



## Architectural Review Board

Meeting Minutes

March 12, 2018

7:00 p.m.

New Albany Architectural Review Board met in regular session in the Council Chambers at Village Hall, 99 West Main Street and was called to order by Architectural Review Board Chair Mr. Alan Hinson at 7:02 p.m.

Mr. Shull sworn in the new board member, Francis Strahler.

Mr. Alan Hinson, Chair	Present
Mr. Francis Strahler	Present
Mr. Jonathan Iten	Absent
Mr. Lewis Smoot	Absent
Mr. Jim Brown	Present
Mr. E.J. Thomas	Present
Ms. Kim Comisar	Absent
Mr. Matt Shull	Present

Staff members present: Jackie Russell, Development Services Coordinator; Stephen Mayer, Development Services Manager and Pam Hickok, Clerk.

Mr. Hinson asked for any changes to the agenda.

Mr. Mayer asked to remove the small cell facilities design guidelines as staff has not completed the draft document as expected. Should have it on the next meeting agenda.

Mr. Thomas moved, seconded by Mr. Brown to approve the meeting minutes of December 11, 2017. Upon roll call vote: Mr. Hinson, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Strahler, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

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

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

### **ARB-13-2018 Certificate of Appropriateness**

**Certificate of Appropriateness for a new sign package for Johnson's Ice Cream at 160 West Main Street (PID: 222-000067).**

**Applicant: Johnson's Ice Cream**

Ms. Jackie Russell presented the staff report.

Mr. Hinson verified the location on the elevation.

Mr. Matt Wilcoxon, Johnson's Ice Cream, stated that is looking for approval of the parking lot sign and would like to discuss a hanging sign because they don't have frontage on the Main Street elevation. (provided handout). Talking to NACO trying to determine the best location for a blade sign. Either corner at Nosh or the walkway. Trying to get input from the board on a preferred location.

Mr. Brown stated that a blade sign may be confusing.

Mr. Hinson stated that the sign would need to say around back.

Mr. Wilcoxon stated that the handout is somewhat approved by NACO and they noted in red "located in rear" to the blade sign.

Mr. Hinson stated that there is seating on the Nosh end in the community space. Thinks that it should go on the Nosh end because people will use the public patio to sit and eat the ice cream.

Mr. Wilcoxon stated that Daimler stated that in Nosh's lease it states that a sign can't be located on that corner. NACO is researching that issue.

Mr. Hinson stated that he has no issue with a sign.

Mr. Brown asked about a freestanding sign like a post.

Mr. Hinson stated an A-frame signs are permitted.

Ms. Hickok stated that she believes the zoning text prohibits A-frame signs but would need to check.

Mr. Brown stated that he would prefer the blade sign.

Mr. Wilcoxon stated that the blade sign will work but ideally he would have a wall sign but believes that would cause too much confusion. Something illuminate is in our best interest.

Mr. Hinson stated that generally in favor.

Mr. Shull asked if we have blade signs on Market Street.

Mr. Hinson stated blade signs are permitted, yes on Market Street.

Mr. Wilcoxon stated that they will complete the drawings and submit for the blade sign soon.

Moved by Mr. Brown, seconded by Mr. Strahler to approve ARB-13-2018. Upon roll call vote: Mr. Hinson, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Strahler, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

Mr. Hinson asked for staff to check the text language regarding A-frame signs.

Ms. Hickok stated that the other issue with A-frame signs is that they are temporary and can't be used for more than thirty days within a year. Temporary signs also require a permit.

Discussion regarding timeframe for opening and other business operations.

Mr. Hinson stated that under other business we have the annual organizational meeting. Swearing in of new members was completed at the beginning of the meeting. Asked staff for any comments.

Mr. Mayer stated that the board can elect members, as staff, we propose to keep the meeting at the 2<sup>nd</sup> Monday of each month at 7:00pm.

Mr. Brown moved to nominate Mr. Hinson as chairperson of the ARB, seconded by Mr. Thomas. Upon roll call vote: Mr. Hinson, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Strahler, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

Mr. Hinson moved to nominate Mr. Iten as vice-chairperson of the ARB, seconded by Mr. Thomas. Upon roll call vote: Mr. Hinson, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Strahler, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

Mr. Thomas moved to nominate Ms. Comisar as secretary of the ARB, seconded by Mr. Brown. Upon roll call vote: Mr. Hinson, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Strahler, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

Mr. Strahler moved to keep the Architectural Review Board meetings scheduled on the 2<sup>nd</sup> Monday of each month at 7:00pm at Village Hall, seconded by Mr. Hinson. Upon roll call vote: Mr. Hinson, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Strahler, yea. Yea, 4; Nay, 0; Abstain, 0; Motion carried by a 4-0 vote.

Mr. Hinson provided the standard rules of procedure to each board member. These rules will be reviewed. Considering that we meet twelve times a year we have some restrictions in regards to our attendance and we will looking at amending the language so there can be some latitude in attendance, if warranted.

Mr. Shull stated that revisions are done by Council.

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

The meeting adjourned at 7:23 p.m.

**Submitted by Pam Hickok**

# APPENDIX



## Architectural Review Board Staff Report March 12, 2018 Meeting

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### JOHNSON'S ICE CREAM- SIGNAGE CERTIFICATE OF APPROPRIATENESS AND WAIVERS

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LOCATION: 160 West Main Street , Suite B – Market and Main II  
APPLICANT: Signcom Inc.  
REQUEST: Certificate of Appropriateness for new signage  
ZONING: C-PUD (Comprehensive Planned Unit Development) 1998  
NACO C-PUD: Subarea 4a Northwest Market Street  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-13-2018

Review based on: Application materials received February 16 and 26 2018.

*Staff report prepared by Jackie Russell, Development Services Coordinator.*

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

The applicant requests a certificate of appropriateness and waiver to allow a wall sign to be installed at the Main and Market II building. The wall sign is to be installed on the parking lot elevation, west elevation, on the back of the building. As proposed the sign will need a waiver to C.O. 1169.16(h) to allow a wall sign to have an area of 28 square feet, in an area where the maximum area is 20 square feet.

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 property is zoned C-PUD (Comprehensive Planned Unit Development) under the 1998 NACO C-PUD zoning text, but was developed under the Urban Center Code requirements. Therefore, the city's sign code regulations apply to the site. The tenant space is located on the first floor of the new Market and Main II building. The tenant space is accessed through one door, one on the parking lot side. This tenant space does not have an access door on Main Street because of a staircase to the second story.

#### **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 and Codified Ordinances.*
  - Per the city's sign code section 1169.14(a) each building or structure in the Village Core sub-district shall be allowed three (3) sign types. The proposed wall sign type of signage is consistent with other signs.

#### **Wall Sign Board**

- City sign code Chapter 1169.16(h) permits a maximum area of 20 square feet based on the building's frontage and allows one wall sign per business entrance and requires a minimum sign relief of one inch. External illumination is allowed. The applicant proposes a wall sign with the following dimensions:
    - a. Size: 2' x 14' [meets code].
    - b. Area: 28 square feet [does not meet code].
    - c. Location: fastened flush to the storefront face [meets code].
    - d. Lighting: existing external lighting [meets code].
    - e. Relief: 2 inches [meets code].
    - f. Colors: black with white lettering and border (total of 2) [meets code].
    - g. Lettering Height: 11.25" for the wording [meets code]
  - The sign will read "Johnson's Real Ice Cream est. 1950" and will feature an ice cream cone decal.
  - The proposed sign has cove-cut corners and routed edges, which matches other signs for the building.
  - Board & Brush, Truluck Boutique, Freshii, and Petpeople have been approved with a sign size of 2' x 14'. The request for the waiver of the area of the sign is evaluated below.
  - The applicant has indicated there is going to be one wall sign to only be located over the west elevation since there is no entrance on the east elevation.
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 an 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.*
    - According to C.O.1169.12(b)(1) Signs do not block portions of architectural detailing, windows, entries, or doorways. The sign's mounting location appears to block architectural detailing on the west elevation. The proposed sign is 2' x 14' and covers a series of brick detailing. ARB historically has not

approved signs covering architectural detailing but did however approve the Petpeople signage to be 2' x 14' and cover a series of brick detailing on the same building. The ARB approved and was supportive of the Petpeople sign's size and covering the bricking detailing in order to have consistent sized signs on this building. The brick detailing on this portion of the building is very similar to the brick detailing where the Petpeople sign is located.

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 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.*
  - 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

## **B. Waiver Request**

**Per C.O. Chapter 1113.11 the ARB shall either approve, approve with supplementary conditions, or disapprove the request for a waiver. The ARB shall only approve a waiver or approve a waiver with supplementary conditions if the ARB finds that the waiver, if granted, would:**

- a) *Provide an appropriate design or pattern of development considering the context in which the development is proposed and the purposed of the particular standard. In evaluating the context as it is used in the criteria, the ARB may consider the relationship of the proposed development with adjacent structures, the immediate neighborhood setting, or a broader vicinity to determine if the waiver is warranted;*
  - b) *Substantially meet the intent of the standard that the applicant is attempting to seek a waiver from, and fit within the goals of the Village Center Strategic Plan, Land Use Strategic Plan and the Design Guidelines and Requirements;*
  - c) *Be necessary for reasons of fairness due to unusual site specific constraints; and*
  - d) *Not detrimentally affect the public health, safety or general welfare.*
- A waiver is requested to C.O. 1169.16(h) to allow a wall sign to have an area of 28 square feet, in an area where the maximum area is 20 square feet.
  - According to the applicant the store frontage of Johnson's Real Ice Cream is 20 feet.

- The city's sign code states that the maximum area of a sign within the Village Core is 1 square foot per linear square foot of building frontage, not to exceed 40 square feet. Per the city sign code the proposed sign cannot exceed 20 square feet.
- The applicant is proposing the sign to be 28 square feet so that the sign is appropriately designed and consistent with the adjacent signs in the area, 2' x14'.
- The waiver appears to substantially meet the intent of the standard that the applicant is attempting to seek a waiver from, and fit within the goals of the City Sign Code. The intent of the code is to ensure that signs are designed proportionately to their store frontage, and to not become too larger or be too small for the space they will occupy. The designated area of the building has been designed in such a way that it can accommodate a sign larger than 20'. With the approval of the waiver the sign will be designed in a way that is consistent throughout the area. For reasons of fairness, due to the smaller store frontage of this tenant space, the waiver is necessary to maintain consistency between all signage.
- It does not appear granting the waiver will detrimentally affect the public health, safety, or general welfare.

#### IV. RECOMMENDATION

Staff recommends approval of this application, including the waiver, because the proposed sign is consistent with the other signs' design and locations within the Market Square area. The wall sign is an appropriate sign type for this location. The designated area over the store frontage has been built and designed to hold a sign larger than 20'. It appears that the larger sized sign will appear more proportionate to the other signs in the area, than it would if the proposed sign had a smaller area.

Staff recommends approval of this certificate of appropriateness and waiver provided that the ARB finds the proposal meets sufficient basis for approval.

#### V. 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-13-2018:**

Move to approve Certificate of Appropriateness for application ARB-13-2018 for a new wall sign for Johnson's Real Ice Cream.



Source: West elevation along Parking Lot from Market and Main Phase 2 submittal