

## Architectural Review Board

### Meeting Minutes

June 13, 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 7:02 p.m.

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

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

Mr. Iten moved, seconded by Mr. Thomas to approve the meeting minutes of May 9, 2016. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schmidt, yea; Mr. Iten, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

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

Mr. Mayer stated none

Mr. Iten stated that the application for Mr. Donahey was tabled last month and he didn't see it on tonight's agenda. Do we need to table it again?

Mr. Mayer stated that the City Attorney stated that we didn't need to have it on the agenda since the applicant was not ready.

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 Mr. Thomas, seconded by Mr. Iten to accept the staff reports and related documents into the record. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schmidt, yea; Mr. Iten, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

### **ARB-32-2016 Certificate of Appropriateness**

**Certificate of Appropriateness for exterior changes at Bungalow Home at 97 E. Dublin-Granville Road (PID: 222-000138).**

**Applicant: Paige Langdale**

Mr. Mayer stated that he received an email from the applicant asking for it to be tabled for one more month.

Moved by Mr. Iten, seconded by Mr. Hinson to table ARB-32-2016. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schmidt, yea; Mr. Iten, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

**ARB-37-2016 Certificate of Appropriateness  
Certificate of Appropriateness to allow for the demolition of the building at 111 East Main Street (PID: 222-000030).  
Applicant: The New Albany Company**

Mr. Mayer presented the staff report.

Moved by Mr. Iten, seconded by Mr. Thomas to approval ARB-37-2016 with the condition that the disturbed area of the site is graded and seeded within 60 days of demolition. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schmidt, yea; Mr. Iten, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

**ARB-47-2016 Certificate of Appropriateness  
Certificate of Appropriateness for new signage for Great American Title Agency at 130 E. Main Street (PID: 222-004427).  
Applicant: Sherry Long**

Mr. Mayer presented the staff report.

Mr. Thomas asked the applicant if they can get the 1 1/2" border around the sign.

Ms. Wendy Dersing, Great American Title, stated that the intent is to make it like the others, if possible. We will put the border on if we can. The small sign on the back will be the same as everyone else.

Mr. Iten stated that the border may be interrupted.

Mr. Hinson stated that I think the border will look better.

Mr. Schmidt asked how important is it to have the border around it. Is it just to have it uniform with the other signs?

Mr. Hinson stated yes, all of them have a border.

Moved by Mr. Thomas, seconded by Mr. Hinson to approve ARB-47-16 subject to the following conditions:

1. The sign is 1" thick
2. A 1 1/2" thick border that matches the silver font color is added subject to staff approval.

3. The rear sign match the sign guidelines subject to staff approval. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schmidt, no; Mr. Iten, yea. Yea, 3; Nay, 1; Abstain, 0; Motion carried by a 3-1 vote.

Ms. Joly stated that Mr. Schubert is resigning from the board effective July 1, 2016. He is moving out of the community and will no longer be able to serve.

Mr. Iten stated that to note for the record how much Mr. Schubert's service has meant to my participation on the board.

Mr. Iten moved to adjourn the meeting, seconded by Mr. Thomas. Upon roll call vote: Mr. Hinson, yea; Mr. Thomas, yea; Mr. Schmidt, yea; Mr. Iten, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

The meeting adjourned at 7:14 p.m.

# APPENDIX



## Architectural Review Board Staff Report June 13, 2016 Meeting

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### CERTIFICATE OF APPROPRIATENESS BUNGALOW HOME EXTERIOR ALTERATIONS

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LOCATION: 97 W. Granville Street (PID: 222-000014)  
APPLICANT: Paige Langdale  
REQUEST: Certificate of Appropriateness  
ZONING: UCD (Urban Center District) Historic Core sub-district  
STRATEGIC PLAN Village Center  
APPLICATION: ARB-32-2016

Review based on: Application materials received April 15, 2016.

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

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

The application is for a Certificate of Appropriateness for exterior alterations to the existing Bungalow Home, formerly known as the New Albany Mill, at 97 West Granville Street. The applicant proposes the following alterations:

- Replace existing white aluminum utility garage door on the primary structure with a glass and metal door. The garage door's height will be reduced by four feet.
- Replace the columns on the north and east side of the showroom with reclaimed wood beams
- Replace the vertical metal (tin) siding on the primary structure with board and batten siding painted white on the north and west side of the building.
- Install a metal suspension awning over the new garage door.

The Architectural Review Board tabled the application on May 9, 2016 since there was no representative at the meeting with the following comments and requests:

- Want to make sure the garage is a proper board and batten siding (not a T1-11 type of material). Please provide additional information on the proposed siding material.
- The application states the garage door is inspirational and not the final design. Submit the final garage door design.
- Provide additional details on the proposed canopy.
- Recommend the applicant replace the pedestrian door to the right of the garage door

The applicant has been granted several Certificate of Appropriateness applications by the ARB over that last few years including alterations to replace the pole barn's siding with a lath style siding, and replace the existing roof with clear corrugated roofing. Other changes to the primary structure include removing the two existing entrances along Granville Street and creating one center entrance under the storefront's portico, replacing a single entrance door along Main Street, filling in existing door openings with windows and matching siding; and adding five (5) casement windows to the rear of the property.

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

The site is 0.308 acres and located on the southwest corner of the Granville Street and Main Street intersection. The site contains three independent structures. According to the Franklin County Auditor the small retail structure on the property was constructed in 1976 and is 3,520 square feet in area and this small pole barn is 840 square feet in area and was built in 1991. Bungalow Home currently operates out of the building. The site is zoned Urban Center within the Historic Core sub-district which allows for a variety of uses including, but not limited to, residential, restaurants, retail stores, and offices.

## **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 Village 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*
  - Section 4 (Existing Buildings), Part I of the Design Guidelines and Requirements states this section does not apply to existing buildings within the Village Center. Existing buildings within the Village center should follow the standards in their respective sections of the Design Guidelines and Requirements. This section adds "the key to sensitive renovation of existing buildings, including additions and construction on existing developed sites, is to observe and respect the physical context of the property and design new elements in a sensitive way that fits in with existing structures."
  - **The areas of change are pointed out in red below.**



- The building alterations fall under the purview of Section 3 (Village Center Commercial) of the Design Guidelines and Requirements.
- DGR Section 3(II)(A)(1) requires buildings to follow the stylistic practice of traditional American commercial architecture as described in the DGRs and the “American Architectural Precedent” section.
- DGR Section 3(II)(A)(2) states building designs shall not mix elements from different styles. The number, location, spacing, and shapes of window and door openings shall be the same as those used in traditional commercial building design. The applicant proposes to modify the garage door by reducing its height from 12 feet to 8 feet.
- DGR Section 3(II)(A)(3) requires “all visible elevations of a building shall receive similar treatment in style, materials, and design so that no visible side if of a lesser visual character than any other.” DGR Section 3(II)(B)(3) requires all building elevations shall be designed in a manner consistent with the selected architectural style. Random mixing of exterior materials shall be avoided. The applicant proposes to install a modern glass garage door. The Architectural Review Board should evaluate the appropriateness of this design and material to ensure it is consistent with the barn architectural style. The applicant states the image submitted with this application is inspirational only. Since the door may appear differently then what is shown, staff recommends the final garage door design is subject to staff approval.
- DGR Section 3(II)(E) states in general, wood and brick are the most appropriate exterior materials in the older areas of the Village Center District. Use of façade materials other than wood or must be approved by the Architectural Review Board. The DGRs add the use of alternate materials may be appropriate when they are used in the same way as traditional materials would have been used. This means the shape, size, profile, and surface texture of alternate materials must exactly match historical practice when these elements were made of wood. The applicant states the siding under the porch is already recessed board and batten, and the new siding will accomplish consistency through the front of the building. The applicant proposes to replace the siding on the front (Granville Street) and side elevation only. The Architectural Review Board should clarify with the applicant what the existing board and batten material is and if the new

- board and batten material is wood. DGR Section II(A)(4) require all visible elevations of a building receive similar treatment. The Architectural Review Board should evaluate the proposal to ensure the proposed modern awnings and garage door modifications, which are proposed for select elevations, will be compatible with the rest of the building and the overall site.
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.*
    - Landscape
      - a. No additions or alternations to the landscaping is proposed.
    - Lighting
      - a. No lighting is being proposed.
    - Parking and Circulation
      - a. No additions or alternations to the parking is proposed.
    - Signage:
      - a. No additions or alternations to the signage is proposed.
  3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
    - The Architectural Review Board should evaluate the proposal to ensure the distinguishing original qualities or character of this building will be not destroyed with the alterations. The overall form of the structure will be preserved. Overall it appears that the alterations to building will enhance the appearance of this corner within the City by improving the building.
  4. *All buildings, structures and sites shall be recognized as products of their own time.*
    - Not Applicable.
  5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
    - The Architectural Review Board should evaluate the proposal to ensure the proposed alterations take into account the distinguishing qualities of the existing structure.
  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.*
    - The application is to change the siding material, add an awning, and install a new garage door. It does not appear the essential barn form of the structure and integrity of the original structure would be impaired.

#### **Urban Center Code Compliance**

1. The structure appears to be barn “vernacular” architecture. Barn architecture is not a permitted building typology within the Historic Core sub-district.

2. The Urban Center Code Section 2.1.6 states “Any existing building which is non-conforming due to the fact it is not a permitted building typology may be enlarged, extended, reconstructed or structurally altered if such modifications meet the requirements of the New Albany Design Guidelines and Requirements and all other development standards.”

#### **IV. RECOMMENDATION**

The Design Guidelines and Requirements stresses “the key to sensitive renovation of existing buildings, including additions and construction on existing developed sites, is to observe and respect the physical context of the property and design new elements in a sensitive way that fits in with existing structures and follows the stylistic practice of traditional American architecture. While several incremental changes have been made in the recent past, they do not appear to change the character of the building and site when reviewed. The ARB should review and ensure the overall proposed alterations, observe and respect the physical context of the property and the design of the new elements are accomplished in a sensitive way that fits in with existing structures.

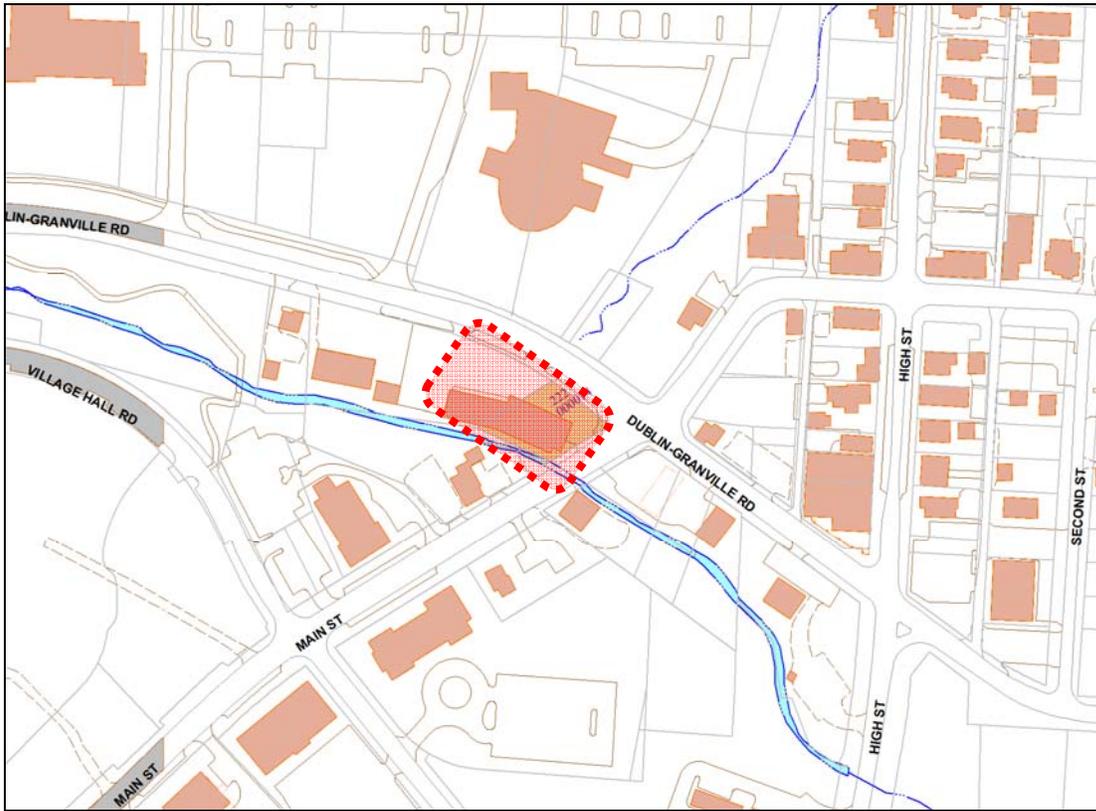
Staff recommends approval of the Certificate of Appropriateness for the new structure provided that the ARB finds the proposal meets sufficient basis for approval.

#### **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-32-2016.

1. Garage door design specifications are subject to staff approval.
2. New board and batten material matches the existing board and batten material.



Source: Franklin County Auditor



**Architectural Review Board Staff Report  
June 13, 2016 Meeting**

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**111 EAST MAIN STREET  
BUILDING DEMOLITION**

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LOCATION: 111 E. Main Street (PID: 222-000030)  
APPLICANT: New Albany Company  
REQUEST: Certificate of Appropriateness for demolition of a structure  
ZONING: UCD Urban Center Code, Village Core Sub-district  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-37-2016

Review based on: Application materials received May 12, 2016.

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

**VI. REQUEST AND BACKGROUND**

The application is for a certificate of appropriateness to demolish a single family home located at 111 East Main Street. The property was recently purchased by the New Albany Company and is being requested for demolition in order to redevelop the site.

Per Section 1157.07(b) any major environmental change to a property located in the Village Center requires a certificate of appropriateness to be issued by the Architectural Review Board. In considering this request for demolition in the Village Center District, the Architectural Review Board is directed to evaluate the applications based on criteria in Section 1157.09, Demolition of Structures.

**VII. SITE DESCRIPTION & USE**

The site is zoned UCD Urban Center Code, within the Village Core Sub-district and is within the Village Center District. According to the Franklin County Auditor the structure was built in 1910. The structure is approximately 1,208 square feet and is located on a 1.65 acre lot. The lot is located immediately south of Noah's Event Venue.

**VIII. EVALUATION**

The ARB's review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the Village of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section 1157.09 Demolition, at least one of the following criteria must be met in order to approve the demolition.

1. *The structure contains no features of architectural and historic significance to the character of the individual precinct within which it is located. (1157.09a)*
  - The applicant states that even though the house was built in 1910 it has gone through several restorations that haven't been in the best interest in keeping the structure's historical significance.

- There are no current plans to develop the site, but the applicant requests permission to remove the building and grade the site to match the surrounding in order to clean-up and beautify the Village Center.
  - The primary building has cement or vinyl siding on all four sides and appears to contain no significant architectural details. It does not appear that any architectural or historic significance to the area would be lost with the demolition of this building.
  - The demolition of the structure is necessary for future redevelopment the site.
2. *There exists no reasonable economic use for the structure as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition. (1157.09b)*
- The applicant states there multiple structural issues with the building including where it was hit by car and basement walls are cracking.
  - There does not appear to be a reasonable economic use for the structure. The building is declining in condition.
3. *Deterioration has progressed to the point where it is not economically feasible to restore the structure. (1157.09c)*
- The building appears to be in poor to fair condition as is evidenced by the submitted photos.

#### **IX. RECOMMENDATION**

Since the building does not appear to contain any architectural or historical significance staff is supportive of this request. The demolition of the structure is necessary for future redevelopment of the site.

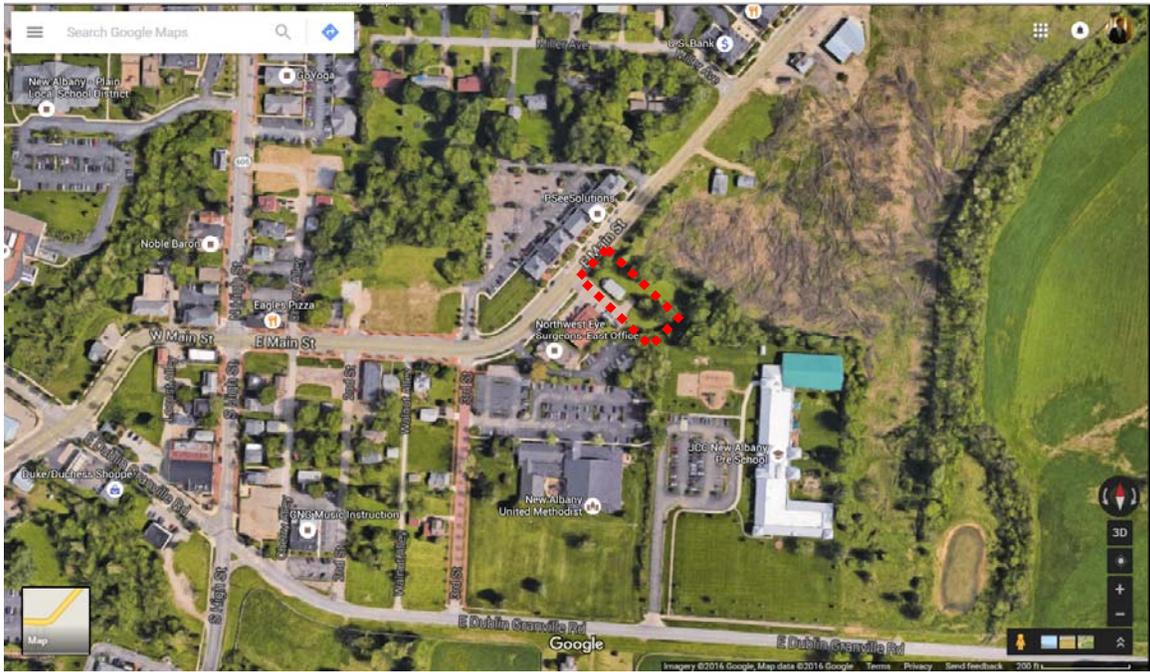
Staff recommends approval, provided that the ARB finds the proposal meets sufficient basis for approval (must meet one of the criteria).

#### **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 application ARB-37-2016 with conditions including:**

1. The disturbed area of the site is graded and seeded within 60 days of demolition.



Source: Google Maps



**Architectural Review Board Staff Report  
June 13, 2016 Meeting**

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**GREAT AMERICAN TITLE COMPANY – SIGNAGE**

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LOCATION: 130 E. Main Street – New Albany Exchange  
APPLICANT: Sherry Long  
REQUEST: Certificate of Appropriateness and Waivers for new signage  
ZONING: I-PUD (Infill Planned Unit Development) New Albany Exchange  
within the Village Center  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-46-2016

Review based on: Application materials received May 25, 2016.

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

**XI. REQUEST AND BACKGROUND**

The applicant requests review and approval of one new wall sign for the Great American Title Company at the New Albany Exchange. The applicant verbally communicated to staff that an additional sign is to be installed on the back of the building. No materials were submitted to allow for the evaluation of this sign, so it is not included in this review.

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. Unlike other zoning texts, the zoning text does not specify an alternative process for waivers/variances, thus the waiver process in Chapter 1113 applies.

**XII. SITE DESCRIPTION & USE**

The property is zoned I-PUD (Infill Planned Unit Development) under the New Albany Exchange Zoning Text. The site contains the mixed-use New Albany Exchange Development which is located within the Village Center district on the west side of E. Main Street. Other tenants within The New Albany Exchange include RJR Consulting and PSee Solutions. Overall, the development contains 14 two story units.

**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 Village 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 and Codified Ordinances.*
  - The proposed signs will provide signage for Great American Title Agency.

**Sign 1: Wall Sign**

- NA Exchange's zoning text Section 4c.06 allows one primary wall mounted sign per tenant. C.O. Section 1169.16(d) of the sign code requires a minimum sign relief of one inch. External illumination is allowed. The applicant proposes a wall sign with the following dimensions:
    1. **Sign 1:** wall mounted sign for "Great American Title Agency"
      - a. Size: 174" x 18" [meets code].
      - b. Area: 21.75 ft<sup>2</sup> [meets code]
      - c. Location: fastened flush to the storefront face [meets code].
      - d. The proposed signage will be illuminated by preexisting overhead external lighting [meets code].
      - e. Relief: 1 inch sign board thickness [meets code]
      - f. Colors: red, silver, and black, [meets code]
  - The wall sign is a horizontally-oriented rectangular wall sign. It will be fastened flush to the storefront face.
  - The sign plan states the sign face shall be made of ½ inch alumi Core Panel or 1" sign foam (high density polyurethane board). The city sign code requires a minimum of 1" of depth, therefore staff recommends the 1" sign foam (high density polyurethane board) is used.
  - This sign is approximately 21 square feet in area which is consistent with existing signage at the site. The zoning text Section 4c.06(1)(a) limits the size of the sign to one square foot of sign face per each lineal foot of office frontage. This tenant space is also approximately 21 feet wide.
  - The New Albany Exchange Zoning Text Section 4c.06(3)(a) states that all wall mounted signage shall have a common background color. Taupe and black have been approved as a background colors for the existing signs. The application requests a single sign board with black as the background color which does match the preapproved background colors.
  - The New Albany Exchange Signage Recommendation Plan suggests a standardized 1.5" black frame with sign applied to the face of the frame, sign heights and ratios maintained across all store fronts in addition to what the zoning text and sign code requires. This sign does not include a border and may appear inconsistent with other existing signs at the site. The other existing sign with a black background color uses a light color that matches the font color to create a contrast. This is a recommendation only, but the Architectural Review Board should evaluate the appropriateness of adding a border that matches the silver font color.
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 sign is the most appropriate sign-type for this tenant space.
  3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*

- This wall sign is positioned in a suitable location as this building contains a defined space for the mounting of signage. The proposed sign fits completely within the defined area 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 wall sign appears to be appropriately scaled for the proposed building and appears to match the style of the building.
  5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
    - 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

#### **XIV. RECOMMENDATION**

Staff recommends approval of the wall sign certificate of appropriateness application, provided that the ARB finds the proposal meets sufficient basis for approval. The wall sign meets the majority of the standards in the New Albany Exchange Signage Recommendation Plan. The proposed size and number of colors is consistent with other existing signs at this site. However, there is no black frame (border) on this sign. Adding a border may result in the sign being more complimentary to its neighbors.

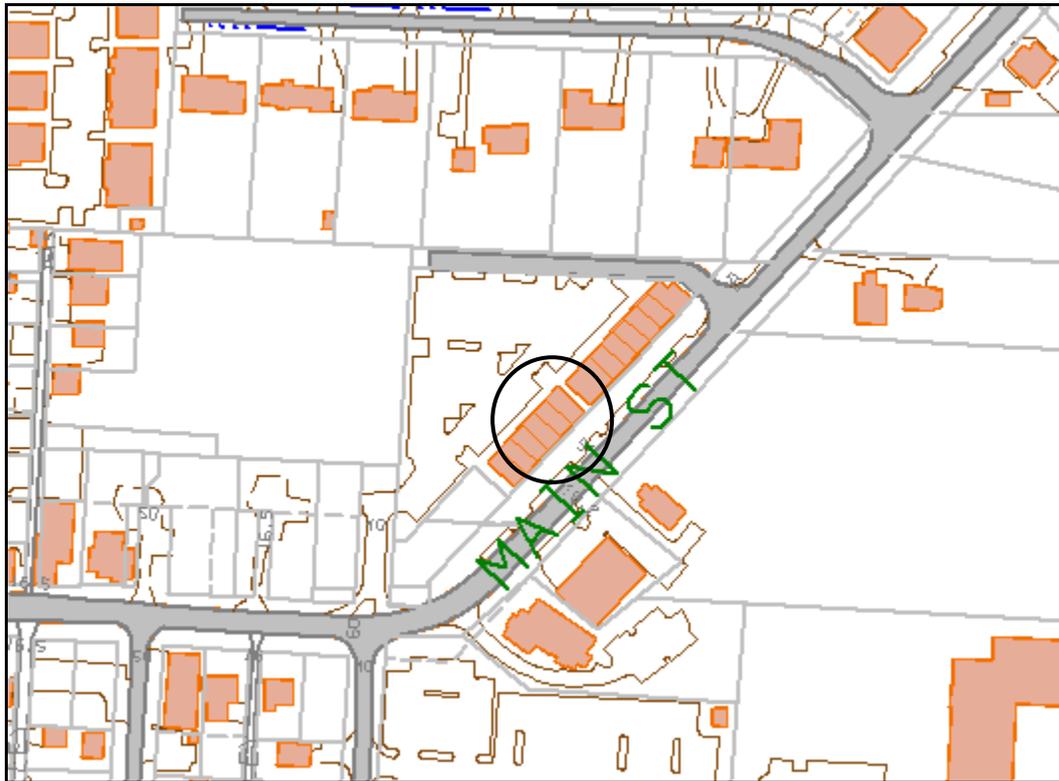
#### **XV. ACTION**

Should the Architectural Review Board find sufficient basis for approval the following motions would be appropriate. Conditions of approval may be added.

#### **Suggested Motion for ARB-46-2016:**

Move to approve Certificate of Appropriateness application ARB-46-2016 with the following conditions of approval:

1. The 1” sign foam (high density polyurethane board) is used
2. A 1.5 inch thick border that matches the silver font color is added subject to staff approval.



Source: Franklin County Auditor