site.

3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*

- The sign will be installed on an existing post and appears to be positioned in an appropriate and suitable location and does not block any architectural features.
4. *All buildings, structures and sites shall be recognized as products of their own time.*
    - The building is a product of its own time and as such should utilize signs appropriate to its scale and style, while considering its surroundings. The proposed sign appears to match the style of the building and other existing signs.
  5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
    - a. Not Applicable.
  6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
    - Not Applicable.
  7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
    - Not Applicable.

#### **IV. RECOMMENDATION**

Staff recommends approval of the certificate of appropriateness application, provided that the ARB finds the proposal meets sufficient basis for approval. The sign meets all of the standards in the City Sign Code and is consistent existing signage in the Village Center.

#### **V. ACTION**

Should ARB find that the application has sufficient basis for approval, the following motion would be appropriate (conditions of approval may be added):

Move to approve application ARB-108-2015 (conditions may be added).

#### **APPROXIMATE SITE LOCATION:**



Source: Franklin County Auditor