Architectural Review Board

Meeting Minutes

February 11, 2019

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	Absent
Mr. Jonathan Iten	Present
Mr. Jim Brown	Present
Mr. E.J. Thomas	Present
Mr. Andrew Maletz	Present
Ms. Sarah Briggs	Present
Mr. Matt Shull	Present

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

Mr. Thomas moved, seconded by Mr. Brown to approve the meeting minutes of January 14, 2019 meeting minutes. Upon roll call vote: Mr. Hinson, yea; Mr. Iten, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Maletz, yea; Ms. Briggs, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

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

Ms. Russell responded none.

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

ARB-77-2018 Certificate of Appropriateness
Certificate of Appropriateness for renovation of a single family residential home into a prayer hall at 5026 Johnstown Road (PID: 222-000514).
Applicant: Kenton Investment Group Ltd.

Ms. Jackie Russell presented the staff report.

Mr. Iten asked if they meet all of the code requirements; staff stated they meet almost all of the code requirements.

Ms. Russell stated there are some outstanding comments such as mechanical equipment.

Mr. Iten stated that those items are picked up in the conditions.

Mr. Maletz asked what the striped area was; is it green space, striped pavement?

Mr. Jerry Southard, church trustee, stated that is striped pavement at the end of the ADA ramp.

Mr. Maletz stated that the line of hedges around the parking lot should be a continuous line of trees.

Mr. Southard stated that a staff condition will cover that requirement. They will be spaced properly to allow for growth.

Mr. Hinson stated that in the Country Club they need to be 6 feet tall and touching at installation.

Moved by Mr. Hinson, seconded by Mr. Iten to approved ARB-77-2018 subject to the following conditions:
1. An easement for future leisure trail shall be granted to the City.
2. A screen wall or landscaping material is added, as necessary, to ensure screening of all mechanical equipment, subject to staff approval.
3. The dumpster enclosure is to be kept outside, the screening requirements in C.O. 1171.05(b) must be met.
4. The shrubs which are proposed to screen the front of the parking lot from public right-of-way be a 3.5 foot tall evergreen shrub, and the areas which screen the side and rear property lines shall be a 6 foot arborvitae or similar shrub that are touching at the time of installation.
5. The final spacing and quantity of the proposed parking lot landscaping is subject to staff approval to ensure that C.O. 1171.05(c) is met.
6. The landscape plan is revised to meet code requirements and the City Landscape Architect's comments, subject to staff approval which include providing a complete planting plan with locations, species, and installation sizes for review.
7. A photometric plan is provided for review and approval, subject to staff approval.
8. Final parking lot layout and design is subject to staff approval to ensure that there is proper maneuverability within the site. . Upon roll call vote: Mr. Hinson, yea; Mr. Iten, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Maletz, yea; Ms. Briggs, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

ARB-2-2019 Certificate of Appropriateness

Certificate of Appropriateness for two new wall signs at 21 E. Granville Street (PID: 222-004343).
Applicant: ProSign Studio

Mr. Chris Christian presented the staff report.

Mr. Iten stated that he had no concerns.

Moved by Mr. Iten, seconded by Mr. Brown to approve ARB-2-2019. Upon roll call vote: Mr. Hinson, yea; Mr. Iten, yea; Mr. Brown, yea; Mr. Thomas, yea; Mr. Maletz, yea; Ms. Briggs, yea. Yea, 6; Nay, 0; Abstain, 0; Motion carried by a 6-0 vote.

Mr. Hinson asked for any additional business (no response)

Mr. Iten asked about the Nosh space.

Mr. Mayer stated that it sounds like it will not happen. He provided some updates for some upcoming projects including the Methodist Church has revisions. We will have a city-sponsored certificate of appropriateness for the Animals R Special parking lot. We will also have the organizational meeting next month.

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

The meeting adjourned at 7:16 p.m.

Submitted by Pam Hickok

APPENDIX

Architectural Review Board Staff Report
February 11, 2019 Meeting

CERTIFICATE OF APPROPRIATENESS
5026 JOHNSTOWN RD PRAYER HALL

LOCATION:	5026 Johnstown Road (PID: 222-000514)
APPLICANT:	Jim Reid
REQUEST:	Certificate of Appropriateness
ZONING:	R-2 (Single-Family Residential Districts)
STRATEGIC PLAN:	Neighborhood Residential
APPLICATION:	ARB-77-2018

Review based on: Application materials received November 9, December 14, and 28, 2018 and January 22, 2019.

Staff report prepared by Jackie Russell, Development Services Coordinator.

I. REQUEST AND BACKGROUND

The application is for a Certificate of Appropriateness for a remodel of a single family home into a proposed prayer hall and a parking lot addition. 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. The Architectural Review Board is to evaluate the site design, building location, building form and massing information, and a palette of design elements that includes exterior materials, window and door design, colors and ornamentation.

The application was heard by the Architectural Review Board on January 11, 2019. The Board tabled the application to allow time for the applicant to work on limiting the amount of pavement near the property lines and to modify the fencing, lighting, and landscaping. The applicant has made the following changes to their application to address the ARB's comments:

- Reduced the amount of pavement by approximately 1,000 square feet
- Removed three parking spaces
- Added an additional canopy tree
- Reduced the amount of parking lot lighting

- Removed the proposed six foot privacy fence, and replaced with a four foot horse fence.
- Provided additional screening around the parking lot
- Removed the proposed gate in front of the driveway
- Removed the proposed lighting at the end of the driveway.

II. SITE DESCRIPTION & USE

The subject parcel contains a single family home and is zoned R-2. The site is 1.01 acres. The neighboring properties are single family homes.

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*
   - Civic and institutional projects must submit a development plan for review by the Architectural Review Board per DGR requirement Section 8(III)(1). 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.
     a. Per DGR Section 8 (II)(1)The selection of architectural style shall be appropriate to the context, location, and function of the building based on the architectural style in which they are built.
        i. The applicant is proposing to maintain the existing residential characteristics of the building. By maintaining the existing residential characteristics of the building, the context will be appropriate with the surrounding buildings. The applicant is demolishing a detached garage and replacing a small portion of that space to expand the covered porch and add an ADA ramp. The applicant is also adding a 17 space parking lot, which will be screened by existing vegetation, additional plantings and a four foot wood, horse fence.
        ii. The applicant is proposing to maintain the existing wood siding and shutters in most areas. Additionally any new siding will match the existing materials. The siding and shutters are to be painted gray. The applicant is also proposing to replace the roof structure with a 6:12 pitch roof and install white aluminum gutters and downspouts.
        iii. The city architect reviewed the proposed plans and said that the proposed modifications are appropriate in regards to the location of the proposed development.
     b. In DGR Section 8 (III)(3)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. The proposed primary entrance is located along Johnstown Road.

- No information on the mechanical equipment has been provided. Staff recommends a condition of approval that a screen wall or landscaping material is added, as necessary, to ensure screening of all mechanical equipment, subject to staff approval.

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*.
   - Streetscape
     a. The applicant is proposing to install the standard four rail horse fence along the front and sides of the property.
     b. Leisure trail is not required to be installed based on the extent of the redevelopment. However staff recommends a condition of approval that an easement for future leisure trail shall be granted to the City.
   - Landscape
     a. Codified Ordinance 1171.06(a)(3) requires one canopy tree should be installed for every 10 parking spaces. The applicant is providing 17 parking spaces therefore requiring 2 trees. The applicant meets this requirement by providing two canopy trees.
     b. The applicant is providing green area to the side of the parking lot which totals approximately 660 square feet, or 9% the total parking lot area. This exceeds the requirement of a minimum of five square feet of green space must be provided for every one hundred square feet of parking area to meet C.O. 1171.06(a)(2).
     c. Codified Ordinance 1171.05(e)(1) requires a minimum of one tree for every 5,000 square feet of ground coverage and a total planting equal to one inch in tree trunk size for every 2,000 square feet. The site has a total ground coverage area of 8,000+/- sq. ft. which results in the requirements of having to provide 2 tree and a tree planting totaling 4". The site contains many existing trees along the Northern property line which satisfy this requirement.
     d. Codified Ordinance 1171.05(b) states for commercial, industrial, office, institutional, and multiple-family uses, all trash and garbage container systems shall be screened or enclosed by walls, fences, or natural vegetation to screen them from view. Container systems shall not be located in front yards, and shall conform to the side and rear yard pavement setbacks in the applicable zoning district. The height of such screening shall be at least six (6) feet in height. Natural vegetation shall have a maximum opaqueness of seventy-five percent (75%) at full foliage. The use of year-round vegetation, such as pines and evergreens is encouraged. The applicant did not indicate the dumpster enclosure information. Staff recommends a condition of approval that if the dumpster enclosure is to be kept outside, the screening requirements in C.O. 1171.05(b) must be met.
     e. Codified Ordinance 1171.05(c) recommends that institutional uses which abut districts where residences are a permitted use a buffer zone with a

minimum of twenty-five feet should be created. The applicant is providing a ten foot buffer zone. The ARB requested the applicant investigate if they could increase the pavement setback from the northern property line. The setback has remained the same since there is not sufficient space between the building and the property line to reduce the drive aisle. However, the applicant has reduced the length of the parking lot located in the side yard by approximately 37 +/- feet, removing three total parking spaces. Additionally the applicant decreased the amount of pavement along the northern property line from a length of 103+/- feet to 91+/- feet.

f. Codified Ordinance 1171.05(c) also requires that such screening within the buffer zone shall consist of natural vegetation planted no closer than three (3) feet to any property line. Natural vegetation shall have an opaqueness of seventy-five percent (75%) during full foliage and shall be a variety which will attain ten (10) feet in height within five (5) years of planting. It appears the existing vegetation located along the north east property line, and southern property line satisfy this requirement. However, the property line to the southwest does not contain vegetation. The applicant is proposing to install evergreen shrubs surrounding the parking lot. Staff recommends a condition of approval that the shrubs which are proposed to screen the front of the parking lot from public right-of-way be a 3.5 foot tall evergreen shrub, and the areas which screen the side and rear property lines shall be a 6 foot arborvitae or similar shrub. Staff also recommends a condition of approval that the final spacing and quantity be subject to staff approval to ensure that C.O. 1171.05(c) is met.

g. The City Landscape Architect has reviewed the landscape plan and issued the following comments. Staff recommends the site plan is revised to meet the City Landscape Architect's comments, subject to staff approval.
    i. Provide complete planting plan with locations, species, and installation sizes for review.
    ii. Parking screening shrubs should be installed around the parking lot facing public right of way. The changes the applicant has made to their application satisfies this condition.
    iii. Per City Code, provide planting solutions for adjacent property screening along the southwestern property line for review. ie: hedge row of large deciduous shrubs, trees, etc. A full planting plan review will be required to evaluate screening options. The proposed addition of landscaping along the southwestern property line, around the parking lot, satisfies this condition.

h. The applicant does not have to provide street trees along Johnstown Road since the street tree requirements found in Codified Ordinance 1171.04 are only required for new development, the proposed modifications appear to be a redevelopment.

- Lighting
    a. The applicant's did not provide a photometric and lighting plan. Staff recommends a condition of approval that a photometric plan is provided for review and approval, subject to staff approval.
    b. The applicant is proposing to install 1 pole lights in the rear of the parking lot. The proposed pole will be 11 feet in height, and be a gooseneck, cut-

off fixture. These modifications appear to meet C.O. 1167.03(f) which states, "Any lighting used to illuminate any off-street parking or loading area shall be so arranged as to reflect light away from any adjoining premises in any zoning district where residences are a permitted use.

c. The applicant is proposing to use gooseneck, cut-off fixtures on the side and rear elevations to illuminate the ADA ramp, which also meets code requirements found in C.O.1167.03(f).

- Parking and Circulation
  a. The applicant is proposing 17 parking spaces
  b. The applicant indicated that the prayer hall will have 40 available seats.
  c. Per C.O. 1167.05(c)(1) one parking space is required per every three seats in the place of worship. The prayer hall requires 13.3 parking spaces.
  d. The proposed parking meets code.
  e. The applicant has modified their application by removing the proposed six foot privacy fence for screening of the parking lot, and proposed to install a four foot horse fence and arborvitae to provide headlight screening. Additional screening will be achieved through existing underbrush and trees along the side and rear lot lines.
  f. Staff recommends a condition of approval that final parking lot layout and design is subject to staff approval to ensure that there is proper maneuverability within the site.
- Signage:
  a. No sign information has been submitted. Staff recommends signage is subject to staff approval.

3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
   - The site currently contains a single family home with existing tree stands. The applicant is proposing to maintain the existing vegetation and maintain the single family home characteristic of the lot.

4. *All buildings, structures and sites shall be recognized as products of their own time.*
   - The building's modifications appears to preserve the characteristic of the roadway. The modifications appear to match the general characteristics of the existing structure, therefore appear to be products of their own time.

5. *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 building within this area of the city.

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

The ARB should evaluate the overall proposal based on the requirements in the Design Guidelines and Requirements and the characteristic of the surrounding area. The application should be evaluated on the design of the site, location of the building, design of the building and use of materials.

The applicant has revised the site plan to incorporate all of the ARB's comments and recommendations from their initial review last month. The modifications preserve the residential characteristics through less pavement on the site, less lighting, additional landscaping, and the use of horse fence instead of a privacy fence.

The overall proposal is consistent with the neighboring properties and most code requirements. The proposed use of a prayer hall is a permitted use in this location, since it is a religious use. The building is receiving updates which will provide an enhancement to an existing building and incorporates new detailed architectural elements like a higher pitched roof. The proposed changes help maintain the residential characteristic of the property by using the existing and like material, and maintaining existing windows and shutters by improving them through new paint. The design of the building also maintains the residential characteristics through its low profile, one-story design. The applicant is maintaining the characteristic of the site and the characteristic of the area by preserving the existing tree stands and other vegetation along the property lines.

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

V. ACTION

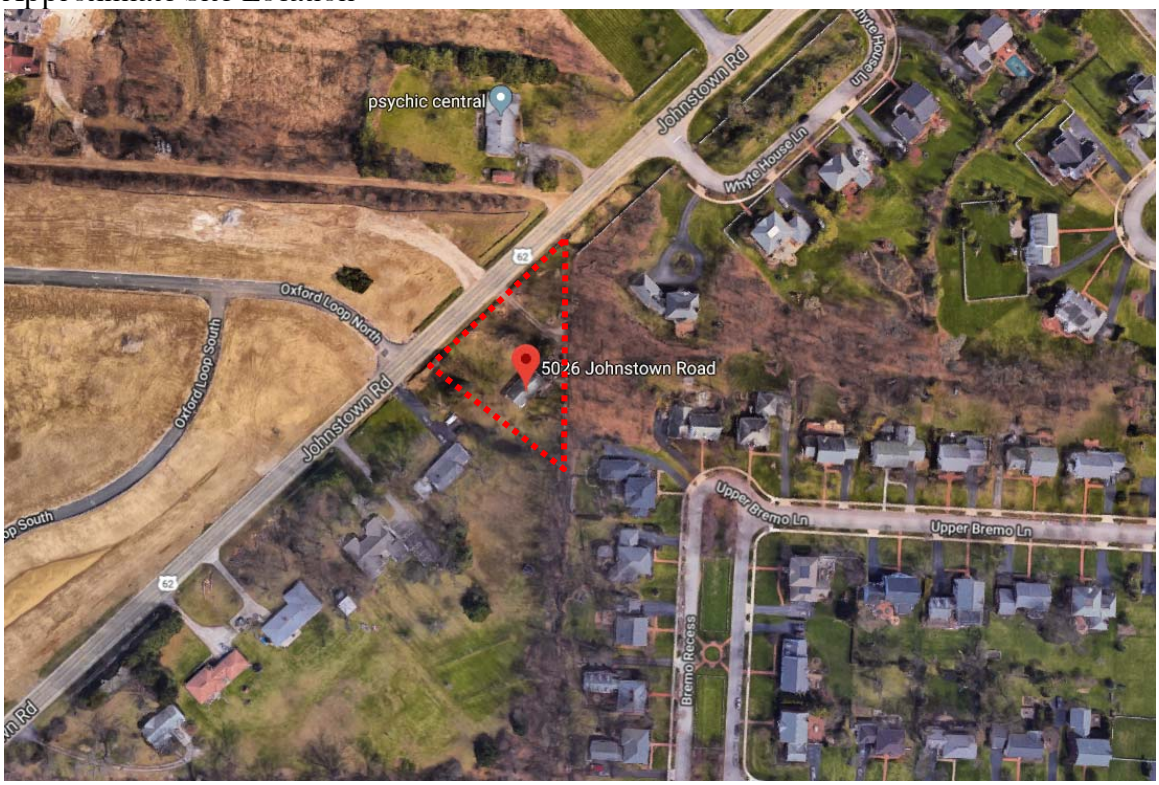
Should ARB find that the application has sufficient basis for approval, the following motion would be appropriate (conditions of approval may be added):

Move to approve application ARB-77-2018, with the following conditions:

1. An easement for future leisure trail shall be granted to the City.
2. A screen wall or landscaping material is added, as necessary, to ensure screening of all mechanical equipment, subject to staff approval.
3. The dumpster enclosure is to be kept outside, the screening requirements in C.O. 1171.05(b) must be met.
4. The shrubs which are proposed to screen the front of the parking lot from public right-of-way be a 3.5 foot tall evergreen shrub, and the areas which screen the side and rear property lines shall be a 6 foot arborvitae or similar shrub.
5. The final spacing and quantity of the proposed parking lot landscaping is subject to staff approval to ensure that C.O. 1171.05(c) is met.
6. The landscape plan is revised to meet code requirements and the City Landscape Architect's comments, subject to staff approval which include providing a complete planting plan with locations, species, and installation sizes for review.
7. A photometric plan is provided for review and approval, subject to staff approval.

8. Final parking lot layout and design is subject to staff approval to ensure that there is proper maneuverability within the site.

Approximate Site Location



Source: Google Maps

Architectural Review Board Staff Report
February 11, 2019 Meeting

CERTIFICATE OF APPROPRIATENESS – NEW SIGNAGE
JBECKNER CONSTRUCTION SIGNAGE

LOCATION:	21 East Granville Street
APPLICANT:	ProSign Studio
REQUEST:	Certificate of Appropriateness for new signage
ZONING:	1998 NACO C-PUD Subarea 4B: Northeast Market Street
STRATEGIC PLAN:	Village Center
APPLICATION:	ARB-2-2019

Review based on: Application materials received January 9 and January 28, 2019.

Staff report prepared by Chris Christian, Planner.

VI. REQUEST AND BACKGROUND

The applicant requests approval of a certificate of appropriateness for a new sign package at 21 East Granville Street for JBeckner Construction. The applicant proposes to install two new wall signs, one on the east elevation along State Route 605 and one on the north elevation along Granville Street. In 2013, the ARB approved a wall sign at this location for LGS staffing.

The site is zoned 1998 NACO C-PUD Subarea 4B: Northeast Market Street. 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, Chapter 1169 and the 1998 NACO C-PUD Subarea 4b zoning text.

VII. SITE DESCRIPTION & USE

The property is zoned 1998 NACO C-PUD Subarea 4B: Northeast Market Street. This parcel is located within the Village Center Sign Code's Historic Center Sub-district. The site is located at the southwest corner of Granville Street and High Street. The existing structure is occupied by JBeckner Construction and was previously occupied by LGS Staffing.

VIII. EVALUATION

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 and Codified Ordinances.*

Per the city's sign code section 1169.14(a) each building in the Historic Core shall be allowed three sign types. The proposed wall signs are permitted within the Historic Core and are consistent with other signs within the Historic Core.

Wall Signs

- Section 4b.06(8) of the zoning text limits the sign information to the name and function of the business. The proposed signs contain the business name and the function of the business. The sign will read, "JBeckner Construction Commercial and Residential Concrete".
- Section 4b.06(6)(a) permits a maximum area of 50 square feet based on the building's frontage and allows one primary wall mounted sign per building parcel facade. The proposed signs are identical in size and design and will be evaluated together:
    a. Area: 36" x 48" = 12 sq. ft. [meets code].
    b. Location: fastened directly onto the building. One on the Granville Street elevation and one on the State Route 605 elevation [meets code].
    c. Lettering Height: 19.5" [meets code].
    d. Lighting: The proposed signage will be illuminated by preexisting overhead external lighting [meets code].
    e. Relief: 1 inch [meets code].
    f. Colors: black sign panel with white lettering. Total of two [meets code].
    g. Material: MDO panels [meets code]
- The proposed signs may be partially illuminated due to their proximity to existing lighting fixtures. No additional lighting is proposed.
- The proposed signs are well designed, with scalloped corners and share similar features with other signs in the Village Center.

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.*

    Wall signs are permitted within the Historic Core, and are appropriate for this tenant space.

3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
    - The signs appear to be positioned in suitable locations 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 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.*

- The proposed signs are well designed and are similar to other signs within the Village Center.

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.*
   - It does not appear that the sign will affect the original structure, if removed or altered in the future.

IV. RECOMMENDATION

Staff recommends approval of this certificate of appropriateness provided that the ARB finds the proposal meets sufficient basis for approval. The proposed wall signs appear to be consistent with the architectural character of the existing site as well as the overall Village Center and are appropriate for this space

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-2-2019:
Move to approve Certificate of Appropriateness application ARB-2-2019.