



NEW ALBANY, OHIO

CIVIC & INSTITUTIONAL  
BUILDINGS

DESIGN GUIDELINES & REQUIREMENTS

SECTION 8





Civic buildings such as the Village Hall typically have a very formal presence.



Some types of civic and institutional buildings, such as the Performing Arts Center, typically receive a higher level of architectural design and detail than other public structures.



Civic buildings are usually placed in highly-visible locations with clearly defined main entrances.

## I. Overview

This section applies to all civic and institutional projects in New Albany, including existing buildings and isolated sites, and may include government and institutional buildings such as fire and police stations, post offices, government office buildings, religious buildings, and cultural centers. They may also include schools, park and recreation buildings, and service structures.

Traditionally, some civic and institutional buildings received a higher level of architectural style and treatment than others. Structures such as city halls, courthouses, and office buildings tended to be the largest in scale, as well as the most ornate and highly detailed. Some fire and police stations were similarly treated, reflecting their important public roles. Schools and churches, too, often were significant architectural landmarks, while other types of public structures generally were more modest in scale and style.

New Albany's goal is to encourage a consistent approach when new public buildings are created in the community.

## II. Site Characteristics

1. The settings for new civic and institutional buildings shall be appropriate for the architectural styles in which they are built. In general, more ornate buildings of large scale require a large, formal setting with a suitably large approach drive or front lawn area.
2. Site plantings and landscaping shall be of an appropriate scale and design, based on or complementary to the architectural design of the new building.
3. Asphalt, brick, stone, or simulated stone driveway pavers are appropriate surfaces for driveways and parking areas.

### III. Building Characteristics

1. Civic and institutional projects must submit a development plan for review by the Architectural Review Board. The plan should include site design, building locations, building form and massing information, and a palette of design elements that includes exterior materials, window and door design, colors, and ornamentation.

2. The selection of architectural style shall be appropriate to the context, location, and function of the building. The style should be based on traditional practice in American architecture and as illustrated in the Design Principles and the “American Architectural Precedent” section. In general, high-style designs with grander scale are appropriate for major structures such as government buildings, schools, and churches, while less ornate and smaller-scaled styles are appropriate for buildings such as police and fire stations. Public recreation structures may be appropriately designed as vernacular buildings or even in the form of traditional barns.

3. In keeping with traditional practice, the entrances to civic and institutional buildings shall be oriented toward primary streets and roads and shall be of a distinctive character that makes them easy to locate. Entrances shall be scaled and detailed to match the scale and detail of interior public spaces.

4. Civic and institutional designs shall follow the precedents of traditional American architectural designs, with particular care paid to the proportions of wall height to width; roof shape; and proportions of windows and doors, including vertically-proportioned window panes. The details and design characteristics of the traditional style selected for a new building shall be carefully studied and faithfully rendered in the new building’s design.



Public recreational structures may be appropriately designed using vernacular forms as inspiration, such as this historic barn.



Entrances to civic and institutional buildings must be oriented toward primary streets and roads and should be operated as the primary entrance.



Amenities with pavers, seating and plantings are part of public architecture.



8

PHOTO CREDITS

BENJAMIN D. RICKEY & CO.  
MSI  
WESTLAKE REED LESKOSKY

GUIDELINES TEXT BY:  
NANCY RECCHIE & JEFF DARBEE,  
BENJAMIN D. RICKEY & CO.

GRAPHIC DESIGN BY:  
MARGO PUFFENBERGER,  
MSI

