



## **New Albany Planning Commission**

Monday, April 21, 2025 Meeting Minutes - Approved

### **I. Call to order**

The New Albany Planning Commission held a regular meeting on Monday, April 21, 2025 in the New Albany Village Hall. Chair Kirby called the meeting to order at 7:01 p.m. and asked to hear the roll.

### **II. Roll call**

Mr. Kirby	present
Mr. Wallace	absent
Mr. Schell	present
Ms. Briggs	present
Mr. Larsen	present
Council Member Wiltout	absent; arrived at 7:15 p.m.

Having four voting members present, the commission had a quorum to transact business.

Staff members present: Law Director Albrecht, Community Development Engineer Albright, Planner Bennett, Planner Blackburn, Planner Henderson, Planning Manager Christian, Planner II Saumenig, Deputy Clerk Madriguera.

### **III. Action on minutes: April 7, 2025**

Chair Kirby stated that in the fourth paragraph on page three, in a comment attributed to him, the word "bedroom," should be "room."

Deputy Clerk Madriguera noted the change.

Chair Kirby asked whether there were any other corrections.

Hearing none, Commissioner Schell moved for approval of the April 7, 2025 meeting minutes as corrected. Commissioner Briggs seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Schell yes, Ms. Briggs yes, Mr. Kirby yes, Mr. Larsen abstained from the vote because he was not present. Having three yes votes, the motion passed and the April 7, 2025 meeting minutes were approved as corrected.

### **IV. Additions or corrections to the agenda**

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

Planner II Saumenig answered that the applicants in the Graeter's application would like to add an informal discussion of the drive through under other business.

Chair Kirby administered the oath to all present who would be addressing the commission and reminded everyone that now would be a good time to silence all cell phones.

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

Chair Kirby asked if there were any visitors present who wished to address the commission on an item not on the agenda. Hearing none, he introduced the first case and asked to hear the staff report.

**VI. Cases:**

**FDP-05-2025 AEP Substation**

Final development plan to allow for construction of an AEP electrical substation on 9.50 acres located at 7375 Souder Road (PID: 222-002282).

**Applicant: AEP Ohio Transmission Company Inc.**

Planner II Saumenig stated that after review, the city was recommending that this item should be tabled again.

Law Director Albrecht further explained that the city has requested additional information from the applicants, and that the application should be ready for consideration on May 5<sup>th</sup>.

Chair Kirby asked if there was anyone present from the public who wished to comment on the application. Hearing none he moved to table FDP-05-2025 until the May 5, 2025 meeting. Commissioner Briggs seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Kirby yes, Ms. Briggs yes, Mr. Larsen yes, Mr. Schell yes. Having four yes votes, the motion passed and FDP-05-2025 was laid upon the table until the May 5, 2025 meeting.

**FDM-19-2025 Speedway FDP Amendment**

Modification to the approved final development plan to allow 5 additional parking spaces for an approved Speedway gas station located at the northwest corner of Mink Street and Innovation Campus Way (PID: 093-107478-00.002).

**Applicant: J. Carter Bean Architect LLC**

Planner II Saumenig delivered the staff report.

Chair Kirby asked whether there were comments from engineering.

Development Engineer Albright stated there were no comments from engineering.

Chair Kirby asked to hear from the applicant.

Applicant J. Carter Bean, Architect for the project apologized for the amendment. He explained that a convenience store of this size required additional parking, and as a result, Speedway was requesting five additional parking spaces.

Commissioner Schell asked whether this was typical for a convenience store of this size.

Mr. Bean responded that it is typical for a convenience store of this size.

Chair Kirby asked whether there was anyone present from the public who wished to comment on the application.

Hearing none, Chair Kirby moved to admit the staff reports and related documents into the record for FDM-19-2025. Commissioner Schell seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear to hear the roll.

Upon roll call: Mr. Kirby yes, Mr. Schell yes, Ms. Briggs yes, Mr. Larsen yes. Having four yes votes, the motion passed and the staff reports and related documents were admitted to the record for FDM-19-2025.

Commissioner Larsen moved for approval of FDM-19-2025 based on the findings in the staff report with the conditions listed in the staff report, subject to staff approval. Commissioner Briggs seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Larsen yes, Ms. Briggs yes, Mr. Kirby yes, Mr. Schell yes. Having four yes votes, the motion passed and the modification was approved.

The commission wished the applicant good luck.

Chair Kirby introduced the next case and asked to hear the staff report.

**FDM-21-2025 Courtyards at Haines Creek**

Modification to the approved final development plan for review and approval of a private clubhouse on 1.5 acres located at the northwest corner of Central College Road and Jug Street Rd NW (PID: 222-005497).

**Applicant: EC New Vision Ohio LLC**

Planner Henderson delivered the staff report.

Chair Kirby asked whether there were comments from engineering.

Community Development Engineer Albright said there were no engineering comments.

Chair Kirby asked to hear from the applicant.

Applicant Lisa Minklei of Epcon Communities, spoke in support of the application. She explained that since the commission's approval of the final development plan, the architecture of the clubhouse has been completed.

Chair Kirby asked whether she had any conflict with the conditions.

Ms. Minklei responded that there was no conflict.

Chair Kirby asked whether anyone from the public wished to comment on the application.

Hearing none, Chair Kirby moved to admit the staff reports and related documents into the record for FDM-21-2025. Commissioner Schell seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none he asked to hear the roll.

Upon roll call: Mr. Kirby yes, Mr. Schell yes, Ms. Briggs yes, Mr. Larsen yes. Having four yes votes, the motion passed and the staff reports and related documents were admitted to the record for FDM-21-2025.

Commissioner Larsen moved to approve FDM-19-2025 based on the findings in the staff report with the conditions in the staff report, subject to staff approval. Commissioner Briggs seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Larsen yes, Ms. Briggs yes, Mr. Kirby yes, Mr. Schell yes. Having four yes votes, the motion passed and the modification to the clubhouse was approved.

The commission wished Ms. Minklei good luck.

Chair Kirby introduced the next case and asked to hear from staff.

**FDP-20-2025 Canini Medical Office Building**

Final development plan to allow for the construction of two medical office buildings on 2.06 acres located on Forest Drive (PID: 222-004888).

**Applicant: Canini & Associates LLC**

Planner Blackburn delivered the staff reports for FDP-20-2025 and VAR-24-2025 in a single presentation. She explained that staff was recommending the following modification to condition 3 of the final development plan: A cross-access easement must be established along the entire front drive aisle to allow future connection onto parcel 222-004353 in order to meet the requirement from zoning text section 8b.02(5).

Chair Kirby asked whether there were any comments from engineering.

Community Development Engineer Albright delivered the engineering report.

Chair Kirby asked whether the commission had questions for staff. Hearing none, Chair Kirby asked to hear from the applicant.

Applicant Larry Canini spoke in support of the application. He explained that the existing cross-access easement must be adhered to, but in light of that the building must be flipped. Mr. Canini requested that the commission vote on the application as presented. Following that, his team will flip the building subject to staff approval. After flipping the building there will be shared parking with the building to the south. He apologized for the mix-up and stated that the existing language was missed in the application process.

Chair Kirby asked whether that was amenable to staff.

Planning Manager Christian said yes, staff is comfortable working with the applicant to flip the building to accommodate the existing cross-access easement between Smith's Mill Ventures and the Estate.

Chair Kirby confirmed that the north south street is a private drive.

Commissioner Larsen remarked that it appeared that if the two buildings are flipped, a public road might be more feasible

Mr. Canini replied that he did not think so.

Chair Kirby asked whether the curb cuts would change. He further noted that there was a typographical error in the engineering report, “site” lines should read “sight” lines.

Mr. Canini replied that the curb cuts will not change.

Commissioner Larsen asked what, if any, impact there will be to traffic.

Community Development Engineer Albright answered that there will not be impact to traffic.

Chair Kirby reviewed the following additional conditions:

9. Flip the buildings to get the parking correct with the neighbor to the south, subject to staff approval.

Accept the modification to the third condition.

Fix the typo in the Engineering Memo (site should be sight).

Chair Kirby moved to accept the staff reports and related documents into the record for FDP-20-2025. Commissioner Briggs seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Kirby yes, Ms. Briggs yes, Mr. Larsen yes, Mr. Schell yes. Having four yes votes, the motion passed and the staff reports and related documents were accepted into the record for FDP-20-2025.

Chair Kirby moved to approve FDP-20-2025 based on the findings in the staff report with the conditions listed in the staff report and the following modifications and additional condition:

9. Flip the buildings to get the parking correct with the neighbor to the south, subject to staff approval.

Accept the following modification to the third condition: A cross-access easement must be established along the entire front drive aisle to allow future connection onto parcel 222-004353 in order to meet the requirement from zoning text section 8b.02(5).

Fix the typo in the Engineering Memo (site should be sight).

Commissioner Schell seconded the motion. Chair Kirby asked whether there was any discussion on the motion. Hearing none he asked to hear the roll.

Upon roll call: Mr. Kirby yes, Mr. Schell yes, Ms. Briggs yes, Mr. Larsen yes. Having four yes votes, the motion passed and FDP-20-2025 was approved subject to the conditions in the staff report and as stated above.

#### **VAR-24-2025 Canini Lot Split**

Variance to codified ordinance 1153.04(b) to allow the creation of a lot that does not front on a public or private street located on Forest Drive (PID: 222-004888).

**Applicant: Canini & Associates LLC**

Chair Kirby asked whether there were any additional questions about VAR-24-2025 or whether there was anyone from the public present who wished to comment on the application.

Hearing none he moved to accept the staff reports and related documents into the record for VAR-24-2025. Commissioner Briggs seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none he asked to hear the roll.

Upon roll call: Mr. Kirby yes, Ms. Briggs yes, Mr. Schell yes, Mr. Larsen yes. Having four yes votes, the motion passed and the staff reports and related documents were accepted in the record for VAR-24-2025.

Commissioner Briggs moved for approval of VAR-24-2025 based on the findings in the staff report with the conditions listed in the staff report, subject to staff approval. Commissioner Schell seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Ms. Briggs yes, Mr. Schell yes, Mr. Kirby yes, Mr. Larsen yes. Having four yes votes, the motion passed and VAR-24-2025 was approved subject to the conditions in the staff report.

Chair Kirby and the commission wished the applicants good luck. Thereafter, Chair Kirby introduced the final case and asked to hear the staff report.

#### **FPL-23-2025 Final Plat**

Final Plat for the dedication of public right-of-way for Ganton Parkway West Phase 3B located west of Beech Road, south of Worthington Road, and east of Babbitt Road.

**Applicant: City of New Albany**

Planner Bennett delivered the staff report.

Chair Kirby asked whether there were any comments from engineering.

Development Engineer Albright responded that there were no additional comments from engineering.

Chair Kirby asked whether the large squared off area was for a roundabout. He further asked whether more than one roundabout was planned.

Planner Bennett answered yes, the squared off area was for a roundabout and that a single roundabout was planned.

Chair Kirby asked for additional questions from the commission. Hearing none, he opened the public hearing.

Ronald Farber, 5596 Babbitt Road, asked whether there was a traffic study. He was also curious about the setbacks. He stated that his main concerns are the car counts, the traffic study, future development plans, the timing of the survey, and the timing of future development of Babbitt Road.

Planning Manager Christian responded that the city has a road maintenance agreement for Babbitt Road, and pursuant to that agreement, the city will maintain the road. Regarding the traffic counts, Engineer Albright stated that he would check and get back to Mr. Farber. The Public

Service Department will be managing the development of Babbitt Road. Deputy Director Steve Mayer will have more information about the timing and the development plans. The planning meeting will be held in council chambers. Regarding the setbacks, the pavement setback is 90 feet, the building setback is 100 feet. Both are measured from the center line.

Planning Manager Christian said the strategic plan called for Babbitt Road to be made into a three-lane section, as indicated by the teal on the site plan.

Cynthia Coleman, 6145 Babbitt Road, asked whether pictures are available. She also asked whether there are plans for widening the road, and whether a roundabout (or more than one) will be installed, and whether the trees that are not currently marked for removal will be removed.

Planning Manager Christian answered that he will send pictures, and that Deputy Director of Public Service Mayer will be the best resource to answer questions about the changes to the road. He clarified that this application only involved the small section of the road (indicated in teal) on the site plan.

Development Engineer Albright added that if a tree is not currently marked, it is not likely that it will be removed. Work hours would most likely be from 7:30 – 3:30.

David McLain, 5496 Babbitt Road, said that there is not enough right-of-way, particularly to the south. He stated that he is most interested in knowing the timelines, and that most of his questions had been answered. He clarified that there would only be one roundabout, and asked whether the utilities would need to be relocated.

Chair Kirby pointed out that Bevelhymer is quite narrow and needs to be widened.

Development Engineer Albright stated he was not sure at this point. Those discussions and surveys (regarding moving the utilities) are still underway.

Planning Manager Christian said that staff will share the information as soon as they have it.

Tamara Gannon, attending on behalf of her parents who live on Babbitt Road. She clarified the extent of the three lanes. She said that she had heard rumors about the traffic and the number of roundabouts.

Justin Parker, 5085 Babbitt Road. Mr. Parker remarked that it seemed clear that neighbors are starting to get nervous. They are worried about property values going down. He asked for the timelines and asked whether the Babbitt Road residents are going to be required to connect to sewer and water.

Chair Kirby responded that residents of Plain Township will not be required to connect to water and sewer. Plain Township residents are not bound by the City of New Albany's agreement with the City of Columbus.

Planning Manager Christian added that it is up to individual residents whether they want to sell and connect. He also remarked that the strategic plan shows commercial development on that side of the road.

Mr. Parker asked whether there is a point person they should meet with.

Planning Manager Christian responded that staff would collect contact information and connect the residents with Deputy Director of Public Service Mayer.

Kim Doran, 5481 Babbitt Road. Ms. Doran explained that she owns a wedding venue on Babbitt Road. She recalled that during prior construction Babbitt Road was shut down. She asked whether the residents of Babbitt Road will get notice of a shut down this time.

Planning Manager Christian answered yes, everyone will get notice.

Ms. Doran asked whether Ganton Parkway will bring in massive traffic and whether it will be truck traffic, or will the traffic will be pushed on to old 161? She also referenced QTS and the new data centers

Planning Manager Christian explained that the heavy traffic will not be on Babbit Road. Ganton Parkway will provide alternative access.

Michelle Doran, Babbitt Road. Ms. Doran asked whether a leisure path will be installed and whether it would stop at her property.

Planning Manager Christian answered yes to both questions. A leisure path will be installed and yes, it will stop at her property because the boundary of her property is the centerline of the right of way.

Chair Kirby added that the path will end at the city boundary.

Planning Manager Christian agreed and further explained that Google was required to give the city the right of way, but private owners are not required to give their property if it extends into the right of way.

Mr. Parker asked whether a traffic light (or something other than a stop sign) will be installed.

Development Engineer Albright responded that it is not clear now, but it seemed like it was only a stop condition now.

Ms. Coleman approached the lectern again and asked for the current zoning classification for 6145 Babbitt Road.

Planning Manager Christian answered that the current zoning is residential and he clarified that the property owner requests rezoning. He noted that pursuant to the Strategic Plan, the future use of the property is residential.

Ms. Coleman asked how wide the road will be from curb to curb.

Development Engineer Albright answered that he would confirm but it was typically about 50 feet. It is 100 feet for Ganton and 80 feet for Babbitt.

Emily Doran, 5771 Babbitt Road. She asked where the first creek is. She further remarked that the residents were initially told that Babbitt Road was not going to change and now the residents are being told it will be expanded to three lanes. She requested that the residents be kept up to date.

Planning Manager Christian verified the location of the creek.

Ms. Doran (Kim) approached the lectern and asked whether old 161 is going away?

Planning Manager Christian responded that old 161 will still exist. He further explained that the creek being referenced is just south of her property. It is right in front of QTS. He noted that Planner Henderson will collect all the information and make sure it is given to the Deputy

Director of Public Service Mayer. He further explained that he understood this was frustrating but Deputy Director Mayer will provide the timelines and that there will be a separate meeting to discuss this development.

Una Cho Hunter, 5556 and 5251 Babbitt Road, they are her rental properties. She asked what will be happening in the future.

Planning Manager Christian explained that Ms. Hunter's properties were significantly further south and would not be affected by this application. He further clarified that it was just the teal section of road on the diagram. The reason everyone was notified was because during the informal presentation the Community Development Department agreed to notify everyone on Babbitt Road.

Ms. Doran (Michelle) confirmed with Planning Manager Christian that the east side of Babbitt Road was planned as for commercial for future development.

Hearing no further questions from the public or from the commission, Chair Kirby moved to admit the staff reports and related documents into the record for FPL-23-2025. Commissioner Larsen seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Kirby yes, Mr. Larsen yes, Ms. Briggs yes, Mr. Schell yes. Having four yes votes, the motion passed and the staff reports and related documents were admitted to the record for FPL-23-2025.

Commissioner Schell moved for approval of FPL-23-2025 with the findings in the staff report with the conditions in the staff report, subject to staff approval. Chair Kirby seconded the motion.

Chair Kirby asked if there was any discussion on the motion. Hearing none he asked to hear the roll.

Upon roll call: Mr. Schell yes, Ms. Briggs, Mr. Kirby yes, Mr. Larsen yes. Having four yes votes, the motion passed and FPL-23-2025 was favorably recommended to the city council.

At 8:23 Chair Kirby called a 10-minute recess.

At 8:32 Chair Kirby called the meeting to order.

Immediately following the recess Development Engineer Albright confirmed that it was 34-feet for Babbitt Road.

Thereafter, Chair Kirby introduced the first item of Other business, the Graeter's Drive Through informal presentation.

## **VII. Other business**

1. Graeter's Drive through – informal presentation.

Applicants Larry Canini and J. Carter Bean spoke with commission about issues surrounding the creation of the drive through. They explained that the drive through is split in two pieces. There was discussion about access, car stacking, and the mix of tenants in that area. Mr. Canini

explained that the ice cream store would work well with existing medical office tenants because the ice cream store will primarily be busy between the hours of 3:00 p.m. and 10:00 p.m. He further explained that it was originally conceived as pick-up only location, but then it was recognized that ice cream is different than other foods and it needs to be seen. The commission discussed access from Woodcrest, and noted that striping would likely help. Mr. Canini and Mr. Bean thanked the commission and said they looked forward to presenting another concept at an upcoming meeting.

## 2. FDP Major/Minor Modifications Workshop

Planner Saumenig delivered the staff report. She explained that staff was beginning the process and were seeking feedback from the commission. Under the current code, any change to a final development plan must go back before the commission. In an effort to minimize modification applications, staff is researching other communities to see if there are examples of minor modifications that are subject to administrative approval. In Dublin a memo is sent to their planning commission for modifications that have been approved by staff.

Chair Kirby remarked that the numbers would dictate how to proceed. He asked whether staff had counts. If the counts are small, then there is no need to bother.

Commissioner Briggs asked whether staff would email the data to the commission.

Planner Saumenig said, yes of course. She continued that, in her opinion, the Speedway Modification application on tonight's agenda (asking for additional 5 parking spaces) would be minor.

Chair Kirby said that running the numbers would be helpful. He asked what the typical turnaround time is.

Planning Manager Christian responded that the typical turnaround time was days and sometimes hours.

Council Member Wiltout remarked that the devil is in the details of these modifications. Swimming pools and fences should still come through pc, as should any variances.

Everyone agreed.

Planner Saumenig displayed an ARB example of major v. minor modifications. She thanked the commission and said that staff would return with research and recommendations.

The commission thanked staff.

Chair Kirby then called the annual organizational meeting to order.

## 3. Annual Organizational Meeting

- Elect Chairperson
  - Commissioner Schell nominated Neil Kirby to be the chairperson of the New Albany Planning Commission. Commissioner Briggs seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Schell yes, Ms. Briggs yes, Mr. Kirby yes, Mr. Larsen yes. Having four yes votes, Neil Kirby was re-elected chairperson of the New Albany Planning Commission for 2025.

- Elect Vice-Chairperson
  - Chair Kirby nominated David Wallace to be vice-chairperson of the New Albany Planning Commission. Commissioner Schell seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Schell yes, Ms. Briggs yes, Mr. Kirby yes, Mr. Larsen yes. Having four yes votes, David Wallace was re-elected vice-chairperson of the New Albany Planning Commission for 2025.

- Elect Secretary
  - Commissioner Briggs nominated Hans Schell to be secretary of the New Albany Planning Commission. Commissioner Larsen seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Schell yes, Ms. Briggs yes, Mr. Kirby yes, Mr. Larsen yes. Having four yes votes, Hans Schell was re-elected secretary of the New Albany Planning Commission for 2025.

- Elect Planning Commission liaison to the New Albany Board of Zoning Appeals.
  - Chair Kirby nominated Hans Schell to be the commission liaison to the New Albany Board of Zoning Appeals. Commissioner Briggs seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Schell yes, Ms. Briggs yes, Mr. Kirby yes, Mr. Larsen yes. Having four yes votes, Hans Schell was re-elected to be the commission's liaison to the New Albany Planning Board of Zoning Appeals for 2025.

- Establish date, time, and location for 2025 informal and regular meetings
  - Chair Kirby moved that the standing meeting times/days/and locations continue for 2025. That the commission would meet informally on the first Monday of the month at 7:00 p.m., if needed; that the commission would meet regularly on the third Monday of the month at 7:00 p.m., if needed; and that all meetings would take place in the New Albany Village Hall. Commissioner Larsen seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Schell yes, Ms. Briggs yes, Mr. Kirby yes, Mr. Larsen yes. Having four yes votes, the time, date, and location of the New Albany Planning Commission meetings for 2025 was established.

\*Attendance is defined as in-person presence during the hearing and consideration of applications without a conflict of interest before that commission/board at that meeting. Attendance of all currently serving members of the commission/board is encouraged, and three (3) consecutive absences by any member or four (4) absences in any 12-month period shall be considered grounds for the forfeiture of the membership to the commission/board. The forfeiture would occur unless the commission/board member's absence is "excused," as determined in the sole discretion of City Council, due to an illness, injury, or other emergency circumstance of the member, or an immediate family member. Upon the occurrence of the absence that creates the grounds for forfeiture, the applicable department designee and/or a council member will then notify the clerk of council who will inform the full council that action concerning the appointment is required. C.O. 159.02(d).

#### **VIII. Poll members for comment**

Chair Kirby polled the members for comment. All of the commissioners wished each other a pleasant evening.

#### **IX. Adjournment**

Having completed the April 21, 2025 meeting agenda and having no further business, Chair Kirby adjourned the meeting without objection at 9:15 p.m.

Submitted by Deputy Clerk Madriguera, Esq.

#### **Appendix**

##### **FDP-05-2025**

**Staff Report**

**Record of Action**

##### **FDM-19-2025**

**Staff Report**

**Record of Action**

##### **FDM-21-2025**

**Staff Report**

**Record of Action**

##### **FDP-20-2025**

**Staff Report**

**Record of Action**

##### **VAR-24-2025**

**Staff Report**

**Record of Action**

##### **FPL-23-2025**

**Staff Report**

**Record of Action**

**Planning Commission Staff Report  
April 21, 2025 Meeting**

**AEP SUBSTATION  
FINAL DEVELOPMENT PLAN**

LOCATION: 7375 Souder Road (PID: 222-004891)  
APPLICANT: AEP, Ohio Transmission Company, Inc. c/o Amy Toohey  
REQUEST: Final Development Plan  
ZONING: Souder East Office, Research, & Information District I-PUD  
STRATEGIC PLAN: Employment Center  
APPLICATION: FDP-05-2025

Review based on: Application materials received January 23, 2025

*Staff report prepared by Sierra Saumenig, Planner*

**I. REQUEST**

City staff requests that this application be tabled to the May 5, 2025 or May 19, 2025, Planning Commission meeting.

**II. ACTION**

Move to table final development plan application FDP-05-2025 to the May 5, 2025 or May 19, 2025, Planning Commission meeting.

**Approximate Site Location:**



Source: NearMap



## **Community Development Department**

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

Dear AEP Ohio Transmission Company Inc,

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 29, 2025

The New Albany Planning Commission took the following action on 04/21/2025 .

#### Final Development Plan

**Location:** 7375 Souder Rd.

**Applicant:** AEP Ohio Transmission Company Inc,

**Application:** PLFDP20250005

**Request:** Final development plan to allow for construction of an AEP electrical sub station on 9.50 acres located at 7375 Souder Road (PID: 222-002282)

**Motion:** Move to table the application until May 5th meeting agenda.

**Commission Vote:** Motion Tabled, 4-0

**Result:** Final Development Plan, PLFDP20250005 was Tabled, by a vote of 4-0.

Recorded in the Official Journal this April 29, 2025

**Condition(s) of Approval:** None

Staff Certification:

*Sierra L Saumenig*

Sierra Saumenig  
Planner



**Planning Commission Staff Report  
April 21, 2025 Meeting**

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**SPEEDWAY  
FINAL DEVELOPMENT PLAN MODIFICATION**

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LOCATION: Generally located at the northwest intersection of Mink Street and Innovation Campus Way (PID: 093-107478-00.002)  
APPLICANT: J. Carter Bean Architect LLC c/o Carter Bean  
REQUEST: Final Development Plan  
ZONING: Mink Interchange I-PUD  
STRATEGIC PLAN: Retail/Employment Center  
APPLICATION: FDM-19-2025

Review based on: Application materials received March 13, 2025

*Staff report prepared by Sierra Saumenig, Planner II*

**I. REQUEST AND BACKGROUND**

The final development plan application was approved at the March 3, 2025 Planning Commission meeting. The applicant has submitted a final development plan modification application to be heard by the Planning Commission.

The proposed changes include:

1. ☐ The addition of five parking spaces increasing from 36 spaces to 41 spaces.
2. ☐ A minimal increase of lot coverage from 42.7% to 43.6%

**II. SITE DESCRIPTION & USE**

The site is generally located north of Innovation Campus Way and west of Mink Street. It is bordered by commercial properties to the north (New Albany 525), west (AmplifyBio), and south (Axium Building 6), with residential areas in Jersey Township to the east.

**III. EVALUATION**

Staff's review is based on New Albany plans and studies, zoning text, and zoning regulations. Primary concerns and issues have been indicated below, with needed action or recommended action in underlined text. Planning Commission's review authority is found under Chapter 1159.

The Commission should consider, at a minimum, the following (per Section 1159.08):

- a. *That the proposed development is consistent in all respects with the purpose, intent and applicable standards of the Zoning Code;*
- b. *That the proposed development is in general conformity with the Strategic Plan/Rocky Fork-Blacklick Accord or portion thereof as it may apply;*
- c. *That the proposed development advances the general welfare of the Municipality;*
- d. *That the benefits, improved arrangement and design of the proposed development justify the deviation from standard development requirements included in the Zoning Ordinance;*
- e. *Various types of land or building proposed in the project;*

- f. *Where applicable, the relationship of buildings and structures to each other and to such other facilities as are appropriate with regard to land area; proposed density may not violate any contractual agreement contained in any utility contract then in effect;*
- g. *Traffic and circulation systems within the proposed project as well as its appropriateness to existing facilities in the surrounding area;*
- h. *Building heights of all structures with regard to their visual impact on adjacent facilities;*
- i. *Front, side and rear yard definitions and uses where they occur at the development periphery;*
- j. *Gross commercial building area;*
- k. *Area ratios and designation of the land surfaces to which they apply;*
- l. *Spaces between buildings and open areas;*
- m. *Width of streets in the project;*
- n. *Setbacks from streets;*
- o. *Off-street parking and loading standards;*
- p. *The order in which development will likely proceed in complex, multi-use, multi- phase developments;*
- q. *The potential impact of the proposed plan on the student population of the local school district(s);*
- r. *The Ohio Environmental Protection Agency's 401 permit, and/or isolated wetland permit (if required);*
- s. ☐ *The U.S. Army Corps of Engineers 404 permit, or nationwide permit (if required).*

It is also important to evaluate the PUD portion based on the purpose and intent. Per Section 1159.02, PUD's are intended to:

- a. *Ensure that future growth and development occurs in general accordance with the Strategic Plan;*
- b. *Minimize adverse impacts of development on the environment by preserving native vegetation, wetlands and protected animal species to the greatest extent possible*
- c. *Increase and promote the use of pedestrian paths, bicycle routes and other non-vehicular modes of transportation;*
- d. *Result in a desirable environment with more amenities than would be possible through the strict application of the minimum commitment to standards of a standard zoning district;*
- e. *Provide for an efficient use of land, and public resources, resulting in co-location of harmonious uses to share facilities and services and a logical network of utilities and streets, thereby lowering public and private development costs;*
- f. *Foster the safe, efficient and economic use of land, transportation, public facilities and services;*
- g. *Encourage concentrated land use patterns which decrease the length of automobile travel, encourage public transportation, allow trip consolidation and encourage pedestrian circulation between land uses;*
- h. *Enhance the appearance of the land through preservation of natural features, the provision of underground utilities, where possible, and the provision of recreation areas and open space in excess of existing standards;*
- i. *Avoid the inappropriate development of lands and provide for adequate drainage and reduction of flood damage;*
- j. *Ensure a more rational and compatible relationship between residential and non-residential uses for the mutual benefit of all;*
- k. *Provide an environment of stable character compatible with surrounding areas; and*
- l. *Provide for innovations in land development, especially for affordable housing and infill development.*

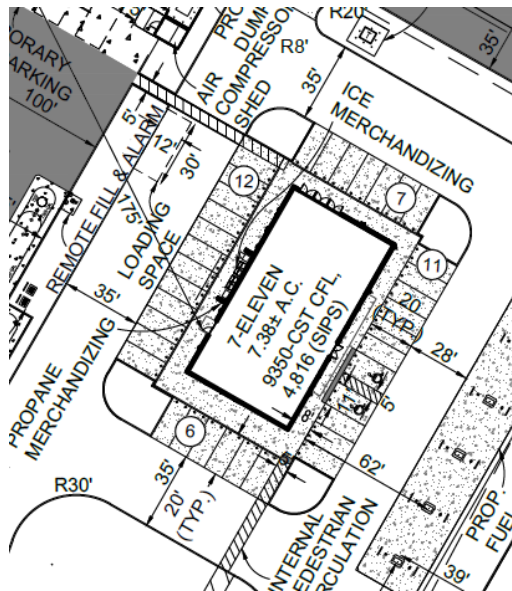
#### **Engage New Albany Strategic Plan Recommendations**

The Engage New Albany Strategic Plan recommends the following development standards for the Neighborhood Retail future land use category:

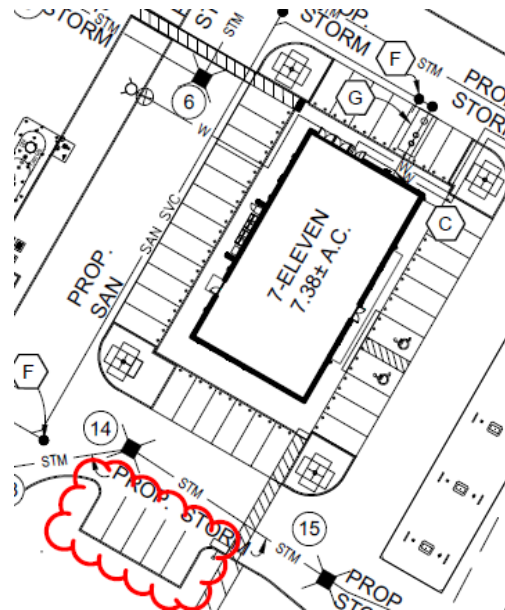
1. ☐ Parking areas should promote pedestrians by including walkways and landscaping to enhance visual aspects of the development.
2. ☐ Combined curb cuts and cross access easements are encouraged.
3. ☐ Curb cuts on primary streets should be minimized and well-organized connections should be created within and between all retail establishments.
4. ☐ Retail building entrances should connect with the pedestrian network and promote connectivity through the site.
5. ☐ Integrate outdoor spaces for food related businesses.

#### A. Use, Site and Layout

1. ☐ The site layout generally remains the same as previously approved aside from the additional parking spaces.



*Approved*



*Proposed*

2. ☐ Zoning text section II(C)(9) requires that the total lot coverage, which includes areas of pavement and building, to not exceed 80%. The plan meets this requirement with a proposed 43.6% lot coverage amount.

#### B. Access, Loading, Parking

1. ☐ The city parking code does not have parking standards for convenience stores associated with a gasoline station use. The Planning Commission should evaluate the appropriateness of the number of parking spaces provided on site.
  - ☐ The applicant is providing 41 parking spaces on site.
  - ☐ Per Codified Ordinance 1167.05(d)(8) gasoline service stations require 2 for each service bay plus 1 for each 2 gasoline dispensing units, plus 1 for each employee during main shift. This site has 10 gasoline pumps and could have up to 5 employees during the main shift resulting in 10 parking spaces being required.
  - ☐ City code does not have specific parking space requirements for convenience stores associated with a gasoline station use. The closest use within the city parking code is retail shopping centers which require one parking space for each 200 square feet of gross floor area. The convenience store is 4,816 square feet which would require 25 parking spaces. The applicant is providing 41 parking spaces which appears to accommodate both the gasoline pump and convenience store uses. This is generally consistent with other gas stations in the city such as Duke and Duchess.

#### C. Architectural Standards

1. ☐ No architectural changes

**D. Parkland, Buffering, Landscaping, Open Space, Screening**

1. ☐ No landscaping changes

**E. Lighting & Signage**

1. ☐ No changes to lighting or signage

**IV. SUMMARY**

The proposal is meeting many of the goals of the Engage New Albany Strategic Plan such as providing pedestrian access along roadways into the site and utilizing high quality building materials.

The additional parking and minimal coverage increase is not substantial. With the recommended condition of approval, the use is appropriate given the surrounding commercially zoned area.

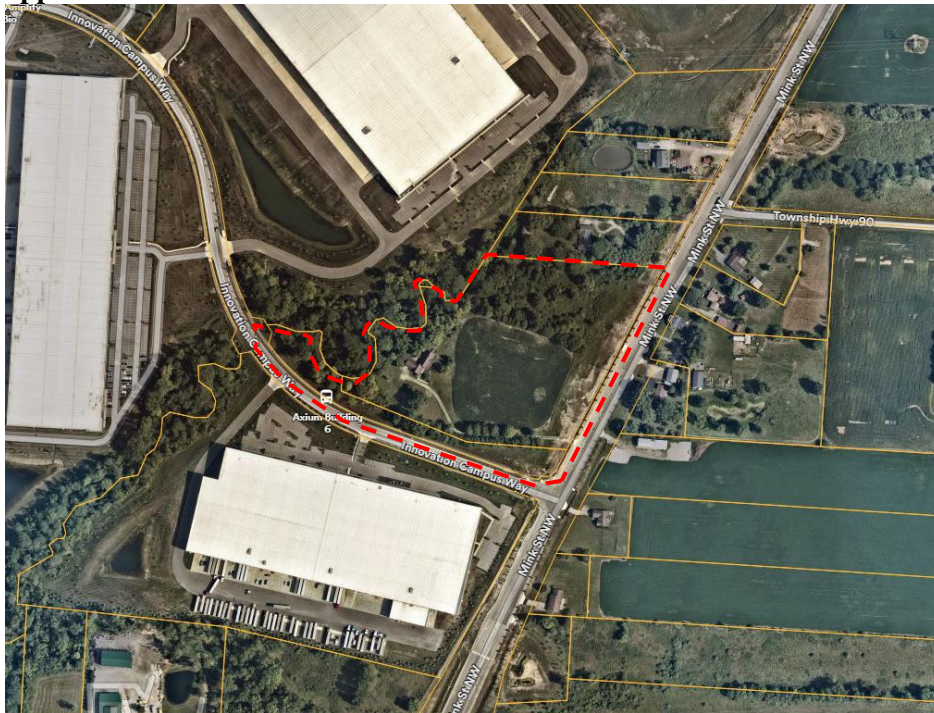
**V. ACTION**

Should the Planning Commission find that the application has sufficient basis for approval, the following motions would be appropriate:

**Move to approve final development plan modification application FDM-19-2025, subject to the following conditions:**

1. ☐ All conditions from the approved final development plan application FDP-03-2025 shall be met.

**Approximate Site Location**



Source: NearMap



## **Community Development Department**

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

Dear J. Carter Bean Architect,

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 22, 2025

The New Albany Planning Commission took the following action on 04/21/2025 .

#### Final Development Plan Modification

**Location:** 1825 Mink St., New Albany, OH 43054

**Applicant:** J. Carter Bean Architect,

**Application:** PLFDM20250019

**Request:** Modification to the approved final development plan to allow 5 additional parking spaces for an approved Speedway gas station located at the northwest corner of Mink Street and Innovation Campus Way (PID: 093-107478-00.002).

**Motion:** To Approve

**Commission Vote:** Motion Approved with Conditions, 4-0

**Result:** Final Development Plan Modification, PLFDM20250019 was Approved with Conditions, by a vote of 4-0.

Recorded in the Official Journal this April 22, 2025

#### Condition(s) of Approval:

1. All conditions from the approved final development plan application FDP-03-2025 shall be met.

Staff Certification:

*Sierra L Saumenig*

Sierra Saumenig  
Planner



**Planning Commission Staff Report  
April 21, 2025 Meeting**

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**COURTYARDS AT HAINES CREEK CLUBHOUSE  
FINAL DEVELOPMENT PLAN MODIFICATION**

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LOCATION:	Generally located at the northwest corner of Central College Road and Jug Street Rd NW (PID: 222-005497)
APPLICANT:	EC New Vision Ohio LLC
REQUEST:	Final Development Plan Modification
ZONING:	Courtyards at Haines Creek I-PUD Zoning District
STRATEGIC PLAN:	Residential District
APPLICATION:	FDM-21-2025

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Review based on: Application materials received April 4, 2025.

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*Staff report completed by Jay Henderson, Planner.*

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**I. REQUEST AND BACKGROUND**

This application is for a final development plan modification for a clubhouse to be built on Reserve H of the subdivision known as “Courtyards at Haines Creek.” The change includes modifications to the clubhouse's architecture.

The Planning Commission reviewed the zoning change and preliminary development plan for the property on June 20, 2023 (ZC-07-2023), and the zoning change was adopted by City Council on July 18, 2023 (O-84-2023). The Planning Commission reviewed and approved the final development plan on March 4, 2024 (FDP-87-2023), and the final plat was approved by City Council on January 7, 2025 (FPL-85-2024).

The application is being heard by the Planning Commission because, in section VIII(B) of the Courtyard at Haines Creek zoning text states, “The private community clubhouse shall be located as generally shown on the preliminary development plan. This parcel shall be owned and maintained by the applicant (or its affiliated entities) or the HOA. The final size and configuration of the parcel and the design of the clubhouse shall be identified in an approved development plan.” The application is being heard by the Planning Commission due to the change in architecture to the clubhouse.

**II. SITE DESCRIPTION & USE**

The 1.5+/- acre zoning area is located in Franklin County. The site is generally located at the northwest corner of Central College Road and Jug Street Rd NW. The site is located immediately west of the Licking County line north of Agriculturally zoned and residentially used properties. Additionally, there are unincorporated residential properties to the west and north of the site.

**III. EVALUATION**

Staff’s review is based on New Albany's plans and studies, zoning text, and zoning regulations. Primary concerns and issues have been indicated below, with needed action or recommended action in the underlined text. The Planning Commission’s review authority is found under Chapter 1159. The property owners within 200 feet of the property in question have been notified.

The Commission should consider, at a minimum, the following (per Section 1159.08):

- a. *That the proposed development is consistent in all respects with the purpose, intent and applicable standards of the Zoning Code;*
- b. *That the proposed development is in general conformity with the Strategic Plan/Rocky Fork-Blacklick Accord or portion thereof as it may apply;*
- c. *That the proposed development advances the general welfare of the Municipality;*
- d. *That the benefits, improved arrangement and design of the proposed development justify the deviation from standard development requirements included in the Zoning Ordinance;*
- e. *Various types of land or building proposed in the project;*
- f. *Where applicable, the relationship of buildings and structures to each other and to such other facilities as are appropriate with regard to land area; proposed density may not violate any contractual agreement contained in any utility contract then in effect;*
- g. *Traffic and circulation systems within the proposed project as well as its appropriateness to existing facilities in the surrounding area;*
- h. *Building heights of all structures with regard to their visual impact on adjacent facilities;*
- i. *Front, side and rear yard definitions and uses where they occur at the development periphery;*
- j. *Gross commercial building area;*
- k. *Area ratios and designation of the land surfaces to which they apply;*
- l. *Spaces between buildings and open areas;*
- m. *Width of streets in the project;*
- n. *Setbacks from streets;*
- o. *Off-street parking and loading standards;*
- p. *The order in which development will likely proceed in complex, multi-use, multi- phase developments;*
- q. *The potential impact of the proposed plan on the student population of the local school district(s);*
- r. *The Ohio Environmental Protection Agency's 401 permit, and/or isolated wetland permit (if required);*
- s. *The U.S. Army Corps of Engineers 404 permit, or nationwide permit (if required).*

It is also important to evaluate the PUD portion based on the purpose and intent. Per Section 1159.02, PUD's are intended to:

- a. *Ensure that future growth and development occurs in general accordance with the Strategic Plan;*
- b. *Minimize adverse impacts of development on the environment by preserving native vegetation, wetlands and protected animal species to the greatest extent possible*
- c. *Increase and promote the use of pedestrian paths, bicycle routes and other non-vehicular modes of transportation;*
- d. *Result in a desirable environment with more amenities than would be possible through the strict application of the minimum commitment to standards of a standard zoning district;*
- e. *Provide for an efficient use of land, and public resources, resulting in co-location of harmonious uses to share facilities and services and a logical network of utilities and streets, thereby lowering public and private development costs;*
- f. *Foster the safe, efficient and economic use of land, transportation, public facilities and services;*
- g. *Encourage concentrated land use patterns which decrease the length of automobile travel, encourage public transportation, allow trip consolidation and encourage pedestrian circulation between land uses;*
- h. *Enhance the appearance of the land through preservation of natural features, the provision of underground utilities, where possible, and the provision of recreation areas and open space in excess of existing standards;*
- i. *Avoid the inappropriate development of lands and provide for adequate drainage and reduction of flood damage;*
- j. *Ensure a more rational and compatible relationship between residential and non-residential uses for the mutual benefit of all;*

- k. *Provide an environment of stable character compatible with surrounding areas; and*
- l. *Provide for innovations in land development, especially for affordable housing and infill development.*

### **Engage New Albany Strategic Plan**

The site is located within the Residential District Future Land Use District. The Engage New Albany Strategic Plan lists the following development standards for the Residential District:

- Organically shaped stormwater management ponds and areas should be incorporated into the overall design as natural features and assets to the community.
- Houses should front onto public open spaces and not back onto public parks or streets.
- All or adequate amounts of open space and parkland is strongly encouraged to be provided on-site.
- A hierarchy of open spaces is encouraged. Each development should have at least one open space located near the center of the development. Typically, neighborhood parks range from half an acre to 5 acres. Multiple greens may be necessary in large developments to provide centrally located greens.
- Adequate amounts of open space and parkland are encouraged to be provided on-site.
- Rear or side-loaded garages are encouraged. When a garage faces the street, the front façade of the garage should be set back from the front façade of the house.
- Any proposed residential development outside of the Village Center shall have a base density of 1 dwelling unit per gross acre in order to preserve and protect the community's natural resources and support the overall land conservation goals of the community. A transfer of residential density can be used to achieve a gross density of 1 dwelling unit per acre.
- Private streets are at odds with many of the community's planning principles, such as: interconnectivity, a hierarchy of street typologies, and a connected community. To achieve these principles, streets within residential developments must be public.

The Engage New Albany Strategic Plan recommends the following standards as prerequisites for all development proposals in New Albany:

- Development should meet setback recommendations contained in the strategic plan.
- Streets must be public and not gated. Cul-de-sacs are strongly discouraged.
- Parks and open spaces should be provided, publicly dedicated and meet the quantity requirements established in the city's subdivision regulations (i.e. 20% gross open space and 2,400 sf of parkland dedication for each lot).
  - All or adequate amounts of open space and parkland is strongly encouraged to be provided on-site. If it cannot be provided on-site, purchasing and publicly dedicating land to expand the Rocky Fork Metro Park or park space for the Joint Parks District is an acceptable alternative.
- The New Albany Design Guidelines & Requirements for residential development must be met.
- Quality streetscape elements, including an amenity zone, street trees, and sidewalks or leisure trails, and should be provided on both sides of all public streets.
- Homes should front streets, parks and open spaces.
- A residential density of 1 dwelling unit (du) per acre is required for single-family residential and a density of 3 du per acre for age restricted housing.
  - Higher density may be allowed if additional land is purchased and deed restricted. This type of density "offset" ensures that the gross density of the community will not be greater than 1 unit per acre. Any land purchased for use as an offset, should be within the NAPLS district or within the metro park zone.
  - 3 du/acre is only acceptable if 100% age restricted. Otherwise, the federal regulations and criteria for subdivisions to qualify as age-restricted must be accounted for when calculating density (i.e. 80% age restricted and 20% non-age restricted).

- Age restriction must be recorded as a deed restriction and included as a requirement in the subdivision's zoning text.

#### **A. Use, Site and Layout**

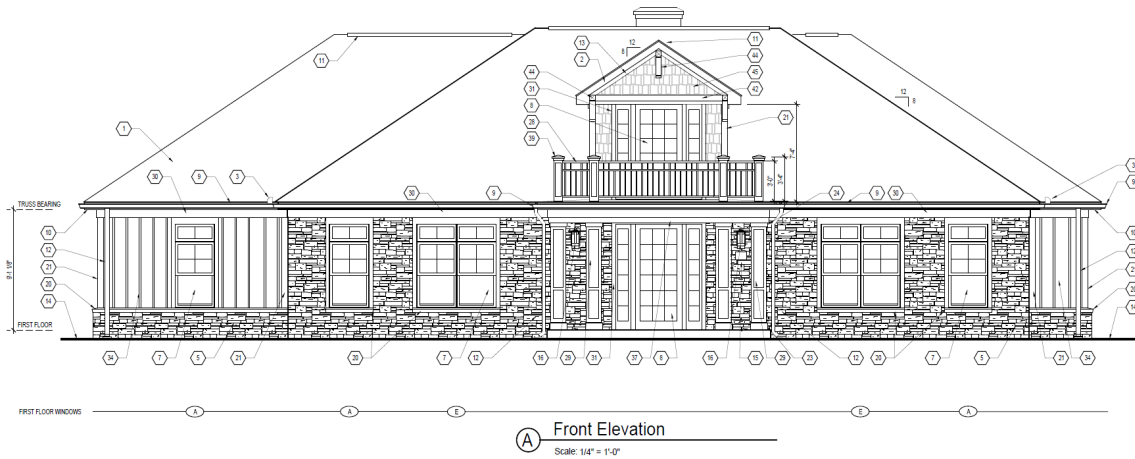
1. The zoning text section II(C) permits one private amenities center/clubhouse, which may include a fitness center, gathering spaces, outdoor pool, and/or other recreational and social facilities, amenities, and improvements serving only the residents living in this zoning district. Per the zoning text, the clubhouse shall be associated with an approved development plan, thus requiring the Planning Commission to review and approve the changes.
2. The previously approved clubhouse site design is consistent with the proposed clubhouse. It features two pickleball courts, a bocce ball court, a community garden, and a swimming pool, which were originally reviewed and approved by the Planning Commission.
3. The site is accessible from Haines Creek Drive and Wooster Drive. The site also has pedestrian access on the south and west sides of the property.
4. The proposal includes minor on-site landscaping changes and changes to the clubhouse architecture.
5. The setbacks align with the approved final development plan for the Courtyard at Haines Creek.

#### **B. Access, Loading, Parking**

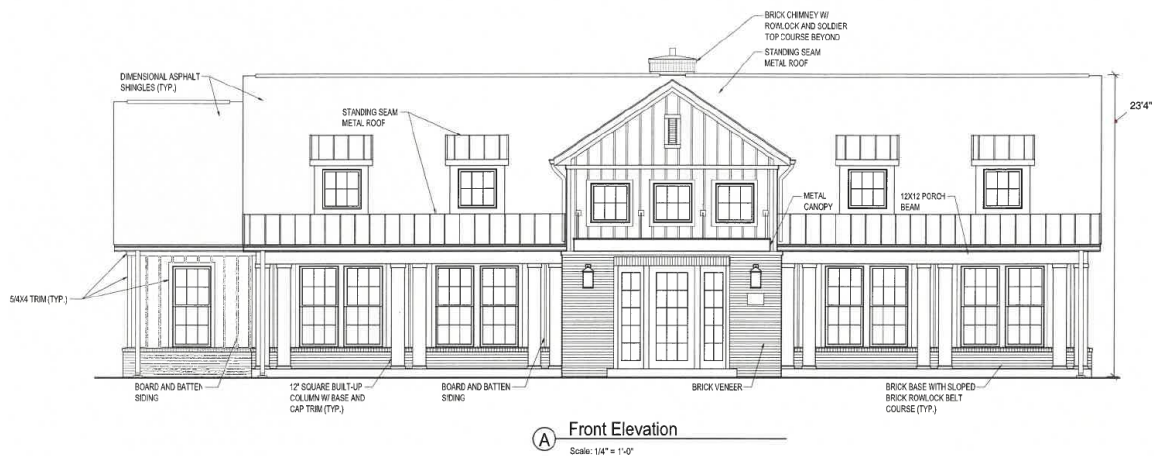
1. Per the zoning text, a parking lot may be provided near the private amenities center/clubhouse to provide for the parking needs of residents and other visitors of the residents in the community. The location of the parking lot and the number of spaces to be provided shall be determined at the time of approval of a final development plan for this zoning district.
2. Per code section 1167.05(f), the Planning Commission shall determine the number of parking spaces required for the clubhouse since it is a use not mentioned in the code.
3. The applicant proposes 23 designated parking spaces for the clubhouse, consistent with the approved final development plan.
4. Staff recommends a condition of approval to add a sidewalk connection from the community garden to the eastern leisure path (condition #1).

#### **C. Architectural Standards**

1. The applicant has proposed significant changes to the clubhouse architecture. The approved final development plan included a stone veneer face on the front elevation, which also wrapped around the building's water table.
2. The applicant has also removed the porch overhang.
3. Maximum building height: The maximum height of the private amenities' center/clubhouse shall be 35 feet as measured from the finished grade at the front door to the ridge on the roof. The proposed elevations show the clubhouse being 23 feet and 4 inches, which meets the requirement.
4. The amenities center/private clubhouse shall be 1 ½ stories in appearance or two stories in height. The architectural design and appearance of this structure shall be complimentary to and consistent with the homes in this zoning district. The proposed clubhouse is consistent with the 1 ½ story shown in the previous iteration.
5. The proposed clubhouse will be comprised of the same lap siding and board and batten siding, with brick veneer as new material. The base will be comprised of brick with a sloped rowlock belt course.
6. The City Architect has reviewed the clubhouse and recommends approval of the proposed design and materials.



*Previously approved*



*Proposed*

#### **D. Parkland, Buffering, Landscaping, Open Space, Screening**

1. Minor landscaping details have changed on site; however, staff is not concerned as the changes are not substantial.
2. All garbage cans and other waste containers shall be kept in garages or within approved screened areas. Pedestrian garbage receptacles may be located on the exterior of the amenities center/private clubhouse, provided that they are placed within or covered by an enclosure made of materials and with colors that are complimentary to the building.
3. The applicant has provided all necessary screening details for all mechanical and waste containers.

#### **E. Lighting & Signage**

1. Light poles within parking lot areas near the clubhouse shall not exceed 18 feet in height, shall be cut-off type fixtures, and be downcast. Parking lot lighting shall be from a controlled source in order to minimize light spilling beyond the boundaries of the site. These details were not provided as part of this application and will be reviewed at the time of permitting. The city recommends a condition of approval that all final lighting details be subject to staff approval (condition #2).

#### **IV. ENGINEER'S COMMENTS**

The City Engineer has reviewed the referenced plan in accordance with the engineering-related requirements of Code Section 1159.07(b)(3) and has no comments.

## **V. SUMMARY**

The final development plan modification conforms with the residential land use density recommendations of the Engage New Albany Strategic Plan and is consistent with the zoning text requirements approved with the final development plan. The clubhouse provides the recommended amenity space within the community, maintaining the desired quality of life in the city. The changes in architectural features and details demonstrate cohesiveness with the surrounding homes. The site provides various amenities to serve the residents in the community while meeting the requirements demonstrated in the I-PUD text.

## **VI. ACTION**

### **Suggested Motion for FDP-21-2025:**

#### **Move to approve FDP-21-2025 with the following conditions:**

1. The applicant inserts a sidewalk connection from the community garden space to the eastern leisure path on the site.
2. That the final lighting details be subject to staff approval.

#### **Approximate Site Location:**



Source: ArcGIS



## **Community Development Department**

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

Dear EC New Vision Ohio, LC,

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

Wednesday, April 23, 2025

The New Albany Planning Commission took the following action on 04/21/2025 .

#### Final Development Plan Modification

**Location:** PID: 222-005497

**Applicant:** EC New Vision Ohio, LLC,

**Application:** PLFDM20250021

**Request:** Modification to the approved final development plan for review and approval of a private clubhouse on 1.5 acres located at the northwest corner of Central College Road and Jug Street Rd NW (PID: 222-005497).

**Motion:** To approve

**Commission Vote:** Motion Approval with Conditions, 4-0

**Result:** Final Development Plan Modification, PLFDM20250021 was Approval with Conditions, by a vote of 4-0.

Recorded in the Official Journal this April 23, 2025

#### Condition(s) of Approval:

1. The applicant inserts a sidewalk connection from the community garden space to the eastern leisure path on the site.
2. That the final lighting details be subject to staff approval.

Staff Certification:

Jay Henderson  
Planner



**Planning Commission Staff Report  
April 21, 2025 Meeting**

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**MEDICAL OFFICE BUILDING  
FINAL DEVELOPMENT PLAN**

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LOCATION: Located off the roundabout on Forest Drive, south of Johnstown Road (US-62) and north of Smith's Mill Road (PID: 222-004888)  
APPLICANT: Canini & Associates  
REQUEST: Final Development Plan  
ZONING: Infill Planned Unit Development (I-PUD): Canini Trust Corp, subarea 8b  
STRATEGIC PLAN: Employment Center  
APPLICATION: FDP-20-2025

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Review based on: Application materials received February 28, 2025

*Staff report prepared by Kylie Blackburn, Planner*

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**I. REQUEST AND BACKGROUND**

The application is for a final development plan for two proposed medical office buildings located on the east side of the roundabout off Forest Drive south of Johnstown Road (US-62) and north of Smith's Mill Road, within the Canini Trust Corp. The development includes two medical office buildings on a 2.08-acre site.

The zoning text allows office buildings, and the permitted uses contained in the Codified Ordinances of the Village of New Albany, OCD Office Campus District, Section 1144.02, and the conditional uses contained in Section 1144.03, which includes personal services such as health offices. The applicant has applied for a variance to be heard by the Planning Commission at tonight's meeting under case VAR-24-2025 for a lot split that would create a lot with no frontage.

**II. SITE DESCRIPTION & USE**

The 2.08-acre site is generally located on the east side of the roundabout off Forest Drive south of Johnstown Road (US-62) and north of Smith's Mill Road, within the Canini Trust Corp. Some of the existing surrounding uses include Hampton Inn & Suites, Courtyard by Marriott, and The Estate at New Albany.

**III. EVALUATION**

Staff's review is based on New Albany plans and studies, zoning text, zoning regulations. Primary concerns and issues have been indicated below, with needed action or recommended action in underlined text. Planning Commission's review authority is found under Chapter 1159.

The Commission should consider, at a minimum, the following (per Section 1159.08):

- a. *That the proposed development is consistent in all respects with the purpose, intent and applicable standards of the Zoning Code;*
- b. *That the proposed development is in general conformity with the Strategic Plan/Rocky Fork-Blacklick Accord or portion thereof as it may apply;*
- c. *That the proposed development advances the general welfare of the Municipality;*

- d. *That the benefits, improved arrangement and design of the proposed development justify the deviation from standard development requirements included in the Zoning Ordinance;*
- e. *Various types of land or building proposed in the project;*
- f. *Where applicable, the relationship of buildings and structures to each other and to such other facilities as are appropriate with regard to land area; proposed density may not violate any contractual agreement contained in any utility contract then in effect;*
- g. *Traffic and circulation systems within the proposed project as well as its appropriateness to existing facilities in the surrounding area;*
- h. *Building heights of all structures with regard to their visual impact on adjacent facilities;*
- i. *Front, side and rear yard definitions and uses where they occur at the development periphery;*
- j. *Gross commercial building area;*
- k. *Area ratios and designation of the land surfaces to which they apply;*
- l. *Spaces between buildings and open areas;*
- m. *Width of streets in the project;*
- n. *Setbacks from streets;*
- o. *Off-street parking and loading standards;*
- p. *The order in which development will likely proceed in complex, multi-use, multi- phase developments;*
- q. *The potential impact of the proposed plan on the student population of the local school district(s);*
- r. *The Ohio Environmental Protection Agency's 401 permit, and/or isolated wetland permit (if required);*
- s. *The U.S. Army Corps of Engineers 404 permit, or nationwide permit (if required).*

It is also important to evaluate the PUD portion based on the purpose and intent. Per Section 1159.02, PUD's are intended to:

- a. *Ensure that future growth and development occurs in general accordance with the Strategic Plan;*
- b. *Minimize adverse impacts of development on the environment by preserving native vegetation, wetlands and protected animal species to the greatest extent possible*
- c. *Increase and promote the use of pedestrian paths, bicycle routes and other non-vehicular modes of transportation;*
- d. *Result in a desirable environment with more amenities than would be possible through the strict application of the minimum commitment to standards of a standard zoning district;*
- e. *Provide for an efficient use of land, and public resources, resulting in co-location of harmonious uses to share facilities and services and a logical network of utilities and streets, thereby lowering public and private development costs;*
- f. *Foster the safe, efficient and economic use of land, transportation, public facilities and services;*
- g. *Encourage concentrated land use patterns which decrease the length of automobile travel, encourage public transportation, allow trip consolidation and encourage pedestrian circulation between land uses;*
- h. *Enhance the appearance of the land through preservation of natural features, the provision of underground utilities, where possible, and the provision of recreation areas and open space in excess of existing standards;*
- i. *Avoid the inappropriate development of lands and provide for adequate drainage and reduction of flood damage;*
- j. *Ensure a more rational and compatible relationship between residential and non-residential uses for the mutual benefit of all;*
- k. *Provide an environment of stable character compatible with surrounding areas; and*
- l. *Provide for innovations in land development, especially for affordable housing and infill development.*

### **Engage New Albany Strategic Plan Recommendations**

The 2020 Engage New Albany strategic plan designates the area as the Employment Center District future land use category. The strategic plan lists the following development standards for the Employment Center District land use category:

1. No freeway / pole signs are allowed.
2. Heavy landscaping is necessary to buffer these uses from adjacent residential areas.
3. Plan office buildings within context of the area, not just the site, including building height within development parcels.
4. Sites with multiple buildings should be well organized and clustered if possible.
5. All office developments are encouraged to employ shared parking or be designed to accommodate it.
6. All office developments should plan for regional stormwater management.
7. All associated mechanical operations should be concealed from the public right-of-way and screened architecturally or with landscape in an appealing manner.
8. Any periphery security should integrate with the existing landscape and maintain and enhance the character of road corridor.
9. Combined curb cuts and cross-access easements are encouraged.
10. The use of materials, colors, and texture to break up large-scale facades is required.

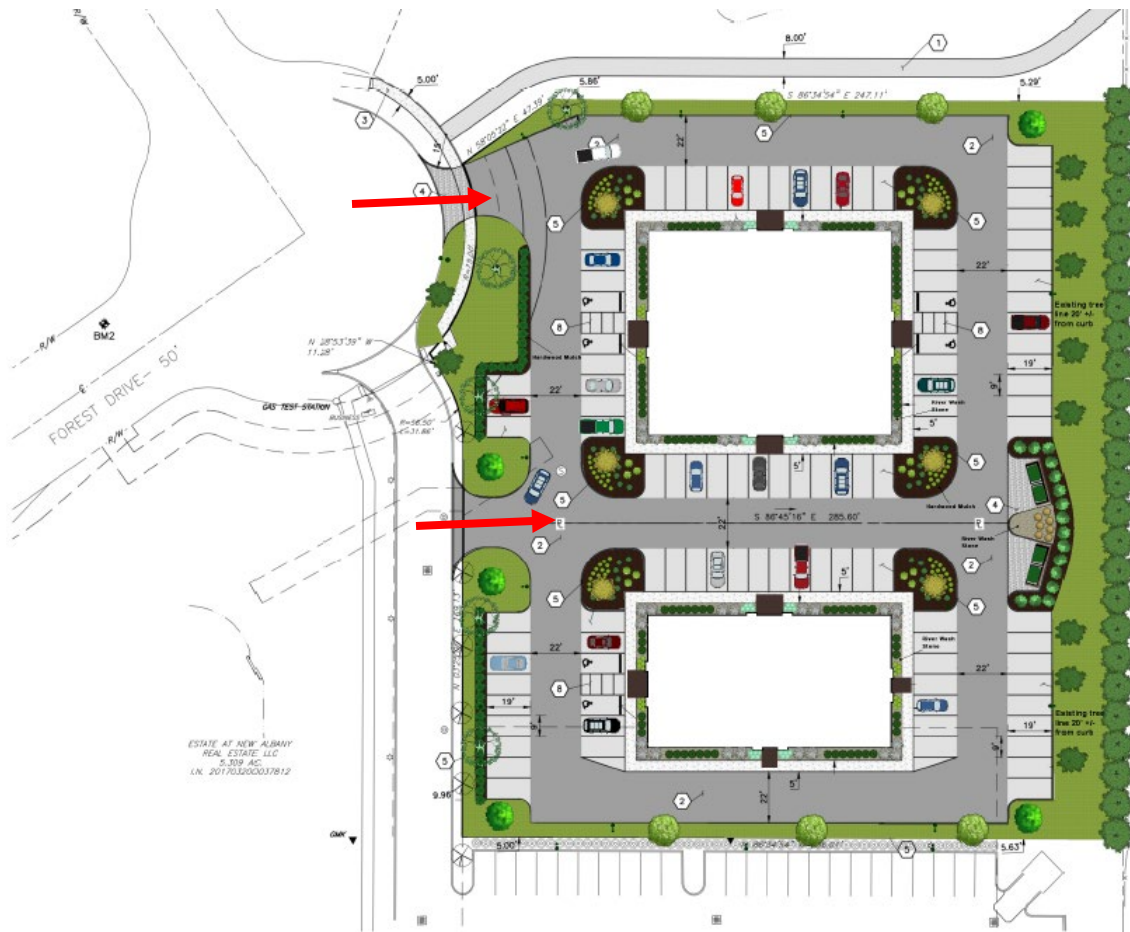
#### **1. Use, Site, and Layout**

1. The applicant proposes to develop two medical office buildings, the building on lot 1 will be 9,170 sq ft, and the building on lot 2 will be 5,845 sq ft. The existing total site size is 2.08 acres, which is going to be split into lot 1 totaling +/- 1.19 acres and lot 2 totaling +/- 0.89 acres
2. The variance for lot 2 to not have public street frontage is to be heard by the Planning Commission at tonight's meeting under case VAR-24-2025.
3. The proposed use is appropriate given the proximity of this site to surrounding commercial development in the area. Some of the existing surrounding uses include The Estate at New Albany, Hampton Inn, Courtyard by Marriott, Home2 Suites by Hilton, and Smith's Mill Health Campus.
4. Zoning text section 8b.01(7) requires that the total lot coverage, which includes areas of pavement and building, to not exceed 80%. The plan meets this requirement with a proposed 73% lot coverage amount.
5. The zoning text section 8b.01 requires the following setbacks:

<b>Road</b>	<b>Requirement</b>	<b>Proposed</b>
Forest Drive	30-foot building and 20-foot pavement setbacks	83+/- foot building [meets code] 24.13+/- foot pavement [meets code]

#### **2. Access, Loading, Parking**

1. The site is accessed from two proposed curb cuts:
  - a. One full access along Forest Drive.
  - b. One full access off of the private drive on PID: 222-004887
    - a. Before building permits, the applicant needs written consent and a cross-access easement to utilize the private drive on PID: 222-004887 for the second access (condition 1).



2. The applicant anticipates splitting the lot and developing one building on each lot. If this is done, a cross-access agreement will need to be made between the two lots (condition 2).
3. Per section 8b.02(3) of the zoning text, bicycle racks shall be provided within this subarea; this is being met with one bicycle rack on each proposed lot.
4. Codified Ordinance 1167.05(d)(5) requires a minimum of one parking space for each 200 square feet of gross floor area. Lot one's building is 9,170 square feet; therefore, 46 spaces are required, and the applicant meets this requirement with the proposed 59 spaces. Lot two's building is 5,845 square feet; therefore, 30 spaces are required, and the applicant meets this requirement with the proposed 43 spaces.
5. Per section 8b.02(5) of the zoning text, a minimum of five (5) parking spaces shall be provided for wetland park and/or trail users. These parking spaces shall be located adjacent to the entrance to the wetland park and shall be labeled as such, this is not being met.
  - o Staff recommends that these parking spaces for the wetland park be provided, subject to staff approval (condition 3).
6. Per C.O. 1167.03(a), the minimum parking space dimensions required are 9 feet wide and 19 feet long, and this requirement is met.
7. Per C.O. 1167.03(a), the minimum maneuvering lane width size is 22 feet for this development type, and this requirement is met.

### 3. Architectural Standards

1. The purpose of the New Albany Design Guidelines and Requirements is to help ensure that the New Albany community enjoys the highest possible quality of architectural design.
2. The zoning text contains architectural standards and is regulated by Section 6 of the Design Guidelines and Requirements (Commercial outside the Village Center).

3. The zoning text states that the maximum building height within this zoning district shall not exceed 45 feet. The proposed building height is 20 feet; therefore, this requirement is being met.
4. The applicant proposes to use brick for the majority of the building. The proposal also includes smooth cast stone. The zoning text permits the use of these materials, such as brick, pre-cast stone, wood, glass, and other synthetic materials are permitted as long as they are used appropriately. The design of the building and use of materials are appropriate and consistent with other buildings in the immediate area.
5. The zoning text states that tinted glass is permitted, but the use of mirrored or reflective glass is prohibited. The proposed windows on the two buildings will be clear/transparent glass, therefore meeting this requirement.
6. Zoning text section 8a.03(2) 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. The applicant is accomplishing this requirement by utilizing four-sided architecture.
7. A sample of a roof plan was submitted and demonstrates that all rooftop mechanical equipment will be fully screened from all public roads using a parapet wall.
8. Zoning text section 8b.03(6) states that if a flat roof is used, strong cornice lines must be integrated, and the applicant is meeting this.
9. The City Architect has reviewed the proposed architecture and has the following comments:
  - The ratio of glazing-to-solid-wall needs to be enhanced. The City Architect recommends replacing the solid panels located directly above the windows with actual transoms that are the same height as the solid panels (with a vertical separation matching the windows below). This may raise the interior first-floor ceiling height, but the exterior requires it.
  - The trim portion of the cornice design should be enhanced. The city architect pointed out that the current design might not be as strong concerning the scale of the building. The city architect gave a suggestion that the cornice could have a strong overhang to pick up on the horizontality of the entry canopy.
  - Staff recommends a condition of approval that all City Architect's comments are addressed, subject to staff approval (condition 4)

#### **4. Parkland, Buffering, Landscaping, Open Space, Screening**

1. Parking Lot Landscaping Requirement:
  - Codified Ordinance 1171.06(a)(2)(3) says that for each one hundred square feet, or fraction thereof, of parking area, a minimum total of five square feet of landscaped area shall be provided.
    - For lot 1 parking, 1,242 sq ft is required for code, and the applicant is providing 3,904 sq ft.
    - For lot 2 parking, 1,000 sq ft is required for code, and the applicant is providing 2,790 sq ft.
  - The zoning text 8b.04(4)(c) requires that the amount of interior landscaping shall be a minimum of eight percent of the total area of parking lot pavement.
    - For lot 1, parking 1,987 sq ft is required per the zoning text, and the applicant is providing 3,904 sq ft.
    - For lot 2, parking 1,599 sq ft is required per the zoning text, and the applicant is providing 2,790 sq ft.
  - Per zoning text 8b.04(4)(a), parking lots shall be screened from rights-of-way with a minimum 36-inch-high evergreen landscape hedge or wall. The landscape plan meets this requirement with the proposed 4-6-foot-high evergreen landscape hedge.
2. General Site Landscaping Requirement:
  - The zoning text 8b.04(6) requires that tree plantings shall be required within site parking and service areas. Trees shall be a minimum of 2 ½ inches in caliper at installation.

- The zoning text 8b.04(7)(a) also requires that the minimum tree size shall be no less than 2 ½ inches in caliper for street and or shade trees and 1 ½ inches in caliper for ornamental trees
  - The applicant is providing that all trees planted will be at 2 ½ inches in caliper for site parking, service, street, and buffer shade trees.
- 3. Street Tree Landscaping Requirement:
  - The zoning text section 8b.04(2) requires street trees to be planted along Forest Drive. Trees are to be a minimum of two and a half inch caliper and shall be spaced at a minimum distance of thirty feet on center, Trees may be grouped, provided that the quantity is equivalent to 1 tree per thirty feet.
  - The applicant will have 20 feet of parking frontage along Forest Drive and is providing 2 trees at 2 ½ inches in caliper, therefore meeting the requirement.
- 4. The applicant proposes to use ornamental trees for buffer trees that are required per code. The plan also proposes that the buffer ornamental trees be planted at 2.5" CAL. This requirement is met.
- 5. Staff recommends a condition of approval that all City Landscape Architect's comments are addressed, subject to staff approval (condition 5)

## 5. Lighting & Signage

1. The zoning text 8b.05(1)(b) requires that external building lighting shall be limited to wall-mounted sconces. No uplighting or washing of the building shall be permitted.
  - The applicant has provided images of the proposed external lighting, and they meet this requirement.
2. Per the zoning text 8b.05(1)(d), all light poles shall be black or New Albany Green with a maximum height of 20 feet, including the light fixture.
  - The applicant shows light poles will be New Albany Green and have a mounting height of 17 feet, meeting the requirement.

## 6. Wall Signs

The applicant has not provided a sign package at this time, but has informed staff that when signs are proposed, they will match signs of neighboring properties within the development, having sign panels with backlit or halo lettering. There will not be a monument sign on the properties.

- The city staff recommends a condition of approval that the final copy of these proposed signs and future signage is subject to staff approval (condition 6).

## IV. ENGINEER'S COMMENTS

The City Engineer has reviewed the application and provided the following comments. These comments can also be found in a separate memo attached to this staff report. Staff recommends a condition of approval that the comments of the city engineer are addressed, subject to staff approval (condition 7).

1. Add the signature block and all accompanying notes to the cover sheet of the referenced document and delete what is currently shown.
2. Please show all existing easements, wetlands, and buffers shown on this exhibit on the referenced document.
3. Please show the site distance triangles in accordance with the ODOT L&D Manual on the landscape plans at the curb cuts. Add stop bars/signs and use this as the decision point. Remove impediments to motorists' view.
4. We recommend that a Licensed Landscape Architect stamp/seal the landscape plans.
5. Obtain Community Development Department approval for the photometrics plan. Footcandle intensities at the property line and the uniformity ratios are higher than what typically gets approved.
6. Provide a fire truck turning radius analysis for review and approval.
7. Record the access easement and provide a copy to the City when available.

8. We will provide additional engineering review comments once detailed plans are available.

## V. SUMMARY

The proposal meets many of the goals of the Engage New Albany Strategic Plan, such as providing pedestrian access along roadways and into the site, as well as utilizing high-quality building materials that are consistent with other buildings in the immediate area. The proposed development is in an appropriate location given the context of the surrounding area development.

## V. ACTION

Should the Planning Commission find that the application has sufficient basis for approval, the following motions would be appropriate:

Move to approve final development plan application **FDP-20-2025**, subject to the following conditions:

1. Before building permits, the applicant needs written consent and a cross-access easement to utilize the private drive on PID: 222-004887
2. A cross-access agreement will be needed when the lot split occurs.
3. The 5 required parking spaces stated in the zoning text for the use of the wetland park are required in the submittal process.
4. The City Architect's comments must be addressed, subject to staff approval:
  - a. The ratio of glazing-to-solid-wall needs to be enhanced. The city architect recommends replacing the solid panels located directly above the windows with actual transoms that are the same height as the solid panels (with a vertical separation matching the windows below). This may raise the interior first-floor ceiling height, but the exterior requires it.
  - b. The trim portion of the cornice design should be enhanced. The city architect pointed out that the current design might not be as strong concerning the scale of the building. The city architect gave a suggestion that the cornice could have a strong overhang to pick up on the horizontality of the entry canopy
5. The City Landscape Architect's comments must be addressed, subject to staff approval:
  - a. Shift the proposed trash enclosure to the southeast corner of the parcel. Consolidate the enclosures and provide a standard approved gate to the proposed screening wall.
  - b. Shift the proposed drive access to the south edge of the parcel.
  - c. Update the proposed site plan to include proper pedestrian connections/ walks within the interior of the site.
  - d. Revise the proposed parking lot screening application to reflect a minimum height of 36" at time of install.
  - e. Revise the proposed planting plan to provide proper screening along the north side of the parking lot.
  - f. Remove the proposed plant bed between trash enclosures to consolidate screening wall.
  - g. Per Canini Trust Corp. I-PUD Text, 8a.04 (5) Revise the proposed planting plan to provide the proper minimum deciduous shade trees in the buffer zone along Forest Drive.
  - h. New Horizon Elm is susceptible to the Elm Leaf Beetle, revise the proposed plant list to replace the New Horizon Elm with the Princeton Elm (*or similar, ensuring resistance to Dutch elm disease and the Elm leaf beetle*).
6. The final copy of the proposed signs and future signage is subject to staff approval.
7. The City Engineer's comments must be addressed, subject to staff approval;
  - o Add the signature block and all accompanying notes to the cover sheet of the referenced document and delete what is currently shown.
  - o Please show all existing easements, wetlands, and buffers shown on this exhibit on the referenced document.

- Please show the site distance triangles in accordance with the ODOT L&D Manual on the landscape plans at the curb cuts. Add stop bars/signs and use this as the decision point. Remove impediments to motorists' view.
  - We recommend that a Licensed Landscape Architect stamp/seal the landscape plans.
  - Obtain Community Development Department approval for the photometrics plan. Footcandle intensities at the property line and the uniformity ratios are higher than what typically gets approved.
  - Provide a fire truck turning radius analysis for review and approval.
  - Record the access easement and provide a copy to the city when available.
  - We will provide additional engineering review comments once detailed plans are available.
8. That the proposal is contingent upon approval of VAR-24-2025.

**Approximate Site Location:**



Source: Nearmap

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## Development Review

project name	Canini & Associates Forest Drive MOB
prepared for	City of New Albany
date	April 10, 2025
date received	March 28, 2025

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## COMMENTS

### Site Plan

1. Remove the proposed plant bed between trash enclosures to consolidate the enclosures and provide a standard approved gate to the proposed screening wall. See diagram.
2. Update the proposed site plan to include proper pedestrian connections/ walks within the interior of the site. See diagram.

### Planting Plan

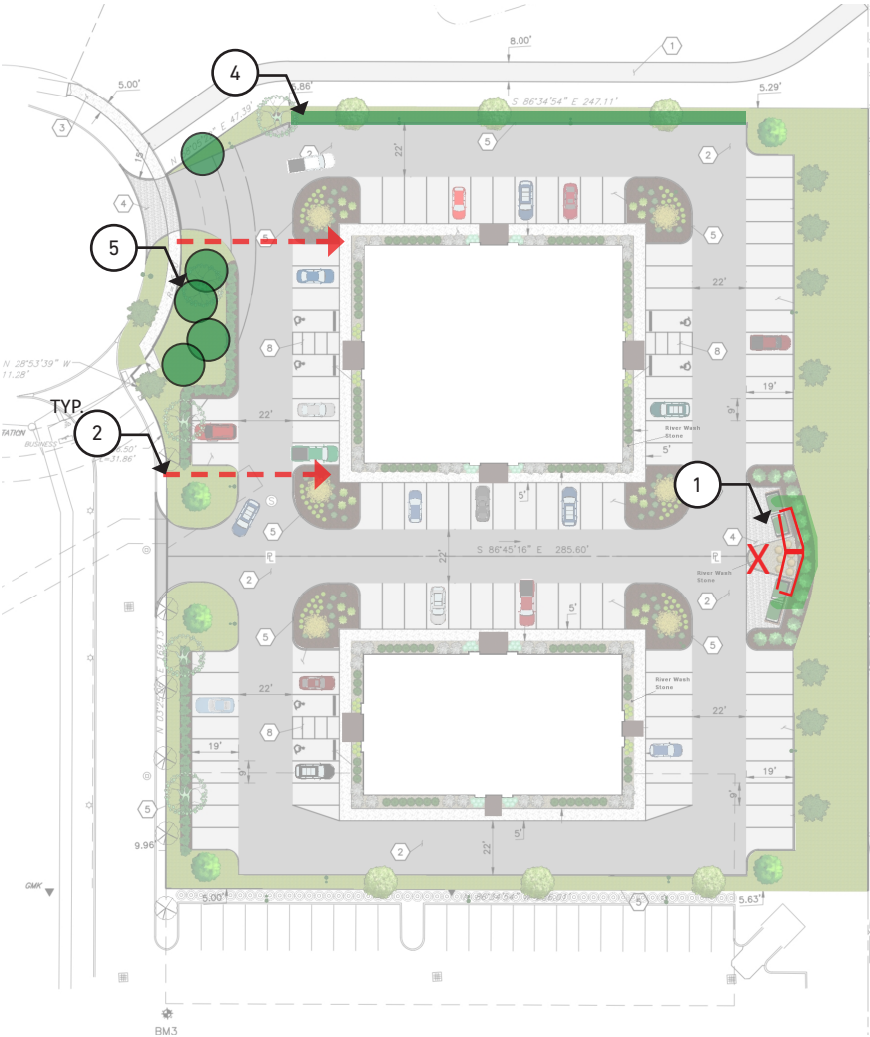
3. Revise the proposed parking lot screening application to reflect a minimum height of 36" at time of install. See diagram.
4. Revise the proposed planting plan to provide proper screening along the north side of the parking lot. See diagram.
5. Per Canini Trust Corp. I-PUD Text, 8b.04 (5) Revise the proposed planting plan to provide the proper minimum deciduous shade trees in the buffer zone along Forest Drive. See diagram.
6. New Horizon Elm is susceptible to the Elm Leaf Beetle, revise the proposed plant list to replace the New Horizon Elm with the Princeton Elm (*or similar, ensuring resistance to Dutch elm disease and the Elm leaf beetle*). See diagram.

#### \*NOTES:

*The provided diagram is for clarification and design intent purposes only. The diagram should be used to help illustrate the above comments. It is the responsibility of the design consultants to incorporate the above comments as it relates to the site and to adhere to all City requirements and subsequent code. The diagram may not be to scale.*

Development Review

project name    Canini & Associates Forest Drive MOB  
prepared for    City of New Albany  
date              April 10, 2025  
date received   March 28, 2025



		Plant Legend		
Symbol	Qty	Common	Botanical	Location
	5	Amur Maackia	Maackia Amurensis	Parking Lot Tree
	6	Princeton Sentry Ginkgo	Ginkgo biloba 'Princeton Sentry'	Parking Lot Tree
	6	Japanese Zelkova	Zelkova serrata 'Green Vase'	Parking Lot/Buffer Tree
	5	New Horizon Elm	Ulmus New Horizon	Buffer Tree
	10	Red Maple	Acer rubrum 'Red Sunset'	Street Tree
	47	Sea Green Juniper	Juniperus Chin. 'Sea Green'	Parking Screen
	48	Low Scape Chokeberry	Aronia Low Scape Mound	Landscape
	40	Bobo Panicle Hydrangea	Hydrangea paniculata 'Bobo'	Landscape
	96	Strongbox Inkberry	Ilex glabra 'Strongbox'	Landscape
	90	Variegated Linope	Liriope muscari 'Variegata'	Landscape
	40	Blue Oat Grass	Helictotrichon sempervirens	Landscape
	40	Daylily	Hemerocallis sp.	Landscape
	18	Feather Reed Grass	Calamagrostis acutiflora	Landscape
	16	Techny Arborvitae	Thuja occidentalis 'Techny'	Dumpster Screen
	7	Zebra Grass	Miscanthus sinensis 'Strictus'	Dumpster Screen

404.741-01  
April 1, 2025

To: Kylie Blackburn  
City Planner

From: Matt Ferris, P.E., P.S., Consulting City Engineer  
By: Jay M. Herskowitz, P.E., BCEE

Re: MOB FDP

Our review comments are as follows:

1. Refer to Exhibit A attached. Add the signature block and all accompanying notes to the cover sheet of the referenced document and delete what is currently shown.
2. Refer to Exhibit B. Please show all existing easements, wetlands and buffers shown on this exhibit on the referenced document.
3. Please show the site distance triangles in accordance with the ODOT L&D Manual on the landscape plans at the curb cuts. Add stop bars/signs and use this as the decision point. Remove impediments to motorist view.
4. We recommend that a Licensed Landscape Architect stamp/seal the landscape plans.
5. Obtain Community Development Department approval for the photometrics plan. Footcandle intensities at the property line and the uniformity ratios are higher than what typically gets approved.
6. Provide a fire truck turning radius analysis for review and approval.
7. Record the access easement and provide a copy to the City when available.
8. We will provide additional engineering review comments once detailed plans are available.

MEF/JMH

(attachments)

CC: Joshua Albright, Development Engineer



## **Community Development Department**

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

Dear Canini & Associates 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

Wednesday, April 23, 2025

The New Albany Planning Commission took the following action on 04/21/2025 .

#### Final Development Plan

**Location:** 222-004888

**Applicant:** Canini & Associates LLC,

**Application:** PLFDP20250020

**Request:** Final Development Plan

**Motion:** To approve with conditions

**Commission Vote:** Motion Approval with Conditions, 4-0

**Result:** Final Development Plan, PLFDP20250020 was Approval with Conditions, by a vote of 4-0.

Recorded in the Official Journal this Wednesday, April 23, 2025

#### Condition(s) of Approval:

1. Before building permits, the applicant needs written consent and a cross-access easement to utilize the private drive on PID: 222-004887
2. A cross-access agreement will be needed when the lot split occurs.
3. A cross-access easement must be established along the entire front drive aisle to allow future connection onto parcel 222-004353 in order to meet the requirement from zoning text section 8b.02(5).
4. The City Architect's comments must be addressed, subject to staff approval:
  - The ratio of glazing-to-solid-wall needs to be enhanced. The city architect recommends replacing the solid panels located directly above the windows with actual transoms that are the same height as the solid panels (with a vertical separation matching the windows below). This may raise the interior first-floor ceiling height, but the exterior requires it.
  - The trim portion of the cornice design should be enhanced. The city architect pointed out that the current design might not be as strong concerning the scale of the building. The city architect gave a suggestion that the cornice could have a strong overhang to pick up on the horizontality of the entry canopy
5. The City Landscape Architect's comments must be addressed, subject to staff approval:
  - Shift the proposed trash enclosure to the southeast corner of the parcel. Consolidate the enclosures and provide a standard approved gate to the proposed screening wall.
  - Shift the proposed drive access to the south edge of the parcel.
  - Update the proposed site plan to include proper pedestrian connections/ walks within the interior of the site.
  - Revise the proposed parking lot screening application to reflect a minimum height of 36" at time

- of install.
  - Revise the proposed planting plan to provide proper screening along the north side of the parking lot.
  - Remove the proposed plant bed between trash enclosures to consolidate screening wall.
  - Per Canini Trust Corp. I-PUD Text, 8a.04 (5) Revise the proposed planting plan to provide the proper minimum deciduous shade trees in the buffer zone along Forest Drive.
  - New Horizon Elm is susceptible to the Elm Leaf Beetle, revise the proposed plant list to replace the New Horizon Elm with the Princeton Elm (or similar, ensuring resistance to Dutch elm disease and the Elm leaf beetle).
6. The final copy of the proposed signs and future signage is subject to staff approval.
  7. The City Engineer's comments must be addressed, subject to staff approval;
    - Add the signature block and all accompanying notes to the cover sheet of the referenced document and delete what is currently shown.
    - Please show all existing easements, wetlands, and buffers shown on this exhibit on the referenced document.
    - Please show the sight distance triangles in accordance with the ODOT L&D Manual on the landscape plans at the curb cuts. Add stop bars/signs and use this as the decision point. Remove impediments to motorists' view.
    - We recommend that a Licensed Landscape Architect stamp/seal the landscape plans.
    - Obtain Community Development Department approval for the photometrics plan. Footcandle intensities at the property line and the uniformity ratios are higher than what typically gets approved.
    - Provide a fire truck turning radius analysis for review and approval.
    - Record the access easement and provide a copy to the city when available.
    - We will provide additional engineering review comments once detailed plans are available.
  8. That the proposal is contingent upon approval of VAR-24-2025.
  9. Flip the buildings to get the parking correct with the neighbor to the south, subject to staff approval

Staff Certification:

*Kylie Blackburn*

Kylie Blackburn  
Planner



**Board of Zoning Appeals Staff Report  
April 21, 2025, Meeting**

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**MEDICAL OFFICE BUILDING  
LOT FRONTAGE VARIANCE**

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**LOCATION:** Located off the roundabout on Forest Drive, south of Johnstown Road (US-62) and north of Smith's Mill Road (PID: 222-004888)  
**APPLICANT:** Canini & Associates  
**REQUEST:** Variance to codified ordinance 1153.04(b) to allow the creation of a lot that does not front on a public or private street.  
**ZONING:** Infill Planned Unit Development (I-PUD): Canini Trust Corp, subarea 8b  
**STRATEGIC PLAN:** Employment Center  
**APPLICATION:** VAR-24-2025

Review based on: Application materials received on April 04, 2025.

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*Staff report prepared by Kylie Blackburn, Planner.*

**I. REQUEST AND BACKGROUND**

The applicant requests a variance to allow for the creation of a lot that does not abut on a public or private street. The city codified ordinance 1153.04(b) states that all lots shall abut a public or private street and have adequate lot width to provide for yards and distances.

The applicant states they are requesting this variance in order to split a portion of the property to create two lots for two separate medical office buildings.

**II. SITE DESCRIPTION & USE**

The property is 2.08 acres in size and is currently undeveloped. The property is located on the east side of the roundabout off Forest Drive south of Johnstown Road (US-62) and north of Smith's Mill Road, within the Canini Trust Corp. The development includes two medical office buildings. The property is surrounded by similar commercial and office spaces.

The applicant has applied for a Final Development Plan to be heard by the Planning Commission at tonight's meeting under case FDP-20-2025 for the development of two medical office buildings.

**III. ASSESSMENT**

The application complies with application submittal requirements in C.O. 1113.03, and is considered complete. In accordance with C.O. 1113.05(b), all property owners within 200 feet of the subject property in question have been notified of the request via mail.

*Criteria*

The standard for granting of an area variance is set forth in the case of *Duncan v. Village of Middlefield*, 23 Ohio St.3d 83 (1986). The Board must examine the following factors when deciding whether to grant a landowner an area variance:

All of the factors should be considered and no single factor is dispositive. The key to whether an area variance should be granted to a property owner under the "practical difficulties" standard is

PC 25 0421 Medical Office Building Lot Frontage VAR-24-2025 1 of 3

whether the area zoning requirement, as applied to the property owner in question, is reasonable and practical.

1. *Whether the property will yield a reasonable return or whether there can be a beneficial use of the property without the variance.*
2. *Whether the variance is substantial.*
3. *Whether the essential character of the neighborhood would be substantially altered or adjoining properties suffer a "substantial detriment."*
4. *Whether the variance would adversely affect the delivery of government services.*
5. *Whether the property owner purchased the property with knowledge of the zoning restriction.*
6. *Whether the problem can be solved by some manner other than the granting of a variance.*
7. *Whether the variance preserves the "spirit and intent" of the zoning requirement and whether "substantial justice" would be done by granting the variance.*

Plus, the following criteria as established in the zoning code (Section 1113.06):

8. *That special conditions and circumstances exist which are peculiar to the land or structure involved and which are not applicable to other lands or structures in the same zoning district.*
9. *That a literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Zoning Ordinance.*
10. *That the special conditions and circumstances do not result from the action of the applicant.*
11. *That granting the variance requested will not confer on the applicant any special privilege that is denied by the Zoning Ordinance to other lands or structures in the same zoning district.*
12. *That granting the variance will not adversely affect the health and safety of persons residing or working in the vicinity of the proposed development, be materially detrimental to the public welfare, or injurious to private property or public improvements in the vicinity.*

#### **IV. EVALUATION**

##### **A variance to allow the creation of a lot that does not abut on a public or private street.**

The following should be considered in the board's decision:

1. The city codified ordinance 1153.04(b) states that all lots shall abut a public or private street and have adequate lot width to provide for yards and distances. The applicant requests a variance in order to allow the creation of a new lot that does not front (i.e. abut) on a public or private street.
2. The property owner requests the variance to parcel off a portion of the property. The first new proposed parcel would be the northern portion of the property at 1.19 +/- acres. The second new proposed parcel would be the southern portion of the property at 0.89 +/- acres.
3. The proposed variance meets the "spirit and intent" of the zoning requirement. The property owner states they commit to a cross-access easement running in favor of the "southern" parcel to provide it with direct access to and from Forest Drive. The city staff recommends a condition of approval requiring that the cross-access easement be recorded by the applicant with the lot being split (condition 1).
4. The variance does not appear to be substantial if the applicant is providing a cross-access easement between the north and south property. This will allow the properties to share the new driveway onto the public street, Forest Drive. The FDP does show a curb cut being added to the private driveway for the southern property, which has been conditioned in the FDP.
5. It does not appear the variance could be solved in another manner. The current parcel is on a roundabout, giving it around 30 feet of building frontage or 20 feet of parking frontage along Forest Drive. Staff recognizes the limited lot frontage as the parcel exists today,

having two properties with street frontage would be unfeasible on this site. The western side of this parcel does run along a private driveway for PID: 222-004887, which the applicant has stated they will have an agreement made to utilize this driveway once the lot split is submitted.

6. The granting of the variance would not adversely affect the delivery of government services.
7. That granting the variance will not adversely affect the health and safety of people residing or working in the vicinity of the proposed development, be materially detrimental to the public welfare, or injurious to private property or public improvements in the vicinity.
8. This type of variance has been approved before in front of the Board of Zoning Appeals in June of 2024 for a property on Smith's Mill Road, VAR-44-2024.

#### IV. SUMMARY

According to the property owners, the purpose of the lot split is to use the land to expand economic growth and opportunity. Although the city zoning code requires all properties to have access to public or private streets, the cross-access easement meets the spirit and intent of the code since it provides all of the properties access to a public street. If the new parcels use the proposed curb cut, this will ensure the campus design of the overall site is still achieved and therefore does not appear to be substantial.

#### V. ACTION

Should the Planning Commission find that the application has sufficient basis for approval, the following motions would be appropriate:

Move to approve the variance application **VAR-24-2025**, subject to the following

1. Require that the cross-access easement be recorded by the applicant with the lots.
2. Require that a cross-access easement and written consent from PID: 222-004887 be recorded by the applicant with the lot split for the use of the private driveway
3. That FDP-20-2025 is approved

#### Approximate Site Location:



Source: NearMap



## **Community Development Department**

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

Dear Canini & Associates 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

Wednesday, April 23, 2025

The New Albany Planning Commission took the following action on 04/21/2025 .

#### Variance

**Location:** 222-004888

**Applicant:** Canini & Associates LLC,

**Application:** PLVARI20250024

**Request:** Variance to codified ordinance 1153.04(b) to allow the creation of a lot that does not front on a public or private street located on Forest Drive (PID: 222-004888).

**Motion:** To approve

**Commission Vote:** Motion Approval with Conditions, 4-0

**Result:** Variance, PLVARI20250024 was Approval with Conditions, by a vote of 4-0.

Recorded in the Official Journal this April 23, 2025

#### Condition(s) of Approval:

1. Require that the cross-access easement be recorded by the applicant with the lots.
2. Require that a cross-access easement and written consent from PID: 222-004887 be recorded by the applicant with the lot split for the use of the private driveway
3. That FDP-20-2025 is approved

Staff Certification:

Kylie Blackburn  
Planner



**Planning Commission Staff Report  
April 21, 2025 Meeting**

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**GANTON PARKWAY WEST PHASE 3B  
FINAL PLAT**

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LOCATION: Various properties generally located west of the existing portion of Ganton Parkway West and south of Worthington Road  
APPLICANT: City of New Albany  
REQUEST: Final Plat  
ZONING: Limited General Employment (L-GE)  
STRATEGIC PLAN: Employment Center  
APPLICATION: FPL-23-2025

Review based on: Application materials received April 7, 2025

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*Staff report completed by Annalise Bennett, Planner*

**I. REQUEST AND BACKGROUND**

The application is for a final plat to dedicate right-of-way for Part B of the third phase of Ganton Parkway West. Ganton Parkway is recommended in the Engage New Albany strategic plan to facilitate additional connections within the New Albany International Business Park. This extension of Ganton Parkway West will provide access to existing and new development sites in the future and will make improvements to a small portion of Babbitt Road.

**II. SITE DESCRIPTION & USE**

The proposed right-of-way dedication generally extends further westward from Ganton Parkway West Phase 3A and to a small portion of Babbitt Road to the north and south, where the existing road will be improved. The property is zoned L-GE and allows the same uses as the Personal Care and Beauty Park such as office, distribution, and warehousing uses.

**III. PLAN REVIEW**

The Planning Commission's review authority of the final plat is found under C.O. Section 1187. Upon review of the final plat, the Commission is to make a recommendation to the City Council. The staff's review is based on city plans and studies, zoning text, and zoning regulations.

1. The Planning Commission and City Council approved a final plat for the Ganton Parkway West Phase 3A in August 2024. The right-of-way is being phased in order to allow for flexibility regarding development opportunities. Additional phases will be platted as new development occurs in the area.
2. This plat dedicates right-of-way to the city of New Albany for an extension of Ganton Parkway West. The dedication extension consists of a new public street totaling approximately 3.889 +/- acres and the improvement of approximately 1.467 +/- acres of Babbitt Road, connecting to Worthington Road/E Dublin Granville Road to the north for a total of approximately 5.356 +/- acres. No reserves are being platted, or lots are being created, within this new right-of-way extension.
3. This proposed street dedication location is also identified as a future connection in the Engage New Albany strategic plan. Similar to the development of other roads within the New Albany Business Park, this road is envisioned to ultimately connect back to Johnstown Road in the Village Center, leveraging the freeway frontage in between and providing roadway connections for future development parcels.

4. The plat dedicates 100' of right-of-way for Ganton Parkway West and 80' for Babbitt Road. The plat area is located in multiple L-GE zoning districts. The zoning texts contain provisions for the general roadway alignment shown on the plat. The city is supportive of the proposed right-of-way widths and the zoning requirements are being met.
5. The convergence of Ganton Parkway West and Babbitt Road in this general area is identified as both a minor arterial road typology and a minor collector road typology in the Engage New Albany strategic plan. The plan indicates these roads should be designed at a larger scale in order to best accommodate traffic traveling into the business park. The proposed rights-of-way for Ganton Parkway West and Babbitt Road are consistent with the recommendations in the Engage New Albany Strategic Plan (67' to 115').
6. Proposed streetscape and utility easements are shown on the plat to ensure desired street improvements can be accommodated.
7. The Ganton Parkway South zoning text requirement for all property owners with frontage along Babbitt Road to be notified via mail has been met as part of this application.

#### **IV. ENGINEER'S COMMENTS**

The city Engineer has reviewed the referenced plan in accordance with the engineering-related requirements of Code Section 1159.07(b)(3) and has no comments.

#### **V. SUMMARY**

The proposed road plat is consistent with the goals and objectives found in the Engage New Albany strategic plan for this area. The road improvements in this area will serve as critical connections within the New Albany Business Park and provide access for existing and new development sites in the future.

#### **VI. ACTION**

Should the Planning Commission find that the application has sufficient basis for approval, the following motion would be appropriate:

Move to recommend approval to City Council of application FPL-23-2025.

#### **Approximate Street Location Shown in Red:**



Source: Nearmap



## **Community Development Department**

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

Dear CITY OF NEW ALBANY,

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

Thursday, April 24, 2025

The New Albany Planning Commission took the following action on 04/21/2025 .

#### Final Plat

**Location:** Ganton Parkway

**Applicant:** CITY OF NEW ALBANY,

**Application:** PLFPL20250023

**Request:** Final Plat for the dedication of public right-of-way for Ganton Parkway West Phase 3B located west of Beech Road, south of Worthington Road, and east of Babbitt Road.

**Motion:** To approve

**Commission Vote:** Motion Approved, 4-0

**Result:** Final Plat, PLFPL20250023 was Approved, by a vote of 4-0.

Recorded in the Official Journal this April 24, 2025

**Condition(s) of Approval:** n/a

Staff Certification:

Annalise Bennett  
Planner



## Community Development Department

## Meeting Sign-in Sheet

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