

## Architectural Review Board

### Meeting Minutes

April 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 7:04 p.m.

Mr. Alan Hinson, Chair	Present
Mr. Jack Schmidt	Present
Mr. Jonathan Iten	Present
Mr. Lewis Smoot	Present
Mr. Jim Brown	Absent
Mr. E.J. Thomas	Present
Mr. Bill Schubert	Present
Mr. Matt Shull	Present

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

Thomas moved, seconded by Iten to approve the meeting minutes of March 14, 2016. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schubert, yea; Mr. Smoot, yea; Mr. Schmidt, yea; Mr. Iten, 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 yes, staff would like to add an informal review of a village center development project under other business.

Mr. Hinson swore to truth those wishing to speak before the Board.

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

### **ARB-20-2016 Certificate of Appropriateness**

**Certificate of Appropriateness for new window and wall signs for Pollyanne Salon at 20 North High Street (PID: 222-000058).**

**Applicant: Polly Patton**

Mr. Stephen Mayer presented the staff report.

Mr. Iten asked if lighting is added in the future does it come back to this board.

Mr. Mayer stated yes.

Ms. Polly Patton stated that this is my father's building and I will be using the rear entrance with one other employee. My uncle owns Eagles Pizza so we share the parking lot.

Mr. Hinson asked if she agrees with coming back to this board if lighting is required.

Ms. Patton stated yes that she is ok with the condition. We are by appointment only at this time so lighting is not an issue.

Mr. Hinson asked if it was alright having a condition that requires the sign to be one inch thick.

Ms. Patton stated yes.

Moved by Iten, seconded by Thomas to approve ARB-20-2016 subject to the condition that the sign board is a minimum of 1 inch thick. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schubert, yea; Mr. Smoot, yea; Mr. Schmidt, yea; Mr. Iten, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

**ARB-21-2016 Certificate of Appropriateness**

**Certificate of Appropriateness to allow for a parking lot expansion and exterior site improvements at the Church of the Resurrection at 6300 E. Dublin-Granville Road (PID: 222-000373).**

**Applicant: Thomas Rybski**

Mr. Mayer presented the staff report.

Ms. Suzanne Larson, Church of the Resurrection business manager, stated that we have been working on this project to improve the water management. In proposing this storm water management the landscaper we used has worked here and was familiar with the standards in New Albany so we were a little surprised by the staff report. We think the volume of landscaping they are requiring on that corner is excessive. The high school did nothing. They are asking for 31 trees on the corner in addition to the shrub screening. With the shrub screening, I will not have anywhere to push snow except for parking spaces which defeats the purpose of adding parking. The shrubs will be a maintenance issue and will not survive the snow and salt. I understand that we are village center, I think we have enough barrier from the roadway. Staff is recommending a no mow area. We would like to have the grass area that we can maintain the area.

Mr. Thomas stated that it will be dry most of the time.

Mr. Bill Weber, P&L Systems, stated that it will be dry most of the time. It is designed to bring the basin up to current code and any future pavement. It will be dry 85% of the time. It has the strip down the middle to slow down the water and collect silt.

Mr. Iten asked if the school came to this board for review.

Ms. Joly stated that the school project was to improve water quality that did not come to this board.

Mr. Iten asked if the school parking has screening.

Ms. Joly stated that they have slight mounding with a horse fence.

Mr. Iten stated that Presbyterian Church was the last case I remember in regards to parking lot screening. What did we require on SR 62?

Ms. Joly stated that she was not familiar with that case. Do they have parking that faces SR 62?

Mr. Iten stated that the parking is in the rear.

Ms. Joly stated that this was the recommendation from the landscape architect. Staff was not sure if the headlight screening is the right thing for this location. This is a natural open expanse and the visibility on Dublin Granville is important to New Albany. The most important piece for staff is that the basin becomes a nice feature and not just a storm water pond. We want some balance.

Mr. Thomas asked if it could be screened from the roadway but left open at the parking lot.

Ms. Larson stated that it was an additional \$35,000 for the landscaping that was recommended.

Mr. Hinson asked if the fence stopped.

Ms. Larson stated that when the leisure path was improved the fence was extended around the corner. Between the fence, natural trees and 80' of grass do we need another layer?

Mr. Iten asked if the old new church was built prior to the urban center district so this is a pre-existing condition.

Ms. Joly responded correct.

Mr. Iten stated that this is an issue today because changes are being made. Given the standards that the community wants in place; what can we do to move it along without imposing undue burden? Staff wants the appearance of the drainage and in terms screening of parking lot...

Ms. Joly stated that the headlight screening is a code requirement that the board could issue a waiver for. The plantings around the pond is also a code requirement but it is to make the pond more of a natural feature instead of an engineered basin. So we have some discretion on the amount and type of plantings.

Mr. Iten asked why we ask for headlight screening; is it to shield the building or to shield the street for the parking lot.

Ms. Joly stated that some of both. For screening against a home it is for screening the headlights. From the right of way it is more to do with aesthetics.

Ms. Larson stated that we own the adjacent property and we don't mind the lights on the empty land.

Mr. Hinson stated that this is a western entry feature into the community. Considering the fence turns the corner; is the fence itself part of the screening. Would it be better to add trees along the roadway?

Ms. Joly stated that she thinks so but some plantings along the basin will also help. With the cities trail project last year some trees jump back and forth over the fence.

Ms. Larson stated that they were a part of that and provided some needed right of way.

Mr. Schubert stated that they are recommending a 36" evergreen shrub hedge. Is that in the code or recommended?

Mr. Mayer stated that code states 2' average height at planting.

Mr. Schubert asked if you had an estimate broken down.

Ms. Larson stated that I don't have... The original estimate was \$20,000, the additional screen hedge and trees would be an additional \$35,000. Speaking with the landscaper the screen hedge would be about \$35-40 each bush and an average of \$250 for each tree.

Mr. Schubert stated that it seems redundant to have the hedge and the other plantings. I like the natural planting around the basin.

Mr. Hinson asked if the city could participate in some beautification in the bike path area.

Ms. Joly stated that what was installed last year with the trail project, which was a city project, was what was recommended. I think that staff want to work with the church and to know what the board thinks is important.

Ms. Larson stated that 6 trees are dead from the trees planted last year. It's a concern to us to get it as dry as possible but we don't want to replace trees and shrubs every year.

Mr. Thomas asked if the applicant is alright in working with the staff.

Ms. Larson stated yes.

Mr. Thomas stated that we should eliminate the shrubs and add trees.

Moved by Hinson, seconded by Thomas to approve ARB-21-2016 subject to the following conditions:

1. The applicant does not have to do the hedge around the parking lot
2. The applicant will work with the city staff and landscape architect on appropriately screening the retention basin, subject to staff approval. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schubert, yea; Mr. Smoot, yea; Mr. Schmidt, yea; Mr. Iten, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

**ARB-22-2016 Certificate of Appropriateness**

**Certificate of Appropriateness for new projecting sign for Allstate Donahey Financial Group at 9 South High Street (PID: 222-000077).**

**Applicant: Al Donahey**

Mr. Mayer presented the staff report.

Mr. Al Donahey, Allstate, stated that the sign was existing at 15 N High Street and then moved to 108 N High Street and now we are moving to 9 S. High Street. I look at the staff report and the sign company confirmed that the structure of the sign is be a HDU material. Also confirmed that it is 3" thick. He wanted to know what the next steps would be in the process if this is approved tonight and if this sign would need to be engineered with seal strip for wind shear and strength.

Mr. Hinson asked if the new placard will match the colors that is on the existing. My concern is that it will look like a re-engineered sign. He asked if the new placard was made of metal.

Mr. Donahey stated that the placard will also be HDU material.

Mr. Hinson stated that the plan states metal.

Mr. Mayer stated that is correct. The plan states that it is a max white metal panel and the existing sign is HDU with a wood texture.

Mr. Schubert asked what color.

Mr. Mayer stated that it is max white with black lettering and the existing sign is blue business name and border. The background is white.

Mr. Schubert stated that it looks tacked on and is not cohesive. The typeset is very blocky. The metal is just placed in there. I think there needs to be more creativity on how this is put together. Maybe one new sign would be better.

Mr. Hinson stated that I won't be in favor of the multiple materials.

Mr. Donahey stated that the original sign that was approved and in New Albany for a long time. The sign has the agents' name, that's the piece that I imagined as having Donahey Financial Group underneath. It seems to blend satisfactorily, at least in the past.

Mr. Schubert stated that the original sign looks like an integrated sign this one does not.

Mr. Hinson stated that the size of the new placard is different than the original. The original looks like it has raised letters and has more detail. A lot of traffic will be seeing this sign and it should look right.

Mr. Thomas asked if you could match the lettering for Sean Currie.

Mr. Donahey stated that the name will be sanded down.

Mr. Schubert stated that it might be better to go back to the drawing board.

Mr. Donahey stated that it makes sense and after seeing the quote I don't think it will be a piece of metal put on there. I think that's just the artist rendering.

Mr. Schubert stated I wonder what the cost difference would be to do a new sign. I think the challenge is for the sign company to make this look like an integrated sign.

Mr. Smoot asked if the name was added at a later date.

Mr. Donahey stated that I think it was added later.

Mr. Schmidt asked if you need to have the white background on the new piece.

Mr. Donahey stated that I think it is the way they are presenting it on the rendering. This is not how it will look. It more of an off-white or gray.

Mr. Thomas stated that the question is can the back ground match the existing background.

Mr. Iten stated that we are trying to approve something in front of us. We need to work with what the sign company gave us. I think we are all agree conceptually on what we want.

Mr. Donahey stated that he lives here and wants it to look good.

Mr. Schubert stated that I think we should deny this application and go back and work with the sign company.

Mr. Hinson stated that they can make a sign that has continuity in color, font with some relief... I think we could approve it. We don't want to see an applied panel.

Mr. Mayer stated that we could table the application to provide the applicant some time to work with the sign company.

Moved by Hinson, seconded by Thomas to table ARB-22-2016.

Mr. Donahey confirmed that tabling the application means I will come back in a month or two with a better design.

Mr. Hinson stated yes.

Mr. Donahey asked how he lets people know that his business is there.

Mr. Iten stated that a temporary sign can be requested.

Mr. Donahey stated that the sign has been approved before and you are just getting hung up on the picture as opposed to the actual sign.

Mr. Iten stated that the problem is that what we approve is what is in front of us. I think what you want is the same as we want but that is not what is in front of us for approval.

Mr. Schubert stated that it says it is a metal panel with vinyl letters, I don't think that is compatible.

Mr. Donahey stated that if it has continuity, it could be all metal.

Mr. Hinson stated that it would need to be at least an inch thick. I wouldn't be in favor of an all metal sign with vinyl letters.

Mr. Donahey stated that I could put a metal sheet that covered the existing panel.

Mr. Shull stated that with the sign company create three individual lines of text on the existing board.

Mr. Hinson stated that you are then changing 50% of the face of the sign. Instead of looking at an interchangeable name plate or "by appointment only" that may hang under the sign.

Mr. Mayer stated that metal is an approvable material but I don't know of any entire metal signs that have been approved.

Mr. Schubert stated that if you tell the sign company that this is not compatible then they should understand our concerns.

Mr. Donahey asked if he could hang the phone number under the sign with a small chain.

Mr. Hinson stated that if you look at the existing sign with the consistent background, the weather wood look, that's a continual theme to the sign. Something that takes a design cue from that background and as suggested with embossed with some dimension and texture like what's there.

Mr. Smoot stated that you are describing a sign that is different than what was presented.

Mr. Donahey stated that the sign is not complete.

Mr. Schubert stated that they should be able to come up with a good color rendering.

Mr. Thomas stated that the mix of materials needs to be consistent.

Mr. Donahey stated that he feels like he understands what he should do.

Mr. Hinson stated that staff would be able to work with him on the right direction.

Moved by Hinson, seconded by Thomas to table ARB-22-2016. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schubert, yea; Mr. Smoot, yea; Mr. Schmidt, yea; Mr. Iten, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

#### Informal Review Village Center Project

Ms. Joly stated that this is an informal review. We have not received an application so staff does not have a report to present.

Mr. Tom Rubey, The New Albany Company, provided an update of the village center projects including the second Market & Main building, extension of Market Street to Reynoldsburg New Albany Road, Rose Run Park and the Straits Farm subdivision. Our vision of creating a series of housing opportunities in the village center has been our focus. Tonight we have a plan for 128 units on the east and west side of S.R. 62 south of Market Street. With this project we will be able to establish the northern edge of the park on S.R. 62 that was started by Ackerly Farm. They are three story structures similar in size to Keswick, Richmond Square and the Heit Center. It is a mixture of flats; one, two and three bedroom units. There is a parking ratio of one enclosed parking space to each bedroom. There are expected to be rental units, geared primarily to empty nesters but expect some young professionals. He introduced the team that was present. He showed some landscape plans that include simple large deciduous trees, similar to Keswick. We have future plans and the ability to do an additional 30 units on Market Street west of Ackerly. We are going through the

cost estimate process. We hope to come back next month with a formal application. Would like thoughts and comments this month to prepare the submittal.

Mr. Brian Kent Jones explained the proposed elevations and provided elevation and site plan boards for review. One of the big challenges was the geometry of the roundabout. Each building has a grand entry piece at the roundabout. We have the continuation of the landscape and hardscape from the roundabout to the courtyards. We have added some indentations for some urban park spaces and a portal that is a vehicular access point. The garages are coordinated in internal courtyards. The impression of the garages is very discrete. The flats are on the third floor.

Mr. Smoot asked if the garages go directly into the apartments.

Mr. Rubey stated that some may have direct access but most have covered walkways to the unit.

Mr. Schubert stated that he likes the south elevations. It's very interesting and has a lot of depth. The Challenge will be the northwest elevation; it a very long façade. The portal is there and some depth but it looks like a lot of wall.

Mr. Jones stated that this represents an urban, larger residential block.

Mr. Rubey stated that close attention to materials and will heighten the need for strong landscape. The details will make the difference.

Mr. Schubert stated that it is very creative.

Mr. Iten asked what the materials on the south elevation are.

Mr. Jones stated that it will be brick with detailing. The carriage houses and large window assemblies is cement board. Bigger window assemblies to keep it light and airy.

Mr. Smoot asked how many units.

Mr. Rubey stated that it is a total of 128 units.

Mr. Iten asked to see the smaller building elevations.

Mr. Schubert recommended that they focus in on one unit so they can see some of the details.

Mr. Rubey stated that they would love to be in ground in October. We will do all 128 units at the same time.

Mr. Iten asked about Richmond Square property. Are they planning on extending?

Mr. Rubey stated that it is owned by Duffy and zoned for more Richmond units. Will need one variance from Urban Center Code for lot coverage. We are expecting to come back next month.

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

The meeting adjourned at 8:20 p.m.

# APPENDIX



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

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### CERTIFICATE OF APPROPRIATENESS 20 NORTH HIGH STREET

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LOCATION: 20 North High Street (PID: 222-000058)  
APPLICANT: Polly Patton  
REQUEST: Certificate of Appropriateness  
ZONING: UCD: Historic Center  
STRATEGIC PLAN Village Center  
APPLICATION: ARB-20-2016

Review based on: Application materials including elevations received March 11 and 25, 2016.

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

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

The applicant requests a certificate of appropriateness for a new wall sign and window sign to be installed on the rear elevation of this site. The new signs are for Pollyanne Salon. The site has other signage on the front elevation for Forward Financial Group.

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.

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

The lot is located on the east side of North High Street and contains a primary structure fronting High Street. This user is located in the primary structure along High Street. According to the Franklin County Auditor the lot is approximately 0.22 acres.

Pollyanne Salon is the second tenant in the structure. The Forward Financial Group has operated out of the structure since 2011.

#### **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 one new wall sign over the back door (facing the parking lot) and one new window sign on the back door's glass window.
- 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 one existing wall sign fronting High Street.
- The sign will provide signage for Pollyanne Salon. The signs are evaluated below:

**Wall Sign**

- City sign code chapter 1169.16(d) permits a maximum area of one s.f. per linear s.f. of building frontage, not to exceed 30 s.f. and allows one wall sign per business entrance. External, neon and internal illumination is allowed. The applicant proposes a wall sign with the following dimensions:
  - a. Size: 18" x 48" [meets code].
  - b. Area: 6 square feet [meets code].
  - c. Location: on the rear elevation, centered over the business entrance.
  - d. Lighting: none [meets code].
  - e. Relief: 1.0 inch [meets code].
  - f. Colors: gray and white (total of 2) [meets code].
  - g. Material: MDO [meets code]
- The sign is mounted flat against the building face, above the door.
- The sign plan states the materials are "0.5 inch thick white MDO board with scalloped corners." The sign plan also shows the sign board to be 1 inch thick. Staff recommends a condition of approval requiring the sign board is a minimum of 1 inch thick in order to meet the sign code requirements.

**Window Sign**

- City sign code chapter 1169.16(e) permits a maximum area of 15% of the window area and allows one per window, up to three windows. External illumination is allowed. The applicant proposes a window sign with the following dimensions:
  - a. Size: 6.23" x 15" [meets code].
  - b. Sign Area: 93.45 square inches [meets code].
  - c. Percentage of Window Area: 12.7% [meets code].
  - d. Location: Door fronting the parking lot.
  - e. Lighting: None [meets code].
  - f. Material: Vinyl [meets code].
  - g. Colors: White (total of 1) [meets code].

- The sign is located on a first floor door on the rear elevation of the building.
  - The sign appears to be appropriately scaled given the door's window size.
  - The door also includes vinyl text stating "740-501-2046 By Appointment Only." This text is allowed by right and does not require a sign permit per the city sign code.
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 wall and window signs are 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 are positioned in an appropriate and suitable location and do 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 signs appear to match the general 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.

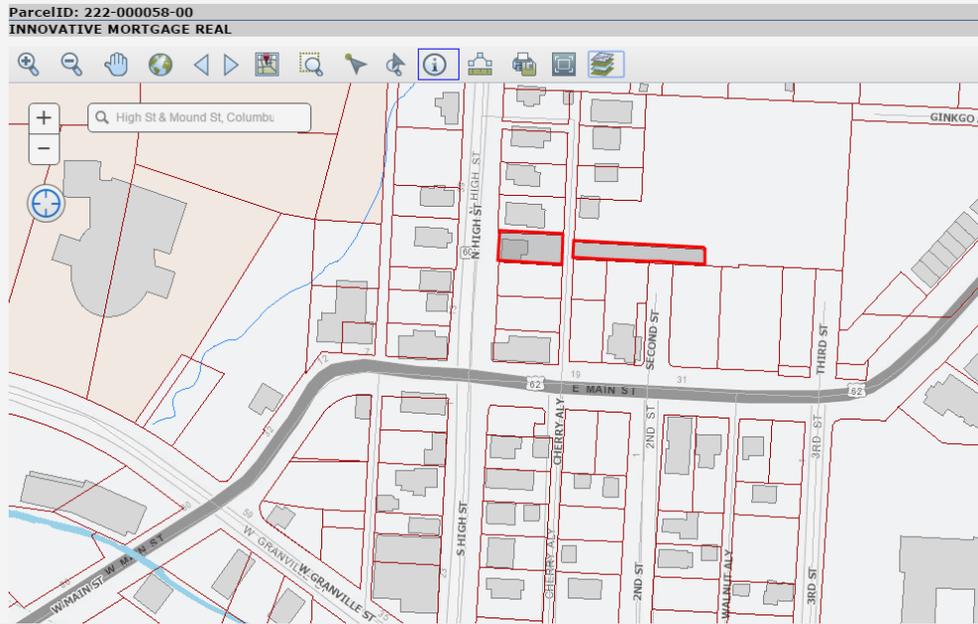
#### **V. ACTION**

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-20-2016 subject to the following condition(s) of approval (conditions may be added):**

1. The sign board is a minimum of 1 inch thick.

**APPROXIMATE SITE LOCATION:**



Source: Franklin County Auditor



Architectural Review Board Staff Report  
April 11, 2016 Meeting

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**CERTIFICATE OF APPROPRIATENESS  
CHURCH OF THE RESURRECTION  
PARKING LOT EXPANSION & MODIFICATION**

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LOCATION: The Church of the Resurrection at 6300 E. Dublin-Granville Road (PID: 222-000373)  
APPLICANT: Thomas Rybski  
REQUEST: Certificate of Appropriateness  
ZONING: Urban Center District within Village Center – Campus Sub-district  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-21-2016

Review based on: Application materials received March 11, 2016.

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

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**VI. REQUEST AND BACKGROUND**

The applicant requests a certificate of appropriateness for various modifications to the church's southern parking lot. The modifications are to add parking, improve the circulation of the parking lot, and improve stormwater management. The specific modifications proposed are:

- Parking lot expansion and reconfiguration;
- Pavement replacement and resealing;
- New parking space striping;
- New sidewalks;
- New dumpster enclosure;
- New landscaping; and
- New stormwater detention pond and drains

The applicant only proposes interior changes to the site. None of the existing curb cuts are proposed to be modified.

Per Section 8 of the Design Guidelines and Requirements, civic and institutional facilities must submit a development plan for review by the Architectural Review Board.

**VII. SITE DESCRIPTION & USE**

The portion of the parking lot proposed to be modified is generally at the southwest corner of the site near the Dublin-Granville Road and Morgan Road intersection. The site contains two structures and is 17.1 acres in size.

The Church of the Resurrection site is zoned Urban Center District and is within the Campus and Rural Residential sub-districts. The northwest corner of the Church of the Resurrection's property is in the Rural Residential sub-district where single family homes used to be. Urban Center Code section 4.1 allows religious exercise facilities uses within these subareas.

## VIII. 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.

8. *The compliance of the application with the Design Guidelines and Requirements*
  - Section 1(I)(E) of the Design Guidelines and Requirements (DGRs) – Design Principle and American Architectural Precedent – requires parking areas to be screened with landscaping and placed in locations to minimize their visual impact. See the landscaping section for additional information.
  - Section 8(II)(2) of the DGRs - Civic and Institutional Buildings – requires site plantings and landscaping to be an appropriate scale and design, based on or complementary to the architectural design of the buildings. See the landscaping section for additional information.
  - Section 8(II)(3) of the DGRs - Civic and Institutional Buildings – states asphalt, brick, stone, or simulated stone driveway pavers are appropriate surfaces for driveways and parking area. The applicant proposes asphalt drives and parking lots.
  
9. *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.*
  - Landscape
    - a. The overall site appears to be landscaped above the minimum code requirements. The applicant proposes to relocate many of the impacted trees and thereby preserving the character of the site.
    - b. Per Codified Ordinance section 1171.06(b) Parking lots shall be screened from primary streets, residential areas, and open space by a 3.5-foot minimum height evergreen hedge or masonry wall, or combination of wall and plantings. The city landscape architect recommends this landscaping is installed as part of this project.
    - c. Per Codified Ordinance section 1171.06 wet and dry stormwater basins shall be designed by a landscape architect in conjunction with a professional engineer to ensure that the basins have a natural shape and are graded and planted in an attractive manner. For safety, maintenance, and aesthetic purposes, wet and dry stormwater basins shall have side slopes (above normal pool elevation) that are generally no steeper than 6:1 and no more gradual than 20:1 (horizontal:vertical).
    - d. The city landscape architect has reviewed the site and recommends

modifications to the stormwater pond's landscaping.

e. The city landscape architect's comments can be found on a separate memo. Staff recommends a condition of approval that all of the comments in the city landscape architect's memo are satisfied subject to staff approval.

f. The city's Codified Ordinances section 11.71.05(b) requires all trash and garbage container systems shall be screened or enclosed by walls, fences, or natural vegetation to screen them from view. The applicant proposes to screen an existing dumpster location on the site with cedar boards that are 6.5 feet in height. The proposed screening appears to meet code requirements.

▪ Lighting

g. The applicant proposes no additional parking lot lighting. Three existing parking lot light poles will be relocated to conform to the new parking space striping configuration. The three light poles shall be relocated within 20 feet of their existing location.

▪ Parking and Circulation

a. Urban Center Code section 2.140.1 states parking shall be provided as needed and supported by evidence based standards.

i. The applicant states masses, special events, and holiday services have attendance reaching 1,600 parishioners.

ii. The site currently has 389 parking spaces. The applicant proposes to add an additional 93 parking spaces for a total of 482.

iii. The applicant's plans state that the city's parking code would require 534 parking spaces. This number is based on the city's zoning code and does not apply to this property because it is in the Urban Center Code.

b. The proposed dimensions of the parking spaces appear to meet code requirements.

c. Bicycle parking is required to be provided onsite for new vehicular off-street parking facilities and the enlargement of off-street parking per UCD section 5.30.2. Based on the proposed 493 parking spaces, 16 hitches are required to be provided. Two bicycle racks exist on the church campus. Each rack is designed for nine bicycles, with a total bicycle parking count of 18, fulfilling the requirement of 16 bicycle hitches.

▪ Signage:

a. No signage has been submitted at this time.

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

▪ Overall it appears that the improvements to site will enhance the appearance of the church's property.

11. *All buildings, structures and sites shall be recognized as products of their own time.*

▪ The proposed parking lot expansion appear to be a product of their own time.

12. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*

▪ The site's appearance and character appears to be enhanced through the relocation of trees and additional landscaping.

13. The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.

- Not Applicable.

14. 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.

## IX. RECOMMENDATION

The ARB should evaluate the overall proposal based on the requirements in the Urban Center Code, and Design Guidelines and Requirements. The application should be evaluated on the design of the site. The site layout appears to match the intent of the standards and goals found within the Village Center Strategic Plan, Land Use Strategic Plan, Urban Center Code, and the Design Guidelines and Requirements for institutional uses. Overall, it appears the new and expanded parking lot configurations are appropriately designed and will improve the circulation while preserving the general character of the site.

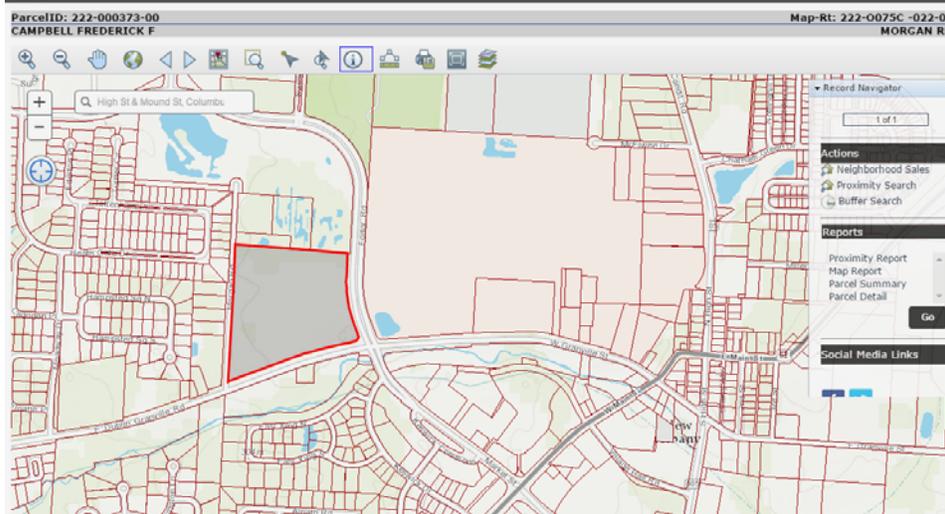
## X. ACTION

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 certificate of appropriateness application ARB-21-2016 with the following conditions:**

1. The comments in the city landscape architect's memo are satisfied subject to staff approval.

### Approximate Site Location:



Source: Franklin County Auditor



**Architectural Review Board Staff Report  
April 11, 2016 Meeting**

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**CERTIFICATE OF APPROPRIATENESS  
9 SOUTH HIGH STREET**

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LOCATION: 9 South High Street (PID: 222-000077)  
APPLICANT: Al Donahey  
REQUEST: Certificate of Appropriateness  
ZONING: UCD: Historic Center  
STRATEGIC PLAN Village Center  
APPLICATION: ARB-22-2016

Review based on: Application materials including elevations received March 15, 2016.

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

**XI. REQUEST AND BACKGROUND**

The applicant requests a certificate of appropriateness for a new projecting sign to be installed on the front elevation of the structure, perpendicular to High Street. The new sign is for Allstate Donahey Financial Group. The site currently has an existing wall plaque chronicling the history of the structure.

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.

**XII. SITE DESCRIPTION & USE**

The lot is located on the west side of South High Street and contains a brick duplex structure. This user is located in the primary structure along High Street. According to the Franklin County Auditor the lot is approximately 0.12 acres and the primary structure was built in 1910.

Allstate is relocating from its location at 108 N High Street to this site.

**XIII. 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.

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

- The applicant proposes to install one new projecting sign adjacent to the primary entrance along High Street.
- 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 one existing historical wall plaque fronting High Street.
- The sign will provide signage for Allstate Donahey Financial Group. The sign is evaluated below:

**Projecting Sign**

- City sign code chapter 1169.16(h) permits a maximum area of 6 square feet per side and allows one sign per business entrance. External, neon and internal illumination is allowed. The applicant proposes a projecting sign with the following dimensions:
  - a. Size: 28" x 22" [meets code].
  - b. Area: 4.3 square feet [meets code].
  - c. Location: perpendicular to High Street adjacent to the primary entry [meets code].
  - d. Lighting: No lighting proposed.
  - e. Relief: 3.0 inches [meets code].
  - f. Colors: blue, black, and white (total of 3) [meets code].
  - g. Projection: 28 +/- inches [meets code].
  - h. Clearance: Not located over a sidewalk [meets code]
- The sign will be double sided and read "Allstate Donahey Financial Group (614) 939-9623"
- The sign is located adjacent to the primary entrance along High Street. It is located immediately adjacent to the business's front door.
- A new black aluminum hanging bracket with clips and chains (natural finish) will be installed.
- The sign board is being re-used from a previous Allstate site. The applicant proposes to refurbish an existing HDU sign board that has wood pattern/texture and add a metal panel. The applicant will sand the lower copy and install a new white metal panel with black vinyl copy over the existing agent's name and address.
- Per codified ordinance 1169.12(b) the city sign code requires "sign materials are complementary to the building materials and are high quality and durable" and "signs are well designed using unique materials and combinations, lighting concepts, and progressive forms." Staff recommends the Architectural Review Board evaluate the proposed sign materials to ensure they are compatible with each other and the building.
- The sign appears to be appropriately located and scaled for the building. It appears to be located where a previous projecting sign was installed.
- The sign plan does not indicate the thickness of the sign, but the applicant has told staff it is approximately 3 inches. To ensure the sign meets code requirements, staff recommends a condition of the approval

that the sign is a minimum of 1 inch thick per the city sign code requirements.

16. *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 projecting sign is an appropriate sign-type for this site.
17. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
  - The sign is positioned in an appropriate and suitable location and does not block any architectural features.
18. *All buildings, structures and sites shall be recognized as products of their own time.*
  - The proposed sign appears to be appropriately scaled for the building and appears to be a product of its own time.
19. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
  - b. Not Applicable.
20. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
  - Not Applicable.
21. *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.

#### **XIV. 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 the projecting sign-type is consistent with existing signage in the Village Center. However, staff recommends the Architectural Review Board evaluate the proposed sign materials to ensure they are compatible with each other and the building.

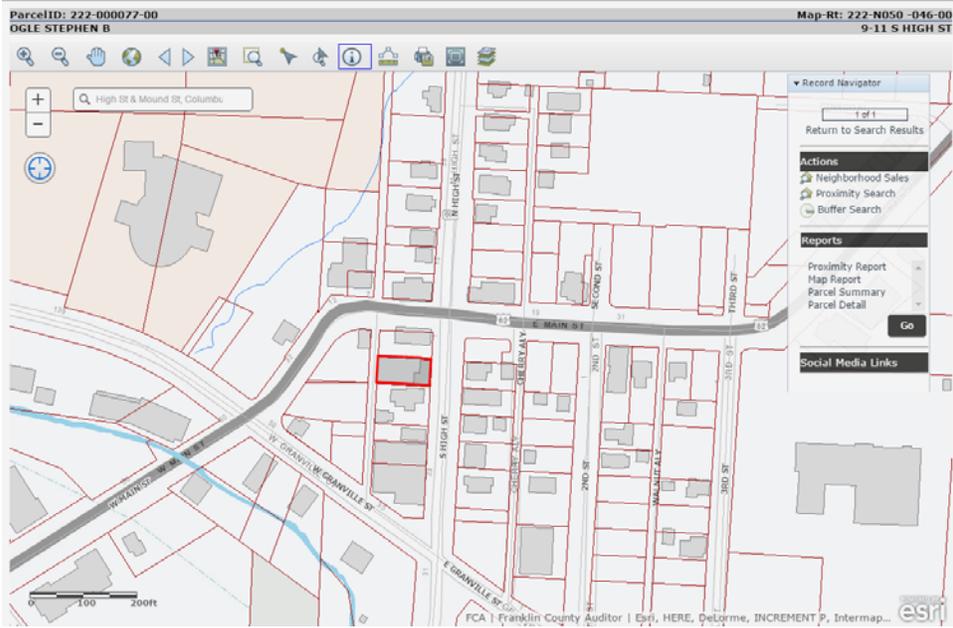
#### **XV. ACTION**

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-22-2016 subject to the following condition(s) of approval (conditions may be added):**

2. The sign board is a minimum of 1 inch thick.

**APPROXIMATE SITE LOCATION:**



Source: Franklin County Auditor