



New Albany Planning Commission

Monday, December 1, 2025 Informal Meeting Minutes - Approved

I. Call to order

The New Albany Planning Commission held an informal meeting on Monday, December 1, 2025 in the New Albany Village Hall. Chair Kirby called the meeting to order at 7:00 p.m. and asked to hear the roll.

II. Roll call

Those answering the roll:

Mr. Kirby	present
Mr. Wallace	present
Mr. Schell	present
Mr. Larsen	present
Ms. Briggs	present
Council Member Wiltout	present

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

Staff members: Planner I Henderson, Law Director Albrecht, Planner I Blackburn, Planner I Sauter, Planning Manager Christian, Deputy Clerk Madriguera.

III. Action on minutes: November 17, 2025

Chair Kirby asked if there were any corrections to the minutes from the November 17, 2025 meeting.

Hearing none, Commissioner Schell moved for approval of the November 17, 2025 minutes. Commissioner Larsen 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, Mr. Larsen yes, Ms. Briggs abstained, Mr. Kirby yes, Mr. Wallace yes. Having four yes votes, the motion passed and the November 17, 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.

Planning Manager Christian answered none from staff.

Chair Kirby administered the oath and advised all present that now was a good time to silence cell phones and noise-making devices.

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

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

VI. Cases:

ZC-78-2025 6600 New Albany-Condit Road I-PUD Rezoning

Request to allow a zoning change from the Rural Residential sub-district of the Urban Center Code to Infill-Planned Unit Development (I-PUD) for 1.116+/- acres of land at 6600 New Albany-Condit Road (PID: 222-000640).

Applicant: Rob Riddle c/o Aaron Underhill, Esq., Underhill & Hodge LLC

Planner I Sauter delivered the staff report.

Applicant Aaron Underhill spoke in support of the application.

Planning Manager Christian delivered the engineering report, he stated that the comments had not changed since the initial review.

Commissioner Wallace noted the permitted uses language in the text and asked the applicant to speak to what administrative and business uses he anticipated using at this site.

Applicant Rob Riddle responded that he does not lease his space to unrelated businesses; that for convenience they will sometimes hold closings at the office.

Commissioner Schell asked about communication with the neighbors following the November meeting.

Mr. Riddle said they exchanged emails but did not have the chance to connect one on one.

Commissioner Larsen noted the reduction in parking to a maximum of 20 spaces rather than the former requirement for provision of a minimum of 33 spaces and asked whether that would be sufficient considering the larger number of cars as a result of staff meetings.

Mr. Underhill responded that they calculated that 20 spaces should cover it.

Chair Kirby opened the public hearing.

Danielle and Dan Jeffers, New Albany Condit Road. The Jeffers share a curb cut with the subject property. Ms. Jeffers stated that one of her biggest concerns is the location of the fencing which appears to be on the drainage tile, which is on her property. She further advised the commission that a box truck won't fit in the location for which it was proposed and if a box truck will not fit, she wondered how a fence will fit. She further stated that she already has issues with people errantly coming down their driveway.

Mr. Riddle explained his mitigation efforts, installation of a fence is intended to reduce the amount of unintentional traffic in the Jeffers' driveway.

Chair Kirby added that a fence cannot extend in the right of way

Planning Manager Christian agreed and continued that creative signage might be effective.

Mr. Riddle added that a speed bump might be added.

Ms. Jeffers asked if they could make a separate driveway.

Chair Kirby asked whether the village could put a sign in the right of way.

Planning Manager Christian responded that staff would discuss it, and noted that private property ownership limited the actions the city could take

Mr. Underhill stated that the applicant can grant a license to make improvements to the right of way.

Ms. Jeffers stated that she strongly disagrees with the notion that improvements will benefit her, she has safety concerns and she is concerned that this use will diminish the value of her property.

Council Member Wiltout acknowledged Ms. Jeffers concerns, she responded that the limitations and requirements that the commission places in the text are final and enforceable.

Chair Kirby agreed and added that enforcement means that violation of the zoning text is punishable by fine.

Commissioner Schell asked about the improvements to the property, and what impact they would have on the community.

Mr. Riddle noted that he is a real estate professional and will be making substantial improvements to the property. The zoning change will have a positive impact on the community.

Chair Kirby confirmed that there will be no parking on the eastern edge, and confirmed that a six foot fence was not too tall.

Ms. Jeffers stated that, regarding the value of her home, nobody she has talked to has said that they would purchase a house next to this type of business.

Commissioner Schell acknowledged her concern and responded that it was possible for her to sell her property as is to a commercial developer.

Hearing no further comments, Chair Kirby moved to admit the staff reports and related documents into the record for ZC-78-2025. 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. Schell yes, Ms. Briggs yes, Mr. Larsen yes. Having five yes votes, the motion passed and the staff reports and related documents were admitted to the record for ZC-78-2025.

Chair Kirby stated that the issue now before the commission was whether the proposed use is appropriate.

Chair Kirby moved for approval of application ZC-78-2025 based on the findings in the staff report with the single condition in the staff report, and the following six additional conditions, subject to staff approval:

2. Solar panels are exempt from screening requirements, subject to staff approval;
3. Other uses of the property must relate to the primary use;
4. IV.A., Zoning Text, Minimum Parcel Size and Frontage, shall be exactly the size of the lot;
- IV. B., Zoning Text, New Albany-Condit Road, the set back on New Albany Condit Road shall match existing house;
5. The fence is six feet;
6. Sort out shared driveway and right of way; approval at final development;
7. Parking should go no further east than the east-face of the existing accessory structure.

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 no, Mr. Schell yes, Ms. Briggs yes, Mr. Larsen no. Having three yes votes and two no votes, the motion passed and the zoning request was favorably recommended to the city council.

Commissioner Wallace explained that he voted no for the following reasons: because he did not find that the request meets *Duncan* requirements; and the request is not compatible with adjacent uses. He further found that although conditions of approval are not unusual, the seven conditions imposed on an application like this one demonstrated that the request is unsuitable at this time.

Commissioner Larsen concurred with Commissioner Wallace's reasoning. He further reiterated that this request is incompatible with adjacent uses; they are difficult to put together.

The commission thanked the applicants and the Jeffers.

FDM-93-2025 The Courtyards at Haines Creek FDP Modification

Request for centralized mailbox units (CBUs) to be located at The Courtyards at Haines clubhouse on a 1.478-acre site located at 9470 Antioch Drive (PID: 222-005497).

Applicant: EC New Vision Ohio, LLC

Planner I Henderson delivered the staff report.

Chair Kirby asked whether anyone from the public was present to comment on the application. Hearing none, he moved to admit the staff reports and related documents into the record for FDM-93-2025. 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. Schell yes, Ms. Briggs yes, Mr. Larsen yes. Having five yes votes, the motion passed and the staff reports and related documents were admitted to the record for FDM-93-2025.

Commissioner Larsen moved for approval of FDM-93-2025 based on the findings in the staff, with the conditions in listed in the staff report, subject to staff approval. Mr. 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. Larsen yes, Mr. Wallace yes, Mr. Schell yes, Ms. Briggs yes, Mr. Kirby yes. Having five yes votes the motion passed and FDM-93-2025 was granted.

The commission thanked the applicant and wished him good luck.

ZC-94-2025 US-62 Business Zoning District Rezoning

Request to rezone 101+/- acres located on Johnstown Road from Agricultural District (AG) to Limited General Employment (L-GE) for an area to be known as the U.S. 62 Business Zoning District (PIDs: 220-000463, 222-002160, 222-002159, 220-002130, 220-001121, 220-000908, and 222-000068).

Applicant: MJB Holdings, LLC c/o Aaron Underhill, Esq.

Planner I Blackburn delivered the staff report.

Planning Manager Christian delivered the engineering report. He further stated that staff is comfortable with all of the condition modifications proposed by the applicant.

Applicant and Attorney for MJB Holdings Aaron Underhill, spoke in support of the application. He explained that this is a great development opportunity for New Albany, and one of the few left in the community.

Applicant and Developer for New Albany Company Tom Rubey spoke to the engineering comments. He explained that they are in agreement with conditions 4,5,6, and 7. He stated that condition #1 is not necessary. Once a site plan is established, if an internal road is needed they will come back and get approval for such. Otherwise because there is no standard, #1 is not necessary. Regarding the traffic study in condition #2, – any improvements required must be aligned with ODOT improvement plans. ODOT is in the process of creating comprehensive improvement plans for US 62, all the way to Johnstown. Condition #3 requiring a tree survey is overly burdensome until we know more about how this area will be developed given the environmental concerns and constraints of other regulatory agencies. It will be reviewed once there is an end user.

Chair Kirby confirmed that staff is comfortable with the applicant's position on condition 3. Trees don't come down until the site plan is done.

Planning Manager Christian suggested condition 3 be modified to reflect that the riparian corridor be established and wetlands be delineated, and trees within that area are protected within city code. He further confirmed that staff was okay with the modifications to conditions 1 and 2.

Mr. Rubey agreed to the modification

Chair Kirby opened the public hearing.

Christine Sasko, Johnstown Road. She stated that her concerns included the lighting in the parking lot, and flooding. She noted that it currently floods twice per year. She further asked whether this project would be tied into city water and whether her well would run dry.

Chair Kirby confirmed the pavement setback. He further advised Ms. Sasko that the applicant is prohibited from changing a neighbor's drainage. Accordingly, it would be to her benefit to document the existing normal drainage, and to check and document her well now.

Ms. Sasko remarked that the developer should pay for establishing the base level of her well.

Amanda Martin, Johnstown Road. Ms. Martin's property is right across the street from the subject property. She is concerned about the lights. She had enjoyed this area as a rural setting and reported that now it is a booming metropolis and she cannot see the stars at night. She further reported that there are dumptrucks on US 62 all day.

Mr. Rubey acknowledged her concerns and said there is no question that US 62 is insane. The width and design of the roadway is woefully inadequate. The Ohio Department of Transportation (ODOT) has started an aggressive outreach campaign to widen US 62. He acknowledged the former rural nature of this property area and stated that this is no longer a rural setting. He reported that ODOT is conducting public outreach meetings at the Church of the Resurrection.

Mike Friend, 11411 Johnstown Road. Mr. Friend stated that this zoning change will burden the tax district and the schools, and asked whether the master plan included the addition of property.

He noted that his taxes have increased 40% to subsidize this project. He also asked about tax abatements.

Planning Manager Christian explained that the city cannot initiate eminent domain proceedings here. Developers could approach private landowners and ask them to sell. Planning Manager Christian explained that if there was an abatement, the developer would be assessed a fee to offset the loss of tax revenue for the schools.

Chair Kirby explained annexation procedures, apportionment of taxes for the benefit of schools.

Mr. Rubey added that there is no project that is imminent, and there is no abatement. He continued that he is not sure what the future holds but there is viability for commercial development. This will not affect the residents' ability to stay in their homes.

A neighbor residing at 11407 Johnstown Road reported that her main concern is safety. She stated that two people died in her yard last year. She further remarked that her property is damaged regularly. She acknowledged that the speed limit is 50 miles per hour but people still drive 55. She has children and is concerned about safety.

Planning Manager Christian added that there will likely be a road maintenance agreement. It will delineate which jurisdiction is responsible for which area and the attendant maintenance duties.

Chair Kirby remarked that granting this rezoning will result in the eastern side of the property being in the city and the west side in the township. The road maintenance agreement will memorialize the responsibilities of each jurisdiction.

Law Director Albrecht added that first responders, such as police and fire departments, are advised and kept updated regarding their response areas.

Mr. Friend stated that that does not solve the speeding in the area now. He further remarked that there is no patrol.

Chair Kirby responded that the speed limit is a county issue and the city cannot touch it until the land is annexed.

Mr. Rubey reiterated that this issue is being studied and handled by ODOT.

Council Member Wiltout invited the neighbors to attend the upcoming city council meeting; the council is very interested in hearing their concerns.

Mr. Rubey further urged the neighbors to come to the mid-December meeting and speak to the entities that control the design. He added that the location of the curb cuts will be determined by the end users but he does not have a sight plan now.

The neighbors thanked the commission for sending them letters. They remarked that this is not good for property values, and nobody wants to live across from a data center.

Commissioner Wallace asked Planning Manager Christian to show an example of data center frontage.

Planning Manager Christian did so, he reviewed next steps, and then encouraged the neighbors to leave their name and contact information.

Mr. Rubey added that there will be a meeting with ODOT on Thursday, January 19th 9:30 – 11:30 in the Annex of the Church of the Resurrection.

Ms. Martin noted the location of businesses in the area and asked about the impact to her property, being right across the street as development continues. She further asked whether there will be any impact to water.

Mr. Underhill responded that there are numerous homes across from property like this. They will install mounding and landscaping and further stated that there are things that can be done to control the amount of light.

Planning Manager Christian responded that there is about three thousand feet of frontage along US 62, and there will be screening requirements – at a minimum there 310 trees are required and in addition, the code requires 70% opacity screening.

Chair Kirby reiterated that there should not be an impact to water or drainage and urged the neighbors to establish their current water levels.

Chair Kirby asked if there were any further comments on the application.

Chair Kirby moved to admit the staff reports and related documents into the record for ZC-94-2025. 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. Wallace yes, Mr. Larsen yes. Having five yes votes, the motion passed and the staff reports and related documents were admitted into the record for ZC-94-2025.

Commissioner Wallace confirmed with Planner I Blackburn that the Rocky Fork – Blacklick Accord Implementation Panel had favorably recommended the application.

Commissioner Briggs asked whether the commission was imposing conditions.

Commissioner Wallace explained that the commission would be modifying condition three, to wit, The riparian corridor and wetlands be established and after that, staff would approve all trees proposed for removal.

Mr. Rubey confirmed that that was the agreement.

Commissioner Wallace moved for approval of ZC-94-2025 based on the findings in the staff report as modified by the commission in the following manner, subject to staff approval.

1. Modified to reflect if needed when a site plan is prepared for permitting
2. Modified to reflect if needed when a site plan is prepared for permitting
3. Modified to reflect the following, The riparian corridor and wetlands will be established subject to staff approval, and then staff will approve all trees proposed for removal based on those areas that are established.
4. As submitted.
5. As submitted.
6. As submitted.
7. As submitted.

Commissioner Larsen 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. Wallace yes, Mr. Larsen yes, Mr. Schell yes, Mr. Kirby yes, Ms. Briggs yes. Having five yes votes, the motion passed and the zoning request was favorably recommended.

The commission thanked the applicants and the neighbors.

ZC-95-2025 Faith Life Church Expansion Rezoning

Request to rezone 2+/- acres located at 2365 Beech Rd from Agricultural District (AG) to the existing Infill Planned Unit Development (I-PUD) known as the Faith Life Church I-PUD Zoning District (PID: 222-005343).

Applicant: Faith Life Church c/o Aaron Underhill, Esq.

Planner I Blackburn delivered the staff report.

Planning Manager Christian delivered the engineering report.

Commissioner Briggs confirmed the existence of a home on the site.

Applicant and Attorney for the project Aaron Underhill spoke in support of the application and stated that the home on the site was likely to be used as a parsonage in the short term.

Chair Kirby asked if anyone from the public was present to speak on the application. Hearing none, he moved to admit the staff reports and related documents into the record for ZC-95-2025. 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, Mr. Wallace yes, Ms. Briggs yes, Mr. Larsen yes. Having five yes votes, the motion passed and the staff reports and related documents were admitted to the record for ZC-95-2025.

Commissioner Briggs moved for approval of ZC-95-2025 based on the findings in the staff reports with the conditions 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. Wallace yes, Mr. Larsen yes. Having five yes votes, the motion passed and ZC-95-2025 was favorably recommended to the city council.

Having completed their cases, Chair Kirby asked if there was any other business before the commission.

VII. Other business

Planning Manager Christian reminded the commissioners of the Volunteer Appreciation event on December 9th – heavy appetizers would be served.

VIII. Poll members for comment and Adjournment

Chair Kirby polled the members for comment.

Hearing no comments from the members and having completed their agenda, Chair Kirby adjourned the December 1, 2025 informal meeting of the New Albany Planning Commission without objection at 8:37 p.m.

Submitted by Deputy Clerk Madriguera, Esq.

Appendix

ZC-78-2025

Staff Report

Record of Action – to be added

FDM-93-2025

Staff Report

Record of Action – to be added

ZC-94-2025

Staff Report

Record of Action – to be added

ZC-95-2025

Staff Report

Record of Action – to be added



**Planning Commission Staff Report
December 1, 2025 Meeting**

**6600 NEW ALBANY-CONDIT ROAD
I-PUD REZONING**

LOCATION: 6600 New Albany-Condit Road (PID: 222-000640)
APPLICANT: Rob Riddle c/o Aaron Underhill, Esq., Underhill & Hodge LLC
REQUEST: Certificate of Appropriateness
ZONING: Urban Center Code to Infill-Planned Unit Development (I-PUD)
STRATEGIC PLAN: Village Center
APPLICATION: ZC-78-2025

Review based on application materials received Sept. 17, Oct. 28, and Nov. 13, 2025.

Staff report prepared by Lauren Sauter, Planner.

I. REQUEST AND BACKGROUND

This application is a Certificate of Appropriateness for a rezoning (also “zoning amendment,” “zoning change”) of approximately 1.116 acres located at 6600 New Albany-Condit Road. The site is currently zoned Urban Center Code within the Rural Residential sub-district. The applicant proposes to rezone the property from the Rural Residential sub-district to an Infill-Planned Unit Development (I-PUD), thereby establishing a new zoning text.

The application includes a preliminary development plan in conjunction with the rezoning. The preliminary development plan and rezoning are intended to facilitate updates to the existing buildings and site. As such, this report evaluates the appropriateness of both the rezoning (including the implications of the new zoning text for future development) and the preliminary development plan. The evaluation of the preliminary development plan at this stage is general in nature and intended to assess the overall compliance with city regulations and compatibility with the site and adjacent areas; the full, more detailed and technical review will be conducted at the time of the final development plan, which requires review and approval by the Architectural Review Board and the Planning Commission.

The Architectural Review Board recommended approval with conditions for this application in its meeting on October 13, 2025.

UPDATE:

The Planning Commission tabled this application in its meeting on October 20, 2025.

Some modifications have been made to the proposed I-PUD zoning text since it was presented at the Planning Commission meeting on October 20, 2025. These changes include:

1. A reduction in parking to a maximum of 20 spaces rather than a minimum of 33 spaces. This change is reflected in the preliminary development plan. A space for a box truck is additionally included in the northeastern area of the site.
2. Commitments to keep lighting fixtures low to the ground with no off-site spillage. Examples of fixtures are also provided.
3. Examples of opaque fencing to be installed along the southern property line.

4. The removal of rights to future redevelopment of the site without a rezoning.
5. A designated area for a possible on-site stormwater basin in the preliminary plan.

Because of these changes, some items have been modified from the October 20 Planning Commission staff report. Items with an asterisk (*) imply a related standard has been removed from the staff report and zoning text, typically such that it no longer anticipates the future reuse of the site; these deletions have not changed the preliminary development plan or remaining regulations. Underlined items imply a standard has been changed or added in the staff report and zoning text.

II. SITE DESCRIPTION & USE

The subject property comprises approximately 1.116 acres of land and is located within the Village Center, where it is zoned under the Urban Center Code as part of the Rural Residential sub-district. The site currently contains a single-family residence and two accessory detached structures. The property fronts State Route 605, also known as New Albany-Condit Road.

Properties to the immediate south and west of the property are of similar low-density, single-family residential uses that are likewise designated within the Rural Residential sub-district of the Urban Center Code. To the east, the property abuts the Windsor subdivision, which is designated within the Village Residential sub-district of the Urban Center code. This neighboring development consists of single-family residential uses that are relatively higher in density. To the south, The New Albany-Plain Local Schools campus and associated athletic fields are located in proximity to the subject property.

Moreover, the site is located at the northern boundary of the Village Center district, which, along with the parcel itself, is demarcated by the east-west alignment of State Route 161. A noise wall is planned for installation in the near future along the northern boundary of the subject parcel. New Albany-Condit Road extends northward from the property, crossing over State Route 161 via an overpass to reach areas generally zoned for office uses. South of the property, New Albany-Condit Road transitions into North High Street and eventually intersects U.S. Route 62 and East Dublin-Granville Road.

III. EVALUATION

Rezoning Process and Review Criteria

Per Codified Ordinance Section 1157.08(b)(2), for zoning changes in a Planned Unit Development zoning district within the Village Center, the Architectural Review Board shall review the proposal and make a recommendation to the Planning Commission. The Planning Commission will review the recommendation and application to make its recommendation to City Council, which takes final action on all rezoning applications.

Planning Commission's review authority of the zoning amendment application is found under C.O. Chapters 1107.02 and 1159.09. Upon review of the proposed amendment to the zoning map, the Commission is to make recommendation to City Council. Staff's review is based on city plans and studies, proposed zoning text, and the codified ordinances.

Per Codified Ordinance Section 1111.06, in making its decision on the zoning amendment, the Planning Commission shall consider, among other things, the following elements of the case:

- (a) Adjacent land use.
- (b) The relationship of topography to the use intended or to its implications.
- (c) Access, traffic flow.
- (d) Adjacent zoning.
- (e) The correctness of the application for the type of change requested.
- (f) The relationship of the use requested to the public health, safety, or general welfare.
- (g) The relationship of the area requested to the area to be used.
- (h) The impact of the proposed use on the local school district(s).

Per Codified Ordinance Chapter 1159.08 the basis for approval of a preliminary development plan in an I-PUD shall be:

- (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 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 of dwelling units 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).

New Albany Strategic Plan

The subject lot is located in the Village Center future land use district of the Engage New Albany Strategic Plan. The Strategic Plan identifies the active mixed-use Village Center as the type of authentic, walkable environment that office users are seeking; the plan highlights adding office space to the Village Center as an important effort, and careful integration and appropriate design of office development will expand the city's offerings.

At the location of the subject parcel, New Albany-Condit Road is identified as both a Business Park Transitional Road (extending north) and a Village Center Road (extending south). The Business Park to the north is characterized by office uses. As a transitional area into the Village Center, the proposed commercial office uses are appropriate in allowing the reuse of the site in a way that is sensitive to its surrounding context, including the office uses to the north and the architectural qualities of the immediate vicinity.

Proposed I-PUD Zoning Text Regulations

The first two sections of the proposed I-PUD zoning text summarize its regulatory intent and general development standards. Where the zoning text is silent on regulations, the Urban Center Code will apply. The specifications set forth in the preliminary development plan are in accordance with the proposed I-PUD regulations.

A. Uses, Development Standards, and Lot and Setback Commitments

The subject property is proposed to be rezoned to an Infill-Planned Unit Development (I-PUD); where standards or requirements are not outlined in the I-PUD zoning text, the zoning regulations described in the Urban Center Code will apply.

1. The I-PUD zoning texts lists the following permitted uses, and states that a single use or multiple uses may be operated at one time:

Table 1: Proposed I-PUD Permitted Uses

Administrative and business offices not carrying on retail trade with the public and having no stock of goods maintained for sale to customers, such as, but not necessarily limited to:

Real estate sales and associated services.

Insurance agents and brokers and associated services.

Professional, legal, engineering and architectural services.

Accounting, auditing and bookkeeping services.

Brokers and dealers in securities, investments and associated services, not including banks and savings institutions.

Organizations and associations organized on a profit or non-profit basis for promotion of membership interests, including:

Business associations.

Professional membership organizations.

Civic, social and fraternal organizations.

Charitable organizations.

Storage within the existing accessory building, limited to materials and equipment associated with another permitted use in this zoning district.

- The preceding land use standards are similar to a few uses outlined in the “Services/Business/Professional/Financial” category of the Urban Center Code, including “Administrative and business offices” and “Non-profit or for-profit membership organizations.”
- Storage within the existing accessory building will not necessarily be the only use of the building. A second user may operate on the site within this building.
- As a transitional area into the Village Center, the proposed commercial office uses are appropriate in allowing the reuse of the site in a way that is sensitive to its surrounding context, including the office uses to the north and the architectural qualities of the immediate vicinity.
- As mentioned in the submitted School Impact Statement, the rezoning will eliminate the possibility of additional housing on the property and eliminate occupancy by students.

2. The zoning text establishes the following minimum setbacks (see the proposed zoning text for specific standards). The buildings and pavement specifications in the preliminary development plan are in accordance with the proposed setbacks.

Table 2: Proposed I-PUD Setbacks

New Albany-Condit Road (front)

Pavement setback: 15 feet

Building setback:* 15 feet

State Route 161 (side/north)

Pavement setback: 5 feet

Building setback: 5 feet

Eastern (rear) boundary line of the zoning district

Pavement setback: 15 feet

Building setback: 50 feet

Southern (side/south) boundary line of the zoning district	
Pavement setback:	5 feet
Pavement setback for the driveway:*	2.5 feet
Building setback:*	5 feet

B. Access, Loading, Parking, and Other Traffic Commitments

1. Vehicular access to the zoning district and subject parcel will be provided from New Albany-Condit Road in its existing condition.*
2. A maximum of 20 vehicular parking spaces will be provided. Additionally, one loading space will be provided on the north side of the accessory building. Vehicular parking and loading will remain behind the existing home.* Box trucks may park in the northeastern corner of the property in the area shown in the preliminary development plan.
3. The Strategic Plan has identified the proximal portion of State Route 605 as an area of importance for future pedestrian and vehicular connectivity to the Village Center, and the city is in the preliminary stages of a roadway connectivity plan to guide future roadway and pedestrian improvements. At present, a pedestrian path exists along only a portion of the subject parcel, starting and extending north of the existing vehicular access point. However, right-of-way and topographical constraints cause the extension of the existing sidewalk to be difficult, and once this roadway and connectivity plan is complete, the property owner will pay a fee in lieu of an extension of the path at such time that the City manager or their designee deems appropriate. The fee-in-lieu amount will be approved by City Council.

C. Architectural Standards

1. Remodeling and updates of existing buildings will be completed in accordance with the images and drawings in the preliminary development plan application, and more specifically in accordance with the images, drawings, and specifications in an approved final development plan.*
2. The maximum building height is not to exceed 35 feet.
3. The renovations proposed in the preliminary development plan are generally aligned with applicable Design Guidelines and Requirements. Some standards have been modified by the I-PUD zoning text that allow the development to be more compatible with the existing buildings and be respectful of the site's context with adjacent properties. Modifications to the design standards that are included in the zoning text include standards pertaining to building height, recommended façade materials, and window specifications.

D. Buffering, Landscaping, and Screening Commitments

1. Deciduous street trees will be planted within the right-of-way along New Albany-Condit Road at an average distance of 30 feet on center. Alternatively, the developer may pay the city a fee-in-lieu that is approved by city staff.
2. A new fence will be installed along the southern boundary line of the property at a height not exceeding six feet. Where installed, the fence will provide complete opacity between the zoning district and the adjacent property to the south.
3. Parking lot landscaping will be provided as generally illustrated in the preliminary development plan and as set forth and approved in a future final development plan.
4. Surface parking areas, external mechanical equipment, roof-mounted equipment, service areas, and dumpsters are required to be screened to the specifications outlined in the proposed zoning text.

E. Lighting

1. Lighting will be provided along the perimeters of the parking lot and vehicular drive as included in a final development plan. Such lighting will not exceed three feet in height, will be black or New Albany green, and will be provided in a manner that eliminates off-site light spillage.*

2. Building uplighting and landscape uplighting is prohibited.* Any permitted ground lighting will be shielded and landscaped.
3. Permanent colored lights or neon lights on the exterior of any building is prohibited.
4. All other lighting will be in accordance with the codified ordinances.

F. Graphics and Signage Commitments

1. One wall sign is permitted on the front façade of the existing main building that identifies the user of the main building. The sign will comply with the codified ordinances for a wall sign located in the Historic Core or Village Core sub-district of the Village Center.
2. One single-post sign is permitted that identifies the user of the accessory building if that user is different from the user occupying the converted home. The sign will comply with the codified ordinances for a single-post sign located in the Historic Core or Village Core of the Village Center, except that it will have a maximum sign area of 12 square feet per side. The sign will be set back at least five feet from the right-of-way and from any side property line.
3. Architectural Review Board review and approval will be required at a later date for the aforementioned signage and any future proposed signage.
4. Internally illuminated signs are prohibited. Interior window advertisements and signs painted directly on the surface of a building, wall, or fence are prohibited.

IV. ENGINEER'S COMMENTS

The City Engineer has reviewed the subject preliminary development plan and provided the following comments. Staff recommends a condition of approval that these comments be addressed by the applicant, subject to staff approval (condition #1).

1. The applicant shall provide evidence that any onsite wastewater treatment or well water systems located on the parcel have been abandoned in accordance with all applicable governmental regulations.
2. The applicant shall provide a Traffic Access Study to determine if improvements in public right-of-way are required to support the project.
3. The applicant shall provide a revised plan showing the curb cut proposed for the development and thoroughly evaluate vehicle site distance.
4. The applicant shall provide more information regarding provision of gravity sewer service for the development.

V. SUMMARY

The proposed rezoning will allow office uses at 6600 New Albany-Condit Road and establish development standards that are sensitive to the site's existing character. The change is appropriate given the surrounding context and is accompanied by a preliminary development plan aimed at site and building improvements. The current evaluation is general in nature, with a more detailed review to occur at the final development plan stage.

Located at a transitional point between the New Albany Business Park and the Village Center, the site is well-suited for low-impact office uses. The proposed I-PUD zoning text includes modifications to the Village Center Commercial Design Guidelines and Requirements that are appropriate given the physical context. The plan reflects principles from other sections of the Design Guidelines and Requirements, which support compatibility with surrounding development and encourage maintaining residential character when adapting existing homes for commercial use.

VI. ACTION

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

Move to recommend approval of zoning change application ZC-78-2025 to the New Albany City Council with the following conditions:

1. That the engineer's comments be addressed by the applicant, subject to staff approval.

Approximate Site Location:



Source: NearMap

605 NEIGHBORHOOD OFFICE DISTRICT
INFILL PLANNED DEVELOPMENT (I-PUD)

DEVELOPMENT STANDARDS TEXT

November 13, 2025

I. Summary: The property which is the subject of this text consists of 1.116+/- acres known as Franklin County Auditor parcel number 222-000640. It is located to the east of and adjacent to New Albany-Condit Road and to the south of and adjacent to State Route 161. An existing home consisting of approximately 1,516 square feet of gross floor area is located within the western portion of the site, and an accessory structure containing approximately 3,000 square feet of gross floor area is located within the eastern portion of the property. A second accessory structure is located between them and will be removed from the site following approval of this rezoning. The home is currently being leased as a residence and the accessory structure is being used for storage. An unpaved access drive and unpaved parking areas also exist on the site. This application is to facilitate updates of the home (including, without limitation, the conversion of the garage in the home) and the accessory structure in order to allow them to be used as professional office space and related uses and to provide for paving and striping of parking areas.

The property is presently zoned under the Urban Center Code's Rural Residential subdistrict. The permitted uses in that sub-district include residential located within a "large detached structure", parkland and open space, and the following non-residential uses located within a "campus" setting: convalescent/congregate care centers, general and special hospital and clinics, day care centers, government facilities, educational facilities, and religious uses. Given the property's adjacency to the State Route 161 expressway and the planned construction of a sound barrier wall within the highway's right-of-way running parallel to the property's northern boundary line, the site is not attractive for development of a new large detached home. With the relatively small amount of acreage on the property, and the property's adjacency to the highway and the sound barrier, it would not provide optimal open space nor does it lend itself to development of a "campus-like" setting.

Office uses are much more appropriate and practical along the edge of the highway. The repurposing of the home will enhance aesthetics and provide a modest economic development opportunity for the City. A preliminary development plan for the use of and updates to the subject property has been filed along with this text.

II. Development Standards - Generally: Unless otherwise specified in the submitted drawings or in this written text, the standards and requirements of the City's Urban Center Code shall apply to this zoning district. In the event of a conflict between this text or the submitted drawings and a specific provision of the provision of the Codified Ordinances, this text and/or the drawings shall govern.

III. Uses:

A. Permitted uses in this zoning district shall include the following. A single use or multiple permitted uses may be operated at any time.

1. Administrative and business offices not carrying on retail trade with the public and having no stock of goods maintained for sale to customers such as (but not necessarily limited to):

- a. Real estate sales and associated services.
- b. Insurance agents and brokers and associated services.
- c. Professional, legal, engineering and architectural services.
- d. Accounting, auditing and other bookkeeping services.
- e. Brokers and dealers in securities, investments and associated services, not including commercial banks and savings institutions.

2. Organizations and associations organized on a profit or non-profit basis for promotion of membership interests, including:

- a. Business associations.
- b. Professional membership organizations.
- c. Civic, social and fraternal organizations.
- d. Charitable organizations.

3. Storage within the existing accessory building on the property, limited to materials and equipment associated with another permitted use in this zoning district.

IV. Lot and Setback Commitments:

A. Minimum Parcel Size and Frontage: A lot or parcel within this zoning district shall be a minimum of 1.0 acre in size and shall have a minimum of 100 feet of frontage on a public street.

B. New Albany-Condit Road: There shall be a minimum pavement and building setback of 15 feet as measured from the right-of-way of New Albany-Condit Road.

C. State Route 161: There shall be a minimum pavement and building setback of 5 feet from the right-of-way of State Route 161.

D. Other Perimeter Boundaries: There shall be a minimum pavement setback of 15 feet and a minimum building setback of 50 feet from the eastern (rear) boundary line of the zoning district. There shall be a minimum pavement and building setback of 5 feet from the southern (side) boundary line of the zoning district, except that pavement for the driveway may encroach into the southern boundary line setback up to 2.5 feet.

E. Lot Coverage: There shall be a maximum lot coverage of 80%.

V. Access, Loading, Parking and Other Traffic Commitments

A. Parking and Loading: A maximum of 20 vehicular parking spaces shall be provided. In addition, box trucks may park in the northeastern corner of the property in the area generally shown on the preliminary development plan. All parking spaces shall be located to the rear of a line running along the rear of the existing home structure and extending north and south to the side perimeter boundary lines of the zoning district. One loading space shall be provided along the northern portion of the existing accessory building that is to remain.

B. Vehicular Access: Vehicular access to the zoning district shall be provided from one full movement access point on New Albany-Condit Road in its existing location.

C. Pedestrian Access: An existing pedestrian path exists along a portion of this zoning district which is located to the north of the existing vehicular access point. The extension of this path southward is inhibited by existing grade. The City has identified this section of State Route 605 as an important pedestrian and vehicular connection that establishes a gateway into the Village Center. Due to the existing right-of-way and topographical constraints along this roadway, the City is in the process of starting a roadway and connectivity plan that will guide future roadway and pedestrian improvements along State Route 605. Once this roadway and connectivity plan is complete, the property owner shall pay a fee in lieu of the construction of an extension of the path at such time as the City Manager or their designee deems it to be appropriate. The fee in lieu amount shall be approved by City Council.

D. Rights-of-Way: No additional right-of-way shall be required to be dedicated along New Albany-Condit Road or State Route 161.

E. Loading and Service Areas: Loading and service areas shall be fully screened from off-site view of property adjacent to the zoning district to the south and east by the use of buildings, walls, fences, and/or landscaping.

VI. Architectural Standards:

A. Application of Urban Center Code: The remodeling and updates of existing buildings that are to remain on the property shall be completed generally in accordance with the images and drawings which accompany the preliminary development plan application, and more specifically in accordance with the images, drawings, and specifications in an approved final development plan.

B. Height: Maximum building height (as measured per the Codified Ordinances) shall not exceed 35 feet. Existing buildings are permitted to be one story in height.

C. Pavement: Driveways and parking areas shall be asphalt, brick, stone, or simulated stone.

D. Materials: Building façade materials shall be wood, brick, or Hardie board.

E. Windows: The existing buildings may retain their existing windows and shutters.

VII. Buffering, Landscaping, and Screening Commitments

A. Street Trees: Deciduous street trees shall be planted within the right-of-way along New Albany-Condit Road. Trees shall be spaced at an average distance of 30 feet on center. Street trees shall not obstruct site distance or signage, subject to staff approval. As an alternative to installing the street trees, the developer may pay the City a fee in lieu that is equal to the amount of trees required to be planted. This fee in lieu shall be approved by City staff.

B. New Fencing: A new fence shall be installed along the southern boundary line of the property. The fence shall not exceed 6 feet in height and shall have a design and specifications as approved in a final development plan application. Where installed, the fence shall provide complete opacity as between this zoning district and the adjacent property to the south.

C. Screening of Parking: Any surface parking areas shall be screened from the right-of-way or from adjacent property with a minimum of a 3.5-foot-tall continuous planting hedge, fence, or wall or any combination of the foregoing. Height shall be measured from the adjacent parking area. No such screening shall be required where existing trees instead provide adequate screening.

D. Minimum Tree Sizes.

<u>Tree</u>	<u>Perimeter Minimum Tree Size</u>	<u>Parking Lot Minimum Tree Size</u>
Ornamental Tree	2" Caliper	2" Caliper
Deciduous Shade Trees	2 ½" Caliper	2 ½" Caliper
Evergreen Trees	6' – 8' tall	4' tall

E. Interior Landscaping. Parking lot landscaping shall be provided as generally illustrated in the preliminary development plan and as more particularly set forth in an approved final development plan.

F. Mechanical Equipment: Any external mechanical equipment shall be screened at ground level from all adjacent public streets and from properties which are outside of but adjacent to this zoning district with materials that are similar to or the same as used on the majority of the relevant building or with fencing and/or landscaping. Complete screening of all roof-mounted equipment from perimeter property boundary lines and adjacent properties 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.

G. Service Areas and Dumpsters: All service areas (including, without limitation, loading docks) and dumpsters shall be fully screened from all public roads and from adjacent properties located outside of this zoning district at ground level with walls, fencing, or landscaping. Existing trees may be used to provide this screening where appropriate. Walls shall be of the same materials used on the building walls and shall be complemented with landscaping. Exterior storage of materials, supplies, equipment, or products is prohibited.

VIII. Lighting:

A. Street Lighting: No new street lighting shall be required along the perimeter rights-of-way adjacent to this zoning district.

B. Parking Lots and Driveways: Lighting shall be provided along the perimeters of the parking lot and the vehicular drive in accordance with specifications provided in a final development plan. Such lighting shall not exceed three (3) feet in height and shall have fixtures that are black or New Albany green. Lighting within these areas shall be provided in a manner that eliminates off-site light spillage.

C. Ground-Mounted Lighting: Landscape uplighting shall not be permitted. Any ground lighting that is permitted shall be shielded and landscaped.

D. Prohibited Lighting: No permanent colored lights or neon lights shall be used on the exterior of any building.

E. Consistent Appearance: Exterior lighting fixtures shall be similar in appearance on each structure. Uplighting of buildings is prohibited.

F. Other Requirements: All other lighting on the site shall be in accordance with the City's Codified Ordinances.

IX. Graphics and Signage Commitment

A. Locations: A wall sign shall be permitted on the front façade of the home that is being converted to office use and shall identify the user within that structure. This sign shall comply with the requirements of the Codified Ordinances for wall signage on a structure located in the Historic Core or the Village Core of the Village Center. In addition, a single post sign shall be permitted to identify the user of the accessory building that is to remain on the site if that

user is different from the user occupying the converted home. It shall comply with the requirements in the Codified Ordinances for this type of sign if it were located in the Historic Core or the Village Core of the Village Center, except that it shall have a maximum sign area of 12 square feet per side. The post sign shall be set back at least 5 feet from the right-of-way of New Albany-Condit Road and at least 5 feet from any side property line of the zoning district. For any new building, permitted sign types and specifications shall be based on the building typology that is constructed pursuant to the Urban Center Code.

B. Specifications: Permitted sizes, designs, colors, shapes, and other specifications for ground and building signs shall be in accordance with the Codified Ordinances.

C. Illumination: Internally illuminated wall-mounted and ground-mounted signage shall be prohibited.

D. Prohibited Signs: No signs shall be painted directly on the surface of the building, wall or fence. Temporary or permanent interior window advertisements are prohibited.

X. General Matters:

A. Review Procedures:

1. Rezoning: The rezoning procedures of Codified Ordinances Chapters 1111, 1157, and 1159 shall apply to this zoning district.

2. Final Development Plans: The initial final development plan application for this zoning district shall be reviewed by the City's Architectural Review Board (ARB) prior to being presented for review by the Planning Commission. The ARB shall provide a recommendation of approval, approval with conditions, or disapproval of a final development plan application to the Planning Commission using the same review criteria for a final development plan application as is required to be applied by the Planning Commission pursuant to relevant provisions of the Codified Ordinances. The Planning Commission shall be the decision-making body as to the approval, approval with conditions, or disapproval of each final development plan application in accordance with the requirements of the Codified Ordinances.

Redevelopment of the property in this zoning district which involves the voluntary demolition of one or both structures that are being converted to office uses and/or the construction of a new building shall not be permitted unless a further rezoning of the property occurs. Redevelopment of the property after an involuntary action (such as a property casualty event) with buildings and structures which are similar in floor area and height to those which are to remain on the property in accordance with this text shall not require a rezoning but instead may approved as part of a final development plan to be reviewed by the ARB (which shall make a recommendation) and by the Planning Commission (which shall make a final decision on the application).

3. Other Modifications: Site modifications proposed outside of an initial final development plan application for this zoning district or which do not otherwise require review and approval of a final development plan as contemplated in the second paragraph of Section X.A.2 above shall be subject to certificate of appropriateness review under Codified Ordinances Section 1157.07.

4. Demolition: At the time of approval of the preliminary development plan, there are three existing structures on the site. A certificate of appropriateness to allow for the demolition of accessory structures may be reviewed and approved by city staff and shall not require Architectural Review Board approval. Demolition of the existing home that is being converted to office use requires a certificate of appropriateness to be issued by the Architectural Review Board who shall review the application in accordance with the standards found in Codified Ordinances Section 1157.10.

B. Appeals:

1. Taking of Appeals: Appeals to the Board of Zoning Appeals concerning interpretation or administration of the text or the underlying zoning ordinance by the Zoning Officer or any other administrative official may be taken by any person aggrieved, including a tenant, or by a governmental officer, department, board, or bureau. Such appeal shall be taken within twenty days after the date of the decision by filing a notice of appeal specifying the grounds thereof with the officer from whom the appeal is taken and the Board of Zoning Appeals.

2. Imminent Peril: An appeal shall stay all proceedings in furtherance of the action appealed from, unless the Zoning Officer certifies to the Board of Zoning Appeals, after notice of appeal shall have been filed with him, that by reason of facts stated in the application a stay would, in his opinion, cause imminent peril to life or property. In such case, the proceeding shall not be stayed other than by a restraining order which may, on due cause shown, be granted by the Board of Zoning Appeals, after notice to the Zoning Officer or by judicial proceedings.

C. Waivers:

1. Deviations from development standards in this text or in the Codified Ordinances, as part of a final development plan application, are subject to the waiver process as described in city code. The consideration of a waiver request shall be deemed to constitute an administrative proceeding. The Planning Commission shall be the decision-making body as to the approval, approval with conditions, or disapproval of each waiver application in accordance with the requirements of this text that are associated with a final development plan. In considering a request for a waiver, the Planning Commission shall conduct a public meeting in conjunction with the application.

2. Deviations from development standards in this text or in the Codified Ordinances, as part of a certificate of appropriateness application, are subject to the waiver process as described in city code. The consideration of a waiver request shall be deemed

to constitute an administrative proceeding, The Architectural Review Board shall be the decision-making body as to the approval, approval with conditions, or disapproval of each waiver application in accordance with the requirements of this text that are associated with a certificate of appropriateness application. In considering a request for a waiver, the Architectural Review Board shall conduct a public meeting in conjunction with the application.



To: Planning Commission

From: City Staff

Re: FDM-93-2025 – The Courtyards at Haines Creek (Centralized Mailbox Units)

Date: November 24, 2025

Final Development Plan Modification

As the city code is silent on whether major or minor final development plan modifications require review and approval by the Planning Commission, any change must be reviewed and approved by the Planning Commission. The Planning Commission approved The Courtyards at Haines Creek clubhouse (FDM-21-2025) on April 21, 2025. The site is located northwest of the intersection of Central College Road and Jug Street and is approximately 1.47 acres.

The applicant is requesting a minor change to the clubhouse site. The change is to include centralized mailbox units (CBU) on the site to serve the residences of The Courtyards at Haines Creek. These centralized mailbox units have been used throughout other developments in New Albany, including but not limited to Nottingham Trace and The Courtyards at New Albany. The proposed mailbox units have been approved by the postmaster and can be found in the application materials. These specific CBUs can be seen at The Courtyards at New Albany, but on a smaller scale. There are no additional changes to the clubhouse site outside of this request. Staff do not have any concerns with the request as shown.

ACTION

Should the Planning Commission find that the application has sufficient basis for approval, the following motion is appropriate. Move to approve application FDM-93-2025 based on the findings in the staff report (conditions of approval may be added).

Move to approve application FDM-93-2025 based on the findings in the staff report (conditions of approval may be added).



Community Development Department

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

Dear Kelly Fankhauser,

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, December 04, 2025

The New Albany Planning Commission took the following action on 12/01/2025 .

Final Development Plan Modification

Location:

Applicant: Kelly Fankhauser,

Application: PLFDM20250093

Request: Request for centralized mailbox units (CBUs) to be located at The Courtyards at Haines clubhouse on a 1.478-acre site located at 9470 Antioch Drive (PID: 222-005497).

Motion: To Approve

Commission Vote: Motion Approved, 5-0

Result: Final Development Plan Modification, PLFDM20250093 was Approved, by a vote of 5-0.

Recorded in the Official Journal this

Condition(s) of Approval: N/A

Staff Certification:

Jay Henderson
Planner



**Planning Commission Staff Report
December 01, 2025 Meeting**

**U.S. 62 BUSINESS ZONING DISTRICT
ZONING AMENDMENT**

LOCATION: Generally located east of Johnstown Road and north of Walnut St (PIDs: 220-000463, 222-002160, 222-002159, 220-002130, 220-001121, 220-000908, and 222-000068).
REQUEST: Zoning Amendment
ZONING: Agricultural (AG) to Limited General Employment District (L-GE)
STRATEGIC PLAN: Metro Park Zone
APPLICATION: ZC-94-2025
APPLICANT: MBJ Holdings LLC, c/o Aaron Underhill, Esq.

Review based on: Application materials received October 31, 2025.

Staff report completed by Kylie Blackburn, Planner I

I. REQUEST AND BACKGROUND

The applicant requests review and recommendation to rezone approximately 101.1+/- acres. The request proposes to create a new limitation text for the area known as the “U.S. 62 Business Zoning District” and will be zoned Limited General Employment (L-GE). The proposed rezoning serves as an expansion of the New Albany International Business Park.

The proposed zoning is a limitation text. A limitation text can only establish more restrictive requirements than the zoning code. The Limited General Employment District permits office, data center, manufacturing & production, warehouse & distribution, and research & production uses. The text contains the same list of permitted, conditional, and prohibited uses as other similar zoning districts that are also zoned Limited General Employment (L-GE) in the immediate area.

II. SITE DESCRIPTION & USE

The overall 101.1+/- acre site consists of 7 properties, located within Licking County. The site is generally located east of Johnstown Road and north of Walnut Street in Franklin County. The subject parcels are currently being annexed into the city. The annexation is scheduled for its first reading at city council on December 16, 2025, and its second reading is scheduled for January 06, 2026. This case is also scheduled to be heard on December 01, 2025, by the Rocky Fork-Blacklick Accord Panel for a recommendation of approval.

The site is comprised of farm fields and residential homes. The neighboring uses and zoning districts include L-GE and unincorporated agricultural and residential.

III. PLAN REVIEW

Planning Commission’s review authority of the zoning amendment application is found under C.O. Chapters 1107.02 and 1159.09. Upon review of the proposed amendment to the zoning map, the Commission is to make recommendation to City Council. Staff’s review is based on city plans and studies, proposed zoning text, and the codified ordinances. Primary concerns and issues have been indicated below, with needed action or recommended action in underlined text.

Per Codified Ordinance Chapter 111.06 in deciding on the change, the Planning Commission shall consider, among other things, the following elements of the case:

- (a) Adjacent land use.
- (b) The relationship of topography to the use intended or to its implications.
- (c) Access, traffic flow.
- (d) Adjacent zoning.
- (e) The correctness of the application for the type of change requested.
- (f) The relationship of the use requested to the public health, safety, or general welfare.
- (g) The relationship of the area requested to the area to be used.
- (h) The impact of the proposed use on the local school district(s).

A. New Albany Strategic Plan

The Engage New Albany strategic plan designates the area as the Metro Park Zone future land use category. However, given the proposed rezoning, staff has evaluated this proposal against the Employment Center standards. The strategic plan lists the following development standards for the Employment Center 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 heights 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.

B. Use, Site and Layout

- 1. The request proposes to create a new limitation text for the area known as the “U.S. 62 Business Zoning District” and will be zoned Limited General Employment (L-GE). The proposed zoning text is a limitation text. A limitation text can only establish more restrictive requirements than the zoning code.
- 2. The text contains the same list of permitted, conditional, and prohibited uses as other similar zoning districts that are also zoned Limited General Employment (L-GE), which includes the Business and Commerce L-GE Zoning District.
- 3. The limitation text will allow for manufacturing & production, general office activities, warehouse & distribution, data centers, and research & production uses. Personal service and retail product sales and services are only allowed as accessory uses to a permitted use in this subarea.
- 4. Prohibited uses include industrial product sales and services, mini-warehouses, vehicle services, radio/television broadcast facilities, off-premise signs and sexually oriented business.
- 5. The proposed uses are consistent with the zoning in the surrounding area. Due to the proximity of this site to U.S Route 62 and Beech Road, and its location adjacent to commercially zoned land in the existing New Albany International Business Park to the east, the site appears to be most appropriate for commercial development.
- 6. The proposed L-GE text requires the following setbacks that are generally consistent with those in the surrounding area.
 - U.S. Route 62: minimum pavement and building setback of 185 feet from the centerline of U.S. Route 62.
 - Eastern Perimeter Boundaries: minimum pavement and building setback of 25 feet from the eastern perimeter boundary line.

- Southern Perimeter Boundaries: minimum pavement and building setback of 100 feet from the southern perimeter boundary line of this Zoning District.

C. Access, Loading, Parking

1. The text states the developer shall work with the City Manager, or their designee, to determine the need for appropriate timing and phasing of street improvements to serve this zoning district. Subject to other provisions in this text, on public rights-of-way which exist on the date of this text the number, locations, and spacing of curb cuts shall be determined and approved by the City Manager, or their designee, in consultation with the developer at the time that a certificate of appropriateness is issued for a project in this Zoning District.
2. Parking and loading will be provided per code requirements (Chapter 1167) and will be evaluated at the time of development for each individual site.
3. The zoning text states that there shall be dedicated right-of-way for U.S. Route 62 to the appropriate governmental entity at a distance of 60 feet as measured from the existing centerline of U.S. Route 62. The property owner shall grant easements to the city which are adjacent to the aforementioned right-of-way to the extent necessary to provide for the installation and maintenance of streetscape improvements, public utility lines, and leisure paths.

D. Architectural Standards

1. The proposed rezoning implements many of the same standards and limitations set forth in the New Albany Architectural Design Guidelines and Requirements and neighboring commercial zoning districts.
2. The same architectural requirements as the existing Business and Commerce L-GE Zoning District are proposed such as building materials and design.
3. There are no maximum building height requirements in the zoning text.
4. The New Albany Design Guidelines and Requirements do not provide architectural standards for warehouse and distribution type facilities. Due to the inherent size and nature of these facilities, careful attention must be paid to their design to ensure they are appropriately integrated into the rest of the business park. The limitation text includes the same specific design requirements for uses not governed by the DGRs as those in the other subareas of the business park, which ensures the quality and consistent design of these buildings throughout this portion of the business park.
5. Zoning text section IV(D)(6) requires complete screening of all roof-mounted equipment on all four sides of the building using materials that are consistent and harmonious with the building's façade and character. The text indicates that the screening is provided with screen equipment from off-site view but also to buffer sound generated by the equipment.

E. Parkland, Buffering, Landscaping, Open Space, Screening

1. Maximum lot coverage for this subarea is 75%, which is the same requirement as the surrounding L-GE zoning districts.
2. Standard tree preservation practices will be in place to preserve and protect trees during all phases of construction, including the installation of snow fencing at the drip line.
3. For those perimeter boundaries which abut residentially zoned and used properties (if two contiguous properties have an intervening public street right-of-way between them, they shall still be considered to be abutting) that are not owned by the developer, then the required landscaping and/or mounding (or some combination thereof) within minimum required pavement setback areas shall be enhanced to provide an opacity of 75% on the date that is five (5) years after planting to a total height of 10 feet above ground level when viewed from off-site.
4. There shall be no less than one (1) tree planted for every ten (10) parking spaces located therein. At least five percent (5%) of the vehicular use area shall be landscaped or green space (or treed areas). Parking lots shall be designed to accommodate parking lot islands with trees at the end of parking aisles.

5. An 8-foot-wide asphalt leisure trail is required to be installed along the U.S. Route 62 frontage of the site.

F. Lighting & Signage

1. No signage is proposed at this time. Per the text all signage shall meet the standards set forth in Codified Ordinance 1169 (City Sign Code).
2. All lighting shall be cut-off type fixtures and down cast. Parking lot lighting shall be from a controlled source in order to minimize light spilling beyond the boundaries of the site.
3. The maximum height of light poles is 30 feet.
4. The zoning text requires lighting details to be included in the landscape plan which is subject to review and approval by the City Landscape Architect.

G. Other Considerations

1. The property owner has submitted a school impact statement which states the proposed L-GE zoning will result in fewer children in the New Albany Plain Local School District and add significant value to the land, resulting in a substantial financial benefit to the school district.

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 provided the following comments. Staff recommends a condition of approval that the city engineer's comments be addressed at the time of engineering permits, subject to staff approval.

1. The internal roadway network be constructed to public street standards.
2. A Traffic Impact Study be prepared to help determine what traffic signal modifications or capacity improvements may be required in the vicinity.
3. A tree survey be performed, and staff approve all trees proposed for removal.
4. A flood plain study for the blue-line stream be provided for review and approval.
5. The developer provides documentation showing that all existing private well and septic systems have been abandoned in accordance with all applicable environmental regulations.
6. Engineering agrees with the recommendation in the text to provide a 60' r/w dedication along the frontage as measured from the road centerline.
7. Work with the Rocky Fork-Blacklick Accord to establish a rural buffer along the frontage.

IV. SUMMARY

The limitation text provides for stricter limitations in use and design than the straight General Employment zoning districts and retains or improves upon many of the requirements found in adjacent existing zoning texts. Due to the proximity of this site to State Route 62 and Beech Road, and its location adjacent to commercially zoned land in the existing New Albany Business Park to the east, the site appears to be most appropriate for commercial development.

The change in use for the area enables the continued growth and success of the New Albany International Business Park and ensures a consistent development pattern throughout this general area, as envisioned in the Engage New Albany Strategic Plan. The zoning text takes into account the nearby residential properties and includes various landscape restrictions to remain sensitive to those existing uses.

1. The large scale of the rezoning will result in a more comprehensive planned redevelopment of the area and will ensure compatibility between uses (1111.06(a)).
2. The L-GE rezoning application is an appropriate application for the request (1111.06(e)).
3. The overall effect of the development advances and benefits the general welfare of the community (1111.06(f)).
4. The proposed rezoning will allow for the development of businesses that will generate revenue for the school district while eliminating residential units having a positive impact on the school district (1111.06(h)).

V. ACTION

Suggested Motions for ZC-94-2025:

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

Move to approve application ZC-94-2025 based on the findings in the staff report with the following condition:

1. That the city engineer's comments be addressed at the time of engineering permits, subject to staff approval.

Approximate Site Location:



401.60-153
November 21, 2025

To: Kylie Blackburn
City Planner

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

Re: US 62 Business Zoning
District - Rezoning

Our review comments are as follows:

- 1) We recommend that the internal roadway network be constructed to public street standards.
- 2) We recommend that a Traffic Impact Study be prepared to help determine what traffic signal modifications or capacity improvements may be required in the vicinity.
- 3) We recommend that a tree survey be performed and staff approve all trees proposed for removal.
- 4) We recommend that a flood plain study for the blue-line stream be provided for review and approval.
- 5) We recommend that the developer provide documentation showing that all existing private well and septic systems have been abandoned in accordance with all applicable environmental regulations.
- 6) We agree with the recommendation in the text to provide a 60' r/w dedication along the frontage as measured from the road centerline.
- 7) Work with the Rocky Fork Blacklick accord to establish a rural buffer along the frontage.

MEF/JMH

CC: Josh Albright, Development Engineer

U.S. 62 BUSINESS ZONING DISTRICT

LIMITATION (L-GE) TEXT

October 31, 2025

The U.S. 62 Business Zoning District (hereinafter, the “Zoning District”) consists of 101.1+/- acres located to the south and east of and adjacent to U.S. Route 62 and to the west of and adjacent to the shared boundary line of Franklin County and Licking County. This rezoning serves to extend the same or similar zoning and development standards to property being annexed to the City as currently apply to much of the New Albany International Business Park.

I. Zoning Designation: L-GE, Limited General Employment District

II. Permitted Uses: The permitted and conditional uses contained and described in the Codified Ordinances of the City of New Albany, GE, General Employment District, Sections 1153.02 and 1153.03, provided that conditional uses are approved in accordance with Chapter 1115, Conditional Uses. The following uses from these code sections shall be prohibited:

- A. Industrial product sales (See Section 1153.03(a)(1));
- B. Industrial service (See Section 1153.03(a)(2));
- C. Mini-warehouses (See Section 1153.03(a)(4)(c)). For purposes of clarification, this prohibition only applies to such facilities that are made available for rental to the general public;
- D. Personal service (See Section 1153.03(b)(2)) and retail product sales and service (See Section 1153.03(b)(3)), except that such uses shall be allowed as accessory uses to a permitted use in this Zoning District;
- E. Vehicle services (See Section 1153.03(b)(4));
- F. Radio/television broadcast facilities (See Section 1153.03(c)(1));
- G. Sexually-oriented businesses (See Section 1153.03(c)(3)); and
- H. Off-premises signs (See Section 1153.03(c)(2)).

III. Lot and Setback Commitments:

A. Lot Coverage: There shall be a maximum lot coverage in this Zoning District of 75%.

B. Setbacks:

1. U.S. Route 62: There shall be a minimum pavement and building setback of 185 feet from the centerline of the right-of-way of U.S. Route 62.

2. Eastern Perimeter Boundary: There shall be a minimum pavement

and building setback of 25 feet from the eastern perimeter boundary line of this Zoning District.

3. Southern Perimeter Boundary: There shall be a minimum pavement and building setback of 100 feet from the southern perimeter boundary line of this Zoning District.

4. Elimination of Setbacks: In the event that a parcel located within this Zoning District and an adjacent parcel located within or outside of this Zoning District (i) come under common ownership or control, (ii) are zoned to allow compatible non-residential uses, and (iii) are combined into a single parcel, then any minimum building, pavement, or landscaping setbacks set forth in this text as they apply to common property lines shall no longer apply with respect to these parcels. Section 1153.04(g) of the Codified Ordinances also shall apply to this Zoning District.

IV. Architectural Standards:

A. Service and Loading Areas: Service areas and loading areas shall be screened in accordance with the Codified Ordinances.

B. Building Design:

1. Building designs shall not mix architectural elements or ornamentation from different styles.

2. Buildings shall be required to employ a comparable use of materials on all elevations.

3. 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.

4. 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.

5. All elevations of a building that are visible from a public right-of-way shall receive similar treatment in terms of style, materials, and design so that such elevations are not of a lesser visual character than any other.

6. 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.

7. 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.

8. 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. Accessory structures, generators, storage tanks, trash receptacles or any other similar improvement must be located behind a building façade that does not front on a public right-of-way.

C. Building Form:

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

2. 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.

D. Materials:

1. 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, and 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. Architectural precast concrete panels and/or poured-in-place concrete tilt-up panels shall be permitted. The use of reflective or mirrored glass shall be prohibited.

2. Prefabricated metal buildings and untreated masonry block structures are prohibited. Notwithstanding the foregoing, ancillary structures built and operated for the purpose of enclosing equipment and

which are not occupied by tenants or persons on a regular basis may be constructed using pre-engineered metal.

3. Generally, the quantity of materials selected for a building shall be minimized.

4. 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.

5. Additional Standards for Uses Not Governed by DGRs: Buildings that are constructed to accommodate certain uses are not governed by the City's Design Guidelines and Requirements (DGRs). For example, buildings that are constructed for the operation of data centers, warehousing and/or distribution uses are not subject to the DGRs and can present challenges in meeting the community standard for architectural design. Such buildings are necessarily large and typically include long walls that together form a square or rectangular box. The goal for the development of buildings that are not subject to the DGRs is to balance the practical needs of these buildings with the desire to provide exterior designs that are attractive and complimentary to the architecture that will be found elsewhere in this Zoning District.

Architecture by its nature is a subjective medium, meaning that the adoption of strict objective standards in all instances may not provide the best means for achieving appropriate design. In recognition of this fact, the standards set forth herein provide guidelines and suggestions for designing buildings that are not subject to the DGRs in an effort to set expectations for the quality of architecture that will be expected for these structures. On the other hand, these standards are meant to allow for some flexibility to encourage innovative design provided that the spirit and intent of these provisions are met.

In conjunction with an application for a certificate of appropriateness for each building or structure in this Zoning District that is not subject to or governed by the DGRs, the applicant shall be required to submit to the City illustrations of the proposed exterior design of the building or structure for review and approval by the Design Review Committee contemplated in Section 1157.08(a)(1)(D) of the City Code. In designing such buildings, the user or applicant shall consider the following, which are intended to set a level of expectation for the quality of design:

a. Architectural design for all portions of a building or structure that are visible from a public right-of-way (excluding public rights-of-way whose primary purpose is to accommodate truck traffic or service loading areas) shall meet the community standard in terms of quality while considering the unique nature of the use(s) that will be found therein.

b. Uninterrupted blank wall facades shall be prohibited to the extent that they are visible from a public right-of-way. Design variations on long exterior walls shall be employed in order to create visual interest. Examples of such design variations include, but are not limited to, the use of offsets, recesses and/or projections, banding, windows, and/or reveals; scoring of building facades; color changes; texture or material changes; and variety in building height.

c. The use of one or more architectural or design elements may be used to soften the aesthetics of the building, such as but not limited to canopies, porticos, overhangs, arches, outdoor patios, community spaces, or similar devices.

d. Contemporary exterior designs, while not required, shall be encouraged in order to create architecture that does not look aged or dated even many years after the facility is built.

e. Landscaping and/or the use of existing vegetation shall be utilized where appropriate to enhance the aesthetics of the building and to lessen its visual impact when viewed from public rights-of-way.

6. 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.

V. Access, Parking, Site Circulation, and Traffic Commitments:

A. Vehicular Access: The developer shall work with the City Manager or their designee to determine the need for appropriate timing and phasing of street improvements to serve this Zoning District. Subject to other provisions in this text, on public rights-of-way which exist on the date of this text the number, locations, and spacing of curbcuts shall be determined and approved by the City Manager or their designee in consultation with the developer at the time that a certificate of appropriateness is issued for a project in this Zoning District.

B. Parking and Loading: Parking and loading spaces shall be provided for each use per Chapter 1167 of the Codified Ordinances of the City of New Albany.

C. Rights-of-Way: The property owner shall dedicate right-of-way for U.S. Route 62 to the appropriate governmental entity at a distance of 60 feet as measured from the existing centerline of U.S. Route 62. The property owner shall grant easements to the City which are adjacent to the aforementioned right-of-way to the extent necessary to provide for the installation and maintenance of streetscape improvements, public utility

lines, and leisure paths.

D. Private Roads: Any creation of private roads is subject to staff approval.

VI. Buffering, Landscaping, Open Space, and Screening: A landscaping plan shall be approved as part of the City's review of a certificate of appropriateness application for each portion of this Zoning District that is proposed for development. The following landscaping requirements shall apply to this Zoning District:

A. Tree Preservation: Standard tree preservation practices will be in place to preserve and protect trees during all phases of construction, including the installation of snow fencing at the drip line.

B. Landscaping Required Adjacent to Residential Uses: For those perimeter boundaries which abut residentially zoned and used properties (if two contiguous properties have an intervening public street right-of-way between them, they shall still be considered to be abutting) that are not owned by the developer, then the required landscaping and/or mounding (or some combination thereof) within minimum required pavement setback areas shall be enhanced to provide an opacity of 75% on the date that is five (5) years after planting to a total height of 10 feet above ground level when viewed from off-site. Existing trees may be utilized to meet this opacity requirement. The requirements of this paragraph shall not apply in locations where any utility easement that exists prior to the date of this text prohibits the installation of mounding and/or landscaping within it.

C. Fencing: A standard New Albany white four-board horse fence may (but shall not be required to) be provided within the public right-of-way.

D. Stormwater Management: Wet and dry stormwater basins shall conform to the standards set forth in Section 1171.08 of the Codified Ordinances of the City of New Albany.

E. Perimeter Landscaping: In addition to street trees a tree row shall be established within the building and pavement setback along U.S. Route 62 frontage and shall contain eight (8) trees for every one hundred (100) feet of street frontage. Trees may be grouped or regularly spaced. Street trees shall be located within the right-of-way. Minimum street tree size at installation shall be three (3) caliper inches. This requirement may be waived in areas where existing vegetation occurs or in areas subject to overhead electric transmission lines, subject to approval of the City Landscape Architect.

F. Parking Areas: Within this Zoning District, there shall be no less than one (1) tree planted for every ten (10) parking spaces located therein. At least five percent (5%) of the vehicular use area shall be landscaped or green space (or treed areas). Parking lots shall be designed to accommodate parking lot islands with tree(s) at the end of parking aisles.

G. Pedestrian Circulation: An 8-foot-wide asphalt leisure path shall be installed along the U.S. Route 62 frontage of the site.

H. Minimum On-Site Tree Sizes: Unless otherwise set forth herein, minimum tree size at installation shall be no less than two and one half (2 ½) inches in caliper for shade trees, six (6) feet in height for evergreen trees, two (2) inches in caliper for ornamental trees, and thirty (30) inches in height for shrubs. Caliper shall be measured six (6) inches above grade.

I. Bonding: All street trees that are not installed prior to infrastructure acceptance shall be bonded to guarantee installation.

VII. Lighting:

A. All parking lot and private driveway lighting shall be cut-off type fixtures and down cast. Parking lot lighting shall be from a controlled source in order to minimize light spilling beyond the boundaries of the site.

B. All parking lot light poles shall be black or New Albany green and constructed of metal. Light poles shall not exceed 30 feet in height.

C. Lighting details shall be included in the landscape plan which is subject to review and approval by the City Landscape Architect.

D. Landscape uplighting from a concealed source shall be subject to staff approval. All uplighting fixtures must be screened by landscaping. Lighting details shall be included in the landscape plan which is subject to review and approval by the City Landscape Architect.

E. No permanent colored lights or neon lights shall be used on the exterior of any building.

F. All other lighting on the site shall be in accordance with City Code. Street lighting must meet the City standards and specifications.

G. Solar Panels may be incorporate and installed as appropriate.

VIII. Signage: All signage shall conform to the standards set forth in Chapter 1169 of the Codified Ordinances of the City of New Albany.

IX. Utilities: All new utilities installed solely to serve this Zoning District shall be installed underground.

X. Noise Regulations: The Codified Ordinances currently contain provisions relating to sound which are broad, meaning that noise impacts are evaluated on a site-specific

basis. Generally, the goal is to ensure that overall sound levels on a property following development will not impose material negative impacts on neighboring property owners. The City intends to begin evaluating potential updates to the Codified Ordinances to provide more objective standards for evaluating potential and existing sound impacts.

Following approval of this zoning, the applicant will work diligently with the City to identify best practices to mitigate sound impacts from new development within this Zoning District, which shall include consultation and coordination with experts to be hired by the City. Should the Codified Ordinances be updated at the time when the first building permit application is filed for development in any portion of the Zoning District, then such development shall comply with those updated standards. In the event that the Codified Ordinances have not been updated by that time, then as a condition of building permit issuance the applicant for this zoning application and the City staff shall negotiate and execute an agreement, to be signed by the City Manager and a representative of the applicant, which details sound mitigation measures and requirements to be applied to the site. Once such an agreement is signed, its contents shall constitute an addendum to the approved zoning text and the standards set forth therein shall become requirements for the Zoning District which are enforceable in the same manner as other zoning requirements. Ultimately, each new user is responsible for maintaining and mitigating noise levels in accordance with such an agreement.

101.1± ACRES

Situated in the State of Ohio, County of Franklin, Township of Plain, lying in Section 1, Township 2, Range 16, being all of that 94.634 acre tract conveyed to MBJ Holdings, LLC by deed of record in Instrument Number 202211170158119 (Franklin County) and those 2.338 and 2.725 acre tracts conveyed to MBJ Holdings, LLC by deed of record in Instrument Number 202211170158118 (Franklin County), all of that 1.500 acre tract conveyed to Liu Yun by deed of record in Instrument Number 199808250216073 (Franklin County), and all of that 5.010 acre tract conveyed to Jeffrey A. Cotrill and Kelly K. Cotrill by deed of record in Instrument Number 200312050387666 (Franklin County), (all references are to the records of the Recorder's Office, Franklin and Licking Counties, Ohio, as noted) being more particularly described as follows:

Beginning, for reference, at FCGS 1571 found at the easterly common corner of said Section 1 and Section 10, Township 2, Range 16, in the westerly line of Lot 37, Quarter Township 2, Township 2, Range 15, United States Military District, being on the line common to Franklin County and Licking County, the line common to Plain Township and City of New Albany, being in the easterly line of that 57.87 acre tract conveyed to Olde Albany Limited Liability Company by deed of record in Instrument Number 200209130228211 (Franklin County), the westerly line of 197.341 acre tract conveyed to Microsoft Corporation by deed of record in Instrument Number 202403120004091 (Licking County) and that existing City of New Albany corporation line as established by Ordinance Number O-15-2023, of record in Instrument Number 202304200006825 (Licking County);

Thence North 03° 06' 55" East, with said County line, said existing City of New Albany corporation line (O-15-2023) and that existing City of New Albany corporation line established by Ordinance Number O-28-2022, of record in 202211160027367 (Licking County), the line common to Plain Township and City of New Albany, the easterly line of said Section 1, said 57.87 acre tract and that 30.15 acre tract conveyed to Sridhar Reddy Thumma by deeds of record in Instrument Numbers 202204130057131 and 202204130057132 (Franklin County), the westerly line of said Lot 37 and Lot 38, Quarter Township 2, said 197.341 acre tract and that 201.001 acre tract conveyed to Amazon Data Services, Inc. by deed of record in Instrument Number 202301170000954 (Licking County), a distance of 1150.59 feet to a point at the common corner of said 94.634 acre and 30.15 acre tracts, being the TRUE POINT OF BEGINNING;

Thence North 86° 18' 53" West, with the line common to said 94.634 acre and 30.15 acre tracts, a distance of 1314.46 feet to a point at the northeast corner of that 11.632 acre tract conveyed to Daniel S. Wilson by deed of record in Instrument Number 200912180183050 (Franklin County);

Thence North 86° 51' 53" West, with the line common to said 94.634 acre and 11.632 acre tracts, a distance of 605.80 feet to a 3/4 inch iron pipe found at the northeasterly corner of that 5.100 acre tract conveyed to TCC Properties by deed of record in Instrument Number 201003110029046 (Franklin County);

Thence North 85° 15' 23" West, with the southerly line of said 94.634 acre tract, the northerly line of said 5.100 acre tract and that 1.5 acre tract conveyed to E. M. Management Services Inc. by deed of record in Instrument Number 202310170108705 (Franklin County), a distance of 799.50 feet to a point in the centerline of right-of-way of Johnstown Road (I.C.H. No. 23; Columbus-Millersburg Road)(U.S. 62)(Variable Width);

Thence North 03° 25' 06" East, with said centerline of right-of-way, the westerly line of said 94.634 acre tract, a distance of 126.54 feet to a point of curvature in the centerline of construction of said Johnstown Road;

Thence with said centerline of construction, the westerly line of said 94.634 acre and 2.725 acre tracts, with the arc of a curve to the right, having a central angle of 39° 33' 00", a radius of 383.06 feet, an arc length of 264.42 feet, a chord bearing of North 23° 11' 36" East and chord distance of 259.20 feet to a point of tangency;

Thence North 42° 58' 06" East, with said centerline of right-of-way, the westerly lines of said 2.725 and 2.338 acre tracts, a distance of 224.95 feet to a point at the southwesterly corner of said 5.010 acre tract;

101.1± ACRES

- 2 -

Thence North 44° 40' 32" East, with the centerline of said Johnstown Road, the northwesterly line of said 5.010 acre, 1.500 acre, and 94.634 acre tracts, a distance of 1122.73 feet to a point;

Thence with the centerline of said Johnstown Road and the northwesterly line of said 94.634 acre tract, the following courses and distances:

North 49° 59' 06" East, a distance of 789.62 feet to a point;

North 66° 23' 06" East, a distance of 606.95 feet to a point; and

North 65° 46' 06" East, a distance of 700.70 feet to a point in the lines common to said Franklin County and Licking County, said Section 1 and Lot 39 of said Township 2, Range 15, the easterly line of said Plain Township, at the northerly common corner of said 94.634 acre and 201.001 acre tracts, and an angle point in said existing City of New Albany corporation line (O-28-2022);

Thence South 03° 06' 55" West, with said County line, the line common to said 94.634 acre and 201.001 acre tracts, said Plain Township and City of New Albany, with said existing City of New Albany corporation line (O-28-2022), the easterly line of said Section 1, the westerly line of said Lots 39 and 38, a distance of 2553.49 feet to the TRUE POINT OF BEGINNING, containing 101.1 acres, more or less.

This description is for annexation purposes only and should not be used for transfer or be interpreted as a boundary survey.

Total perimeter of annexation area is 9103.94 feet, of which 2553.49 feet is contiguous with the City of New Albany giving 28.0% perimeter contiguity.



HILK: wjp
101.1 ac 20250094-VS-ANNX-01.docx

EVANS, MECHWART, HAMBLETON & TILTON, INC.

Heather L. King 5/29/25
Heather L. King Date
Professional Surveyor No. 8307

PRELIMINARY APPROVAL

ADAM W. FOWLER, P.E., P.S.

fasante

05/23/2025 11:31:09 AM

PENDING ORIGINALS

*Submitted via digital format

Please return this approval, along with the original description and plat of survey, as prepared by the surveyor, signed, sealed, and dated in blue ink.

U.S. 62 BUSINESS ZONING DISTRICT (L-GE)

Information concerning specific Code requirements for rezoning submittal

Per C.O. 1111.04(c) and (d), a written statement of the existing use and zoning district a written statement of the proposed use and zoning district.

Response: Currently the subject property contains four homes and portions of it are farmed. Several homes are located on parcels that are being annexed to the City. The classification of the property into the L-GE, Limited General Employment District will allow it to be developed with uses consistent with those found throughout the New Albany International Business Park.

Per C.O. 1111.03(g), a statement as to how the proposed zoning amendment will impact adjacent and proximate properties.

Response: The subject property will provide use and development standards which are substantially the same as those which apply to a large amount of land to the east and southeast which is zoned L-GE. As a result, any development on the site will be consistent with planned development on those other properties. Unimported properties are found to the south, as well as to the west and north across U.S. Route 62. To the extent that residential uses are located near to the subject property, they will be screened and buffered from development with significant mounding and landscaping in the same manner that has occurred in many other locations throughout the City.

Per C.O. 1111.03(i), any deed restrictions, easements, covenants and encumbrances to be imposed to control the use, development and maintenance of the area to be rezoned.

Response: The property will be subject to The New Albany Business Park East CCRs and will be part of The New Albany Business Park East Association. It is anticipated that new easements for utilities may be needed in the future based on actual development patterns.

Per C.O. 1159.07(b)(2)(F) The schedule of site development, construction of structures and associated facilities. Such schedule shall include the proposed use or reuse of existing features such as topography, streets, easements and natural areas.

Response: Development of the site will occur based on market demand after final zoning approval is received.

Per C.O. 1159.07(b)(2)(J) Verification that an application, if required, has been submitted to the Ohio Environmental Protection Agency in compliance with Section 401 of the Clean Water Act in which anyone who wishes to discharge dredged or fill material into waters of the United States must obtain a Water Quality Certification Permit from the Ohio Environmental Protection Agency. In the case of an isolated wetland either a general state or individual state isolated wetland permit must be obtained from the Ohio Environmental Protection Agency (Sections 6111.021. - 6111.024 of House Bill 231).

Response: See separate written communication from EMH&T.

Per C.O. 1159.07(b)(2)(K) Verification that an application, if required, has been submitted to the U.S. Army Corps of Engineers, in compliance with Section 404 of the Clean Water Act in which anyone who

wishes to discharge dredged or fill material into waters of the United States must obtain either a nationwide or individual permit from the U.S. Army Corps of Engineers.

Response: See separate written communication from EMH&T.



**Planning Commission Staff Report
December 01, 2025 Meeting**

**FAITH LIFE CHURCH ZONING DISTRICT EXPANSION
ZONING AMENDMENT**

LOCATION: 2365 Beech Road (PID: 037-111510-00.005)
REQUEST: Zoning Amendment
ZONING: Agricultural (AG) to Infill Planned Unit Development (I-PUD)
STRATEGIC PLAN: Employment Center
APPLICATION: ZC-95-2025
APPLICANT: Faith Life Church, c/o Aaron Underhill, Esq.

Review based on: Application materials received October 31, 2025.

Staff report completed by Kylie Blackburn, Planner I

I. REQUEST AND BACKGROUND

The applicant requests review and recommendation for the zoning of approximately 2+/- acres. The request proposes to add the parcel located at 2365 Beech Road into the already existing limitation text known as the "Faith Life Church Zoning District" and will be zoned Infill Planned Development (I-PUD). The proposed rezoning serves as an expansion of the Faith Life Church religious campus. This request is strictly to add the parcel at 2365 Beech Road into the zoning text; no modifications will be made to the site or to any existing zoning provisions. Should any changes to the site be proposed in the future, the applicant will need to submit a Final Development Plan for separate approval.

This I-PUD permits churches and other religious institutions, temporary residential living facilities, a provision outreach center, accessory uses to the religious facility, facilities support building, and playgrounds/open space. The proposed addition to the existing I-PUD text does not seek to make changes to the original zoning text. The Faith Life Church Zoning District was originally approved by the Planning Commission on June 04, 2018, and by city council on July 03, 2018.

II. SITE DESCRIPTION & USE

The current church site is 36.24+/- acres and is proposing to add a 2+/- acre lot to the church campus. The 2+/- lot is currently a residential property containing a single-family home and detached structure in Licking County. The site is generally located west of Beech Road and north of Innovation Campus Way. The overall area is surrounded by Limited General Employment zoned areas and unincorporated parcels. The subject parcel is currently being annexed into the city. The annexation is scheduled for its first reading at city council on November 18, 2025, and its second reading is scheduled for December 16, 2025. The image below outlines the existing Faith Life Church Zoning District in blue and the new parcel in red.



III. PLAN REVIEW

Planning Commission's review authority of the zoning amendment application is found under C.O. Chapters 1107.02 and 1159.09. Upon review of the proposed amendment to the zoning map, the Commission is to make recommendation to City Council. Staff's review is based on city plans and studies, proposed zoning text, and the codified ordinances. Primary concerns and issues have been indicated below, with needed action or recommended action in underlined text.

Per Codified Ordinance Chapter 1111.06 in deciding on the change, the Planning Commission shall consider, among other things, the following elements of the case:

- (a) Adjacent land use.
- (b) The relationship of topography to the use intended or to its implications.
- (c) Access, traffic flow.
- (d) Adjacent zoning.
- (e) The correctness of the application for the type of change requested.
- (f) The relationship of the use requested to the public health, safety, or general welfare.
- (g) The relationship of the area requested to the area to be used.
- (h) The impact of the proposed use on the local school district(s).

A. New Albany Strategic Plan

The Engage New Albany strategic plan designates the area as the Employment Center future land use category. While the site is located in this district, the strategic plan does not offer any development standards for Religious/Institutional Uses. Institutional uses are not a specific land use category identified in the strategic plan. As such, these institutional uses are intended to be integrated throughout the community, and this rezoning assists in accomplishing that goal.

B. Use, Site and Layout

- 1. The zoning text is a Planned Unit Development text which allows flexibility in both design and uses.
- 2. There are no proposed changes to the existing Faith Life Church Zoning District text standards.

- However, there is a minimum building and pavement setback of 100 feet from the existing edge of the right-of-way of Beech Road. Sidewalks may encroach up to 10 feet into the required minimum pavement setback.
 - Staff recommends a condition of approval that this setback is met with the new addition to the zoning district (condition #1).
- Conformity of Existing Improvements: Structures and pavement which exist on the effective date of this text shall be considered to be legally conforming under this zoning text and the Codified Ordinances and may be repaired and/or replaced in the event of a casualty event such as (but not limited to) storm, fire, or flood damage. New structures not being constructed for the purpose of replacing existing structures that have been damaged or destroyed by a casualty event shall be required to adhere to the minimum setback requirements of this text.

C. Access, Loading, Parking

1. The rezoning proposal is solely for adding land to the site and does not modify any exterior development standards.
 - However, the zoning text states that there shall be a dedicated right-of-way for Beech Road to the appropriate governmental entity at a distance of 50 feet as measured from the existing centerline of Beech Road. The city Engineer has commented on this provision; see the Engineering Comments section.

D. Architectural Standards

1. There are no proposed changes to the existing Faith Life Church Zoning District text standards.

E. Parkland, Buffering, Landscaping, Open Space, Screening

1. There are no proposed changes to the existing Faith Life Church Zoning District text standards.
2. A street tree row shall be established along the Beech Road right-of-way behind the white horse fence that is contemplated in the immediately preceding provision and shall contain 1 tree for every 30 feet of street frontage. Trees may be grouped or regularly spaced. Minimum street tree size at installation shall be three (3) caliper inches. This requirement may be waived in areas where existing vegetation occurs, subject to approval of the City Landscape Architect.
3. All landscaping which exists in this zoning district on the effective date of this text shall be deemed to be permitted and legally conforming with this zoning. At such time as any existing landscaping is replaced for any reason, the replacement landscaping shall conform to the requirements of this Section VII.

F. Lighting & Signage

1. There are no proposed changes to the existing Faith Life Church Zoning District text standards.

G. Other Considerations

1. A school impact statement has been submitted. The applicant states that rezoning the property will allow for the expansion of the church, as opposed to residential development. This use will not create the possibility of new students entering the district and will have no negative impact on the school district.

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 provided the following comments. Staff recommends a condition of approval that the city engineer's comments be addressed at the time of engineering permits, subject to staff approval.

1. Please dedicate 50' of r/w along the parcel frontage as measured from the Beech Rd. centerline.

2. Provide documentation indicating that existing onsite residential wells and onsite wastewater treatment systems have been abandoned in accordance with all applicable environmental regulations.

IV. SUMMARY

The proposed rezoning is appropriate given that this is already home to the Faith Life Church campus. The zoning is already in existence, and the only changes to the zoning would be to include language around the new property rather than changing existing standards. The proposed permitted and accessory uses are consistent with other religious uses and churches within the community. The applicant gives specific guidelines and requirements for the future of the campus, which help to guide additions like the proposed.

V. ACTION

Suggested Motions for ZC-95-2025:

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

Move to approve application ZC-95-2025 based on the findings in the staff report with the following condition:

1. The 100-foot setback for Beech Road is met with the new addition to the zoning district.
2. That the city engineer's comments be addressed at the time of engineering permits, subject to staff approval.

Approximate Site Location:



401.01-152
November 19, 2025

To: Kylie Blackburn
City Planner

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

Re: Faith Life Church
Rezoning

Our review comments are as follows:

1. Please dedicate 50' of r/w along the parcel frontage as measured from the Beech Rd. centerline.
2. Provide documentation indicating that existing onsite residential wells and onsite wastewater treatment systems have been abandoned in accordance with all applicable environmental regulations.

cc: Josh Albright, Development Engineer

Exhibit A

PROPOSED ANNEXATION OF
2.0± ACRES

FROM: JERSEY TOWNSHIP

TO: CITY OF NEW ALBANY

Situated in the State of Ohio, County of Licking, Township of Jersey, lying in Lot 33, Quarter Township 2, Township 2, Range 15, United States Military Lands, being all of that 2.000 acre tract conveyed to Faith Life Church, Inc. by deed of record in Instrument Number 202209260023391 (all references refer to the records of the Recorder's Office, Licking County, Ohio) being more particularly described as follows:

Beginning, for reference, in the centerline of Beech Road (County Road 88) at the common corner of said Lot 33 and Lots 31, 32 and 34 of said Quarter Township 2, Township 2, Range 16, being in the existing City of New Albany Corporation Line as established by Ordinance Number O-33-2010, of record in Instrument Number 201011040022449 and City of New Albany Corporation Line as established by Ordinance Number O-07-2018, of record in Instrument Number 201808140016837, being the common easterly corner of that 11.625 acre tract conveyed to Faith Life Church, Inc. by deed of record in Instrument Number 2020103000292356 and that tract conveyed to Deanna J. Boehm-Napoli by deeds of record in Official Record 718, Page 620 and Instrument Number 202408150014002;

Thence South 03° 27' 52" West, with the centerline of said Beech Road, with the line common to said Sections 32 and 33, and with said existing City of New Albany Corporation Line (O-33-2010) and (O-07-2018), a distance of 498.17 feet to the TRUE POINT OF BEGINNING;

Thence South 03° 27' 52" West, continuing with the centerline of said Beech Road, with the line common to said Sections 32 and 33, with the easterly line of said 2.000 acre tract and with said existing City of New Albany Corporation Line (O-33-2010) and (O-07-2018), a distance of 174.13 feet to a point;

Thence North 86° 57' 43" West, with the southerly line of said 2.000 acre tract and with the existing City of New Albany Corporation Line (O-07-2018), a distance of 500.39 feet to a point at the southwesterly corner of said 2.000 acre tract and in the easterly line of that 22.622 acre tract conveyed to Faith Life Church, Inc. by deed of record in Instrument Number 202010300029235;

Thence North 03° 27' 52" East, with the westerly line of said 2.000 acre tract, with the easterly line said 22.622 acre tract and with said existing City of New Albany Corporation Line (O-07-2018), a distance of 174.13 feet to a point at the northwesterly corner of said 2.000 acre tract;

Thence South 86° 57' 43" East, with the northerly line of said 2.000 acre tract, with the southerly line of said 22.622 acre tract and with said existing City of New Albany Corporation Line (O-07-2018), a distance of 500.39 feet to the TRUE POINT OF BEGINNING, containing 2.000 acres, more or less.



EVANS, MECHWART, HAMBLETON & TILTON, INC.

A handwritten signature of Joshua M. Kleemeyer in black ink.

Joshua M. Kleemeyer
Professional Surveyor No. 8790

12/9/24

PRE-APPROVAL	
LICKING COUNTY ENGINEER	
APPROVED <input checked="checked" type="checkbox"/>	CONDITIONAL <input type="checkbox"/>
APPROVED BY:	
DATE: 12/12/2024	

FAITH LIFE CHURCH EXPANSION ZONING DISTRICT

Information concerning specific Code requirements for rezoning submittal

Per C.O. 1111.04(c) and (d), a written statement of the existing use and zoning district a written statement of the proposed use and zoning district.

Response: Currently the subject property contains a home and a detached garage. The classification of the property into the I-PUD, Infill Planned Development District will allow it to be used for religious purposes.

Per C.O. 1111.03(g), a statement as to how the proposed zoning amendment will impact adjacent and proximate properties.

Response: The subject property will remain unchanged in terms of the built environment in the short term, with existing structures and improvements to remain. Any future redevelopment of the property will be undertaken as part of the larger adjacent Faith Life Church campus. A fire substation is located to the north of the property and data center development to the east. Otherwise, the property is surrounded by the existing church campus. Therefore, this rezoning will facilitate uses and development that are appropriate for the location.

Per C.O. 1111.03(i), any deed restrictions, easements, covenants and encumbrances to be imposed to control the use, development and maintenance of the area to be rezoned.

Response: None.

Per C.O. 1159.07(b)(2)(F) The schedule of site development, construction of structures and associated facilities. Such schedule shall include the proposed use or reuse of existing features such as topography, streets, easements and natural areas.

Response: No development or construction is anticipated on the property in the near term. Any future redevelopment of the site will require review and approval of a final development plan.

Per C.O. 1159.07(b)(2)(J) Verification that an application, if required, has been submitted to the Ohio Environmental Protection Agency in compliance with Section 401 of the Clean Water Act in which anyone who wishes to discharge dredged or fill material into waters of the United States must obtain a Water Quality Certification Permit from the Ohio Environmental Protection Agency. In the case of an isolated wetland either a general state or individual state isolated wetland permit must be obtained from the Ohio Environmental Protection Agency (Sections 6111.021. - 6111.024 of House Bill 231).

Response: No such application is required.

Per C.O. 1159.07(b)(2)(K) Verification that an application, if required, has been submitted to the U.S. Army Corps of Engineers, in compliance with Section 404 of the Clean Water Act in which anyone who wishes to discharge dredged or fill material into waters of the United States must obtain either a nationwide or individual permit from the U.S. Army Corps of Engineers.

Response: No such application is required.

FAITH LIFE CHURCH ZONING DISTRICT EXPANSION

INFILL PLANNED DEVELOPMENT (I-PUD) DEVELOPMENT STANDARDS TEXT

October 31, 2025

I. Summary: This I-PUD zoning district consists of 2.0+/- acres located to the west of and adjacent to Beech Road in Licking County, generally between Jug Street on the north and Innovation Campus Way West on the south. The property within this zoning district is being annexed to the City from Jersey Township. The property presently contains an existing home and detached garage that will remain. The intent of this zoning is to facilitate the integration of the property into the existing Faith Life Church campus and to provide similar rights to it as apply to the campus.

II. Development and Use Standards: Unless otherwise specified in this written text, the same use and development standards that apply to the Faith Life Church campus as approved in City Council Ordinance ORD-13-2018 shall apply to this zoning district. The previously approved zoning text that was included in ORD-13-2018 is hereby incorporated herein by reference. In addition to other permitted and accessory uses, the temporary residential living facilities that are permitted to be operated on the campus as detailed in Section III.B of the zoning text approved in ORD-13-2018 shall be permitted to be operated on the 2.0+/- acres of property that is included in this text.

III. Existing Conditions: The existing improvements to the property that is the subject of this text shall be permitted to remain and no final development plan approval shall be required for the same. Modifications to these improvements or redevelopment of the property shall require approval of a final development plan.