New Albany Planning Commission

Monday, August 18, 2025, Meeting Minutes - Approved

I. Call to order

The New Albany Planning Commission held a regular meeting on August 18, 2025 in the New Albany Village Hall. Chair Kirby called the meeting to order at 7:02 p.m. and asked to hear the roll.

II. Roll call

Those answering the roll:

Chair Kirby	present
Mr. Wallace	present
Ms. Briggs	present
Mr. Larsen	present
Mr. Schell	absent; arrived at 8:05 p.m.
Council Member Wiltrout	present

Having four voting members present, the commission had a quorum to transact business. Commissioner Schell arrived at 8:05 p.m.

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

III. Action on minutes: July 21, 2025

Chair Kirby asked whether there were any corrections to the July 21, 2025 meeting minutes.

Hearing none, Commissioner Briggs moved to approve the July 21, 2025 meeting minutes. 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: Ms. Briggs yes, Mr. Larsen yes, Mr. Wallace yes, Mr. Kirby yes. Having four yes votes, the motion passed and the July 21, 2025 meeting minutes were approved as submitted.

IV. Additions or corrections to the agenda

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

Planner II Saumenig answered none from staff.

Chair Kirby administered the oath to all present who wished to address the commission. He then advised everyone that now would be a good time to silence all cellphones.

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

Chair Kirby asked whether there were any visitors present who wished to speak for an item not on the agenda. Hearing none, he introduced the first case and asked to hear from staff.

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

Planner II Saumenig delivered the staff report.

Development Engineer Albright delivered the comments from engineering.

Chair Kirby asked to hear from the applicant.

Applicant and Architect for the project Bryce Shirley, 262 Hopewell Drive, came to the lectern and stated that he was happy to respond to any questions. He also stated that he no conflict with any of the conditions.

Chair Kirby confirmed the parking space allotment. Thereafter he confirmed that the applicant would agree that the parking allotment will be recalculated to match any change in the uses.

Commissioner Wallace remarked that it seemed as though there are different versions of the building in the renderings. He asked for clarification and wondered whether it was a rendering of a future use.

Mr. Shirley explained that there is a truck access below grade on the northwest side of the building.

Planner II Saumenig indicated the location.

Commissioner Wallace asked whether there will be an emergency room entrance, and how emergency vehicles will access the facility. He noted that the front of the building was bucolic and inviting and was concerned that emergency vehicles would be racing around that area.

Mr. Shirley responded that an emergency room may be in the future but was not part of this final development plan. He further indicated that emergency vehicles would enter via the first curb cut.

Commissioner Briggs confirmed that there will be signage to show visitors the difference between the service drives and the visitor parking. She further noted that the emergency room signage that the commission was considering at the meeting would not be installed until the emergency room is built.

Commissioner Larsen asked the applicant to speak to what Phase II will look like and whether the 250k square footage figure was what they anticipated. He also asked for total acreage of the Ganton area.

Planning Manager Christian answered that it is about 110 acres.

There was discussion of the open space calculation.

Chair Kirby asked if there were any questions from the public and whether there were further questions from the commission.

Commissioner Wallace asked the applicant and staff about page C – 204 of the renderings. He noted that the applicant did not yet control a segment of property on that page and whether there

would be sufficient space for parking for Phase II if the applicant was not able to gain control of the entire piece of property.

Planning Manager Christian confirmed that existing text requires cross access in order to expand.

Chair Kirby added that the cross-access easement is already required in the text, thus part of it is already done, but Phase II and Phase I should meet well. Thereafter Chair Kirby asked again whether there was anyone from the public who wished to speak on the application.

Hearing none, Chair Kirby moved to accept the staff reports and related documents into the record for FDP-57-2025. 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. Wallace yes. Having four yes votes, the motion passed and the staff reports and related documents were admitted into the record for FDP-57-2025.

Chair Kirby moved for approval for application FDP-57-2025 based on the findings in the staff report with the conditions in the staff report, noting the following revision to the first condition in the staff report as specified in the slide presentation and the following additional condition:

> Condition 1 from the staff report as revised on the slide presentation: The property owner allows for future dedication or installation on the conservation easement parcel, if permitted and the owner and city agree upon an operating agreement.
>
> Additional condition: The amount of parking must be recalculated to match any change in the uses.

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. Wallace yes. Having four yes votes the motion passed and the final development plan was approved.

The commission complemented the applicant on the thoroughness of the submittal and wished the team good luck. Thereafter Chair Kirby introduced the next case and asked to hear from staff.

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

Planner I Sauter delivered the staff report.

Community Development Engineer Albright said there were no comments from engineering.

Chair Kirby asked to hear from the applicant.

Applicant Kelly Fankhauser of Epcon Communities, thanked Planner I Sauter for her thorough presentation and said that she agreed with the conditions but would like to clarify the following:

In condition 1, that the applicant be permitted to add a coach-lighted entry to the sales trailer.

In condition 4, that approval of the new sign location be approved at tonight's meeting.

In condition 5, the addition of the word "clubhouse" after the words "model home." Ms. Fankhauser explained that it is Epcon's intention to move from the trailer to the clubhouse when the clubhouse is complete. It is their intention to sell from the clubhouse rather than the model home.

Chair Kirby confirmed with staff that the language was specific enough to approve the clubhouse as a sales office.

Thereafter Chair Kirby asked whether anyone from the public was present to comment on the application.

Diana McRoberts, 14624 Jug Street Road, stated that she lives next door to the east and asked for the hours of operation and what type of lighting would be at the sales trailer.

Planner Sauter confirmed that the sales trailer would not be open after 6:00 p.m.

Ms. Fankhauser added that there will be no lighting in the parking lot. The only lighting will be on the trailer itself.

Commissioner Wallace advised Ms. McRoberts to contact the city if the trailer is open beyond those times because it would be zoning violation that is subject to code enforcement proceedings.

Chair Kirby asked whether there was anyone else who wished to speak on the application. Hearing none he moved to admit the staff reports and related documents into the record for CU-55-2025. Commissioner Wallace 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. Wallace yes, Mr. Larsen yes, Ms. Briggs yes. Having four yes votes, the motion passed and the documents were admitted into the record.

Commissioner Wallace moved for approval of CU-55-2025 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. Wallace yes, Ms. Briggs yes, Mr. Larsen yes, Mr. Kirby yes. Having four yes votes the motion passed and CU-55-2025 was granted.

The commission wished the applicant good luck.

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

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

Planner I Henderson delivered the staff report.

Community Development Engineer said there were no comments from engineering.

Chair Kirby asked whether the applicant had comments.

Applicant Kelli Fankhauser of Epcon Communities thanked Planner Henderson for his thorough report and stated that she was available for questions.
Chair Kirby asked if there was anyone from the public who wished to comment on the application.

Ron Davies, 8300 Central College Road, came to the lectern. He clarified that the rear elevations would include windows and that those windows were false.

Planner I Henderson responded that the windows are false.

Planning Manager Christian added that these false windows have been added at the request of the city architect.

Chair Kirby asked whether there was anyone else present who wished to comment on the application. Hearing none, he moved to accept the staff reports and related documents into the record for FDM-58-2025. Commissioner Wallace 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. Wallace yes, Mr. Larsen yes, Ms. Briggs yes. Having four yes votes the motion passed and the staff reports and related documents were admitted into the record for FDM-58-2025.

Commissioner Larsen moved to approve FDM-58-2025 based on the findings in the staff report with the conditions listed 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. Larsen yes, Mr. Kirby yes, Ms. Briggs yes, Mr. Wallace yes. Having four yes votes, the motion passed and the final development plan modification was approved.

Chair Kirby and the commission wished the applicant good luck. Thereafter Chair Kirby introduced VAR-59-2025 and asked to hear the staff report.

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

Planner Blackburn delivered the staff report.

Community Development Engineer Albright said there were no comments from engineering.

Applicant and Counsel Aaron Underhill delivered the applicant presentation. He thanked Planner I Blackburn and noted that the property owner and the builder were present. He explained that unique site conditions including the lot's corner configuration, dual street frontage, existing easements, and the orientation of the original home, have resulted in the western property line being classified as the rear yard. If the front of the home were oriented toward High Grove Farms, this request would not be needed. He noted that the applicant had gathered letters of support from all of the neighbors.

Commissioner Schell arrived at 8:05 p.m.

Council Member Wiltrout confirmed the location of the side yard and the rear yard.

Chair Kirby remarked that if the house was flipped then they would not need a variance at all, and this was a significant factor in this case.

Commissioner Wallace asked whether it also safe to say that if they just wanted one of the structures a variance would not be needed but the variance is needed because they want both.

Applicant and builder for the project Vince Ghilloni responded that they tried everything. They would have preferred to spread it out but could not.

Commissioner Larsen asked what would prohibit moving the driveway.

Mr. Ghiloni answered that it would be too tight to get out.

Chair Kirby asked whether the applicant would be willing to accept a condition that the sideyard has a 30-foot setback.

The applicant responded yes, and further confirmed that it is well within the setback.

Chair Kirby reiterated that if the house orientation was swapped, this variance would not be needed, but the code's definition of a front yard does not permit redefinition of the front yard. In this case the side yard is functioning as a rear yard.

Chair Kirby moved to accept the staff reports and related documents into the record for VAR-59-2025. 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, Mr. Wallace yes, Ms. Briggs yes, Mr. Larsen yes, Mr. Schell abstained from the vote. Having four yes votes, the motion passed and the staff reports and related documents were accepted into the record for VAR-59-2025.

Chair Kirby moved for approval of application VAR-59-2025 based on the findings in the staff reports with the conditions in the staff report and the following additional conditions:

1. That the encroachment is only as requested and no more.
2. That there is a 30-foot setback for the southern sideyard – opposite of High Grove Farms.

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. Wallace no, Mr. Larsen yes, Mr. Schell abstained from the vote. Having three yes votes, and one no vote, the motion passed and VAR-59-2025 was granted subject to the conditions as stated above.

Commissioner Wallace explained that he voted no because he could not find that this case met the *Duncan* factors. In particular the objective could be accomplished by other means, and the lot does not necessitate the variance.

Chair Kirby noted that it is significant that the variance would not be needed if the house were oriented to face High Grove Farms.

The commission thanked the applicant and wished them good luck.

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

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

Planner I Blackburn delivered the staff report.

Community Development Engineer Albright said that there were no comments from engineering.

There was discussion of sunsetting the conditional use when all the lots are sold or in three years, whichever comes first.

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

Hearing none he moved to admit the staff reports and related documents into the record for CU-62-2025. Commissioner Wallace 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. Wallace yes, Mr. Larsen yes, Ms. Briggs yes, Mr. Schell yes. Having five yes votes, the motion passed and the staff reports and related documents were admitted to the record for CU-62-2025.

Commissioner Briggs moved for approval of CU-62-2025 based on the findings in the staff report with the conditions in the staff report with the following modification to condition two, subject to staff approval:

> 2. The conditional use expires when all the lots are sold or in three years, whichever comes first.as modified below

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. Larsen yes, Mr. Wallace yes, Mr. Kirby yes. Having five yes votes the motion passed and CU-62-2025 was granted subject to the conditions as stated above.

The commission thanked the applicant and wished him good luck.

Chair Kirby introduced the items of other business and asked to hear from staff.

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

Planning Manager Christian delivered the staff report for items 1-3.

The consensus of the commission was that the code amendments made sense.

Chair Kirby confirmed with Law Director Albrecht that the code amendments could be recommended to council in a single motion and vote.

Chair Kirby moved to recommend all of the code amendments to city council for adoption. 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. Wallace yes, Mr. Larsen yes, Mr. Schell yes. Having five yes votes, the motion passed.

Thereafter it was discovered that although the commission had approved all four code amendmendments, Planning Manager Christian's staff report only applied to items 1-3, and the staff report for item 4 had not yet been delivered. After a brief discussion the commission decided to hear the staff report for the fourth item and decide then whether the vote needed to change.

Planner II Saumenig delivered the staff report.

Commissioner Larsen stated that he would prefer that this code amendment only apply to signs in the business park.

Planner II Saumenig and Planning Manager Christian explained that the sign area limitation still applies. The actual sign cannot be larger than 200 square feet. The change here was to the way the sign is measured, under the proposed amendment the dead space of the sign is eliminated. Existing limits on how big the text can be depending on the sign's location in the city still apply. Height limitations will not change.

Commissioner Larsen thanked staff and said that he was not worried about it anymore as long as the height limitations apply.

Commissioner Schell said this would be very helpful in the business park.

Chair Kirby asked whether any of the commissioners wished to change their vote.

All of the commissioners indicated that they wished to recommend the proposed amendment to council.

VIII. Poll members for comment and adjournment

Chair Kirby polled the members for comment.

Hearing no comment from the members and having completed their agenda, Chair Kirby adjourned the August 17, 2025 meeting of the New Albany Planning Commission without objection at 8:40 p.m.

Submitted by Deputy Clerk Madriguera, Esq.

Appendix

FDP-57-2025
- **Staff Report**
- **Record of Action**

CU-55-2025
- **Staff Report**
- **Record of Action**

FDM-58-2025
- **Staff Report**
- **Record of Action**

VAR-59-2025
- **Staff Report**
- **Record of Action**

CU-62-2025
- **Staff Report**
- **Record of Action**

Code Amendment 1105.02

Code Amendment 1153

Code Amendment 1157

Code Amendment 1169.08