



New Albany Architectural Review Board
Monday, April 14, 2025 Meeting Minutes - Approved

I. Call to order

The New Albany Architectural Review Board held a regular meeting on Monday, April 14, 2025 in the New Albany Village Hall. Chair Hinson called the meeting to order at 7:00 p.m. and asked to hear the roll.

II. Roll call

Those answering the roll:

Chair Hinson	P
Mr. Iten	P
Mr. Brown	P
Mr. Strahler	P
Ms. Moore	P
Mr. Maletz	P
Mr. Davie	A – arrived at 7:02
Council Member Brisk	A – arrived at 7:02

Having six voting members present, the board had a quorum to transact business.

Staff members present: Planner Bennett, Planning Manager Christian, Deputy Clerk Madriguera.

III. Action on minutes: March 10, 2025

Chair Hinson asked if there were any corrections to the minutes.

Hearing none, Board Member Iten moved for approval of the March 10, 2025 minutes. Board Member Strahler seconded the motion.

Upon roll call: Mr. Iten yes, Mr. Strahler yes, Mr. Brown yes, Mr. Davie yes. Ms. Moore, Mr. Maletz, and Mr. Hinson abstained from the vote. Having four yes votes, the motion passed and the March 10, 2025 meeting minutes were approved as submitted.

IV. Additions or corrections to the agenda

Chair Hinson asked whether there were any additions or corrections to the agenda.

Planning Manager Christian answered none from staff.

Chair Hinson administered the oath to all present who wished to address the board.

V. Hearing of visitors for items not on tonight's agenda

Chair Hinson asked whether there were any visitors present who wished to address the board for an item not on the agenda.

Hearing none, Chair Hinson introduced the first case and asked to hear the staff report.

VI. Cases:

ARB-80-2024 Certificate of Appropriateness

Certificate of Appropriateness to allow multiple exterior changes at 20 S High Street including siding, windows as well as window and garage door replacements (PID: 222-000027).

Applicant: Busch Real Estate LLC

Planning Manager Christian delivered the staff report.

Chair Hinson invited the applicants to the lectern to answer questions and speak in support of the application.

Board Member Maletz remarked that the changes seemed to be in response to the comments made at the prior meeting and asked whether there were any changes in scope.

The applicants responded that they had not made changes to the scope, the changes in the renderings were in response to the comments made by the board at the February meeting.

Board Member Maletz continued that he had a couple of clarification questions/comments. First, regarding the porch, he was not sure about use of Hardie plank to enclose the porch below the railing. A more suitable use might be to have an open railing. And Hardie Plank rather than clapboarding might be better suited. Second, it was unclear whether the stucco on the building surface would be scraped smooth in preparation for the Hardie panel.

The applicants answered that the owner was attempting to keep the porch as consistent as possible, however they were open to using an open railing. The further responded that the existing stucco would be scraped off and the architect would be starting from scratch.

Board Member Maletz asked whether the finish would be wood grain.

The applicants answered that it would not be wood grain, it would be black. They added that the property owner wanted to maintain as much of the original character as possible, to that end they preferred the solid but were willing to put in open railing.

Board Member Davie remarked that he thought an open railing would look better.

Board Member Brown remarked that he would prefer an open railing.

Board Member Iten agreed and remarked that he thought the open railing will be an improvement.

Chair Hinson stated that he thinks the open railing is more welcoming from the street. If the property owner is concerned about privacy the solid panel makes sense, but the open railing is more inviting from the street.

The applicants responded that the property owner is on board with the open railing.

Chair Hinson remarked that he had no other suggestions.

The applicants noted that they want to keep the brackets, if permissible, in order to maintain as much character as possible.

Chair Hinson responded that he liked the brackets as well and thought they are a smart keep.

Chair Hinson moved for approval of ARB-80-2024 subject to the following conditions:

1. That the project architect must closely coordinate with the builder to ensure the porch trim details are executed appropriately, consistent with the approved plans; and
2. That open railing is used on the porch, subject to staff approval.

Board Member Brown seconded the motion.

Upon roll call: Mr. Hinson yes, Mr. Brown yes, Ms. Moore yes, Mr. Maletz yes, Mr. Strahler yes, Mr. Davie yes, Mr. Iten yes. Having seven yes votes, the motion passed and the certificate of appropriateness was granted subject to the conditions as stated above.

The board congratulated the applicants and wished them good luck.

Chair Hinson introduced ARB-15-2025 and asked to hear the staff report.

ARB-15-2025 Certificate of Appropriateness

Certificate of Appropriateness for the replacement of two wall signs at 245 E Main Street (PID: 222-000088)

Applicant: SouthWood Corporation

Planner Bennett delivered the staff report.

Board Member Iten asked, as a procedural matter, whether the initial waivers granted by the board continue.

Planner Bennett and Planning Manager Christian answered yes, as long as they are like for like.

Chair Hinson invited the applicant to the lectern to answer questions and speak in support of the application.

Applicant Rebecca Green, appearing on behalf of the property owners, spoke in support of the signs. She explained that the new signs are a brand refresh.

Board Member Iten remarked that he liked them a lot.

Board Member Moore noted that the signs were different and asked whether there was a reason.

Ms. Green responded that she was not sure.

Board Member Moore noted that the signs are not visible at the same time, thus it may not be significant that they are different.

The general consensus of the board was that because they are not visible at the same time, the differences in the signs are insignificant.

Board Member Moore asked whether the narrowness of the stroke would be too narrow for the lettering to be illuminated.

Ms. Green answered no, that the letters were designed to have internal illumination.

Board Member Maletz added that the board wants to be sure it is consistently illuminated.

Chair Hinson asked for any other questions or thoughts. Hearing none, Chair Hinson moved for approval of ARB-15-2025 subject to the condition that the letters are large enough to be internally illuminated. Board Member Maletz seconded the motion.

Upon roll call: Mr. Hinson yes, Mr. Maletz yes, Ms. Moore yes, Mr. Davie yes, Mr. Brown yes, Mr. Strahler yes, Mr. Iten yes. Having seven yes votes, the motion passed and the certificate of appropriateness for ARB-15-2025 was granted subject to the condition as stated above.

VII. Other business

The board then discussed future possible applications.

Planning Manager Christian noted that the Hamlet property is being prepared, as is the US-62 project. He also let the board know that the plans for the school bus garage on 605 had been abandoned, but the fire substation was still planned for that location.

VIII. Poll members for comment

Chair Hinson polled the members for comment.

Board Member Iten and the board thanked each other and staff and remarked that it was always lovely to meet.

IX. Adjourn

Having completed the agenda and having no further business, Chair Hinson moved to adjourn the April 14, 2025 meeting of the New Albany Architectural Review Board at 7:28 p.m. Board Member Iten seconded the motion.

Upon roll call: Mr. Hinson yes, Mr. Iten yes, Mr. Brown yes, Mr. Strahler yes, Ms. Moore yes, Mr. Maletz yes, Mr. Davie yes. Having all votes in favor, the motion passed unanimously, and the meeting was adjourned.

Submitted by Deputy Clerk Madriguera, Esq.

Appendix

ARB-80-2024

Staff Report

Record of Action

ARB-15-2025

Staff Report

Record of Action



Architectural Review Board Staff Report
April 14, 2025 Meeting

20 S HIGH STREET EXTERIOR IMPROVEMENTS
CERTIFICATE OF APPROPRIATENESS

LOCATION: 20 S High Street (PID: 222-000027)
REQUEST: Certificate of Appropriateness
ZONING: Urban Center Code; Historic Center Sub-District
STRATEGIC PLAN: Village Center
APPLICATION: ARB-80-2024
APPLICANT: Busch Real Estate LLC

Staff report completed by Chris Christian, Planning Manager

I. REQUEST AND BACKGROUND

The applicant requests review and approval of the following exterior modifications at 20 S High Street.

Main Structure Modifications

- New hardie board siding
- Window replacements

Garage Modifications

- New hardie board siding
- 3 new windows on the west elevation
- 1 new window and 1 new door on the west elevation.
- 1 new window on the north elevation
- Garage bay door replacements with frosted glass along the top section.

This application was tabled by the Architectural Review Board (ARB) during their meeting on February 10, 2025. The ARB had several questions and comments on the case that were either missing from the application materials or were not able to be answered as the applicant did not attend the meeting.

The February 10th meeting recording was shared with the applicant, and they submitted updated materials to address the comments and questions asked by the ARB. The city architect reviewed the resubmittal and believed that the applicant provided the additional details requested by the ARB. However, at the recommendation of the city architect, city staff recommends a condition of approval that the project architect must closely coordinate with the builder to ensure the porch trim details are executed appropriately, consistent with the approved plans (condition #1).

II. SITE DESCRIPTION & USE

The property is located in the Historic Village Center, zoned Urban Center Code, and the New Albany Design Guidelines and Requirements apply to the site. The existing structure was built in 1928. Busch Tax Company owns the building.

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 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.*

- There is an existing house and detached garage on the property and the applicant proposes the following exterior modifications:

Main Structure Modifications

- New hardie board siding
- Window replacements

Garage Modifications

- New hardie board siding
- 3 new windows on the west elevation
- 1 new window and 1 new door on the west elevation.
- 1 new window on the north elevation
- Garage bay door replacements with frosted glass along the top section.

- The existing building material on the main structure is stucco and horizontal vinyl lap siding is used on the garage.
- Section 2(II.F.3) of the Design Guidelines & Requirements states wood siding and brick are the most appropriate exterior building materials. Use of other façade materials requires approval of the Architectural Review Board. This section further states that the use of alternate materials such as vinyl, aluminum, and other modern materials may be appropriate when they are used in the same way as traditional materials would have been used. This means that the shape, size, profile, and surface texture of alternate materials must exactly match historical practice when these elements were made of wood.
 - The applicant proposes to use a horizontal hardie board siding for both the main structure and the garage building. The city architect has reviewed the proposal and states that this style of siding is generally consistent with the way traditional materials would have been used. Hardie board siding has been used successfully in other parts of the Village Center and it is important to ensure it is executed appropriately. The city architect will review and approval the final drawings through the building permit application process.
- DGR Section 2(II.F.7 and 8) states that the new windows must be made of wood and may have either vinyl or aluminum cladding on the exterior. Another appropriate option is to use true wood or clad, one over one windows. Additionally, the DGRs state that new windows must be double hung or be double hung in appearance.
 - The applicant submitted a specification sheet for the new windows which indicates that new windows will be true wood or clad with a double hung appearance, meeting the requirements of the DGRs.
- The proposed new doors on the garage appear to be appropriate and consistent with typical garage doors.

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.*

- There are no proposed site changes and all of the exterior improvements are within the existing building footprints.

3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
 - It does not appear that the original quality or character of the building or site will be destroyed or compromised with the proposed exterior building modifications.
4. *All buildings, structures and sites shall be recognized as products of their own time.*
 - The proposed exterior modifications do not compromise the historic character and design of the buildings.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
 - With the condition of approval, this requirement will be met.
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 removal of the proposed exterior modifications would harm the form and integrity of the original structure.

IV. SUMMARY

The ARB should evaluate the overall proposal based on the requirements of the Design Guidelines and Requirements. The New Albany Design Guidelines and Recommendations state that the key to sensitive renovation of existing buildings, including addition 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. With the condition of approval, the proposed exterior modifications meet this and other DGR requirements.

V. ACTION

Should the Architectural Review Board find sufficient basis for approval, the following motion would be appropriate.

Suggested Motion for ARB-80-2024:

Move to approve Certificate of Appropriateness application ARB-80-2024 with the following condition (additional conditions of approval may be added):

1. The project architect must closely coordinate with the builder to ensure the porch trim details are executed appropriately, consistent with the approved plans.

Approximate Site Location:



Source: NearMap



Community Development Department

RE: City of New Albany Board and Commission Record of Action

Dear Busch Real Estate LLC,

Attached is the Record of Action for your recent application that was heard by one of the City of New Albany Boards and Commissions. Please retain this document for your records.

This Record of Action does not constitute a permit or license to construct, demolish, occupy or make alterations to any land area or building. A building and/or zoning permit is required before any work can be performed. For more information on the permitting process, please contact the Community Development Department.

Additionally, if the Record of Action lists conditions of approval these conditions must be met prior to issuance of any zoning or building permits.

Please contact our office at (614) 939-2254 with any questions.

Thank you.



Community Development Department

Decision and Record of Action

Tuesday, April 15, 2025

The New Albany Architectural Review Board took the following action on 04/14/2025 .

Certificate of Appropriateness

Location: 20 S HIGH ST

Applicant: Busch Real Estate LLC,

Application: PLARB20240080

Request: Certificate of Appropriateness to allow multiple exterior changes at 20 S High Street including siding, windows as well as window and garage door replacements (PID: 222-000027).

Motion: Move to approve with conditions

Commission Vote: Motion Approved with Conditions, 7-0

Result: Certificate of Appropriateness, PLARB20240080 was Approved with Conditions, by a vote of .

Recorded in the Official Journal this 4/15/2025.

Condition(s) of Approval:

1. The project architect must closely coordinate with the builder to ensure the porch trim details are executed appropriately, consistent with the approved plans.
2. An open railing must be used on the porch, subject to staff approval.

Staff Certification:

Chris Christian

Chris Christian
Planning Manager


COMMUNITY CONNECTS US
Architectural Review Board Staff Report
April 14, 2025 Meeting

**THE AVALON SENIOR LIVING WALL SIGNS
CERTIFICATE OF APPROPRIATENESS**

LOCATION:	245 East Main Street (PID: 222-000088)
APPLICANT:	SouthWood Corporation
REQUEST:	Certificate of Appropriateness
ZONING:	Urban Center District (UCD): Village Core
STRATEGIC PLAN:	Village Center
APPLICATION:	ARB-15-2025

Review based on: Application materials received on February 19, 2025.

Staff report prepared by Annalise Bennett, Planner

I. REQUEST AND BACKGROUND

The applicant requests a certificate of appropriateness for the replacement of two signs at 245 East Main Street for The Avalon Senior Living. The new wall signs will be placed in the same locations as the existing signs. The applicant is also updating the existing blade sign at the East Main Street entrance, but it does not need a certificate of appropriateness because it is a like-for-like replacement.

On December 12, 2016 the Architecture Review Board approved a sign package that included a wall sign installed on the parking lot elevation and two blade signs along the Main Street elevation. The approval included two waivers, one to allow the wall sign to have an area greater than 40 square feet and another to allow the sign lettering to be greater than 24 inches. On November 13, 2017, the Architecture Review Board approved a certificate of appropriateness to allow the wall sign to be moved over the canopy on the parking lot elevation. On May 13, 2019, the Architecture Review Board approved the relocation of an existing wall sign to the northern Main Street elevation to enhance visibility from the street. On November 13, 2019, the Architecture Review Board granted conditional approval for the same two waivers granted in 2016 for the current wall sign at the intersection of East Main and Miller Avenue, with the condition that the sign be rescaled to fit within the two immediate window frames. The waivers were requested again for the sign to be larger than city code permits due to the site's location in a transitional area of the Village Center where Johnstown Road widens for the State Route 161 intersection. The waivers allowed for the wall sign to have an area of 58.63 square feet and for the lettering to be 26.83 inches. The new proposed signs meet the code requirements.

II. SITE DESCRIPTION & USE

The Avalon Senior Living, built in 2016, is located in the Village Core in the Urban Center District at 245 East Main Street. The building sits on 14.272 acres and is approximately 614,566 square feet. It is a standalone building that houses an assisted living and memory care facility.

III. EVALUATION

Certificate of Appropriateness:

Per Section 1157.07(b), any major environmental change to a property located within the Village Center requires a certificate of appropriateness to be issued by the Architectural Review Board.

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 Sections **1157.07 Design Appropriateness** and **1169 City Sign Regulations**, 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.

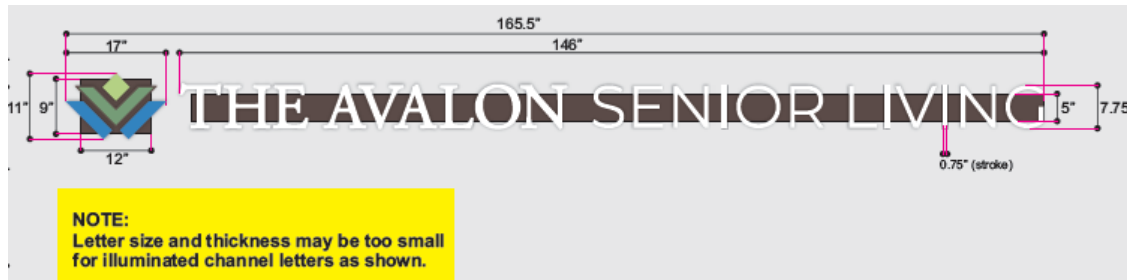
- Per the city's sign code section 1169.14(a), each building or structure in the Village Core sub-district shall be allowed three (3) sign types. There are currently two sign types, wall and blade. The applicant proposes to update the blade sign and install two new wall signs with the following dimensions:
- City sign code Chapter 1169.16 permits wall signs with the following requirements: a maximum area of 40 square feet, one sign per business entrance, a maximum projection of 18 inches, a minimum sign relief of 1 inch, and a maximum lettering height of 24 inches.

Wall Sign A

- a. Area: 12.64 square feet per side [meets code].
 - b. Location: the sign is proposed to be installed on the street front on Miller Avenue at the intersection of East Main Street to replace the existing sign [meets code].
 - c. Lighting: Internal, LED - 120 Volt, 50 Watt per set [meets code].
 - d. Width: 13.79 feet [meets code].
 - e. Height: 11 inches [meets code].
 - f. Lettering Height: 7.75 inches [meets code].
 - g. Colors: white, blue, and green [meets code].
 - h. Mount: Raceway [meets code].
- The sign reads “The Avalon Senior Living” in white lettering, white trim cap, white returns, and a white acrylic face. The raceways are painted to match the color of the brick.
 - The sign is proposed to be acrylic and aluminum with a metal raceway, which are permitted sign materials.
 - C.O. 1169.12(a)(1) states that signs are to be consistent with the design/style of the building on which they are located. The proposed materials appear to be the same used on the other elevation signs.



Wall Sign A is located above the Miller Avenue entrance.



Dimensions for Wall Sign A

Wall Sign B

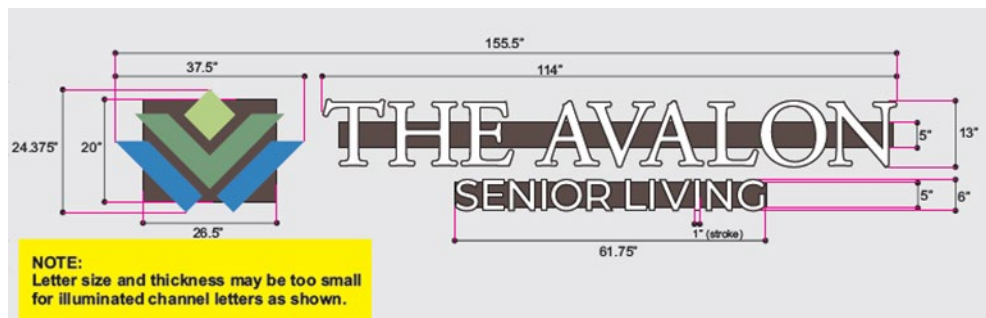
- a. Area: 26 square feet per side [meets code].
 - b. Location: the sign is proposed to be installed on the street front on South High Street to replace the existing sign [meets code].
 - c. Lighting: Internal, LED - 120 Volt, 50 Watt per set [meets code].
 - d. Width: 13 feet [meets code].
 - e. Height: 2 feet [meets code].
 - f. Lettering Height: 13 inches for The Avalon and 6 inches for Senior Living; 19 inches total [meets code].
 - g. Colors: white, blue, two shades of green [meets code].
 - h. Mount: Raceway [meets code].
- The sign reads "The Avalon Senior Living" in white lettering, white trim cap, white returns, and a white acrylic face. The raceways are painted to match the color of the brick.
 - The sign is proposed to be acrylic and aluminum with a metal raceway, which are permitted sign materials.
 - C.O. 1169.12(a)(1) states that signs are to be consistent with the design/style of the building on which they are located. The proposed materials appear to be the same used on the other elevation signs.
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 proposed 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.*
 - The signs appear to be positioned in suitable locations on the building 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 are designed and scaled appropriately for this tenant space.
 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



Wall Sign B is located on the side of the building, above the East Main Street entrance.



Dimensions for Wall Sign B

IV. SUMMARY

The proposed signs are in the same locations as the existing wall signs and fit the standards of the signs previously approved by the board; the only change is the design of the signs and the addition of interior lighting. The proposed signs appear to be appropriate for this space since they are consistent with the architectural character of the building and the overall Village Center. The proposed signs use a dark background with light lettering to match the aesthetics of similar signs in the Village Center. The wall signs meet all code requirements.

V. ACTION

Should the Architectural Review Board find sufficient basis for approval, the following motion would be appropriate.

Suggested Motion for ARB-15-2025:

Move to approve Certificate of Appropriateness application ARB-15-2025.
(Conditions may be added)

Approximate Site Location:



Source: Near Map



Community Development Department

RE: City of New Albany Board and Commission Record of Action

Dear Southwood Corporation,

Attached is the Record of Action for your recent application that was heard by one of the City of New Albany Boards and Commissions. Please retain this document for your records.

This Record of Action does not constitute a permit or license to construct, demolish, occupy or make alterations to any land area or building. A building and/or zoning permit is required before any work can be performed. For more information on the permitting process, please contact the Community Development Department.

Additionally, if the Record of Action lists conditions of approval these conditions must be met prior to issuance of any zoning or building permits.

Please contact our office at (614) 939-2254 with any questions.

Thank you.



Community Development Department

Decision and Record of Action

Tuesday, April 15, 2025

The New Albany Architectural Review Board took the following action on 04/14/2025 .

Certificate of Appropriateness

Location: 245 E. Main Street, New Albany , OH 43054

Applicant: Southwood Corporation,

Application: PLARB20250015

Request: Certificate of Appropriateness for the replacement of two wall signs at 245 E Main Street
(PID: 222-000088)

Motion: Moved to approve with conditions.

Commission Vote: Motion Approved with Conditions, 7 - 0

Result: Certificate of Appropriateness, PLARB20250015 was Approved with Conditions, by a vote of 7 - 0.

Recorded in the Official Journal this April 15, 2025

Condition(s) of Approval:

1. Wall sign letters must be large enough to accommodate internal illumination.

Staff Certification:

Annalise Bennett

Annalise Bennett
Planner