



## Architectural Review Board

### Meeting Minutes

July 9, 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 7:00 p.m.

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

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

Mr. Iten moved, seconded by Mr. Thomas to approve the meeting minutes of June 11, 2018 meeting minutes, as corrected. Upon roll call vote: Mr. Hinson, yea; Mr. Maletz, yea; Mr. Thomas, yea; Mr. Brown, yea; Mr. Strahler, yea; Mr. Iten, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

Mr. Hinson asked for any changes to the agenda.

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

Mr. Hinson asked for public comment for any items not on tonight's agenda. Hearing none.

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. Maletz, yea; Mr. Thomas, yea; Mr. Strahler, yea; Mr. Iten, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

### **ARB-42-2018 Certificate of Appropriateness**

**Certificate of Appropriateness for a new wall sign for Studio 605 at 11 Second Street (PID: 222-000002-00).**

**Applicant: Shelly Davis**

Ms. Jackie Russell presented the staff report.

Mr. Strahler asked what the thickness of the existing sign is.

Ms. Russell stated that it is 1/2 inch thick.

Mr. Strahler asked if consistency is more important since the last sign was 1/2 inch thick.

Mr. Mayer stated that because the thickness was only 1/2 inch and don't know if you would be able to visibility tell the difference from the street. In case they wanted to revamp the address sign in the future we wanted this sign to meet code.

Mr. Iten stated that he would rather have it meet code.

Mr. Hinson stated that if another tenant comes in they may want another sign. We should stick with code.

Moved by Mr. Iten, seconded by Mr. Maletz to approve ARB-42-2018 subject to the following conditions:

1. The sign relief must be a minimum of one inch.
2. The sign does not exceed an 18" projection from the building. Upon roll call vote: Mr. Hinson, yea; Mr. Maletz, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Strahler, yea; Mr. Iten, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

**ARB-44-2018 Certificate of Appropriateness**

**Certificate of Appropriateness for exterior improvements and new signage for Whit's Ice Cream at 45 North High Street (PID: 222-000018-00).**

**Applicant: Andrew Maletz**

Ms. Russell presented the staff report.

Mr. Thomas asked that if they should have a condition for the deck to match the previously approved board and batten material.

Mr. Mayer stated that you could add that condition.

Mr. Iten asked if there is an existing deck.

Mr. Shane Moran stated that there is not a deck.

Mr. Mayer stated that Mr. Maletz and staff spoke prior to the meeting and decided it was best for Mr. Maletz to recuse himself from this application.

Mr. Hinson asked for the plan for screening of the deck.

Mr. Moran stated that currently existing landscaping which will be continued to new area.

Mr. Hinson stated this is very visible from the street and the screening will be important part of the landscape review with staff.

Mr. Mayer stated that would be a great condition and staff can work with the applicant to get the right landscaping.

Mr. Thomas stated that the railing appears solid.

Mr. Mayer stated that staff's understanding is that it is a rail that you can see thru.

Mr. Brown asked for the color of the railing.

Mr. Moran stated white.

Mr. Brown asked for the color of the deck floor.

Mr. Moran stated he thought that it was white also. Can confirm and let staff know.

Mr. Brown stated that it appears the upper railing is smaller than the deck railing. Thinks it would be best if the railings match.

Mr. Hinson stated that the deck is called out as a wood deck, not synthetic on plans.

Mr. Moran stated that they would prefer to do synthetic, if possible.

Mr. Mayer stated that the applicant advised staff that they would like to use the hardi-plank material.

Mr. Hinson stated that he agrees with staff. The sign will need to be scaled down to fit the lights. Asked how many lights.

Mr. Mayer stated that we don't know if we have a standard amount of goose neck lights.

Mr. Strahler stated that Market and Main had three lights.

Mr. Mayer stated that those were 2'x14' signs. These are a little smaller.

Mr. Hinson stated that when you hang the gooseneck light it will cover up the sign unless you make the sign smaller.

Mr. Mayer stated that staff agrees. We believe this is the appropriate location for a sign based on the limited wall space. Scaling the sign down seems the right thing to do.

Mr. Hinson stated that he is in favor of the applicant working with staff on the size of sign and number of lights because one affects the other.

Mr. Strahler asked if we had any history of the decking material being used.

Mr. Mayer stated that we don't have many decks but have lots of examples of hardy plank material being used. All four sides of this building is hardi plank.

Mr. Thomas asked if we would need a condition for the material.

Mr. Mayer stated yes.

Mr. Shull asked if the barbershop deck was heard a few years ago.

Mr. Mayer stated yes, great example.

Moved by Mr. Thomas, seconded by Mr. Iten to approve ARB-44-2018 subject to the following conditions:

1. The new window must match the existing windows.
2. A landscape plan is submitted for staff review and approval.
3. Ensure the deck & rail conform the previously approved material.
4. The color of the railing should match and be white.
5. The Whit's sign should be scaled appropriately for the space in which the sign will be located, subject to staff approval.
6. Final number of lights will be subject to staff approval.. Upon roll call vote: Mr. Hinson, yea; Mr. Maletz, abstain; Mr. Brown, yea; Mr. Thomas, yea; Mr. Strahler, yea; Mr. Iten, yea. Yea, 5; Nay, 0; Abstain, 1; Motion carried by a 5-0 vote.

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

The meeting adjourned at 7:28 p.m.

**Submitted by Pam Hickok**

# APPENDIX



## Architectural Review Board Staff Report July 9, 2018 Meeting

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### STUDIO 605—SIGNAGE CERTIFICATE OF APPROPRIATENESS

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LOCATION: 11 Second Street  
APPLICANT: Shelly Davis  
REQUEST: Certificate of Appropriateness for New Signage  
ZONING: Urban Center, Historic Center Sub-District  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-42-2018

Review based on: Application materials received June 6, 2018.

*Staff report prepared by Jackie Russell, Development Services Coordinator and Chris Christian, Intern.*

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

The applicant requests a certificate of appropriateness to allow one wall sign to be installed at 11 Second Street for Studio 605. The wall sign is to be installed on the Second Street elevation.

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 Urban Center located within the Historic Center sub-district. Therefore, the city's sign code regulations apply to the site.

The tenant is located in a former single family home which fronts onto Second Street. Parking is provided on a lot north of the building. The ARB heard an application for signage for a different tenant at 11 Second Street in March of 2017.

### 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 Historic Core sub-district shall be allowed three (3) sign types. The current signage on the building is an address sign, which is a by-right sign that is not reviewed by the Architecture Review Board. The only proposed signage is a wall sign.

#### Wall Sign Board

- City sign code Chapter 1169.16(d) permits a maximum area of 30 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 one wall sign with the following dimensions:
  - a. Size: 18"x 10" [meets code].
  - b. Area: 1.57 square feet [meets code].
  - c. Location: the sign is being installed under the existing address sign. [meets code].
  - d. Lighting: None provided [meets code].
  - e. Relief: The applicant indicated that the relief of the sign is 0.50". Staff recommends a condition of approval requiring the sign relief be a minimum of one inch, subject to staff approval. [meets code with condition of approval].
  - f. Colors: Blue with white lettering, logo and border (total of 2) [meets code].
  - g. Lettering Height: less than 10" [meets code]
  - h. The applicant did not indicate the projection of the sign from the building. Staff recommends a condition of approval that the sign does not exceed an 18" projection from the building.

- The sign will read "Studio 605 Hair|Nail|Salon".
- The sign is proposed to be made out of PVC Panel to match the existing address signage.
- The previous signage has been removed from the building.

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 are not allowed to block portions of architectural detailing, windows, entries, or doorways. The sign's mounting location does not appear to block architectural detailing.
4. *All buildings, structures and sites shall be recognized as products of their own time.*
  - The building is a product of its own time and as such should utilize signs appropriate to its scale and style, while considering its surroundings. The proposed sign appears to match the style of the building and other existing signs.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
  - 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 this application since the proposed sign is consistent with the other signs' design within the Historic Center area. The wall sign is an appropriate sign type for this location and appears to be appropriately scaled in relation to the size of the building. In addition, the proposed sign will match the sizes, material, font, and colors of the existing address sign.

Staff recommends approval of this certificate of appropriateness 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-42-2018:**

Move to approve Certificate of Appropriateness for application ARB-42-2018 for a new wall sign for Studio 605 subject to the following conditions of approval.

1. The sign relief be a minimum of one inch.
2. The sign does not exceed an 18" projection from the building.

**Approximate Site Location:**



*Source: Franklin County Auditor*





**Architectural Review Board Staff Report  
July 9, 2018 Meeting**

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**45 N. HIGH STREET – CERTIFICATE OF APPROPRIATENESS  
FOR BUILDING MODIFICATIONS AND NEW SIGNAGE**

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LOCATION: 45 North High Street (PID: 222-000018)  
APPLICANT: Andrew Maletz  
REQUEST: Certificate of Appropriateness  
ZONING: Urban Center District within Historic Center Sub-District  
APPLICATION: ARB-44-18

Review based on: Application materials received June 22 and 25, 2018

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

**VI. REQUEST AND BACKGROUND**

This certificate of appropriateness application is for multiple exterior modifications to an existing house located at 45 North High Street. The applicant is proposing to add or change doors, windows, decks, and signage.

Per Section 1157.07 alterations which change, modify, reconstruct, remove, or demolish any exterior features of an existing structure that are not considered to be minor modifications are categorized as major environmental changes. Per Section 1157.0 (b)(1) any major environmental change, to property located within the Village Center Area, requires a certificate of appropriateness from the Architectural Review Board if the property is within the Village Center. This application is being reviewed by the ARB under the major environmental changes code provision.

Per the Urban Center Code Section II(2.1.5) 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.

**VII. SITE DESCRIPTION & USE**

The property is zoned Urban Center District within the Historic Center sub-district (UC-HC). 45 North High Street is located on the west side of High Street and is the last building, heading north, before the school campus begins. According to the Franklin County Auditor the building was originally constructed in 1920. The applicant is proposing interior and exterior modifications to the building in preparation for using the site for two new businesses.

The property was previous heard by the ARB on October 8, 2012. The ARB approved the following changes:

- Replaced the shingle roofing on the principle structure;
- Replaced all the siding and trim with Hardie board;
- Replaced existing windows;
- Replace the front, back, and garage doors;
- Add a second story door;
- Add shutters to the sides of the building;
- Add dormers;
- Add small overhang over the front and garage doors with standing seam metal roofing;

### VIII. EVALUATION

The ARB's review is pursuant to C.O. Section 1157.06 (Architectural Review Overlay District). 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 **1157.09 Design Appropriateness**, the building and site should be evaluated on these criteria:

8. *The compliance of the application with the Design Guidelines and Requirements and Codified Ordinances.*
  - The proposed site falls under Section 3 of the Design Guidelines & Requirements (DGRs), Village Center Commercial (Section 1 applies to every site).
  - The applicant is proposing to perform the following exterior modifications to the existing building (this list may not be all inclusive):
    - Add an exterior deck on the side of the building
    - Add new railing around the second story walk-out
    - Add new window
    - Add new French door on side elevation
    - Add new storefront entrance
    - Add new single post sign
    - Add a new wall sign
  - The ARB should verify with the applicant that the proposed window matches the existing windows. Additionally, staff recommends a condition of approval that the new window match the existing windows [code requires windows to appear double-hung, and the grill pattern be one-over-one or panes that have vertical proportions (height greater than width. However, staff recommends the new window match existing so there is consistency in design.]
  - The applicant is proposing to remove the existing garage door and replace it with a new storefront entrance, and to add French doors to enter and exit from the proposed deck located on the side of the building.
    - Per DGR Section 3 II (A)(3) states that all visible elevations of a building shall receive similar treatment in style, materials, and design so that no visible side is of a lesser visual character than any other.

- It appears that the addition of the storefront entrance and new French doors meet the above Design Guideline and Requirement.
  - The applicant has indicated that the proposed deck and railing will be made of either wood or hardie-board material and be painted white.
    - Per DGR Section 3 II (B)(3) states that all building elevations shall be designed in a manner consistent with the selected architectural style. The proposed white wood or hardi-board material will match the existing material used on the building to maintain consistence with the selected architectural style.
    - Per DGR Section 3(E)(1) in general, wood and brick are the most appropriate exterior materials in the older area of the Village Center District. Use of façade materials other than wood or brick must be approved by the Architectural Review Board. The ARB should evaluate the appropriateness of the proposed Hardie board material being used on the deck and railing of building. The ARB has previously approved this material to be used as for the board and batten siding at this location.
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 applicant has indicated changes will be made to the landscaping on the property. A landscape plan has not been submitted as part of this application. Staff recommends the landscape plan is submitted and is subject to staff approval.
  - Lighting
    - a. Gooseneck light fixtures (downcast) are proposed on the building above the new wall sign. No other new lighting is proposed for the site.
  - Parking and Circulation
    - a. Since the site is an existing, nonconforming site no additional parking will need to be added.
    - b. Parking is regulated by the parking standards contained in the Urban Center Code.
  - Signage:
    - a. The applicant is proposing to use a single post sign on the property. The Architectural Review Board should evaluate the new sign. Single posts are required to meet the following regulations:
      - One sign per street front. [This is the only post sign on the site]
      - Maximum of 6 square feet per side [The sign measures to be 2.25 square feet per side – meets code].
      - Maximum sign height of 7 feet [proposed sign is 7 feet high – meets code]
      - Maximum sign board width of 3 feet [the sign measures to approximately 1.5 feet wide – meets code].
      - The city Sign Code allows external illumination and a maximum of four (4) colors. The applicant has confirmed there is no will be no illumination of the proposed sign. Additionally, the sign will be two

colors: black and white.

b. The applicant is also proposing to use a wall sign on the property. The Architectural Review Board should evaluate the new sign. Wall signs are required to meet the following regulations:

- One sign per business entrance [meets code].
- 1 s.f. per linear s.f. pf building frontage, not to exceed 30 s.f. [the proposed sign is 16 square feet, meets code].
- Maximum projection must be less than 18" [meets code].
- Minimum sign relief must be at least 1" [proposed sign is 1" thick, meets code].
- Maximum lettering height is 24" [proposed sign is less than 24", meets code].
- Lighting can be external, internal, or neon [the applicant is proposing goose-neck downcast, external light fixtures].
- Maximum 4 colors [meets code, proposing to use two colors: black and white].
- The city side code section 1169.12(a)(1) states signs integrate with the building/site on which they are located and adjacent development in scale, design, and intensity. The ARB should evaluate the appropriateness of the scale of the sign in relationship to the building. Reducing the height of the wall sign may enhance the aesthetic quality of the sign by appearing to be integrated with the scale of the building and its mounting location.

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

- The site has a creek located toward the south of the property. C.O. 1171.03(d) requires 100 foot buffer along the stream's centerline with a minimum of 25 feet per each side of the centerline of the stream. The new proposed deck meets the code requirement, being located exactly 25 feet away from the centerline of the creek.
- Overall it appears that the improvements to site/building will enhance the appearance of this site within the Village Center.

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

- The building's modifications appears to promote, preserve, and enhance the architectural and historical Architectural Review District. The modifications appear to enhance the building with additional windows, seating areas, and doorways.

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

- The modifications to the building appear to be of a simple design. It appears that attention has been paid to the details that will ensure an appropriate appearance for the Village Center.

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.*
  - While the proposed additions and alterations appear to change the appearance of the building, the essential form of the original structure will remain largely intact.

#### **IX. RECOMMENDATION**

The ARB should evaluate the overall proposal based on the requirements in the Design Guidelines and Requirements. The application should be evaluated on the design of the building and use of materials. Overall, it appears that the building has been designed to complement traditional styles and the modifications to this building will enhance the Village Center.

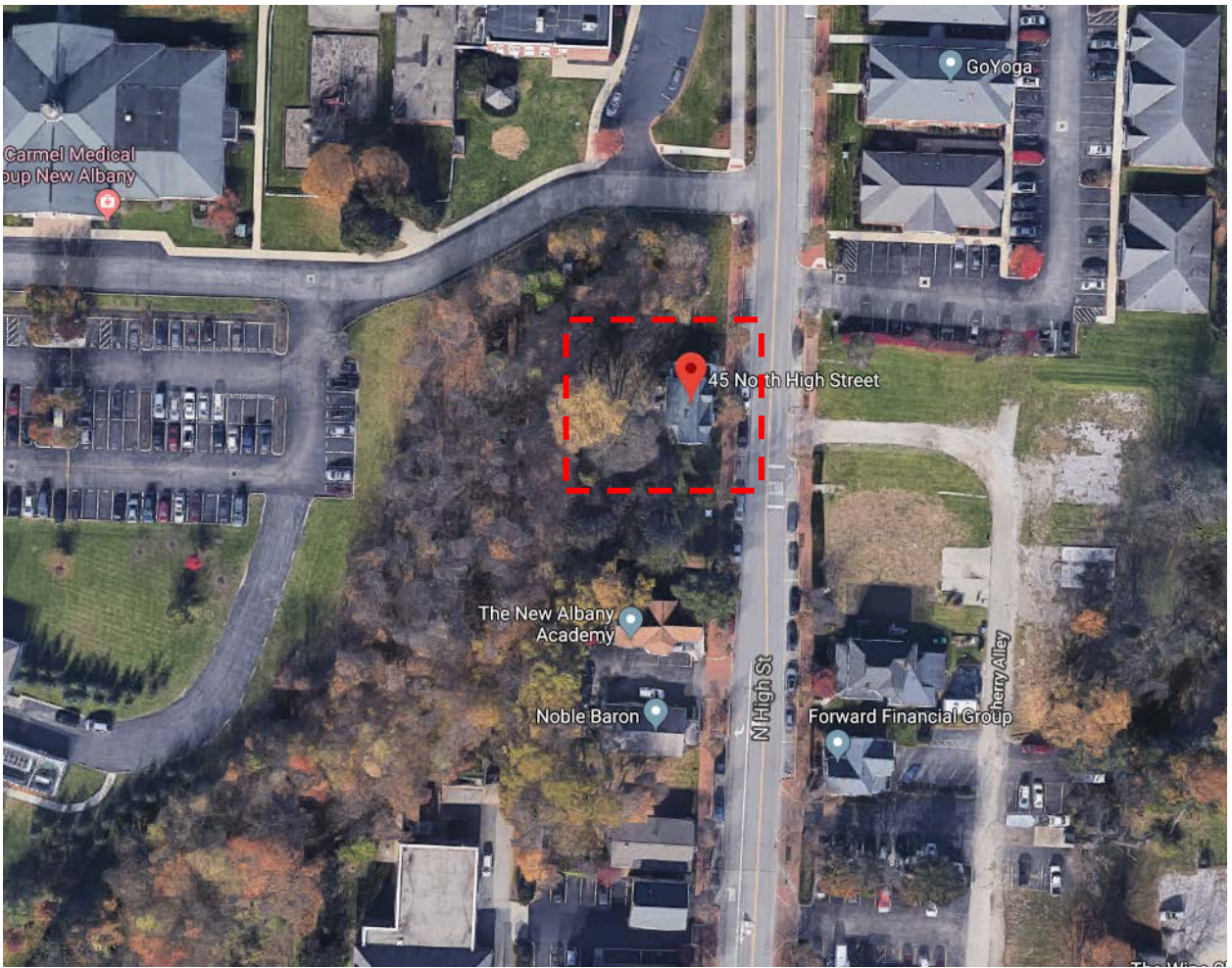
Staff recommends approval provided that the ARB finds the proposal meets sufficient basis for approval.

#### **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-44-18, with the following conditions:**

1. The new window must match existing windows..
2. A landscape plan is submitted for staff review and approval.



Source: Google Maps