



**New Albany Planning Commission Meeting Agenda**  
Monday, August 18, 2025, at 7:00 p.m.

Members of the public must attend the meeting in-person to participate and provide comments at New Albany Village Hall at 99 West Main Street. The meeting will be streamed for viewing purposes only via the city website at <https://newalbanyohio.org/answers/streaming-meetings/>

**I. Call to order**

**II. Roll call**

**III. Action on minutes:** July 21, 2025

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

Administration of oath to all witnesses/applicants/staff who plan to speak regarding an application on tonight's agenda. "Do you swear to tell the truth and nothing but the truth."

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

**VI. Cases:**

**FDP-57-2025 Nationwide Children's Hospital FDP**

Final development plan to develop a pediatric medical center generally located south and southwest of State Route 161, north of East Dublin-Granville Road, east of Johnstown Road/U.S. Route 62, and west of Kitzmiller Road (PIDs: 222-005431 and 222-005432).

**Applicant: Bryce Shirley**

*Motion of acceptance of staff reports and related documents into the record for FDP-57-2025.*

*Motion of approval for application FDP-57-2025 based on the findings in the staff report with the conditions listed in the staff report, subject to staff approval.*

**CU-55-2025 Courtyards at Haines Creek CU**

Conditional use request to allow a temporary sales trailer with associated landscaping, parking, and signage for the Courtyards at Haines Creek subdivision on a 0.341-acre site located at 5675 Lourdes Drive (PID: 222-005481).

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

*Motion of acceptance of staff reports and related documents into the record for CU-55-2025.*

*Motion of approval for application CU-55-2025 based on the findings in the staff report with the conditions listed in the staff report, subject to staff approval.*

**FDM-58-2025 Courtyards at Haines Creek FDP Modification**

Final development plan modification to provide updated architecture elevations for the Courtyards at Haines Creek subdivision generally located at the northwest corner of Central College Road and Jug Street Road (PID: 222-005158 and 47 others). See page 3 for the full parcel list.

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

*Motion of acceptance of staff reports and related documents into the record for FDM-58-2025.*

*Motion of approval for application FDM-58-2025 based on the findings in the staff report with the conditions listed in the staff report, subject to staff approval*

**VAR-59-2025 4 Highgrove Farms Variance**

Variance to encroach into the 30-foot rear yard setback on 0.85 acres of land located at 4 Highgrove Farms (PID: 222-004626-00).

**Applicant: Ghiloni Custom Builders c/o Vince Ghiloni**

*Motion of acceptance of staff reports and related documents into the record for VAR-59-2025.*

*Motion of approval for application VAR-59-2025 based on the findings in the staff report with the conditions listed in the staff report, subject to staff approval*

**CU-62-2025 Nottingham Trace Model Home CU Extension**

Conditional use extension to allow an existing model home to continue operations in the Nottingham Trace subdivision (PIDs: 222-004904, 222-004905 and 222-004906).

**Applicant: Nicki Martin**

*Motion of acceptance of staff reports and related documents into the record for CU-62-2025.*

*Motion of approval for application CU-62-2025 based on the findings in the staff report with the conditions listed in the staff report, subject to staff approval*

**VII. Other business**

1. City Code Amendment: C.O. 1105.02 – Zoning Definitions
2. City Code Amendment: C.O. 1153 General Employment – Architectural Changes
3. City Code Amendment: C.O. 1157 Architectural Review Overlay District
4. City Code Amendment: C.O. 1169.08 – Sign Area and Other Measurement Calculations

**VIII. Poll members for comment****IX. Adjournment**

**THE COURTYARDS AT HAINES CREEK  
PARCELS INCLUDED IN DELOPMENT TEXT MODIFICATION  
APPLICATION**

Franklin County Auditor Parcel Numbers:

222-005158 222-005466 222-005468  
222-005159 222-005447 222-005467  
222-005498 222-005448  
222-005486 222-005449  
222-005487 222-005450  
222-005488 222-005451  
222-005490 222-005452  
222-005491 222-005453  
222-005492 222-005454  
222-005484 222-005455  
222-005485 222-005481  
222-005483 222-005480  
222-005482 222-005479  
222-005456 222-005478  
222-005457 222-005477  
222-005458 222-005476  
222-005459 222-005475  
222-005460 222-005474  
222-005461 222-005473  
222-005462 222-005472  
222-005463 222-005471  
222-005464 222-005470  
222-005465 222-005469

\*Reserves A, B, F, G, H, & I have been omitted as they are not affected by the elevation updates submitted in application (222-05493; 222-005494; 222-0055495; 222- 222-005496; 222-005497; 222-005489).

## ***CHAPTER 1105 DEFINITIONS<sup>1</sup>***

### **1105.01 INTERPRETATION.**

For the purpose of this Zoning Ordinance, certain terms and words are to be defined as found in this chapter. Words and terms specifically defined carry their customarily understood meanings. Words used in the present tense include the future tense. The singular form shall include plural and plural shall include singular. The word "shall" is intended to be mandatory. "Occupied" or "used" shall be considered as though followed by the words "or intended, arranged or designed to be used or occupied."

Specific terms related to swimming pools, signs, landscaping, and matters specific to the Technology Manufacturing District (TMD) zoning district classification are defined within the specific sections of the Zoning Ordinance where those requirements are found.

(Ord. 08-2006. Passed 9-5-06; Ord. O-04-2022. Passed 3-1-22.)

### **1105.02 DEFINITIONS.**

As used in this Zoning Ordinance, the following terms shall be defined as follows:

- a) "Accessory use" means a use subordinate, secondary, incidental to, and customary in connection with the principal building or use and located on the same lot as the principal building or use.
  - b) "Accessory building" or "accessory structure" means a building or structure occupied by an accessory use.
  - c) "Administrative and business offices" means offices which carry on no retail trade with the public and maintain no stock of goods for sale to customers.
  - d) "Agriculture" means the use of land for growing crops in the open, dairying, pasturage, horticulture, floriculture and necessary accessory uses, as further defined and specified in Section 1129.02.
  - e) "Alley" means a public right-of-way ten (10) to twenty (20) feet wide which provides only secondary means of access to abutting property. (Ord. 20-90. Passed 6-19-90.)
  - f) "Appurtenance" means something that belongs to or goes with another thing.
  - g) "Basement" means a story whose floor level is two (2) feet or more below grade level, but having less than half its clear height above grade level.
  - h) "Building" means a structure permanently affixed to the land with one or more floors and a roof supported by columns or walls, used or intended to be used for shelter or enclosure of persons, animals and/or property.
- (1) "Height of building" means:

A. The vertical distance from the average existing grade level around the foundation of the new work to the highest point of the coping of a flat roof or mansard roof or to the top of the highest ridge line of gable, hip or gambrel roofs on the new work. The average existing grade level is determined by measuring at four (4) specific points around the foundation, as follows: two (2) front corners and two (2) rear corners.

---

<sup>1</sup>Cross reference(s)—General definitions - see ADM. 101.02

---

B. For new work not requiring a grading plan and spot elevations, building height shall be determined by measuring from the average existing contact ground level for each building elevation to the highest point of the coping of a flat roof or to the deck line of a mansard roof, or to the top of the highest ridge line for gable, hip or gambrel roofs on that building elevation. The highest as measured for each building elevation shall then be combined and divided by the number of measurements taken to determine the height of the building in relation to this subsection.

(2) "Building line" means the front yard setback line established by this Zoning Ordinance generally parallel with and measured perpendicularly from the front lot line, defining the limits of a front yard in which no building or structure may be located as provided by this Zoning Ordinance.

(3) "Principal building" means a building in which is conducted the main or principal use of the property on which such building is located.

- i) "Business day" means any full business day (i.e., 8:00 a.m. to 5:00 p.m.) other than Saturday, Sunday, or a holiday during which the City's offices are closed. For purposes of measuring business days with regard to timing of reviews of applications under this Zoning Ordinance, the first business day of such a review period shall be the first full business day after an application is received by the City.
- j) "Business services" means any profit-making activity which renders services primarily to other commercial, institutional, or industrial enterprises, or which services and repairs appliances and machines used in other businesses.
- k) "Cemetery" means land used or intended to be used for the burial of human dead.
- l) "Certificate of occupancy" means a certificate issued by the Zoning Inspector, pursuant to Section 1109.09, confirming that the requirements of this Zoning Code have been met, and the building can be occupied.
- m) "Clinic, human" means an establishment where patients who are not lodged overnight are admitted for examination and/or treatment by a physician or group of physicians.
- n) "Common ownership" means ownership of two (2) or more parcels by the same owner or by one (1) owner and an affiliated person or entity of that owner.
- o) "Conditional use" means an uncommon or infrequent use which may be permitted in specific zoning districts subject to compliance with certain standards, explicit conditions, and the granting of a conditional use permit as specified in Chapter 1115.
- p) "Data Center" means real and personal property consisting of buildings or structures specifically designed or modified to house networked computers and data and transaction processing equipment and related infrastructure support equipment, including, without limitation, power and cooling equipment, used primarily to provide, as a service to persons other than the company operating the data center, data and transaction processing services, outsource information technology services and computer equipment colocation services, or, used primarily to provide, to a single user, including the user's affiliates, customers, lessees, vendors and other persons authorized by the user, data and transaction processing services.
- q) "Design Guidelines and Requirements (DGRs)" means the building, construction and design standards that apply to any environmental change within the City of New Albany. The Design Guidelines and Requirements shall have the force and effect of law.
- r) "Director" means the City's Director of Community Development.
- s) "Drive-through facilities" mean a designated place, in conjunction with a retail or service establishment, from which persons can conduct the major portion of their business without leaving their motor vehicle.
- t) "Dwelling" or "residence" means any building or portion thereof which is designed or used for residential purposes, but not including a cabin, hotel, motel, rooming house, or other such accommodation used for transient occupancy.

- 
- (1) "Multiple-family dwelling" or "multiple-family residence" means a building designed or used as a residence for three (3) or more families living independently and doing their own cooking therein.
- (2) "Single family dwelling" or "single family residence" means a building designed for or occupied exclusively by one family.
- (3) "Two-family dwelling" or "two-family residence" means a building designed for or occupied exclusively by two families living independently.

~~u)~~ "Essential services" means the erection, construction, alteration, or maintenance, by public utilities or municipal or other governmental agencies, of underground or overhead gas, electrical, steam, or water transmission or distribution systems; collection, communication, supply, or disposal systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, traffic signals, hydrants and other similar equipment and accessories in connection therewith, reasonably necessary for the furnishing of adequate service by such public utilities or municipal or other governmental agencies or for the public health, safety, or general welfare, but not including buildings.

~~y)~~ "Failure of delivery" means that a particular notice was not received, due to circumstances beyond the control of the ~~Village~~City, and does not include the lack of mailing of the subject notices in the matter specified in the Zoning Code.

~~w)~~ "Floor area" of a building means the sum of the gross horizontal areas of the building floors, measured from the exterior faces of exterior walls. "Floor area" shall not include basements, elevator and stair bulkheads, unfinished attic spaces, terraces, breezeways, open porches, uncovered steps, or garages.

~~x)~~ "Frontage" or "lot frontage" means that portion of the lot that directly abuts the street, and has direct access thereto. "Lot frontage" shall be measured along the minimum building setback line for the district within which such lot is located.

~~y)~~ "Garage, private" means a building, or portion of building, designed or used for the storage of motor-driven vehicles owned and/or used by the occupants of the principal use of the property.

~~z)~~ "Gasoline service station" means any building or land used for the sale, offering for sale, and/or dispensing of any vehicular fuels, oils or accessories, including the lubrication of automobiles or motor vehicles and replacement or installation of minor parts and accessories, but not including major repair work, such as motor replacement, body and fender repair, or painting and finishing.

~~aa)~~ "Gross density" means a unit of measurement of the number of dwelling units per acre of land divided by the total number of dwelling units within the particular project, development or subdivision excluding all dedicated public streets therein.

~~ab)~~ "Home occupations" means any occupation or profession conducted primarily by immediate resident family members, which is clearly incidental and secondary to the dwelling's residential use. A home occupation must meet the standards and requirements specified in Section 1165.09.

~~b)~~ "Hospital" means a building or structure containing beds for at least four (4) patients allowing for overnight or continuous care, diagnosis and treatment of human ailments.

~~cd)~~ "Hotel" or "motel" means a building in which lodging is provided or offered to the public for compensation and which is open to transient guests, in contradiction to a boarding house or lodging house operated on a membership basis.

~~d)~~ "Institution" means an organization providing social, cultural, educational, religious or health services to member agencies, organizations, and individuals, or to the general public.

~~ee)~~ "Loading space" is a space within the main building or on the same lot therewith, providing for the standing, loading, or unloading of trucks.

---

~~ff)gg)~~ "Lot" means a division of land separated from other divisions for purposes of sale, lease, or separate use, described on recorded subdivision plat, recorded map or by metes and bound, and includes the terms "plat" and "parcel."

(1) "Corner lot" means any lot at the junction of and abutting on two (2) or more intersecting streets, where the angle of intersection is not more than one hundred thirty-five (135) degrees.

(2) "Lot coverage" means the ratio of enclosed ground floor area of all buildings on a lot to the horizontally projected area of the lot, expressed as a percentage.

(3) "Rear lot line" means that lot line which is opposite and furthest removed from the front lot line. In such a lot where the side lot lines meet to the rear of the lot, or where the rear lot line is less than ten (10) feet, the minimum rear yard shall be computed from the point of intersection of the side lot lines on an imaginary line that is at equal angles from each side lot line. In the case of a corner lot, the rear lot line is opposite and furthest removed from the front lot line of least dimension.

(4) "Side lot line" means the lot line running from the front lot line to the rear lot line. This line is also the line dividing two (2) interior lots.

(5) "Lot of record" means any lot which individually or as a part of a subdivision has been recorded in the Office of the Recorder, Franklin County, Ohio, as of the effective date of this Zoning Code.

(6) "Minimum area of lot" means the area of a lot computed exclusive of any portion of the right-of-way or any public thoroughfare.

(7) "Lot width" is the width of a lot at the building setback line measured at right angles to its depth.

~~gg)hh)~~ "Manufacturing" means any production or industrial process, including food processing, which combines one or more raw materials or components into a product or which changes the nature of the materials entering the process, and which by the nature of the materials, equipment and/or process utilized is not objectionable by reason of odor, noise, vibration, gas fumes, dust, smoke, refuse, or water-carried wastes.

~~hh)ii)~~ "Nonconforming use" means the use of land or a building, or a portion thereof, which does not conform with the use regulations of the district in which it is situated, which use was lawful prior to the enactment of this Zoning Ordinance.

~~ii)jj)~~ "Nonresidential use" means a premises not used primarily for human habitation.

~~jj)kk)~~ "Nursery" or "day care center" means a facility which temporarily assumes responsibility for more than four (4) children other than those related to the resident of the premises. Such responsibility shall consist of administering to the needs of those children during any part of a twenty-four (24) hour day for a period of two (2) consecutive days.

~~kk)ll)~~ "Nursing home" includes convalescent and extended care facilities; an establishment which specializes in providing necessary care, shelter and nursing services and services to those unable to be responsible for themselves.

~~ll)mm)~~ "Open space" means that part of a zoned property, including courts or yards, which is open and unobstructed from its lowest level to the sky, accessible to all tenants upon the zoning property.

~~mm)nn)~~ "Off-street parking space" means any parking space located wholly off any street, alley, or sidewalk, either in an enclosed building or on an open lot and where each parking space conforms to the standards as specified in Chapter 1167.

~~nn)oo)~~ "Park" is a public area of land, usually in a natural state, having facilities for rest and recreation.

~~oo)pp)~~ "Parking area" or "parking lot" means any area other than street, drive, or alley used or intended to be used for the storage of motor vehicles, with or without a fee.

---

~~pp}~~qq) "Personal services" means any enterprise, conducted for gain, which primarily offers services to the general public such as shoe repair, watch repair, retail dry cleaning, barber and beauty shops, and related activities.

~~qq}~~rr) "Private road" means a strip of privately owned land providing access to abutting properties.

~~rr}~~ss) "Professional offices" means the offices which engage in the providing to the general public services of a professional nature such as legal, medical, accounting, and architectural services.

~~ss}~~tt) "Recreational facilities" means public or privately-operated uses such as country clubs, golf courses, swimming pools, or other areas maintained for the purpose of providing active and passive recreation.

~~tt}~~uu) "Religious exercise facility" means any use, building or conversion of real property for the purpose of any exercise of religion, whether or not compelled by, or central to a system of religious belief and shall be considered to be religious exercise of a person or entity that uses or intends to use the property for that purpose.

~~uu}~~vv) "Residence" - see "Dwelling."

~~vv}~~ww) "Restaurant" means a business establishment where food and beverages are prepared and presented for human consumption on the premises.

~~ww}~~xx) "Retail stores" means stores primarily engaged in selling merchandise for personal or household consumption and in rendering services incidental to the sale of goods.

~~xx}~~yy) "Right-of-way" means a strip of land taken or dedicated for use as a public way. In addition to the roadway, it normally incorporates the curbs, lawn strips, sidewalks, lighting and drainage facilities, and may include special features required by the topography or treatment such as grade separation, landscaped areas, viaducts and bridges.

~~yy}~~zz) "Secondary school" means an institution that provides secondary education offered after a primary school and before higher, optional education. Secondary schools may also be referred to as junior high, middle, senior high, or high schools and may include public, alternative, technical, vocational, private, or parochial schools.

~~zz}~~aaa) "Similar use" means a use not specifically listed in any of the permitted building or use classifications of any district, but which may be found analogous and added to the classification, according to the procedures and requirements of Section 1127.02(e).

~~aaa}~~bbb) "Street" or "thoroughfare" means a public way for the purpose of vehicular travel, including the entire area within the right-of-way.

~~bbb}~~ccc) "Structure" means anything constructed or erected, the use of which requires location on the ground or attachment to something having a fixed location on the ground, including, among other things, walls, buildings, and patios. "Structure" does not include fences.

~~ccc}~~ddd) "Structural alteration" means any change which would replace or tend to prolong the life of a supporting member of a structure, such as bearing walls, columns, beams, or girders.

~~ddd}~~eee) "Use" means the purpose for which a building is arranged, designed, or intended, or for which either land, lot, piece or parcel thereof or a building located thereon or may be occupied or maintained.

~~eee}~~fff) "Variance" means a modification from the strict terms of the relevant regulations where such modification will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of action by the applicant, a literal enforcement of the regulations would result in unnecessary and undue hardship.

~~fff}~~ggg) "Yard" means a required open space other than a court unoccupied and unobstructed by any structure or portion of a structure from three (3) feet above the general level of the graded lot upward.



---

(1) "Front yard" means that portion of a lot extending across the front of the lot between the side lot lines and being the minimum horizontal distance between the street right-of-way and the front of the building or structure.

(2) "Rear yard" means that portion of a lot extending across the rear of the lot between the side lot lines and being the required minimum horizontal distance between the rear lot line and the rear of the building or structure.

(3) "Side yard" means that portion of a lot that is located between the side lot line and the nearest building or structure.

~~ggg)hhh~~ "Zoning permit" means an official statement certifying that a proposed building or use complies with all the provisions of this Zoning Code.

~~hhh)iii~~ "Zoning district" means a portion of the ~~VillageCity~~ within which certain regulations and requirements or various combinations thereof apply under the provisions of this Zoning Code.

~~iii)jjj~~ "Zoning district map" means the zoning district of the ~~VillageCity~~, together with all amendments subsequently adopted by ~~VillageCity~~ Council.

~~jjj)kkk~~ "Zoning Inspector" means the zoning enforcement officer of the ~~VillageCity~~, hired by the ~~VillageCity~~ Council who is charged with the duty of enforcing the provisions of the Zoning Code.

~~kkk)!!!~~ "Zoning Ordinance" or "this Ordinance" means Ordinance 20-90, passed June 19, 1990, as amended, which is codified as Titles One to Five of this Part Eleven - Planning and Zoning Code.

~~!!!)mmm~~ "Marijuana" means recreational or medical marijuana, as defined in ORC 3719.01, that is cultivated, processed, dispensed, tested, possessed, or used for a medical or recreational purpose. In accordance with Chapter 1127 of the Codified Ordinances, the cultivation, processing and dispensing of recreational or medical marijuana shall not be permitted in any zoning district within the city.

(Ord. 20-90. Passed 6-19-90; Ord. 72-92. Passed 12-15-92; Ord. 30-2001. Passed 8-21-01; Ord. 08-2006. Passed 9-5-06; ; Ord. O-07-2015. Passed 3-3-15; Ord. O-19-2017. Passed 11-28-17; Ord. O-03-2022. Passed 3-1-22; Ord. O-04-2022. Passed 3-1-22; Ord. O-24-2024. Passed 1, 8-6-24.)

## **CHAPTER 1153 LI LIMITED INDUSTRIAL AND GE GENERAL EMPLOYMENT DISTRICTS<sup>1</sup>**

### **1153.01 PURPOSE.**

(a) These regulations are established to provide for a range of industrial and other employment-generating activity, while protecting the health, safety and welfare of the users of the district and residents of the City. Two (2) separate industrial districts are established.

(1) LI - Limited Industrial District. This district provides areas where most industrial and industrial related activities may locate. Retail activities are limited and residential uses are prohibited. The district is intended for areas which are primarily undeveloped, having larger lots and irregular block patterns.

(2) GE - General Employment District. This district provides areas for a wider range of employment opportunities. The district allows for a more restricted range of industrial activities, but a wider range of office, business and retail uses. As with the LI District, this district is intended for areas which are primarily undeveloped.

(b) Nothing in this Chapter shall limit the authority of City Council to also adopt a limited overlay district in the LI - Limited Industrial or GE - General Employment District as provided in Chapter 1160.

(Ord. 08-2006. Passed 9-5-06; Ord. 07-2007. Passed 2-20-07; Ord. 20-2008. Passed 7-15-08; Ord. O-15-2011. Passed 8-16-11; Ord. O-07-2015. Passed 3-3-15.)

### **1153.02 PERMITTED AND CONDITIONAL ACTIVITIES.**

Permitted and conditional activities in each district are as shown on the following table. Descriptions and characteristics of activity categories listed are contained in Section 1153.03.

Activity	District	
	LI	GE
Industrial Categories		
• Industrial Product Sales	P	C
• Industrial Service	P	C
• Industrial Manufacturing and Assembly	C	C
• Manufacturing and Production	P	P
• Warehouse and Distribution	P	P
• Research and Production	P	P
• General Office Activities & Data Centers	C	P
• Personal Service	C	P

---

<sup>1</sup>Cross reference(s)—Districts established - see P. & Z. Ch. 1125;  
Noxious or offensive odors - see GEN. OFF. 521.09

• Retail Product Sales and Service	C	P
• Vehicle Service	P	P
Other Activities		
• Radio/Television Broadcast Facility	P	C
• Off-Premises Signs	P	P
• Sexually Oriented Businesses	N	P
• Religious exercise facilities and related uses	P	P
• Car fleet and truck fleet parking	C	C
• Park-and-Ride Facility	P	P
• Limited Educational Institutions	N	C
P = Permitted Activity		
C = Conditional Activity		
N = Not Permitted or Conditional		

(Ord. 36-2003. Passed 1-13-04; Ord. 08-2006. Passed 9-5-06; Ord. 07-2007. Passed 2-20-07; Ord. 20-2008. Passed 7-15-08; Ord. O-15-2011. Passed 8-16-11; Ord. O-15-2013. Passed 6-4-13; Ord. O-07-2015. Passed 3-3-15; Ord. O-16-2021. Passed 4-20-21; Ord. O-03-2022. Passed 3-1-22.)

### 1153.03 ACTIVITY CATEGORIES FOR INDUSTRIAL AND GENERAL EMPLOYMENT DISTRICTS.

(a) Industrial and General Employment Categories.

(1) Industrial product sales.

- A. Characteristics. Firms are involved in the sale, rent or lease of products generally intended for industrial or commercial users. Sales may be wholesale or retail. Emphasis is on on-site sales or order taking and may include display areas. Products may be delivered to the customer.
- B. Accessory activities. Accessory activities may include administrative offices, product repair, and warehouses.
- C. Examples. Industrial product sales activities may include: sale of machinery, and equipment, special trade tools, electrical supplies, janitorial supplies, restaurant equipment, office furniture, and store fixtures. Industrial product sales also include industrial equipment and vehicle rentals.
- D. Exceptions. Firms that primarily engage in retail sales to the general public are classified as retail product, sales and service.

(2) Industrial service.

- A. Characteristics. Firms are engaged in the repair or servicing of industrial, business or consumer machinery, equipment or products. Few customers especially the general public, come to the site.
- B. Accessory activities. Accessory activities may include administrative offices.
- C. Examples. Industrial service activities may include welding shops; machine shops; tool and appliance repair; electric motor repair, truck and large equipment repair, storage and salvage; headquarters for building, heating, plumbing, or electrical contractors; printing, publishing and blueprinting; janitorial and building maintenance services; laundry, dry-cleaning, and carpet cleaning plants; and photofinishing laboratories.

---

(3) Industrial manufacturing and assembly.

- A. Characteristics. Firms are involved in heavy manufacturing, processing, fabrication, packaging, or assembly of goods for industrial or construction industries. Raw, secondary, or partially completed materials may be used. Goods are generally not displayed or sold on-site. Relatively few customers come to the manufacturing site.
- B. Accessory activities. Accessory activities may include administrative offices, cafeterias, employee recreational facilities, warehouse, storage yards, outlets, and caretaker's quarters. Retail outlets as an accessory to industrial manufacturing and assembly plants shall be treated as retail product sales and service.
- C. Examples of heavy industrial manufacturing and assembly include, but are not limited to, metal stamping; pressing and buffing; tool and die shops; machine, sheet metal and welding shops; construction related and building material manufacturing (including milling, planning and joining); vehicle and/or vehicle part manufacturing and fabrication; construction equipment and/or construction equipment part manufacturing; recycling or creation of materials, textiles, lumber, paper, rubber, batteries, etc.

(4) Manufacturing and production.

- A. Characteristics. Firms are involved in the manufacturing, processing, packaging, or assembly of goods or materials using clean or advanced automated or semi-automated technology. Raw, secondary, or partially completed materials may be used. Products may be finished or semi-finished and are generally made for the wholesale market, for transfer to other plants, or to order for firms or consumers. Goods are generally not displayed or sold on-site. Relatively few customers come to the manufacturing site.
- B. Accessory activities. Accessory activities may include administrative offices, cafeterias, employee recreational facilities, warehouse, storage yards, outlets, caretaker's quarters, scientific research facilities, and medical and dental laboratories. Retail outlet as an accessory to manufacturing plants shall be treated as retail product sales and service.
- C. Exceptions. Manufacturing of goods to be sold primarily on-site and to the general public are classified in the retail product sales and service category. Manufacturing of products related to research activities under Section 1153.03(a)(5).

(5) Warehouse and distribution.

- A. Characteristics. Firms are involved in the movement, storage and/or sales of goods for themselves or other firms. Goods are generally delivered to other firms or the final consumer. The category includes wholesale sales which are not open to the general public and where on-site sales are low.
- B. Accessory activities. Accessory activities may include administrative offices, truck fleet parking and maintenance areas, repackaging of goods, and showrooms or display areas, but generally not for direct sale.
- C. Examples. Warehouse and distribution firms may include warehouse used by retail stores such as furniture and appliance stores; food and hardware distributors; household moving and general freight storage; distribution of industrial items; building materials, plumbing and electrical distributors; truck terminals; parcel services; major post offices; mail order houses; and public mini-warehouses.

(6) Research and production.

- 
- A. Characteristics. Firms engaged in research, synthesis, analysis, development and testing laboratories, including the fabrication, assembly, mixing and preparation of equipment, materials (raw and processed) and components incidental or convenient or necessary to the conduct of such activities. The category also includes production facilities that require the continual or recurrent application of research knowledge and activity as an integral part of the manufacturing process. Such production facilities may produce commercial quantities of products intended for wholesale sales and distribution. An allowed use in this district shall operate entirely within an enclosed structure, emitting no vibrations, dust, smoke, noxious gas, odor or toxic fumes. Noise shall not be emitted past the property limits, if such sound levels exceed typical traffic background noise.
  - B. Accessory activities. Accessory activities may include administrative and executive offices for personnel engaged in general administrative, supervisory, purchasing, accounting and other functions related to office operations.
  - C. Examples. Firms engaged in pharmaceutical, food science, life science, medical, research, production, development, clinical testing facilities, synthesis, analysis, development, pharmaceutical compounding and testing laboratories; technology and biotechnology firms.
  - D. HVAC equipment, emergency power systems and similar operating equipment shall be screened from public rights-of-way and residential districts in accordance with Chapter 1171 of these Codified Ordinances.
- (b) Sales and Service Categories.
- (1) General office activities and data centers.
    - A. Characteristics. Firms where activities are conducted in an office setting and generally focus on business or personal services. If the office activity is part of a larger firm, it does not need to be on the same site as the primary activity. Most people coming to the site are employees.
    - B. Accessory activities. Accessory uses may include: cafeterias, health facilities, or other amenities primarily for the use of employees in the firm or building.
    - C. Examples. Examples include professional services such as lawyers, accountants, engineers, or architects; financial businesses such as brokerage houses, lenders, or realtors; data-processing; sales offices; industrial or commercial company headquarters when not adjacent with other portions of the firm; and government offices.
  - (2) Personal service.
    - A. Characteristics. These establishments provide on-site personal services or entertainment to the general public or business person.
    - B. Accessory activities. Accessory uses may include administrative offices, product sales and laboratories.
    - C. Examples. Examples include barbers, hair salons and personal care services; banks, savings and loans, and credit unions; continuous entertainment activities such as arcades, bowling alleys, ice rinks libraries, and museums; cafes, restaurants, bars, and taverns, day care facilities; laundromats; business and trade schools; dance and martial arts schools; health clubs, gyms, racquet centers, membership clubs, and lodges; medical related offices such as doctors, dentists, optometrist and veterinarians; public service agencies such as employment offices, social service agencies, and permit issuing offices.
  - (3) Retail product sales and service.

- 
- A. Characteristics. Firms are involved in the sale, lease or rent of used products or goods to the general public and/or provide on-site product repair or services for consumer and business goods. Goods are displayed and sold on-site, and use or consumption is primarily off-site. Goods are generally taken off-site by the customer at the time of sale or may be delivered by the firm. For items being serviced, customers generally deliver and pick up the items and spend little time at the site.
  - B. Accessory activities. Accessory uses may include: offices, storage and display of goods.
  - C. Examples. Examples include stores selling apparel, housewares, furniture, hardware, auto parts, flowers, personal care items, sporting goods, office products and machines, and computers; food, produce or meat markets; delicatessens and caterers; tool rental and household moving centers; sales of cars, motorcycles, boats, and recreational vehicles; repair of TVs, appliances, shoes, precision instruments, and business machines; laundry or dry cleaning drop-off; on-site launderer; photo drop-off; quick printing or reproducing; tailors; locksmiths; upholsterers; and furniture refinishing.
  - D. Exceptions.
    - 1. Lumber yards and similar building material sales which sell primarily to contractors and do not have a retail orientation are classified in the industrial product sales category.
    - 2. Repair and service of consumer vehicles is classified in the vehicle service category. Repair of motor vehicles in conjunction with vehicle sale is classified in the vehicle service category.
    - 3. Repair and service of industrial vehicles and equipment is classified in the industrial service category.
- (4) Vehicle services.
- A. Characteristics. Firms servicing automobiles, light trucks and other consumer vehicles such as motorcycles, boats and recreational vehicles.
  - B. Accessory activities. Accessory uses may include offices and sales of parts.
  - C. Examples. Examples may include gas stations, vehicle repair, auto body shop, alignment shop, auto upholstery shop, tire sales and mounting, towing and vehicle storage; and surface or garage fee parking.
- (c) Other Activity Categories.
- (1) Radio or television broadcast facility. Characteristics. Any and all devices, equipment, machinery, structures or supporting elements necessary to produce nonionizing, electromagnetic radiation within the range of frequencies from one hundred (100) KHz to three hundred (300) GHz and operating as a discrete unit to produce a signal or message.
  - (2) Off-premises signs. Subject to regulations of Section 1169.08.
  - (3) Sexually oriented businesses as defined, regulated and licensed by Chapter 743 entitled "Sexually Oriented Business Establishments" provided the proposed location of such use is more than seven hundred fifty (750) feet (as measured from property line to property line) from all of the following uses:
    - A. Any other place licensed to operate a sexually oriented business.
    - B. Any elementary school, middle school or high school.

- 
- C. Any child day-care center or nursery school.
  - D. Any park, playground, playfield or community center publicly owned or operated.
  - E. Any residential use or residential zoning district.
  - F. Any place licensed for the sale of beer or intoxicating liquor for consumption on the premises.
  - G. Any place of worship.
  - H. Any public library.
- (4) Religious exercise facilities and related uses.
- (5) Fleet parking. Shall only be used to park car fleets and truck fleets (fleet parking) providing services directly to and for the benefit of a primary business located on a contiguous real estate parcel as set forth herein. In addition to meeting all of the requirements of this chapter, fleet parking shall also require conditional use approval pursuant to Chapter 1115 of this Zoning Code.
- A. Characteristics. Fleet parking is permitted only as a conditional use and only when used in conjunction with a contiguous parcel containing the primary business served by the fleet parking (primary business parcel). For the purposes of this chapter, contiguous shall mean that the proposed fleet parking parcel shares a contiguous boundary with the primary business parcel for a continuous length of at least fifteen percent (15%) of the perimeter of the property upon which fleet parking is proposed. The fleet parking parcel cannot be used as a junkyard, salvage yard, impound lot, or similar facility, or for car or truck vehicle repair or service, even if the permitted business use would allow such activities on the primary business parcel.
  - B. Location. Fleet parking shall be located on a parcel which is contiguous with the parcel that contains a permitted primary business associated with the parking area;
  - C. Justification. In addition to the conditional use provisions set forth in Chapter 1115 of this Zoning Code, an applicant for fleet parking must also demonstrate to the Planning Commission that sufficient space for fleet parking does not exist on the primary business parcel, and that it is not practicable to combine the proposed fleet parking parcel with the primary business parcel;
  - D. Setbacks. Fleet parking shall be set back from the public right-of-way at least forty (40) feet; and
  - E. Landscaping. Landscaping shall be provided as follows, subject to the approval of the City Landscape Architect or designee:
    - 1. Car fleet parking:
      - a) A minimum three (3) foot tall mound but no greater than five (5) feet tall, shall be provided between the public right-of-way and parking area. The mound shall have a slope no steeper than 4:1 on that part of the slope that abuts the parking area. The mound shall have a slope no steeper than 9:1 that part of the slope that abuts the public right-of-way. If necessary due to site constraints and upon a showing of extenuating circumstances, the Planning Commission may approve a steeper slope as part of the conditional use approval for only that part of the slope that abuts the public right-of-way. In no instance, however, shall the Planning Commission approve a slope steeper than 6:1 for that part of the slope.
      - b) The mound shall be planted with deciduous shade trees at the rate of ten (10) trees per one hundred (100) linear feet. Some evergreen trees may be used as appropriate in the context of the location and to the design intent of the site,

---

subject to City Landscape Architect approval. Trees shall be planted with random spacing (naturalized) within tree groupings approximately eight (8) to fifteen (15) feet on center.

- c) Trees planted on the mound facing public right-of-way shall be located as follows: Trees shall be planted in naturalized massings. Massings shall include no less than three (3) trees and no more than twenty-five (25) trees. No more than ten percent (10%) of massings shall include three (3) trees and no less than fifty percent (50%) of massings shall include less than eight (8) trees. Massings shall be separated by varying distances, from twenty (20) feet to fifty (50) feet. Massings shall be planted on upper ½ of mound, but staggered along contours to avoid the impression that trees are planted in a line.
- d) Tree species shall be native to central Ohio and varied to promote diversity as follows: no given species shall account for more than twenty percent (20%) of the overall quantity of trees. At least five (5) different species shall be used. Tree plant lists must be submitted for review.

2. Truck fleet parking:

- a) A minimum nine (9) foot mound but no greater than fifteen (15) foot tall shall be provided between the public right-of-way and parking area. The mound shall have a slope no steeper than 4:1 on that part of the slope that abuts the parking area. The mound shall have a slope no steeper than 9:1 that part of the slope that abuts the public right-of-way. If necessary due to site constraints and upon a showing of extenuating circumstances, the Planning Commission may approve a steeper slope as part of the conditional use approval for only that part of the slope that abuts the public right-of-way. In no instance, however, shall the Planning Commission approve a slope steeper than 6:1 for that part of the slope.
- b) The mound shall be planted with deciduous shade trees at the rate of twelve (12) trees per one hundred (100) linear feet. Some evergreen trees may be used as appropriate in the context of the location and to the design intent of the site, subject to City Landscape Architect approval. Trees shall be planted with random spacing within tree groupings approximately eight (8) to fifteen (15) feet on center.
- c) Trees planted on the mound facing public right-of-way shall be located as follows: Trees shall be planted in naturalized massings. Massings shall include no less than three (3) trees and no more than twenty-five (25) trees. No more than ten percent (10%) of massings shall include three (3) trees and no less than fifty percent (50%) of massings shall include less than eight (8) trees. Massings shall be separated by varying distances, from twenty (20) feet to fifty (50) feet. Massings shall be planted on upper ½ of mound, but staggered along contours to avoid the impression that trees are planted in a line.
- d) Tree species shall be native to central Ohio and varied to promote diversity as follows: no given species shall account for more than twenty percent (20%) of the overall quantity of trees. At least five (5) different species shall be used. Tree plant lists must be submitted for review.



- 
- (6) Park-and-ride facility. A facility providing daily parking as the principle use which may include accessory shelters for mass transit passengers or carpooling that typically includes parking lots and associated structures located along or near public transit routes.
- (7) Limited educational institutions.
- A. Characteristics. Facilities offering educational courses and having no rooms regularly used for housing or sleeping of students, including:
1. Secondary schools.
  2. Higher education institutions including junior colleges, community colleges, colleges, and universities.
- B. Accessory activities. Ancillary uses typical of that found on a school campus including, but not limited to, parking lots, signs, gymnasiums, auditoriums, cafeterias, administrative offices, and indoor or outdoor recreational facilities.

(Ord. 36-2003. Passed 1-13-04; Ord. 08-2006. Passed 9-5-06; Ord. 07-2007. Passed 2-20-07; Ord. 20-2008. Passed 7-15-08; Ord. O-15-2011. Passed 8-16-11; Ord. O-15-2013. Passed 6-4-13; Ord. O-07-2015. Passed 3-3-15; Ord. O-16-2021. Passed 4-20-21; Ord. O-03-2022. Passed 3-1-22.)

#### **1153.04 LOT AND YARD REQUIREMENTS.**

- (a) Minimum Lot Area. No minimum lot area is required in the LI or GE Districts; however, lot area shall be sufficient to provide for all yards and distances as required by this Zoning Code.
- (b) Lot Width. All lots shall abut a public or private street and have adequate lot width to provide for yards and distances as required by this Zoning Code.
- (c) Side Yards. For any structure or service area within the LI or GE Districts, the required side yard shall be not less than twenty-five (25) feet from any interior lot line.
- (d) Rear Yards. For any structure or service area within the LI or GE Districts, the required rear yard shall not be less than twenty-five (25) feet from any interior lot line.
- (e) Maximum Lot Coverage. For structures and paved areas within the LI or GE Districts the maximum lot coverage shall be seventy-five percent (75%). The remainder of the site shall be landscaped in natural vegetation.
- (f) Distance From Residential Districts. In no case shall any structure, service area, or parking area in any LI District be located less than fifty (50) feet from any district where residences are a permitted use. In no case shall any structure, service area or parking area in any GE District be located less than fifty (50) feet from any district where residences are a permitted use.
- (g) Elimination of Setbacks. In the event that a parcel zoned GE or LI District and an adjacent parcel zoned GE or LI District (a) come under common ownership or control, and (b) are zoned to allow compatible non-residential uses, but (c) cannot be combined into a single parcel due to the parcels being situated within separate Ohio counties, then any minimum building, pavement, or landscaping setbacks set forth in this chapter shall no longer apply where these parcels' lot lines abut on Ohio county boundaries.

(Ord. 08-2006. Passed 9-5-06; Ord. 07-2006. Passed 2-20-07; Ord. 20-2008. Passed 7-15-08; Ord. O-15-2011. Passed 8-16-11; Ord. O-07-2015. Passed 3-3-15; Ord. O-14-2018. Passed 6-19-18.)

---

## 1153.05 ARCHITECTURE

(a) Except as otherwise expressly provided in this Chapter, this section shall apply in the Limited Industrial (LI) and General Employment (GE) Districts in addition to the provisions of the Architectural Review Overlay District in Chapter 1157, including the New Albany Design Guidelines and Requirements (DGRs) as provided in Section 1157.01.

### (1) Building Design

- A. Building designs shall not mix architectural elements or ornamentation from different styles.
- B. Buildings shall be required to employ a comparable use of materials on all elevations.
- C. The number, location, spacing, and shapes of windows and door openings shall be carefully considered. Primary entrances to buildings shall be made sufficiently prominent that they can be easily identified from a distance.
- D. For office buildings and complexes, achieving a human or pedestrian scale is of less concern. When achieving such a scale is desired, it may be achieved by careful attention to width of facades, size and spacing of window and door openings, and floor-to-floor heights on exterior walls.
- E. Use of elements such as shutters, cupolas, dormers, and roof balustrades shall be avoided in building designs that are not based on traditional American architectural styles. Such elements may be employed only when they are common elements of a specific style, and this style shall be replicated in its entirety. When shutters are employed, even if they are non-operable, they must be sized and mounted in a way that gives the appearance of operability.
- F. Elements such as meter boxes, utility conduits, roof and wall projections such as vent and exhaust pipes, basement window enclosures, and trash containers shall be designed, located, or screened so as to minimize their visibility and visual impact from off-site. Solar energy systems shall be excluded from the requirements of this section.
- G. Accessory or ancillary buildings, whether attached or detached, shall be of similar design, materials, and construction as the nearest primary structure. Fenestration themes that employ windows, panels, and piers that are consistent with the architectural vocabulary of the building are encouraged.
- H. Service areas and loading docks shall be screened to limit visibility from off-site.
- I. When a building is designed for retail use, commercial storefront design shall employ the use of traditional features, including a bulkhead, display window, and transom.
- J. Office buildings shall be designed to have an equal degree of design and finish on all sides/elevations. Building additions, whether attached or detached, shall be complementary in design.
- K. Warehouse/distribution buildings shall be designed to be harmonious in character with other warehouse/distribution buildings on the campus. Façade colors and materials shall be coordinated to complement each other.
- L. Buildings should be sited in relationship to each other to provide convenient pedestrian connections between each building.

### (2) Building Form

- A. All building elevations shall be designed to be compatible with each other and to reflect a consistent design approach

- 
- B. Gable or hip roofs shall be avoided unless a building design replicates a traditional American architectural style that employs such roof forms. In non-stylistic contemporary designs, low or flat roofs may be employed. Roof visibility shall be minimized.

### (3) Materials

- A. Exterior building materials shall be appropriate for contemporary suburban designs and shall avoid overly reflective surfaces. Traditional materials such as, but not limited to, wood, stone, brick, and concrete shall be permitted, along with contemporary materials such as, but not limited to, aluminum, metal, glass, stucco, or cementitious fiberboard (e.g., Hardiplank or equivalent) shall be permitted on buildings not employing traditional styles. The use of reflective or mirrored glass shall be prohibited
- B. Generally, the quantity of materials selected for a building shall be minimized. A single material selection for the independent building components of roof, wall, and accents is permitted (i.e., Architectural Grade shingle roof with Brick Masonry wall and EIFS Cornice and Accents).
- C. Loading docks are not required to have the same degree of finish as a main entry unless they are visible from a public right-of-way.
- D. Roof-Mounted Equipment: Complete screening of all roof-mounted equipment shall be required on all four sides of buildings with materials that are consistent and harmonious with the building's façade and character. Such screening shall be provided in order to screen the equipment from off-site view and to buffer sound generated by such equipment. Solar energy systems shall be excluded from the requirements of this section.
- E. Building color palettes shall be simple and unobtrusive. Buildings shall avoid overly bright and jarring colors.

(4) Regulations for Advanced Fabric Structures: A site with a development proposal on a single parcel or multiple contiguous parcels containing at least three hundred (300) acres shall be permitted to include Advanced Fabric Structures as primary or accessory buildings. "Advanced Fabric Structures" shall be defined to mean "a clear-span building with a durable, tensioned fabric used as the primary exterior finish material for its roof, all or some of its exterior facades, or both." When installed, such structures shall comply with the following:

- A. Utilize tensioned fabric that is certified by its manufacturer as having a useful life of at least twenty (20) years and being able to withstand wind speeds of at least one hundred (100) miles per hour.
- B. Have a building substructure that consists of aluminum, steel, or some other metallic materials to ensure durability and longevity for the building.
- C. Have a climate-controlled interior.
- D. Not exceed sixty-five (65) feet in height at the highest point of the roof.
- E. Not be required to include windows if the lack of windows is needed for security reasons and/or for temperature control.
- F. Must adhere to the building and pavement setback requirements of this zoning district, or any limitation text that applies to the property on which they are located, whichever is more restrictive.

(b) The provisions of the New Albany Design Guidelines and Requirements (DGRs), provided in Section 1157.01, shall not apply to warehousing, distribution, manufacturing, industrial, research and production facilities, and data centers in the Limited Industrial (LI) District and General Employment (GE) District.

---

### **1153.065 EXTERIOR DEVELOPMENT.**

- (a) Exterior Operations. Exterior operations include: outdoor processing, assembly or fabrication of goods; movement of bulk goods not in containers or pipelines; maintenance, repair and salvage of equipment. Exterior operations shall not be permitted in the GE District.
- (b) Exterior Storage. Exterior storage includes the outdoor storage of: raw or finished goods (packaged or bulk) including gases, chemicals, gravel, building materials; packing materials; salvage goods; machinery; equipment; damaged vehicles, etc. Exterior storage shall be permitted in the LI District but not permitted in the GE District, unless an acceptable plan for screening such storage is submitted to and approved by the Planning Commission.
- (c) Exterior Display. Exterior display includes the display of products, vehicles, equipment and machinery for sale or lease. Display items are intended to be viewed by customers and are not just being stored or parked. Exterior display does not include damaged vehicles, vehicles or equipment being serviced, bulk goods and materials, or other such products. Exterior display shall not be permitted in the LI District but shall be permitted in the GE District.

(Ord. 08-2006. Passed 9-5-06; Ord. 07-2007. Passed 2-20-07; Ord. 20-2008. Passed 7-15-08; Ord. O-15-2011. Passed 8-16-11; Ord. O-07-2015. Passed 3-3-15.)

### **1153.076 OFF-SITE IMPACTS.**

No land or structure in the LI or GE Districts shall be used or occupied in such a manner so as to create any dangerous, injurious, noxious or otherwise objectionable impact on any land which is located in any other zoning district. Such impacts may result from noise, vibration, odor, smoke or dust, or glare. Statements in writing that such uses comply or will comply with such uses may be required by the Planning Commission from the owner. In cases of doubt, the Municipality shall select and arrange for an independent survey by a professional engineer qualified in the particular field and the costs for such service shall be paid by the owner.

- (a) Noise. The sound pressure level of any operation on a lot within the LI or GE Districts shall not exceed the average intensity of street traffic noise in the nearest residential districts, and no sound shall be objectionable due to intermittence, best frequency or shrillness.
- (b) Vibration. No vibrations which are perceptible without the aid of instruments shall be permitted, as measured on the lot within the non-industrial district.
- (c) Odor. No emission of odorous matter in any quantities so as to produce a public nuisance shall be permitted, as measured on the lot within the non-industrial district.
- (d) Dust and Smoke. The emission of smoke, soot, fly ash, fumes, dust or other types of pollutants borne by the wind shall be controlled so that the rate of emission and quantity deposited do not create a public nuisance, as measured on the lot within the non-industrial district.
- (e) Glare. Exterior lighting shall be used in a manner that produces no glare on public highways or non-industrial zoned land.

(Ord. 08-2006. Passed 9-5-06; Ord. 07-2007. Passed 2-20-07; Ord. 20-2008. Passed 7-15-08; Ord. O-15-2011. Passed 8-16-11; Ord. O-07-2015. Passed 3-3-15.)

## ***CHAPTER 1157 ARD ARCHITECTURAL REVIEW OVERLAY DISTRICT<sup>1</sup>***

### **1157.01 ADOPTION.**

There is hereby adopted and incorporated by reference, the New Albany Design Guidelines and Requirements (DGRs), as if set out at length herein.

Section 1: Design Principles and American Architectural Precedent

Section 2: Village Center Residential

Section 3: Village Center Commercial

Section 4: Existing Buildings

Section 5: Residential Outside Village Center

Section 6: Commercial Outside Village Center

Section 7: Isolated Sites

Section 8: Civic & Institutional Buildings

Section 9: Small Cell Design Guidelines and Requirements

(Ord. 26-2007. Passed 8-21-07; Ord. O-08-2011. Passed 5-17-11.)

### **1157.02 PURPOSE.**

- (a) The City of New Albany contains numerous architectural and environmental assets that establish an environmental character. This environmental character is directly linked to the economic, social, historical and cultural health and well being of the community. The purpose of the Architectural Review District is to protect and preserve these assets, by regulating the architectural characteristics of structures and their surroundings, as well as the preservation and protection of buildings of architectural or historical significance throughout the City. The Architectural Review District has also been created to recognize, preserve and enhance the architectural and historical character of the community and to prevent intrusions and alterations within the established zoning districts which would be incompatible with their established character.
- (b) The Architectural Review District is an Overlay District. This means that the requirements of this chapter are requirements which must be met in addition to the established requirements and standards of the base district over which the Architectural Review District is placed.

(Ord. 10-98. Passed 8-4-98; Ord. 26-2007. Passed 8-21-07; Ord. O-08-2011. Passed 5-17-11.)

---

<sup>1</sup>Cross reference(s)—Historic Village District - see P. & Z. Ch. 1135

---

## 1157.03 DEFINITIONS.

As used in this chapter, the following words shall be defined as:

- (a) "Applicant" means any person, persons, association, organization, partnership, unit of government, public body or corporation who applies for a certificate of appropriateness in order to undertake an environmental change within the District.
- (b) "Board" means the Architectural Review Board of the City of New Albany.
- (c) "Certificate of Appropriateness" means a certificate authorizing any environmental change within the Architectural Review District.
- (d) "Design Guidelines and Requirements (DGRs)" means the building, construction and design standards that apply to any environmental change within the City of New Albany. The Design Guidelines and Requirements shall have the force and effect of law.
- (e) "District" means the Architectural Review Overlay District.
- (f) "Environmental change" means new construction or alterations which change, modify, reconstruct, remove or demolish any exterior features of an existing structure.
- (g) "Hamlet" or "Hamlet Area" means that area defined as a Hamlet in the Strategic Plan of the City of New Albany.
- (h) "Preserve" or "preservation" means the process, including maintenance, or treating of an existing building to arrest or slow future deterioration, stabilize the structure, and provide structural safety without changing or adversely affecting the character or appearance of the structure.
- (i) "Owner" means the owner of record, and the term shall include the plural as well as the singular.
- (j) "Village Center" or Village Center Area" means that area defined as the Village Center in the Village Center Strategic Plan of the City of New Albany.

(Ord. 10-98. Passed 8-4-98; Ord. 12-99. Passed 10-5-99; Ord. 26-2007. Passed 8-21-07; Ord. O-08-2011. Passed 5-17-11; Ord. O-23-2022. Passed 7-19-22.)

## 1157.04 DISTRICT BOUNDARIES.

The Architectural Review District shall consist of all zoning districts in the City of New Albany other than the **Technology Manufacturing District (TMD) and except as otherwise provided in the Limited Industrial (LI) and General Employment (GE) District.** The ARD shall apply to all environmental changes: private, municipal, and to the extent municipal design review is not pre-empted by state or federal law, all other government environmental changes.

(Ord. 10-98. Passed 8-4-98; Ord. 26-2007. Passed 8-21-07; Ord. O-08-2011. Passed 5-17-11; Ord. O-04-2022. Passed 3-1-22.)



---

To: Planning Commission

From: City Staff

Re: Wall Sign Measurement Amendment to the Codified Ordinances

Date: August 18, 2025

---

### **Background & Existing Conditions**

Enclosed is the proposed codified ordinance modification to chapter 1169.08(c) "Sign Area and Other Measurement Calculations." Based on the amount of recent wall sign variance requests for larger and a greater quantity of these signs in the Licking County portion of the business park, the Board of Zoning Appeals directed the city staff to research and propose code updates. In January of this year, city council approved a wall sign amendment to allow commercial wall signs to be a maximum of 200 square feet. While this cut down the variance requests, staff evaluated changing the definition of how all wall signs are measured including commercial, institutional, retail, etc.

### **Recommendation**

Based on recently approved variance requests, staff and the Board of Zoning Appeals concluded that revising the way wall signs are measured should help reduce the amount of variance requests even further. City staff acknowledge that there will still be sign variance requests but staff and the BZA feel it is appropriate to consider those on a case-by-case basis. The specific modification is included below and a redline copy is also attached to this memo.

1169.08(c)

**Current Text:** (c) The area of the letters, numbers or emblems mounted on a building wall or wall extension shall be computed by enclosing such letters, numbers or emblems with an imaginary rectangle around the letters, numbers or emblems, and determining the area.

**Proposed Text:** (c) The area of the letters, numbers, or emblems mounted on a building wall or wall extension shall be computed by calculating the perimeter surface area of the individual elements, excluding any background. Only the perimeter of the letters, numbers, and emblems shall be used in determining the total sign area, as shown in the diagram below.



---

## 1169.08 SIGN AREA AND OTHER MEASUREMENT CALCULATIONS.

For the purposes of this chapter, the measurement of sign area and other supporting measurements shall comply with the following standards:

- (a) Sign area shall include the face of all the display areas of the sign not including bracing, framing and structural supports of the sign, unless such support members are made part of the message or face of the sign or are determined by the Village Administrator's designee to be intended solely to make the sign more visible rather than serving any aesthetic or structural purpose.
- (b) For a sign that has two (2) display faces and is perpendicular to a public easement, right-of-way or lot line, the total area of the sign shall be determined by the total area of both sign faces unless otherwise specified. For spherical signs, the sphere shall be bisected by an imaginary line through the center of the sphere, and the surface area of the two (2) half spheres shall be counted as the sign face.
- ~~(c) The area of the letters, numbers or emblems mounted on a building wall or wall extension shall be computed by enclosing such letters, numbers or emblems with an imaginary rectangle around the letters, numbers or emblems, and determining the area.~~
- (c) The area of the letters, numbers, or emblems mounted on a building wall or wall extension shall be computed by calculating the perimeter surface area of the individual elements, excluding any background. Only the perimeter of the letters, numbers, and emblems shall be used in determining the total sign area, as shown in the diagram below.



- (d) Measurement of Building Frontage. The frontage of a building shall be the width of the facade of the building, excluding any overhang or non-enclosed cover, that faces the principal street or contains the primary entrance, if a building is divided into units, the building unit frontage shall be the width of that unit, as measured from the party wall centerlines, on the frontage of the building.
- (e) Measurement of Lot Frontage. The frontage of a lot shall be the number of linear feet the lot abuts on the principal street. For structures and uses having no direct frontage on public roads, as within shopping centers, frontage shall be counted as the intersection of the building line onto adjacent drives or parking areas.
- (f) Measurement of Ground Sign. The height of ground signs shall be measured from the base of the sign at its point of attachment to the ground to its topmost element. However, if the support of a ground sign is attached to a wall or other man-made base, including a graded earth mound, the sign height shall be measured from the natural grade of the nearest street, drive or parking area.
- (g) Measurement of Sign Location. In determining the location of signs in relation to lot lines, distances shall be measured from the vertical projection of the lot line to the closest point on the sign.

(Ord. O-38-2010. Passed 12-7-10.)