



New Albany Architectural Review Board
Monday, January 12, 2026, Meeting Minutes - Approved

I. Call to order

The New Albany Architectural Review Board held a regular meeting on Monday, January 12, 2026 in the New Albany Village Hall. Vice Chair Iten called the meeting to order at 7:00 p.m. and asked to hear the roll.

II. Roll call

Those answering the roll:

Mr. Hinson	absent
Mr. Iten	present
Mr. Brown	present
Mr. Davie	present
Mr. Maletz	present
Ms. Moore	present
Mr. Strahler	present
Council Member Brisk	present

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

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

III. Action on minutes: November 10, 2025

Vice Chair Iten asked if there were any corrections to the November 10, 2025 meeting minutes.

Hearing none, Board Member Brown moved for approval of the minutes. Board Member Davie seconded the motion.

Upon roll call: Mr. Brown yes, Mr. Davie yes, Ms. Moore yes, Mr. Iten yes, Mr. Maletz yes, Mr. Strahler yes. Having six votes, the motion was granted and the November 10, 2025 meeting minutes were approved as submitted.

IV. Additions or corrections to the agenda

Vice Chair Iten asked if there were any additions or corrections to the agenda.

Planning Manager Christian answered none from staff.

Board Member Strahler stated that he would be recusing himself from the board's consideration of FDP-88-2025.

Vice Chair Iten administered the oath to all present who would be addressing the board.

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

Vice Chair Iten asked if there were any visitors present who wished to address the board for an item not on the agenda. Hearing none, he consulted Law Director Albrecht on the scope of the board's review of FDP-88-2025, the first case on the agenda.

Law Director Albrecht reminded everyone that the present hearing was not about the appropriateness of the use but rather the appropriateness of the design. The Planning Commission will review the appropriateness of the use.

Vice Chair Iten thanked Law Director Albrecht and confirmed that the board does not have jurisdiction to review outside traffic or noise. The Planning Commission has jurisdiction over traffic. The only item the board has jurisdiction to review is architecture and appearance. Against this backdrop, he asked to hear the staff report.

VI. Cases:

FDP-88-2025 Healthy New Albany Food Pantry FDP

Certificate of Appropriateness to allow a final development plan for a new Healthy New Albany food pantry at 5220 Johnstown Road (PID: 222-004475).

Applicant: Todd Parker

Planner I Sauter delivered the staff report.

Vice Chair Iten confirmed that the dual post sign width of 7.5 inches was in relation to the width of the posts and not the width of the sign board.

Applicant and Architect for the project Todd Parker spoke in support of the application. He reiterated some of the points raised by Planner I Sauter, including that the property had a utility easement. He stated that the applicant was amenable to the conditions in the staff report, and asked if the board had questions.

Vice Chair Iten confirmed that the church did not want the parking lot to connect with the church parking lot, and confirmed that there was sufficient room for a car to turn around at the end of the driveway.

Board Member Moore noted the lack of signage clearly marking the entrance and exit and asked whether it was possible to put signs clearly marking them because it was confusing.

Planner I Sauter responded yes, however a variance would be needed.

Board Member Moore suggested that the board should, on its own motion, grant a variance otherwise there will be a sign in the glass on the front door.

Board Member Maletz suggested that the board recommend a variance for the planning commission's consideration.

Board Member Moore further pointed out that there was a window missing from one of the renderings.

Vice Chair Iten opened the public hearing. He encouraged comments to be limited to the form and massing of the structure, not the appropriateness of the use.

Francis Strahler, neighbor to the proposed site, addressed the board regarding the screening requirements. He distributed the attached comments and presentation. He clarified that he was not opposed to the food pantry being located behind his house, however, he was concerned that screening was not appropriate. His property had significant headlight spillage from the church. He recounted the screening requirements in the codified ordinances. He explained that the church was not complying with existing screening requirements in the zoning text and in the final development plan as approved by the Planning Commission in 2011. He stated that he had testified before the commission in March 2011. Headlight screening was in the original text, it was required by this board and by the Planning Commission and was in the minutes. He cited I-26 0112 ARB Meeting Minutes – Approved

PUD Zoning Text, Section VII, # 6, which requires headlight screening of parking areas in accordance with code. He also cited #8, which states that due to the electrical easement on the south side of the PUD, no landscape buffering shall be required along this boundary between this development and the residential development to the south. The current proposal required parking lot screening, but did not include a requirement for headlight screening. He further explained that the parking lot is in the easement so landscape buffering was prohibited. He continued that the bike path that is proposed as part of this application, should have been built 10 years ago. The public record is clear, the ordinances are clear, the zoning text is clear, that screening is required and this application does not include headlight screening. He explained that he did not complain about the church because he was trying to be a good neighbor. He recognized that the installing screening was prohibited by the utility easement. As a result, he respectfully requested the church to ask the tenant to withdraw their application and for the church to comply with existing screening requirements. He distributed written comments.

Board Member Brown asked Mr. Strahler if staff had seen his comments.

Mr. Strahler responded that he had spoken with Planning Manager Christian.

A second neighbor abutting the rear of the proposed site, and the immediate neighbor of Mr. Strahler testified before the board. He said that if the board is going to haggle over the size of signs, they should pay attention to this. He stated that nobody would like to live behind this proposed application. He explained that since the property along Harlem has been cleared he can see every single car that goes down Harlem Road. If this application is approved, every car that comes and goes will be visible from his house. He loves the food pantry and supports it, but asked for screening.

Vice Chair Iten asked if anyone else from the public was present.

Hearing none, Planning Manager Christian reiterated that installation of screening was not allowed on utility easement areas. He explained that AEP cleared the woody stem vegetation at least annually.

Vice Chair Iten confirmed that AEP does not oppose paving on the easement and asked whether they permitted mounding.

Planning Manager Christian replied probably not.

Vice Chair Iten stated that he struggled with holding this hostage because the existing requirements are not being complied with.

Mr. Strahler said the zoning text is clear, the screening is and has been required in the southern parking lot. This requirement applies today, the headlight screening is required.

Board Member Brown asked whether there was ever a finding by AEP that the screening requirements imposed by planning commission and council are superceded by the law which exempts AEP from screening requirements.

Board Member Maletz discussed whether a conflict was raised post approval. If the board made a decision based on facts that were not ultimately true there is a problem.

Council Member Brisk remarked that she very much sympathized with Mr. Strahler and the neighbors. She noted that # 6 is the broad provision and # 8 is the narrower provision. And the narrower provision controls the broader provision. Further, state law preempts any board, council, and or municipal ordinance that conflicts with it. Thus the utility is exempt from the requirement.

She feels terrible but the board, commission, and council, cannot require AEP to install screening that they are legally not required to install.

Law Director Albrecht agreed. He stated that he has not read the easement with AEP, but if they are exempt from screening requirements in the easement or state law then this board cannot require it.

Mr. Strahler stated that he would ask the church to be a good neighbor and to withdraw the application.

Board Member Moore agreed and urged the church to be a good neighbor and withdraw the application.

Council Member Brisk stated that she did not know whether that was the solution. She engaged staff, the board, and Mr. Strahler in a discussion of a proposed screening solution at the park.

Planning Manager Christian displayed the proposed screening solution, if the applicant agreed to it.

Council Member Brisk asked Mr. Strahler whether he was comfortable with the proposal.

Mr. Strahler responded that there needs to be an assurance of compliance and maintenance.

Board Member Maletz asked for a pause and stated that the board was in danger of doing something they consistently try to avoid, which is rushing the application through. He had concerns about whether this application has the full faith and endorsement of the board; there are questions regarding funding; the architecture and design is very good but procedural questions are many.

Vice Chair Iten stated that he had two main issues. 1. Enforcement of the existing requirements is not before the board. Compliance with existing requirements are effectuated via code enforcement proceedings, which are separate. 2. Problems that exist now should not be exacerbated by this new action. It is our advice to planning that this application should not make matters worse; planning should examine whether the application should be changed.

Council Member Brisk doubted whether the board could reach resolution at this meeting.

Vice Chair Iten remarked that the board does not resolve it. It is up to planning to approve the plan. The board concurs with the neighbors. The board recommends approval of the architecture but they have great reservation with proceeding with this plan.

Board Member Maletz agreed with the logic and stated that that approach leaves much unresolved. He cautioned that any approval should be narrowly limited to the architecture.

Vice Chair Iten responded that he suggested tabling the application if the board was not comfortable moving forward. The board's choice is to recommend approval and or not approval.

Law Director Albrecht stated that was correct.

Vice Chair Iten added that the board can tell planning that there are unresolved issues with the screening and that this issue gives this board disquiet.

Board Member Davie remarked that the criteria established for the board's review includes evaluation of the site design elements. He then asked how the board can approve anything without any commentary.

Council Member Brisk added that if the board approves this without commenting on the screening, there is approval of the screening or lack of screening.

Board Member Brown remarked that any condition imposed would be superceded by AEP exemption from the requirement.

Vice Chair Iten asked whether there was a path, informally, or whether there was interest in approval with conditions. The board could table it, recommend it with conditions, or not recommend it.

Board Member Brown replied that he did not think it got the board where it wanted to be.

Board Member Maletz suggested the board should refrain from recommending a course of action. He further confirmed that not recommending the application would not be fatal to it. He remarked that he would like to see the application tabled and the issues resolved.

Mr. Parker stated that the applicants looked at other site options and layout options, but this maximizes the use. The applicants are willing to pay for screening as proposed by city staff. The school has asked the pantry to find a new home. He further stated that the latest the food pantry is open is 7:00 p.m. three nights per week.

Board Member Maletz offered for the record that he understands what tabling means. He is disappointed that this is being aired at the meeting. This could have been resolved in a more constructive way outside of the meeting and he was happy to assist in that process.

Applicant and Pastor of Rose Run Presbyterian Church stated that he has been pastor for four years so he was not privy to the former agreements. They want to be a good neighbor but he is not convinced there has been a failure of kept promises here. He will advocate doing what he can to solve the problems as best they can. He further confirmed that AEP came last year and cleared the vegetation.

Hearing no further discussion, Vice Chair Iten moved to table FDP-88-2025. Board Member Moore seconded the motion.

Upon roll call: Mr. Iten yes, Ms. Moore yes, Mr. Brown yes, Mr. Davie, Mr. Maletz yes. Having five yes votes the motion passed and FDP-88-2025 was laid upon the table.

The board wished the applicant and the neighbors good luck.

Thereafter, Board Member Strahler took his seat on the dais and Vice Chair Iten introduced the next case.

ARB-99-2025 Church of the Resurrection Parsonage COA

Certificate of Appropriateness to allow an addition onto the parsonage located at 5575 Morgan Road (PID: 222-000583). **Applicant: Scott R. Harper**

Planner I Blackburn delivered the staff report.

Applicant and Architect for the project Scott Harper spoke in support of the application. He clarified that the staff report referred to the structure as a parsonage but the applicants call it a rectory.

Vice Chair Iten confirmed that there would be a new dining room and additional living space for the existing rectory.

Applicant and Business Manager for the Church of the Resurrection Suzanne Larson spoke in support of the application. She explained that the clergy needed additional living space.

Board Member Strahler asked whether there are any objections to the conditions – namely the use of brick.

Ms. Larsen and Mr. Harper stated there were no objections.

Board Member Brown asked about condition 4, the 75% opacity landscape screening to put in if the use of the site changes.

Planner I Blackburn responded that staff included that just in case the use changes, the use will not change with this application.

Board Member Maletz advised Architect Harper that he may want to check and change the height of the chimney with the height of the roof.

Hearing no further discussion, Board Member Brown moved to approve ARB-99-2025. Board Member Moore seconded the motion.

Upon roll call: Mr. Brown yes, Ms. Moore yes, Mr. Iten yes, Mr. Strahler yes, Mr. Davie yes, Mr. Maletz yes. Having six yes votes, the motion passed and the certificate of appropriateness was granted.

The board wished the applicants good luck.

Thereafter, Vice Chair Iten introduced the next case and asked to hear from staff.

ARB-102-2025 Village Center Mixed-Use Development Modifications COA

Certificate of Appropriateness to allow architectural and landscape changes to an approved mixed-use development located generally north and west of E Main Street and east of 605 (PIDs: 222-000085, 222-005551-00, and 222-005550).

Applicant: Mershad Development c/o Kareem Amr

Planner II Saumenig delivered the staff report.

Vice Chair Iten confirmed that the existing conditions still applied.

Board Member Maletz asked about the window updates, and asked whether spec for spec.

Applicant Amr explained that they have the brick, however the window samples have not arrived. They are waiting for the sample from M/I. His understanding is that they are vinyl the delay is due to the fact that they are creating a specific and detailed mock up.

Board Member Maletz asked whether the applicant be willing to construct the faux windows facing High St. using a herring bone pattern.

Mr. Amr answered that he was willing to look at it closely. He would like to say yes, but it would significantly add to cost.

Board Member Maletz asked whether approval of the materials could be deferred to staff. He then discussed the roofline and the proposal to use thin brick close to the roofline. He suggested that no transition to thin brick occur in the adjacent vertical plane. He noted that there are two conditions where this occurs, one on A and two on C. If they switched to thin brick on the backside, this could be resolved.

Board Member Davie remarked that he was fine with the changes in elevations but would like to see some explanations for changes where possible.

Vice Chair Iten reviewed the conditions. Condition 1, staff will approve the window material change. Condition 2, on building A, the north south and west elevation windows are herringbone. On the large windows, herringbone is encouraged, subject to staff approval. Condition 3 - No material transition occurs with the use of thin brick within the same vertical plane on C east and west; and building A south elevations, subject to staff approval.

Hearing no further discussion, Vice Chair Iten moved for approval of ARB-102-2025, subject to the following conditions.

1. Staff approve the window material change;
2. The added blank windows in building A use herringbone, except for the large window where the use of herringbone is encouraged;
3. No material transition occurs with the use of thin brick at the roofline within the same vertical plane on the south elevation of building A and the east and west elevations of building C, subject to staff approval.

Board Member Maletz seconded the motion. Upon roll call: Mr. Iten yes, Mr. Maletz yes, Mr. Strahler yes, Mr. Davie yes, Mr. Brown yes, Ms. Moore yes. Having six yes votes, the motion passed and the modification to the certificate of appropriateness was granted.

The board thanked the applicant and wished him good luck.

Thereafter Vice Chair Iten introduced the only item of Other business, The Master Sign Plan, and asked to hear from staff.

VII. Other business

1. Master Sign Plan Update.

Planner II Saumenig delivered the staff report.

Vice Chair Iten thanked staff and asked where the W Nail Bar sign problem will be dealt with.

Planning Manager Christian stated that staff is working on options.

The consultant agreed that it is a great case to study. He continued that they are partnering with staff to modernize the sign code and establish a collaborative path forward to improve signage and placemaking within the Village Center. They asked for the board's approval of the following six recommendations:

1. The pilot signage program
2. Village Center lookbook
3. Proactive enforcement for signage that needs repair or is not in conformance with regulations
4. Formal placemaking framework
5. City-provided A-frame/sandwich board program
6. Permanent hanging sign program.

Board Member Maletz suggesting sharing this proposal with sign vendors for their feedback.

The consultant agreed and stated that they are seeking good feedback from the board prior to that. He explained the tiers of the master plan.

Board Member Maletz confirmed that routed lettering was included.

Vice Chair Iten confirmed that existing signs are still okay. There will be incentives for improvement of existing signs but no requirement for improvements.

Board Member Maletz thinks the tiers are correct, and that this is moving where it should.

Vice Chair Iten stated that he likes what he sees and he would like to see a deliverable so he can reflect and study before he comments.

Planning Manager Christian said they are hoping to take a stab at this on Village Hall. Tonight staff is asking whether the plan is headed in the right direction.

Vice Chair Iten moved to adopt the sign plan. Board Member Moore seconded the motion.

Upon roll call: Mr. Iten yes, Ms. Moore yes, Mr. Davie yes, Mr. Strahler yes, Mr. Brown yes, Mr. Maletz yes. Having six yes votes, the motion passed and the Master Sign Plan was approved.

VIII. Poll members for comment

Vice Chair Iten thanked the board and staff and thanked Planning Manager Christian for having appropriate support and research. The takeaway is for future reference when there is a green field site, we consider what is possible.

Board Member Strahler remarked that the food pantry application was the reason he always asks about screening. In 2011 he attempted to protect the neighborhood and encourage the city to enforce the standard. It is the whole reason we have this standard.

Board Member Maletz commented that it would be useful to come up with a path to resolution; if the board's endorsement is predicated on facts that change, it should come back. The board should be able to provide a clear-eyed yes or no.

Planning Manager Christian remarked that tonight's meeting is typical of how planning commission meetings go. There is a lot of back and forth

Council Member Brisk agreed, this is how it goes.

IX. Adjourn

Hearing no further comment and having completed their agenda, Board Member Strahler moved to adjourn the January 12, 2026 meeting of the New Albany Architectural Review Board. Board Member Davie seconded the motion.

Upon roll call: Mr. Strahler yes, Mr. Davie yes, Mr. Iten yes, Mr. Brown yes, Ms. Moore yes, Mr. Maletz yes. Having six yes votes the meeting was adjourned at 9:20 p.m.

Submitted by: Deputy Clerk Madriguera, Esq.

Appendix

FDP-88-2025

Staff Report

Francis Strahler Presentation

Record of Action

ARB-99-2025

Staff Report

Record of Action

ARB-102-2025

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**Staff Report
Record of Action
Master Sign Plan Update**



**Architectural Review Board Staff Report
January 12, 2026 Meeting**

**HEALTHY NEW ALBANY FOOD PANTRY
FINAL DEVELOPMENT PLAN
CERTIFICATE OF APPROPRIATENESS**

LOCATION: 5220 Johnstown Road (PID: 222-004475)
APPLICANT: Todd Parker
REQUEST: Certificate of Appropriateness & Final Development Plan
ZONING: New Albany Presbyterian Church Infill-Planned Unit Development (I-PUD)
STRATEGIC PLAN: Residential
APPLICATION: FDP-88-2025

Review based on application materials received December 9, 2025.

Staff report prepared by Lauren Sauter, Planner

I. REQUEST AND BACKGROUND

The applicant requests a Certificate of Appropriateness for a Healthy New Albany food pantry. The development proposal includes the 8,460-square-foot building and associated parking, signage, and landscaping. The food pantry is proposed as an accessory use to the existing Rose Run Presbyterian Church.

Per Section 8 of the New Albany Design Guidelines and Requirements, civic and institutional facilities must submit a development plan for review by the Architectural Review Board. According to Section 1157.09 of the Codified Ordinances, the purview of the Architectural Review Board includes the visual and functional components of the proposed building and its site, including the site design, building location, form and massing, and design elements, such as exterior materials, window and door design, colors, and ornamentation.

Per C.O. 1159.09(h), applicants may submit the preliminary and final development plans as a single application, which the applicant has done for this case. In addition to the recommendation of the Architectural Review Board, the appropriateness of the use is considered as part of the purview of the Planning Commission and will be evaluated at its scheduled meeting on January 21, 2026.

Because the development site is located within an Infill Planned Unit Development (I-PUD), the applicable standards are those outlined in the New Albany Presbyterian Church I-PUD zoning text, the New Albany Design Guidelines and Requirements, and other relevant city code provisions.

II. SITE DESCRIPTION & USE

The subject property currently comprises approximately 10.99 acres of land at the intersection of Johnstown Road and Harlem Road. The property includes the Rose Run Presbyterian Church, of which the food pantry is proposed to be an accessory use. The lot is proposed to be split in a manner such that the church is on the northern portion and the food pantry is on the southern portion of the existing area; the Rose Run Presbyterian Church will retain ownership of both parcels of land. The new parcel will be approximately 2.83 acres and have frontage on Harlem Road.

The full site is abutted by low-density residential uses to its east and southwest, medium-density residential uses to its south, and Comprehensive Planned Unit Development (C-PUD) residential uses in the Lansdowne (New Albany Country Club Section 20) and Waterston (New Albany Country Club Section 17) subdivisions to the north. The Oakland Nursery is located to the west across Johnstown Road.

III. STATEMENT FROM THE CITY ATTORNEY

It is understood that an application to construct a food pantry on the parcel currently owned by the New Albany Presbyterian Church (the “Church”) adjacent to the intersection of Johnstown Road and Harlem Road has been submitted for review. In constructing a food pantry, it is recognized the Church will be splitting its lot, but retaining ownership of both parcels. The Church, then, intends on leasing one parcel for the construction and operation of the food pantry. Operation of a food pantry is a permissible “accessory use” of the Church’s property. Similarly, a building containing a food pantry is a permissible “accessory building” as defined by the I-PUD Development Standards Text established for the Church’s I-PUD Zoning District and the New Albany Code of Ordinances Sections 1105.02(a)-(b). Furthermore, permitting the operation of a food pantry as an accessory use of the Church ensures compliance with the Federal Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA) which prohibits local governments from imposing a “substantial burden” on and discriminating against religious activity and institutions through land use regulations and zoning.

IV. EVALUATION

Architectural Review Board Review Criteria

Section 8(III)(1) of the Design Guidelines and Requirements (DGRs) requires civic and institutional projects to have a development plan submit for review by the Architectural Review Board. The Board should evaluate its site design, building locations, building form and massing information, and palette of design elements, including exterior materials, window and door design, colors, and ornamentation.

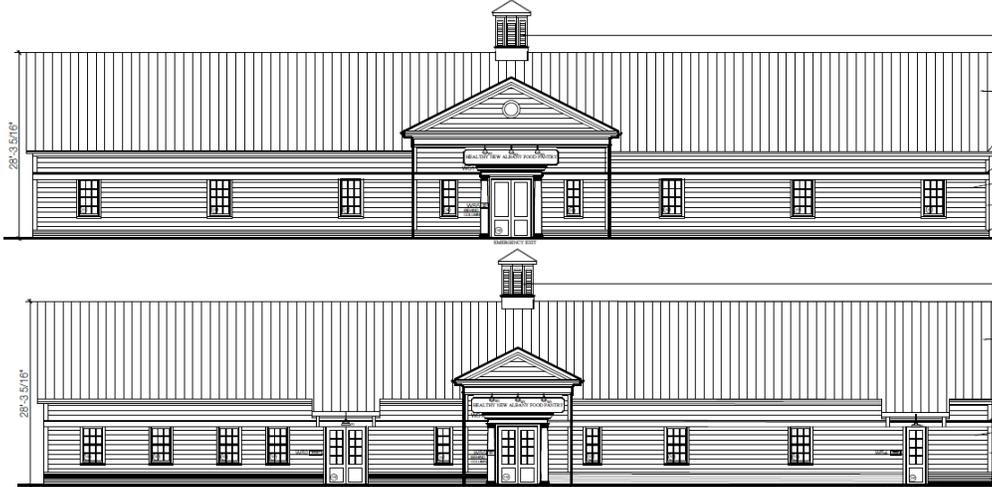
A. Certificate of Appropriateness Review Criteria

Per C.O. Section 1157.09, modifications to the building and site should be evaluated by the Architectural Review Board and City staff according to the following criteria:

1. *The compliance of the application with the Design Guidelines and Requirements and Codified Ordinances.*
 - The applicant is proposing to construct an 8,460-square-foot food pantry as an accessory use associated with the Rose Run Presbyterian Church. The building will front Harlem Road and may be accessed via a parking lot to the rear or from the leisure trail along the road. The development uses design elements of the Georgian architectural style. DGR Section 1: Design Principles and American Architectural Precedent and Section 8: Civic and Institutional Buildings apply to the proposed development.
 - The City Architect had no concerns or comments for the proposed development.
 - DGR Section 8(III)(2) recommends that, in general, high-style and ornate designs with grander scale are appropriate for major structures such as government buildings, schools, and churches, while more modest, smaller-scaled styles are appropriate for other types of public structures. As an accessory use, the food pantry offers an appropriately smaller scale in height and square footage compared to the existing church while still utilizing distinguishing qualities of Georgian architecture.
 - DGR Section 8(III)(3) requires entrances to civic and institutional buildings to be oriented toward primary streets and roads and should be of a distinctive character that makes them easy to locate. The front building elevation features a set of double doors distinguished by

columns and a pediment that all face Harlem Road. The main entrance on the rear of the building features signage, columns, and a pediment as well.

- The design of the building conforms with American architectural styles as required by DGR Section 8(III)(4) and as described in DGR Section 1, including in wall height and width, roof shape, and proportions of windows to doors.
 - The proposal includes four-sided architecture and avoids windowless, blank walls. Vertically oriented, double-hung windows are included on every elevation, and they are used on the side elevations to create the appearance of a second story.
 - The building includes formal symmetry, entrances with a pediment and entablature, pilasters, and a gable roofline and dormers, all of which are character-defining features of American Georgian architecture.



Images: Front building elevation (top) and rear building elevation (bottom).

- The zoning text requires buildings to be no more than 45 feet in height when measured to the ridge of the roofline. The food pantry is proposed to be approximately 28 feet and 3.31 inches in height when measured as such.
 - The zoning text allows primary exterior materials such as brick, stone, wood, fiber cement board, metal board and batten, and hardi-plank, and prohibits the use of vinyl siding. The proposed food pantry uses horizontally oriented board siding that matches part of the existing Rose Run Presbyterian Church, which is permitted. Additionally, the zoning text recommends the quantity of exterior building materials be minimized, which the proposed development is following by using one main exterior siding material.
2. *The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.*

Landscape

- A 150-foot-wide private utility easement is located through the site, within which any above-grade improvements, including landscaping, are not permitted by the utility company. The zoning text acknowledges the presence of the electrical easement and exempts the development from landscape buffering requirements along this boundary between the development and residential development.
- The following landscaping requirements for the proposed development are contained in C.O. 1171.05:
 - All areas used for service and loading must be screened on portions of the lot abutting districts where residences are a permitted use with minimum seven-foot-tall screening; natural vegetation screening shall have a minimum opaqueness of 75 percent during full foliage and shall be planted no closer than three feet to any property line. Green giant arborvitae and red maples are proposed to screen the

- loading space from Johnstown Road. The utility easement prevents landscape screening from residential uses generally west and south of the site.
- Trash and garbage containers shall be screened or enclosed by walls, fences, or natural vegetation at least six feet in height, and natural vegetation shall have a maximum opaqueness of 75 percent at full foliage. Container systems shall not be located in front yards and shall conform to the side and rear yard pavement setbacks. The dumpsters are located in the loading area and are fully enclosed by a trash enclosure wall and gate. Further, the loading area is screened from Harlem Road by landscaping.
 - The total proposed ground coverage of structures and vehicular use areas is 29,802 square feet. For developments with this amount of ground coverage, there must be a minimum of one tree for each 5,000 square feet of ground coverage and a total tree planting equal to 10 inches plus one-half inch tree trunk size for every 2,000 square feet over 20,000 feet in ground coverage. This necessitates five trees with tree trunk sizes of 12 inches. Staff recommends a condition of approval that the site have at least five trees with trunk sizes of at least 12 inches (condition #1).
 - The following landscaping requirements for the proposed parking lot are contained in C.O. 1171.06:
 - Large parking lots must be separated by peninsulas or islands into a series of smaller interconnected lots, and individual landscape areas should be no smaller than 350 square feet. The proposed parking lot is separated by parking lot peninsulas. Staff recommends a condition of approval that the parking lot peninsulas be landscaped and no smaller than 350 square feet (condition #2).
 - A minimum of five feet of landscaped area needs to be provided for each 100 square feet of parking area (or fraction thereof); the area was not specified. Staff recommends a condition of approval that a minimum of five feet of landscaped area is provided for each 100 square feet of parking area (condition #3).
 - Parking areas must contain a minimum of one deciduous canopy tree for every 10 parking spaces. The proposed parking lot has 36 parking spaces, which necessitates four deciduous canopy trees. The applicant has proposed three deciduous canopy trees in the parking lot peninsulas that match those in the church parking lot. Staff recommends a condition of approval that there be four deciduous canopy trees in the parking lot (condition #4).
 - Trees used in parking lot islands must have a clear trunk at five feet above the ground, and the remaining areas must be landscaped with shrubs or ground cover not to exceed two feet in height. Staff recommends a condition of approval that the parking lot trees have a clear trunk at a minimum of five feet above the ground, and the parking lot landscaping not exceed two feet in height (condition #5).
 - Parking lots must be screened from primary streets, residential areas, and open space by a 3.5-foot minimum height evergreen hedge, masonry wall, or combination of walls and plantings. Zoning text section VII(6) additionally requires this headlight screening provision be met for parking areas. The parking lot is located behind the proposed building and is thus already largely screened from the primary street. Residential areas exist generally west and south of the parking lot; because a portion of the parking lot is located in the private utility easement, landscaping or wall screening is only viable along a portion of the lot. Eastern white pines are proposed along the western portion of the parking lot where possible outside of the utility easement, though more opaque coverage is recommended. Staff recommends a condition of approval that the parking lot be screened with minimum 3.5-foot-tall plantings or a masonry wall along its western side outside of the private utility easement, subject to staff approval (condition #6).
 - Per C.O. 1171.08, landscape treatments at the perimeter of stormwater basins shall be designed either with maintained turf to the pond's edge or a naturalized planting of native landscape material, subject to approval of the City Landscape Architect. The landscape plantings shall be in large masses and drifts, and shall not include decorative landscape

boulders, large mulch beds, or specimen plantings. Staff recommends a condition of approval that landscape plantings be installed at the perimeter of the stormwater basin in the area outside of the private utility easement, subject to staff approval (condition #7).

- Zoning text section VII(2) defines “Protected Trees” as any tree with a trunk that measures six inches or more in diameter at breast height (4.5 feet above the ground) and states that all Protected Trees that die or are severely harmed due to construction shall be replaced elsewhere within the zoning district on a tree-for-tree basis with at least a 2.5-inch diameter at installation. Staff recommends a condition of approval that any harmed Protected Trees be replaced in the zoning district with at least a 2.5-inch diameter at installation, subject to staff approval (condition #8).
- Per the zoning text, street trees are not required along Harlem Road.
- The City Landscape Architect provided the following comments. Staff recommends a condition of approval that the City Landscape Architect’s comments be met, subject to staff approval (condition #9).
 - Provide proposed grading for the on-site retention basin in accordance with City of New Albany standards.
 - Consider revising the proposed placement of the trees in front of the building to be more consistent with the existing buffer planted along the remainder of the parcels boundary.
 - Narrow the main drive connection from Harlem Road to the parking lot, referencing the adjacent church property for guidance on widths.
 - Revise the proposed landscape plan to include the proper planting along the edge of the outlined basin, where possible.

Lighting

- External cut-off lighting is proposed to illuminate wall signage and building entries. The main entrance light is ceiling-mounted, and the rest of the lighting is wall-mounted. All proposed lighting is black and similar in appearance and style.
- C.O. 1169.12(c)(1) requires external lighting of signs to be of a lighting technology that delivers 50 or more lumens per watt and to utilize a warm color temperature range of less than 5,000 Kelvin. The proposed lights all deliver 125 lumens per watt and utilize a warm color temperature range of 6,500 Kelvin. Staff recommends a condition of approval that the external sign lights be reduced to less than 5,000 Kelvin (condition #10).
- No parking lot lighting is proposed; because of this, a photometrics plan was not submitted.

Vehicular and Pedestrian circulation:

- Vehicular access to the site is proposed from one new full-access curb cut via Harlem Road. Vehicular circulation continues past and behind the building to the parking lot.
- The zoning text requires a minimum of one loading space for church uses and related accessory uses. One loading space is proposed on the south side of the building.
- The zoning text states that parking for all accessory uses shall be provided in accordance with C.O. 1167.
 - The proposed parking spaces meet the minimum length and width requirements with a width of nine feet and a length of 19 feet. Additionally, the maneuvering lane is 22 feet in width and meets requirements.
 - The proposed loading space exceeds minimum length, width, and height clearance requirements.
 - C.O. 1167.05 requires community centers to have one parking space per 400 square feet of gross floor area. The size of the proposed food pantry (8,460 square feet) necessitates 21 parking spaces. The applicant has provided 36 parking spaces and exceeds the minimum parking requirement.
- The existing leisure trail at the northernmost part of the site will be extended southward along the remainder of the site’s Harlem Road frontage. Staff recommends a condition of approval that the bike path meet New Albany specifications and be constructed of asphalt

with a minimum width of eight feet (condition #11). Additional sidewalks to the front and rear of the building are included from the leisure trail for pedestrian access to the site.

- There are six pedestrian doors in total on the building exterior. Each is designated for specific pedestrian circulation into or out of the building:
 - East elevation: one double-door exit.
 - West elevation: one double-door exit, one double-door main entrance, and one single-door donation entrance. Each set of doors has windows.
 - North elevation: one single-door volunteer entrance.
 - South elevation: one single-door warehouse exit. Additionally, there is a single-bay door for loading and unloading.

Signage

- The zoning text states that all signage shall conform with C.O. 1169. Institutional developments are permitted to have a maximum of three sign types, excluding by-right sign types. The applicant proposes two sign types: a wall sign and a dual-post sign. A by-right wall plaque is proposed as well.
- The applicant proposes one wall sign on the west (rear) elevation above the exit. The sign is dark navy in color with a white plaque trim and white, six-inch-tall lettering. Wall signs are regulated by C.O. 1169.16(d). Staff recommends a condition of approval that the wall sign project no more than 18 inches from the building and its relief be no less than one inch (condition #12).
 - Quantity: one wall sign—meets code (max. one per building frontage)
 - Area: 33.38 square feet—meets code (max. 45 square feet)
 - Projection: not specified (max. 18-inch projection from building)
 - Relief: not specified (min. 1-inch sign relief)
 - Illumination: external—meets code (external or halo lighting)



*Image: Proposed wall sign on the rear elevation.
Includes white lettering on a dark navy background and white trim.*

- The applicant proposes one dual-post sign located near the vehicular entrance to the site. Such signs are regulated by C.O. 1169.17(b). Staff recommends a condition of approval that the dual-post sign width be no more than 7.5 inches and relief be no less than one inch (condition #13).
 - Quantity: one—meets code (one per street entrance)
 - Area: 22.5 square feet—meets code (max. 30 square feet per side)
 - Height: 6 feet, 8 inches—meets code (max. 7 feet)
 - Width: not specified (max. 7.5 inches)
 - Relief: not specified (min. 1-inch sign relief)
 - Illumination: none



Image: Proposed dual-post sign.

- The applicant proposes one by-right wall plaque on the west (rear) elevation next to the main entrance. Wall plaques are regulated by C.O. 1169.18(d). Staff recommends a condition of approval that the wall plaque project no more than four inches from the building façade and the wall plaque be made of a durable material (condition #14).
 - Quantity: one—meets code (max. one per building)
 - Area: 1.66 square feet—meets code (max. 4 square feet)
 - Relief: not specified (max. 4 inches from façade)
 - Illumination: none
 - Material: not specified (must be a durable material such as cut or etched stone, glass, tile, or metal)



Image: Proposed wall plaque.

3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
 - An existing shed is proposed to be removed to facilitate construction of the food pantry; the shed is not considered a distinguishing feature of the site.
 - Numerous trees are proposed to be removed to facilitate construction of the food pantry. The zoning text requires protected trees to be replanted on a tree-for-tree basis. A condition of approval is included to help preserve the original environmental quality of the site.
4. *All buildings, structures and sites shall be recognized as products of their own time.*
 - The design of the new building is appropriate to the area and existing church, and it meets the architectural requirements of the DGRs.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
 - The proposed building will utilize distinctive stylistic features of American Georgian architecture, such as by use of vertically oriented, double-hung windows; formal symmetry; doors with a pediment and entablature; pilasters; and a gable roofline and dormers.
6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
 - Not applicable.
7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
 - No additions or alterations to structures are proposed.

V. ENGINEER'S COMMENTS

The City Engineer has reviewed the final 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 #15).

1. Add notes and the title block depicted on Exhibit A to the cover sheet.
2. Update the Project Data table on the cover sheet to show parking stalls required/provided and ADA stalls required/provided.
3. Show stop bars/signs at all curb cuts.
4. Provide a Traffic Access Study and determine if improvements in the public right-of-way are required to support the project.
5. Staff shall evaluate storm water management, water distribution, sanitary sewer collection, and other construction-related details once detailed construction plans become available.

VI. SUMMARY

The applicant proposes a final development plan for an 8,460-square-foot food pantry at 5220 Johnstown Road. The site design, building location, building form and massing, and design elements appear appropriate and conform to applicable Design Guidelines and Requirements. The building architecturally complements the existing church and utilizes character-defining qualities of Georgian architecture, such as by use of formal symmetry, doors with a pediment and entablature, pilasters, and a gable roofline and dormers.

A 150-foot-wide private utility easement impedes the use of above-grade improvements on a portion of the site, including landscaping. The zoning text allows development to not meet landscaping requirements contained in the codified ordinances within the easement, including landscaping otherwise required for parking lot screening or stormwater basin landscaping. Landscaping conditions of approval have been recommended to ensure city landscaping requirements are met where possible outside of the easement. Additionally, the proposed signage is appropriate for the development and meets codified requirements when subject to the recommended conditions of approval.

VII. ACTION

Should the Architectural Review Board 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 final development plan application FDP-88-2025 to the New Albany Planning Commission with the following conditions:

1. The site will have at least five trees with trunk sizes of at least 12 inches.
2. The parking lot peninsulas will be landscaped and no smaller than 350 square feet.
3. A minimum of five feet of landscaped area will be provided for each 100 square feet of parking area.
4. There will be four deciduous canopy trees in the parking lot.
5. The parking lot trees will have a clear trunk at a minimum of five feet above the ground, and the parking lot landscaping will not exceed two feet in height.
6. The parking lot will be screened with minimum 3.5-foot-tall plantings or a masonry wall along its western side outside of the private utility easement, subject to staff approval.
7. Landscape plantings will be installed at the perimeter of the stormwater basin in the area outside of the private utility easement, subject to staff approval.
8. Any harmed Protected Trees will be replaced in the zoning district with at least a 2.5-inch diameter at installation, subject to staff approval.
9. The City Landscape Architect's comments will be met, subject to staff approval.
10. The external sign lights will be reduced to less than 5,000 Kelvin.
11. The bike path will be constructed of asphalt with a minimum width of eight feet.
12. The wall sign will project no more than 18 inches from the building and its relief be no less than one inch.
13. The dual-post sign width will be no more than 7.5 inches and the dual-post sign relief will be no less than one inch.
14. The wall plaque will project no more than four inches from the building façade and the wall plaque will be made of a durable material.
15. The engineer's comments shall be addressed by the applicant, subject to staff approval.

Approximate Site Location:



Source: NearMap

New Albany Architecture Review Board

1/12/2026 - Case FDP-88-2025

1/12/26
FDP

By Francis Strahler
Comments are submitted as a member of the public and a notified homeowner of this case pending before the board

Screening Requirements and Neighborhood Impact

Site Context

- Property borders **residential homes to the south**
- Adjacent to **James River Park**, City just spent Half Million dollars upgrading/expanding
- Proposed parking lot located **20 feet from park with ZERO screening**

2011 Requirements/Commitments (Public Record)

- **Headlight screening required** under C.O. 1171.06(b)
- Applicant acknowledged obligation during 2011 ARB hearing
- Zoning text includes **Section VII #6: Headlight Screening**
- Screening for existing parking lot installed in 2011 has **largely failed or been removed**

Current Application Issues

- Provides **zero screening** along south property line
- Staff indicates screening **not feasible** due to AEP easement
- Applicant has **not requested a waiver** for required headlight screening
- Additional zoning text requirement remains **unmet** (bike path) from 2011 Rezoning

Neighborhood Impact

- Direct headlight intrusion into homes
- Visual and noise impacts on **James River Park**
- Inconsistent with City standards and prior commitments/requirements

Protect Neighborhood Standards

Why This Application Cannot Be Approved

- Required **highlight screening (C.O. 1171.06(b))** is not provided
- Screening was a **documented commitment** in 2011 ARB + PC approvals + Zoning Text
- Applicant has a **history of non-compliance** with existing zoning conditions
- Proposed design **cannot meet code** due to AEP easement constraints
- Zero screening would directly impact **homes and James River Park**
- Neighbors need long term guarantees that screening will be in place and maintained by property owner for years to come

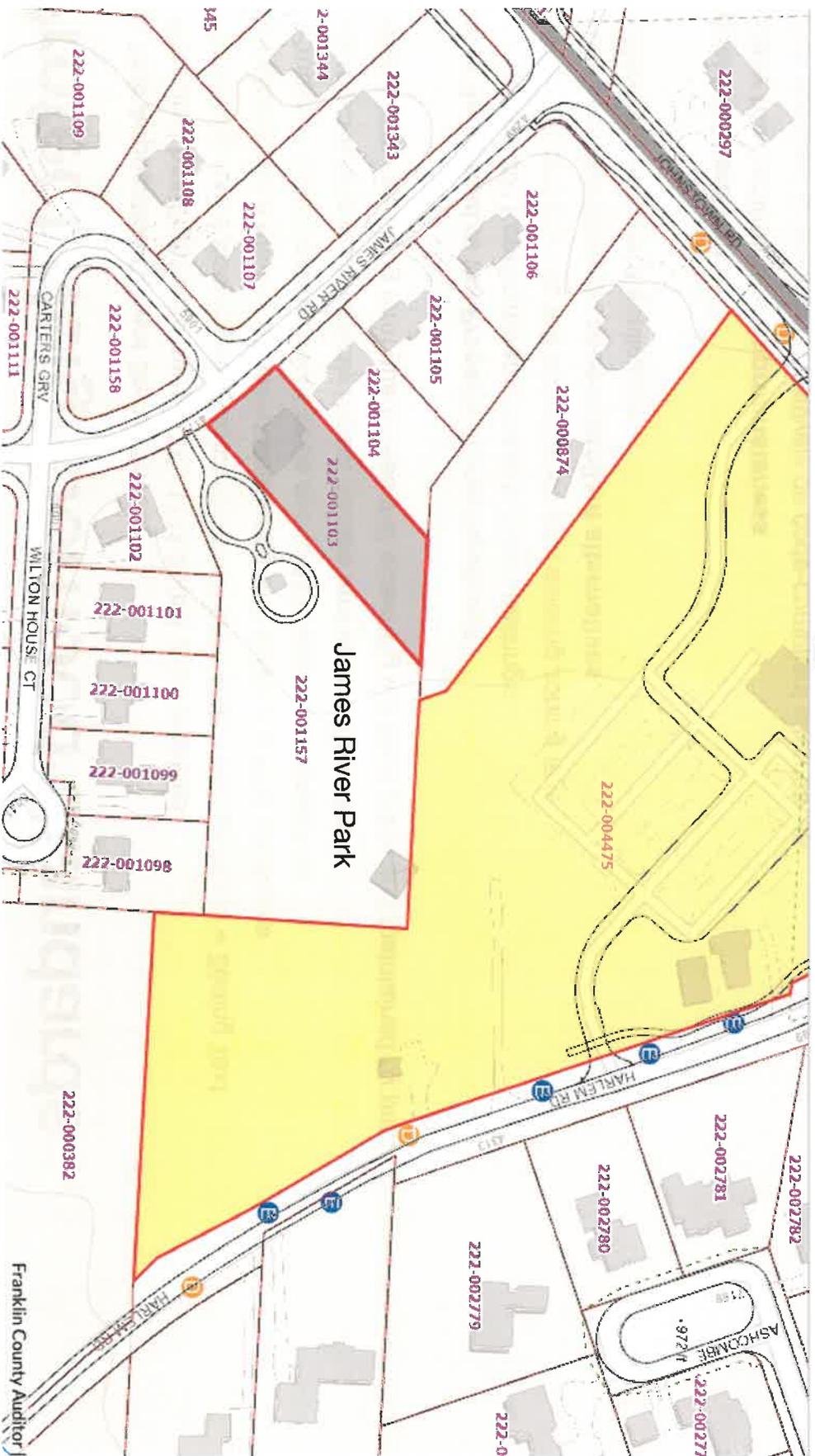
What is Requested of the Property Owner/Applicant

- Honor the **2011 commitments** made in public hearings
- Bring the property into **full compliance** with existing zoning text
- Work collaboratively on **code-compliant alternatives**
- Withdraw the current application

Requested Board Action

- **Deny the Certificate of Appropriateness**
- Ask applicant to Work collaboratively on code-compliant alternatives
- Proposal does **not meet Village standards, does not meet zoning requirements, and does not protect the adjacent neighborhood**

Site Context to Neighbors/Park



I-PUD Zoning Text - Section VII

VII. Buffering, Landscaping, Open Space, and Screening:

1. Tree Preservation: Reasonable and good faith efforts will be made to preserve existing trees and tree rows occurring within the setbacks in this subarea. 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.
2. Tree Replacement: All "Protected Trees" that die or are severely harmed due to construction within this zoning district (other than as a result of constructing roadways) shall be replaced elsewhere within the zoning district on a tree-for-tree basis. Replacement trees shall be at least 2 ½ caliper inches in diameter at installation. For purposes of this provision, the term "Protected Trees" shall be defined to mean any tree with a trunk that measures 6 inches or more in diameter at breast height (4.5 feet above the ground).
3. Street Trees: Street trees shall not be required along Johnstown Road and Harlem Road.
4. Temporary Fences: Snow fences shall be used as temporary barriers during construction around vegetation. All temporary fences must be removed prior to the issuance of a certificate of occupancy.
5. Landscape Plan: The landscape plan for this PUD shall be subject to the review and approval of the Village's Landscape Architect.
6. Headlight Screening: Headlight screening of parking areas shall be provided in accordance with the requirements of Village Code.
7. Tree Plantings: Along with the first phase of construction within this PUD, a minimum of 50 trees shall be installed between the church building and the frontage of Harlem Road and Johnstown Road in the area between the full access cutback on Harlem Road and the beginning of the electric easement area near Johnstown Road. The locations of these trees shall be subject to the review and approval of the Village's Landscape Architect.
8. Landscape Buffer: Due to the presence of the electrical easement on the south side of the PUD, no landscape buffering shall be required along this boundary between this development and residential development found to the south.

New Albany Code of Ordinances - Chapter 1171 - .01, .05, .06

1171.01 - PURPOSE:

The purpose of these landscaping, open space and natural feature requirements is to promote and protect the public health, safety and welfare through the preservation of the environment by recognizing the vital importance of tree growth, green space and sensitive environmental features in the ecological system. It is further the purpose of this section to specifically encourage the preservation and replacement of major trees removed in the course of land development, and to encourage the effective utilization of landscaping as a buffer between particular land uses, and to minimize noise, air and/or visual pollution and artificial light glare.

(Ord. 30-2007, Passed 8-21-07.)

1171.05 - LANDSCAPING SCREENING.

- (a) **Screening of Service Areas.** For commercial, industrial, office, institutional and multiple-family uses, all areas used for service, loading and unloading activities shall be screened on those portions of the lot which about districts where residences are a permitted use. Screening shall consist of walls, landscaped earthen mounds, fences, natural vegetation or an acceptable combination of these elements, provided that screening must be at least seven (7) feet in height. Natural vegetation screening shall have a minimum opacity of seventy-five percent (75%) during full foliage. The use of year-round vegetation, such as pines or evergreens, is encouraged. Vegetation shall be planted no closer than three (3) feet to any property line.
- (b) **Screening of Trash Recyclables.** For commercial, industrial, office, institutional, and multiple-family uses, all trash and garbage container systems shall be screened or enclosed by walls, fences, or natural vegetation to screen them from view. Container systems shall not be located in front yards, and shall conform to the side and rear yard pavement setbacks in the applicable zoning district. The height of such screening shall be at least six (6) feet in height. Natural vegetation shall have a maximum opacity of seventy-five percent (75%) at full foliage. The use of year-round vegetation, such as pines and evergreens is encouraged.
- (c) **Buffering and Screening Requirements.** For commercial, industrial, office and institutional uses which about districts where residences are a permitted use, a buffer zone with a minimum width of twenty-five (25) feet should be created. Such screening within the buffer zone shall consist of natural vegetation planted no closer than three (3) feet to any property line. Natural vegetation shall have an opacity of seventy-five percent (75%) during full foliage and shall be a variety which will attain ten (10) feet in height within five (5) years of planting.
- (d) **Maintenance of Shrubs, Berries and Hedges.** No shrubbery or hedge shall be planted, in any district, in such a manner that any portion of growth extends beyond the property line. The owner or occupant of property on which there is shrubbery, hedges, or trees so located as to affect the vision of drivers on adjacent streets shall keep shrubbery and hedges trimmed to a maximum of thirty (30) inches in height, and keep trees trimmed so as to avoid creating traffic hazards.
- (e) **Minimum Trees.** The following minimums are required, based upon total ground coverage of structures and vehicular use areas:
 - (1) Up to twenty thousand (20,000) square feet: A minimum of one tree per five thousand (5,000) square feet of ground coverage and a total tree planting equal to one inch in tree trunk size for every two thousand (2,000) square feet of ground coverage.
 - (2) Between twenty thousand (20,000) and fifty thousand (50,000) square feet: A minimum of one tree for every five thousand (5,000) square feet of ground coverage and a total tree planting equal to ten (10) inches plus one-half inch in tree trunk size for every two thousand (2,000) square feet over twenty thousand (20,000) feet in ground coverage.
 - (3) Over fifty thousand (50,000) square feet: A minimum of one tree for every five thousand (5,000) square feet of ground coverage and a total tree planting equal to twenty-five (25) inches plus one-half inch in tree trunk size for every four thousand (4,000) square feet over fifty thousand (50,000) square feet in ground coverage.

1171.06 - PARKING LOT LANDSCAPING.

- (a) **Parking Lot Islands.**
 - (1) Large, unbroken expanses of parking lot shall be avoided. Large lots should be separated into a series of smaller, interconnected lots separated by peninsulas or islands. No individual landscape area shall be smaller than three hundred fifty (350) square feet.
 - (2) For each one hundred (100) square feet, or fraction thereof, of parking area, a minimum total of five (5) square feet of landscaped area shall be provided.
 - (3) Parking areas should contain a minimum of one deciduous canopy tree for every ten (10) parking spaces.
 - (4) Trees used in parking lot islands shall have a clear trunk of at least five (5) feet above the ground, and the remaining areas shall be landscaped with shrubs, or ground cover, not to exceed two (2) feet in height.
- (b) **Buffering.** Parking lots shall be screened from primary streets, residential areas, and open space by a three and one-half (3.5)-foot minimum height evergreen hedge or masonry wall, or combination of wall and plantings.

(Ord. 30-2007, Passed 8-21-07.)

Planning Comm. Action on FDP in May 2011

V. ACTION

Should Planning Commission find that the applications have sufficient basis for approval, the following motions would be appropriate (additional conditions of approval may be added):

- A. Move to recommend approval to City Council of Zoning Amendment, ZC-01-11, with the following conditions, subject to staff approval:
 1. Address all comments of the City Engineer's memo dated May 4, 2011 to the satisfaction of the City Engineer.
 2. Address all comments of the City Landscape Architect's memo dated May 5, 2011 to the satisfaction of the City Landscape Architect.
 3. Access is limited to right in only on the first Harlem Road curb cut
 4. The Landscape plan is subject to approval by city landscape architect
 5. Signage is subject to staff approval
- B. Move to approve Preliminary Development Plan, FDP-01-11, with the following conditions, subject to staff approval:
 1. Address all comments of the City Landscape Architect's memo dated May 5, 2011 to the satisfaction of the City Landscape Architect.
 2. Address all comments of the City Engineer's memo dated May 4, 2011 to the satisfaction of the City Engineer.
 3. In order to move forward with development under the existing zoning a preliminary development plan must be submitted that shows that the development is in compliance all current zoning code provisions.
 4. Access is limited to right in only on the first Harlem Road curb cut
 5. The Landscape plan is subject to approval by the city landscape architect
 6. Signage is subject to staff approval
- C. Move to approve Final Development Plan, FDP-01-11, with the following conditions, subject to staff approval:
 1. Address all comments of the City Landscape Architect's memo dated May 5, 2011 to the satisfaction of the City Landscape Architect.
 2. Address all comments of the City Engineer's memo dated May 4, 2011 to the satisfaction of the City Engineer.
 3. In order to move forward with development under the existing zoning a final development plan must be submitted that shows that the development is in compliance all current zoning code provisions.
 4. The parking lot screening required in C.O. Section 1171.06(B) is shown on the landscape plan, the contents of the buffer meet code minimums and the design is reviewed and approved by the City Landscape Architect.
 5. The landscape plan is subject to approval of the City Landscape Architect.
 6. The light fixtures will be gooseneck fixtures and the light pole heights will not exceed 20 feet.
 7. A photometric plan is submitted for review in order to minimize light intensity and that light measured 5' outside of the property line does not exceed 0.1 footcandles.
 8. Signage is prohibited at the intersection of Johnstown Road and Harlem Road, subject to staff approval.
 9. Signage is of a horse fence style with the design, materials, and location subject to staff approval.
 10. The leisure trail on Harlem Road is completed no later than 5 years or when triggered by the expansion of the church and that the access to James River

- Park will be installed at the same time with the alignment of the access as the church's choice and that alternative materials for the park access are permitted
11. Access is limited to right in only on the first Harlem Road curb cut.
 12. The Landscape plan subject to approval by the city landscape architect
 13. Headlight screening must comply with code (evergreen hedges which meets code is ok)
 14. There are a minimum of 50 trees in the corner area between the full access curb cut on Harlem Road to the beginning of the easement on Johnstown Road, subject to final approval of the City Landscape Architect
 15. Signage is subject to staff approval
 16. An approximate 125' setback on Johnstown Road with the actual setback based on tonight's plan
 17. There is no up-lighting after midnight.
 18. The landscape buffer adjacent to residential properties is not required to the south.

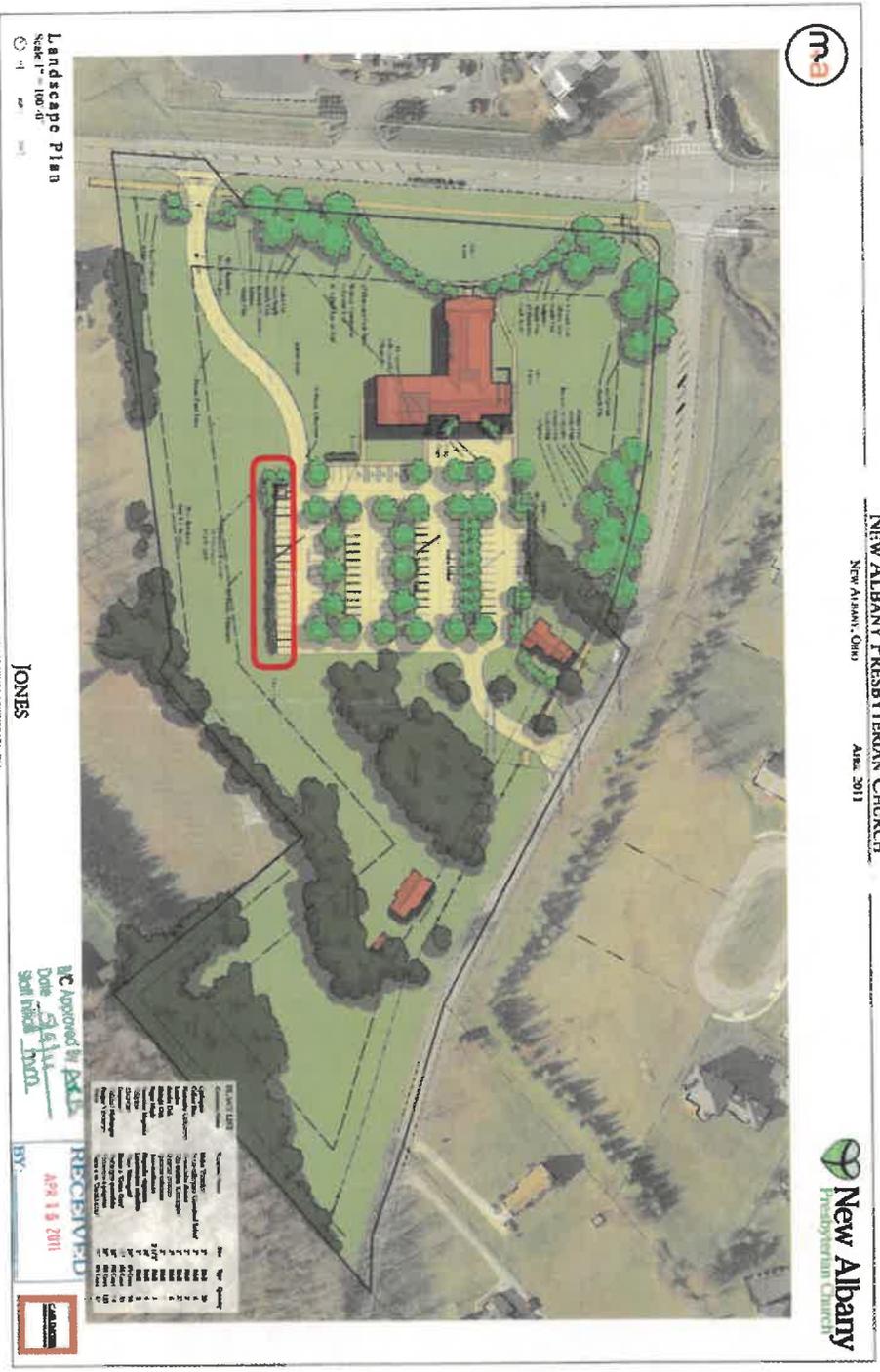


From May 16, 2011 Planning Commission Meeting Minutes:

Mr. Walker moved to approve FDP-01-11 with 18 conditions as listed in the staff report plus 19th condition that the placement of Harlem Road curb cut subject to staff approval and amend condition 10 to omit the requirement that access to the James River Park be installed at the same time with the alignment of the access as the church's choice and that the alternative materials be permitted, seconded by Mr. Silverstein. Upon roll call vote: Mr. Kirby, yea; Mr. Wallace, yea; Ms. Silverstein, yea; Yea, 3; nay, 0; abstain, 0. Motion passed by a 3-0 vote.

2011 Approved Landscape Plan

Landscape plan was modified after March 2011 Mtg. to add required parking lot screening
 (Circled in Red below)



95% Of Required Screening Is Missing



From: Clark, Jake [REDACTED]
Subject: RE: Presbyterian Church Plans
Date: March 18, 2011 at 1:18 PM
To: [REDACTED]

There should not be many group events in the evenings as there currently are not very many. **In any event, it is not our intention to escape village code.** I hope you don't think otherwise, our landscaper clearly did not research all the relevant code requirements. As you can see on the plan, there is quite a bit of landscaping proposed. My comments are not meant to minimize your concerns, as I stated, I just thought you would potentially find some comfort in our believed lack of vehicular traffic in the winter evenings.

Jake

From: Francis L. Strahler [REDACTED]
Sent: Friday, March 18, 2011 7:40 AM
To: Clark, Jake
Subject: RE: Presbyterian Church Plans

Mr. Clark,

Thank you for your response. Several neighbors are concerned about the headlights. The landscape plan attached shows no landscaping to the south and east side of the parking lot. I understand you only have 2 major event during the winter, but I am sure you have many meetings and smaller groups events during the evenings. Each time cars enter from Harlem Rd. or drives through the parking lot to the Johnstown Rd exit during darkness, headlights will be pointed towards the residences. We are asking for compliance with the village code that at least a 3.5 ft. screening be placed around the parking lot.

Please let me know if you have any questions.

Thank You,
Francis Strahler

From: Clark, Jake [REDACTED]
Sent: Wednesday, March 16, 2011 10:23 AM
To: [REDACTED]
Subject: RE: Presbyterian Church Plans

Mr. Strahler,

Thank you for your well wishes and kind thoughts. I am not sure I have the most current landscape plan, as we have had several different plans. I have yet to receive comments from the Village landscape architect, so I am sure we will see some changes. As I am sure you understand, we are currently in the process of working with a tight budget to get the best project for the church and the community on the site.

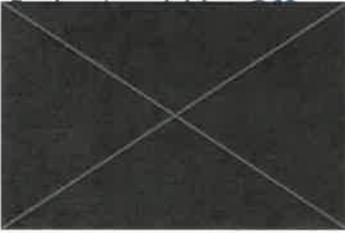
Just so I am sure I understand your concern, you are concerned about headlights from the handful of nights where the church would operate after say 5 pm during the four to five months out of the year where the existing tree line would not offer enough screening due to lack of foliage? I can say that this year, we had two events that would probably meet these requirements, Christmas Eve evening

service and Ash Wednesday service. As I can see from Google earth, the existing tree line and the distance between our properties (it looks like your lot is about 350 feet deep) will offer some protection.

I am not trying to minimize your concern, I had the same concern when I bought my house when I was reviewing its location relative to existing thoroughfares. I just want to make sure I understand the concern you have related to our planned use.

Thank you,
Jake

Jacob R. Clark, CFA



From: Francis L. Strahler [REDACTED]
Sent: Monday, March 14, 2011 9:59 PM
To: Clark, Jake
Subject: Presbyterian Church Plans

Mr. Clark,
First I want to again compliment you and the building committee on the plans for your new church. It looks very nice and will be a great addition to the neighborhood. I am sure you and others put a lot of hard work into getting to this stage.

If you could email me a copy of the final landscape plan – that would be great. I am just concerned about headlights from the parking lot during the winter months. There is an existing tree line between our lot and the proposed parking lot, but unfortunately it does not contain any evergreens that would block the lights in the winter months.

Thanks in advance for giving me the opportunity to view the plans.

Sincerely,
Francis Strahler





Community Development Department

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

Dear Todd Parker,

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

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

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

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

Thank you.



Community Development Department

Decision and Record of Action

Tuesday, January 13, 2026

The New Albany Architectural Review Board took the following action on 01/12/2026.

Final Development Plan

Location: 5220 JOHNSTOWN RD

Applicant: Todd Parker

Application: PLFDP20250088 (FDP-88-2025)

Request: Certificate of Appropriateness to allow a final development plan for a new Healthy New Albany food pantry at 5220 Johnstown Road.

Motion: To approve

Commission Vote: Motion Tabled, 5-0

Result: Final Development Plan PLFDP20250088 was Tabled by a vote of 5-0.

Recorded in the Official Journal this January 13, 2026.

Condition(s) of Approval:

N/A

Staff Certification:

Lauren Sauter

Lauren Sauter
Planner



**Architectural Review Board Staff Report
January 12, 2026**

**CHURCH OF THE RESURRECTION PARSONAGE ADDITION
CERTIFICATE OF APPROPRIATENESS**

LOCATION: 5575 Morgan Road (PID: 222-000583)
APPLICANT: Scott R. Harper
REQUEST: Certificate of Appropriateness
ZONING: R-3 Medium- Density Single-Family Residential District
STRATEGIC PLAN: Residential
APPLICATION: ARB-99-2025

Review based on: Application materials received on December 11, 2025

Staff report prepared by Kylie Blackburn, Planner

I. REQUEST AND BACKGROUND

The applicant requests review and approval for an addition onto the existing parsonage for extra living space within the house. The property is located outside of the Village Center, but per Section 8 of the Design Guidelines and Requirements, civic and institutional facilities must submit a development plan for review by the Architectural Review Board. Since the parsonage functions in conjunction with the church, it is required to submit a plan for review.

Per Section 1157.07(b), any major environmental change to a property located within the Village Center requires a certificate of appropriateness issued by the Architectural Review Board. In considering this request for a house addition, the Architectural Review Board is directed to evaluate the application based on criteria in Chapter 1157 and the New Albany Design Guidelines and Requirements.

II. SITE DESCRIPTION & USE

The parsonage sits to the west of The Church of the Resurrection campus in the R-3 zoning district and is owned by the church. The house sits on a 0.58-acre lot and was built in 2009; it is surrounded by other residential lots. The house is and has been used as a parsonage, and the addition intends to allow for additional gathering space for the Priests.

III. EVALUATION

Certificate of Appropriateness

The ARB's review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the City of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.07 Design Appropriateness**, the addition of the building and site should be evaluated on these criteria.

1. *The compliance of the application with the Design Guidelines and Requirements and Codified Ordinances.*
 - Section 8 (II.1) states that the selection of architectural style shall be appropriate to the context, location, and function of the building based on the architectural style in which they are built.



Community Development Department

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

Dear Scott Harper,

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

Monday, January 12, 2026

The New Albany took the following action on .

Certificate of Appropriateness

Location: 5575 MORGAN RD

Applicant: Scott Harper,

Application: PLARB20250099

Request: Certificate of Appropriateness to allow an addition onto the parsonage located at 5575 Morgan Road (PID: 222-000583).

Motion: To Approve with Conditions

Commission Vote: Motion Approval with Conditions, 6-0

Result: Certificate of Appropriateness, PLARB20250099 was Approved with Conditions, by a vote of 6-0.

Recorded in the Official Journal this January 12, 2026

Condition(s) of Approval:

1. Per the city architect, the chimney material on the addition are changed to brick.
2. The lot combination must be submitted and approved before construction can begin.
3. A 10-foot public access and streetscape easement be provided extending from the edge of the right-of-way along the west side of Morgan Road that extends the length of the property, subject to staff approval.
4. The 75% opacity landscape screening is to be put in if the use of the site changes.

Staff Certification:

Kylie Blackburn
Planner

- Since the house is used as a parsonage, it is appropriate that the building is residential in nature and is appropriate with the surrounding buildings. The applicant wishes to add an addition onto the south side of the existing house to allow for more gathering space for the Priests.
- The applicant is proposing to use all the same materials and colors that are on the rest of the house to ensure it is a smooth transition between the existing home and addition. The applicant has also used a design for the doors and windows to ensure the addition will match the same windows on the existing house.
- The applicant is showing the new chimney to be constructed of the same siding found on the house. Staff recommends a condition of approval to change the chimney to be constructed of brick to match the existing chimney (condition #1).
- The city architect reviewed the proposed plans and said that the proposed modifications are appropriate with regard to the existing house as long as the condition of the chimney is met.
- Section 8 (III.3) states that the entrances to civic and institutional buildings shall be oriented toward primary streets and roads and shall be of a distinctive character that makes them easy to locate.
 - The house is fronting onto Morgan Rd and has an existing driveway to the house.

2. *The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.*

- The applicant's design is contingent on a lot combination between 5575 Morgan Rd, where the home is currently and the lot to the south at 5563 Morgan Rd. The addition will be crossing onto the lot to the south, therefore requiring a lot combination. Staff recommends a condition of approval that no construction may be allowed until the lot combination has been finalized (condition #2).
- Streetscape:
 - The house has an existing pedestrian walkway along the front of the property. The city attorney has suggested requiring this walkway and streetscape be extended if/when there is development to the southern sites.
 - Staff recommends a condition of approval that a 10-foot public access and streetscape easement be provided extending from the edge of right-of-way along the west side of Morgan Road that extends the length of the property, subject to staff approval (condition #3).
- Landscaping:
 - Codified Ordinance 1171.05(c) recommends that institutional uses which abut districts where residences are a permitted use, a buffer zone with a minimum width of twenty-five (25) feet should be created. Such screening within the buffer zone shall have an opaqueness of seventy-five percent (75%) during full foliage and shall be a variety which will attain ten (10) feet in height within five (5) years of planting.
 - The City Attorney has recommended not requiring additional screening beyond what currently exists on the site. Given the parsonage use and the surrounding residential lots, the building and existing landscaping are already compatible with the area and would otherwise become unnecessarily prominent if additional screening were required.
 - Staff recommends a condition of approval that the 75% opacity landscape screening be put in if the use of the site changes (condition #4).
- Parking:

- The applicant is not adding additional parking or driveway then what already exists on the site.
 - Lighting:
 - The applicant is not proposing to add any additional lighting onto the house.
 - Signage:
 - There is no current signage on the property, and the applicant is not requesting any be added with this application.
3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
 - The original qualities and character of the existing structure will not be destroyed as the applicant proposes to use the same primary building colors and materials on the addition as used on the rest of the house.
 4. *All buildings, structures and sites shall be recognized as products of their own time.*
 - The addition's design is complementary to the existing house.
 5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
 - This is met as the addition is consistent with the existing house.
 6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
 - Not applicable.
 7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
 - The removal of the proposed addition to the house would not harm the form and integrity of the original structure.

IV. SUMMARY

The ARB should evaluate the overall proposal based on the requirements in the Design Guidelines and Requirements. The New Albany Design Guidelines and Recommendations state that New Albany's goal is to encourage a consistent approach when new public buildings are created in the community, and the selection of architectural style shall be appropriate to the context, location, and function of the proposed elements. The design for the parsonage addition is of high quality and seamlessly blends with the existing house. The use of the same building materials, colors, and window ratio ensures that the addition will be a continuation of the existing house.

With the recommended change from the city architect, it does not appear that the original quality or character of the site will be destroyed or compromised as part of the construction of the addition, and it will continue to seamlessly blend into the residential surroundings.

V. ACTION

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

Suggested Motion for ARB-99-2025:

Move to approve Certificate of Appropriateness application ARB-99-2025 with the following conditions:

1. Per the city architect, the chimney material on the addition are changed to brick.
2. The lot combination must be submitted and approved before construction can begin.

3. A 10-foot public access and streetscape easement be provided extending from the edge of the right-of-way along the west side of Morgan Road that extends the length of the property, subject to staff approval.
4. The 75% opacity landscape screening is to be put in if the use of the site changes.

Approximate Site Location:



Source: NearMap



**Architectural Review Board Staff Report
January 12, 2026**

**THIRD STREET MIXED-USE DEVELOPMENT
CERTIFICATE OF APPROPRIATENESS MODIFICATIONS**

LOCATION: Generally located north and west of E Main Street and east of 605.
(PIDs: 222-000013, 222-000060, 222-000052, 222-000085, 222-000112,
222-000060, 222-000051, 222-000058, 222-000086).

APPLICANT: New Albany Towne Center LLC c/o Kareem Amr

REQUEST: Certificate of Appropriateness Modification

ZONING: Urban Center District within the Core Residential and Historic Center
sub-districts

STRATEGIC PLAN: Village Center

APPLICATION: ARB-102-2025

Review based on: Application materials received on December 13, 2025

Staff report prepared by Sierra Saumenig, Planner II

Update:

This development was approved with conditions on February 10, 2025. The applicant is requesting modifications to architecture, landscaping, and materials (see list below). C.O. 1157.07 defines major vs. minor modifications. While the changes are minor in nature, there are multiple changes and therefore the applicant is back before the ARB for approval. Other than architectural changes and minor landscaping changes listed below, the development has no other changes. The applicant has provided a narrative explaining each architectural change, along with an updated design package that clearly labels those changes.

The City Architect has reviewed the proposed modifications and had no comments or revisions requested. The proposed modifications were reviewed for compliance with applicable codes, and none conflict with requirements or necessitate waivers. The conditions approved for the original submittal (ARB-98-2024) would still apply.

Building A (Traditional Commercial) Modifications:

1. Stair reconfiguration

- a. As the floor levels, site topography, and final site plans were refined, the north stair configurations need to be adjusted. The stairs at the commercial tenant entry and the ground-level residential entry need to be rotated 90 degrees to achieve the required run length while avoiding encroachment into the public right-of-way.

2. Thin brick above roofline

- a. At the decorative end walls terminating the gable roof massing, thin brick is proposed to match the full-depth brick used elsewhere on site in color, texture, and manufacturer. The structural engineer advised against extending full-depth brick above the roofline due to added structural support requirements and cost associated with the partially freestanding walls. The transition between materials would be minimal and not visible from the street or pedestrian level.

3. Required blast wall design and subsequent window removal

- a. AEP requires a blast wall when building openings are located within 20 feet of a transformer. Due to site constraints and the need for access doors within this radius, approval is requested for a required blast wall, which will meet structural standards and be finished in brick to match adjacent buildings. To comply with safety requirements, windows within the blast radius have been removed and replaced with panels to preserve the façade rhythm, with minimal impact on residents.
4. **Minor opening and massing adjustments**
 - a. As the design progressed, masonry dimensions and interior layouts were refined, resulting in minor adjustments to window and door locations and slight changes to massing widths. These revisions align the elevations with internal planning needs and reinforce traditional masonry proportions without negatively impacting the overall design
 5. **Enhancement of south wall**
 - a. The ARB commented that the south end wall should be improved by adhering to a strictly symmetrical design. The brick recesses and first-level storefronts have been adjusted to maintain bilateral symmetry.

Building B (Tuck-Under Townhomes) Modifications:

1. **Stair reconfiguration**
 - a. The stairs at the main entries of Building B’s townhomes need to be reconfigured to accommodate the site grade and right-of-way.
2. **Second exit from parking courtyard**
 - a. A second egress path and man door are requested to be added at the south to satisfy the code requirements for an additional exit from the parking courtyard.
3. **Minor opening and massing adjustments**
 - a. As the design progressed, masonry dimensions and interior layouts were refined, resulting in minor adjustments to window and door locations and slight changes to massing widths. These revisions align the elevations with internal planning needs and reinforce traditional masonry proportions without negatively impacting the overall design
4. **Expanded footprint**
 - a. The building’s plan was extended at the northeast corner to accommodate a larger unit footprint. The resulting massing responds to the shape of the subparcel, following the curve of the roadway and utilizing more of the site efficiently.
5. **Brick archways**
 - a. The ARB commented on maintaining consistency in the brickwork across the site. The brick archways on building B’s north façade are proposed to be updated to match those of building A with a double jack arch.

Building C (Hybrid Courtyard) Modifications:

1. **Removal of south ramp and addition of entry lobby**
 - a. The south ramp is proposed to be removed and replaced with a staircase to better meet the egress requirements of the private courtyard. A new elevator lobby was added with an accessible at-grade entrance, providing a more direct route to the elevator and eliminating the need for a ramp. The updated design includes a simplified, well-proportioned stair that is fully code compliant and complements the building’s southern architectural character.
2. **Removal of third level terraces**
 - a. To improve design and construction efficiency, the third-level terraces are proposed to be converted to internal unit space with balconies that align with the architectural treatment of the first and second floors below. This approach eliminates the water intrusion, insulation complexities, and long-term maintenance concerns associated with unconditioned exterior floors over

conditioned space. The resulting façade is more cohesive and orderly, and better relates to the third-story architecture of the other buildings on the site.

3. Addition of third-level balconies

- a. Requesting to continue the balcony recess to the third level, as this approach improves efficiency in unit design and construction by allowing for stacked, uniform units and a reduced number of unit typologies. Similar to the removal of the terraces, this design decision better reinforces the consistent three-story architectural language expressed throughout the building. Additionally, the inclusion of private balconies provides a valuable amenity for residents and supports the lifestyle the development aims to promote by fostering a connection to nature and healthy outdoor living.

4. Minor opening and massing adjustments

- a. As the design progressed, masonry dimensions and interior layouts were refined, resulting in minor adjustments to window and door locations and slight changes to massing widths. These revisions align the elevations with internal planning needs and reinforce traditional masonry proportions without negatively impacting the overall design.

5. Expansion of the southeast corner

- a. Request to approve the expansion of the southeast corner of the building to accommodate a larger trash room that more effectively serves the overall development and allows for an optimized unit layout on the second and third levels above, consistent with the refined program.

6. Garage venting

- a. Request to allow the addition of openings at the garage level to improve air flow and further prevent harmful fumes from lingering within the garage. These openings are thoughtfully integrated into the design to enhance the façade and align with openings on the levels above. Overall, this modification contributes to a healthier environment for residents while maintaining the integrity of the building's architecture.

7. Thin brick above roofline

- a. At the decorative end walls terminating the gable roof massing, thin brick is proposed to match the full-depth brick used elsewhere on site in color, texture, and manufacturer. The structural engineer advised against extending full-depth brick above the roofline due to added structural support requirements and cost associated with the partially freestanding walls. The transition between materials would be minimal and not visible from the street or pedestrian level.

Landscaping Modifications:

1. Implementation of ARB comments

- a. ARB comments suggested changes to species and planting locations have been incorporated in the updated landscape plan.

2. Response to architectural changes

- a. Requesting approval of the updated landscaping plan, which has been revised to respond to minor architectural changes, including adjustments to planting locations to accommodate the stair reconfiguration as well as massing and fenestration updates.

Material Substitutions:

1. Window substitution

- a. Requesting approval to allow a substitute window in place of the Windsor Next Dimension product. The proposed window will be comparable in both performance and appearance to the Windsor product. The applicant is currently awaiting physical samples to complete a thorough evaluation and confirm the most appropriate solution. A sample window and supporting product literature will be provided for the ARB members' review.

2. Brick substitution

- a. Seeking approval of Glen-Gery La Salle brick as a substitution for the originally specified Belden St. Anne Blend. This product has been successfully installed at the Market and Main development, demonstrating strong performance and visual character. The La Salle brick may further enhance the building’s appearance through its richer color blend, which is historically consistent with Georgian architecture. A sample will be provided for the ARB members’ review.

I. REQUEST AND BACKGROUND

This certificate of appropriateness application is for a proposed mixed use development generally located north and west of E Main Street and east of 605 in the Village Center. The development consists of three sub parcels as described below. The development site is located within the Urban Center Code (UCC) zoning district therefore those requirements, the New Albany Design Guidelines and Requirements and city code regulations apply. On May 8, 2023, the applicant gave an informal presentation of the proposed development to the ARB.

SUBPARCEL	PROPOSED DEVELOPMENT	ZONING
A	Mixed use commercial and residential building (4,276 sq. ft. of ground floor commercial space with 17 residential units)	UCC; within the Historic Core subdistrict
B	14 townhomes	UCC; within the Historic Core and Core Residential subdistricts
C	Multi-family-unit building with 73 units	UCC; within the Core Residential subdistrict

The applicant requests the following waivers as part of the application:

- (A) Waiver to UCC section 2.87(a) to allow the street yard setback to be 2.8+/- feet where code requires a minimum 5-foot setback along High Street.
- (B) Waiver to UCC section 2.87(a) to allow the street yard setback to be 2.5+/- feet where code requires a minimum 5-foot setback along Founders Avenue
- (C) Waiver to UCC section 2.87(c) to allow the rear yard setback to be 2.6+/- feet where code requires a minimum 15-foot setback.

Per Section 1157.07(b) any major environmental change to a property located within the Village Center requires a certificate of appropriateness issued by the Architectural Review Board. The proposed addition and new buildings qualify as such a change and thus requires review and approval by the board.

As part of a development agreement approved by the city council (R-55-2024), the applicant is dedicating the right-of-way to the city for the construction and funding of improvements to Founders Avenue, Second Street, Third Street, Cherry Alley, and Hawthorne Alley. These improvements include landscaping such as street trees and sidewalks which will be installed by the city. The design and layout for these new roads and associated improvements are not subject to the review and approval of the ARB per C.O. 1157.07 since this is a public improvement project.

There are related certificate of appropriateness applications including a demolition of a residential structure at 28 North High Street (ARB-96-2024) and for two new building typologies (ARB-97-2024) on the January 13, 2025, meeting agenda. These applications are evaluated under separate staff reports.

II. SITE DESCRIPTION & USE

The development site is generally located northeast of Eagles Pizza and north of E Main Street. The site is made up of 9 properties, containing a single-family home that is proposed to be demolished (ARB-96-2024) and vacant land. Surrounding uses include commercial businesses to the west, south, and east as well as residential uses to the north.

III. EVALUATION

A. Certificate of Appropriateness

The ARB's review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the City of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.07 Design Appropriateness**, the modifications to the building and site should be evaluated on these criteria:

1. *The compliance of the application with the Design Guidelines and Requirements and Codified Ordinances.*

(A) Sub Parcel A (Traditional Commercial)

- The applicant proposes to construct a building consisting of 4,276 square feet of commercial space on the ground floor and 17 residential units on the first, second and third floors.
- Section 3(I.A.1) Design Guidelines & Requirements (DGRs) states that new buildings shall be constructed in a continuous plane at the inside edge of the sidewalk.
 - The proposed building fronts up against the public sidewalks and the commercial spaces have a uniform setback along North High Street, meeting this requirement.
- Section 3(1.A.3) of the DGRs states that rear setbacks should provide for parking, delivery truck access, trash pickup, and similar commercial services, in cases where buildings have public alleys running behind them.
 - The proposed building includes a parking lot in the rear setback along Cherry Alley. Additionally, commercial services including delivery and trash pickup are also in the rear setback, away from public roads therefore, this requirement is met.
- The applicant proposes to use brick, hardi-board siding, wood columns, shingle roofing, and stone around the chimneys.
- Section 3(II.A.2) of the DGRs states building designs shall not mix elements from different styles. The number, location, spacing, and shapes of windows and door openings shall be the same as those used in tradition building design. Additionally, section 3(II.D.1) states that true wood exterior materials are most appropriate and the use of alternative materials such as hardi-plank, vinyl and other modern materials may be appropriate when they are used in the same way traditional materials would have been used.
 - The applicant proposes brick as the main architectural material with hardi-board siding in some areas on all of the proposed buildings (Sub parcel A,



B, and C). See below an elevation of one of the buildings highlighting the use of the hardi-board. The city architect reviewed the proposed materials and states that the hardi-board paneling is a durable alternative to traditional wood and aims to maintain the historical appearance. Hardi-board has been successfully used throughout the Village Center. However, the city architect notes that the design details for the hardi-board are not provided. This is not a case of mixing elements, but rather using a modern material in a traditional manner to achieve a historic-looking result. Staff recommends a condition of approval that the use of hardi-board siding design details be subject to staff approval for all proposed buildings within the development (condition #1).

- Section 3(II.A.3) of the DGRs states commercial storefront design shall follow traditional practice, including the use of bulkhead, display windows, and transom. All visible elevations of the building, shall receive similar treatment in style, materials, and design so not visible side is of lesser visual character than the other.
 - The proposed building façade meets this requirement, featuring large display windows with bulkheads below. Residential units are included above the ground floor, with exterior balconies that are seamlessly integrated into the storefront design. The south façade showcases large brick arches and unit balconies that harmonize well with the primary façade. The north façade includes large storefront windows and entrance doors into residential units.
- Section 2(IV.E.7) of the DGRs states that residential units should have vertically proportioned windows that are made of wood and may have either vinyl or aluminum cladding on the exterior.
 - The proposed windows are vertically proportioned however, it is unclear if they are made of wood and have vinyl or aluminum cladding on the exterior. Staff recommends a condition that the proposed windows be either vinyl or aluminum clad (condition #2).

(B) Sub Parcel B (Proposed Tuck-Under Townhomes)

- The applicant proposes to construct a 19,445 square foot building consisting of 14 townhomes in this sub parcel.
- The applicant proposes to use brick, stone, shingle roofing, wood columns and railings for the balconies, and hardi-board.
- DGR Section 2 (III.F.1) states that the materials used for townhouse buildings shall be appropriate and typical of the architectural style in which the building is constructed. In general, the DGRs recommend wood siding and brick as preferred exterior materials but allows other materials to be used if approved by the ARB. Based on the provided application materials, it appears as though brick is the primary façade material. Additionally, section 2 (II.D.1) states that true wood exterior materials are most appropriate and the use of alternative materials such as hardi-plank, vinyl and other modern materials may be appropriate when they are used in the same way traditional materials would have been used.
 - Similar to the other proposed buildings, the applicant proposes brick as the main architectural material with hardi-board siding in some areas on the top of the proposed building. Staff recommends a condition of approval that the use of hardi-board siding's design details be subject to staff approval (refer to condition #1).
- DGR Section 2 (III.F.7) states the only acceptable form of this window is one in which the glass panes have vertical proportions (height greater than width) and correctly-profiled muntins with an internal spacer that gives the appearance of a muntin extending through the glass. In addition, there must be an offset between the upper and lower sash to give the window a double-hung appearance. No snap-in or

flat muntins will be approved. New windows must be made of wood and may have either vinyl or aluminum cladding on the exterior.

- The proposed windows are vertically proportioned however, it is unclear if they are made of wood and have vinyl or aluminum cladding on the exterior. Staff recommends a condition that the proposed windows be either vinyl or aluminum clad (condition #2).
- DGR Section 2 (III.C.3) states buildings shall be oriented towards the primary street on which the building is located.
 - The building fronts the proposed Founders Avenue and Second Street. It also fronts Cherry Alley and Hawthorne Alley. The proposed site layout has the townhomes up against the tree lawn and sidewalk oriented towards the primary streets. Each townhome has a front door oriented toward the street with entrance steps, meeting this requirement.
- DGR Section 2 (III.B.3) states that garages shall be clearly secondary in nature, by means of a simplified design compatible with the primary structure and no garage doors are permitted to be visible from the primary streets.
 - The applicant meets this requirement as they propose to locate the garages in the rear of the homes that are along a private, internal drive that is not visible from primary streets.
- Urban Center Code section 2.54.1 states above ground mechanical devices shall be located in the side or rear yard, behind all portion of the principal façade, and shall be fully screened from the street and neighboring properties. Section 2.54.2 states above ground utility structures should be located in the alley or side or rear yard and fully screened from the street.
 - The applicant proposes mechanical equipment on the roof of the townhome building but did not provide a rooftop screening plan to ensure the equipment cannot be seen from the streets. Staff recommends a condition of approval that all proposed mechanical equipment meet these requirements, subject to staff approval (condition #3).

(C) Sub Parcel C (Proposed Hybrid Courtyard)

- The applicant proposes to construct a 31,472 square foot multi-unit building consisting of 73 residential units.
- The applicant proposes to use brick, stone, shingle roofing, metal railings for the balconies, and hardi-board.
- DGR Section 2 (IV.B.2) states that building designs shall not mix elements from different styles. Designs must be accurate renderings of historical styles. Additionally, section 2 (IV.F.3)) states that true wood exterior materials are most appropriate and the use of alternative materials such as hardi-plank, vinyl and other modern materials may be appropriate when they are used in the same way traditional materials would have been used.
 - Similarly, to the other two buildings, the applicant proposes brick as the main architectural material with hardi-board siding in some areas on the top of the proposed building. Staff recommends a condition of approval that the use of hardi-board siding's design details be subject to staff approval (refer condition #1).
- There is a large grade difference from Hawthorne Alley to Founders Avenue that creates a need for brick foundation walls in this sub parcel. While sub parcel A and B have been designed as a step down approach so that the brick foundation walls are a typical height, sub parcel C must be constructed at one grade. To address this, the applicant is breaking up the walls by incorporating enhanced landscaping, bricked in window features that break up the blank walls, and small openings into the parking garage that are covered with metal railings. Both the landscape architect and city architect have reviewed the design and expressed their support for design and landscaping. Similar brick retaining walls are present in other areas of Village Center due to the varying grades.

- DGR Section II (IV.B.3) states apartment buildings that do not have individual entrances to residential units shall follow traditional practice by employing distinct central entrances that facilitate pedestrian access.
 - The multi-unit building does not have individual entrances however, it does have centrally located entrances into the building that facilitate pedestrian access. Due to the grade of the site, these entrances are accessed via staircases.
 - DGR Section III (IV.B.3) states that garages shall be clearly secondary in nature, by means of a simplified design compatible with the primary structure and no garage doors are permitted to be visible from the primary streets.
 - The applicant meets this requirement as they propose an underground parking garage that is not visible from the public streets.
 - DGR Section 2 (IV.F.7) states the only acceptable form of this window is one in which the glass panes have vertical proportions (height greater than width) and correctly-profiled muntins with an internal spacer that gives the appearance of a muntin extending through the glass. In addition, there must be an offset between the upper and lower sash to give the window a double-hung appearance. No snap-in or flat muntins will be approved. New windows must be made of wood and may have either vinyl or aluminum cladding on the exterior.
 - The proposed windows are vertically proportioned however, it is unclear if they are made of wood and have vinyl or aluminum cladding on the exterior. Staff recommends a condition that the proposed windows be either vinyl or aluminum clad (condition #2).
 - While the DGR's do not specifically state above ground mechanical equipment shall be screened for apartment buildings, the applicant provided a roof plan indicating that the mechanical equipment on the roof is not seen from the public streets.
2. *The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.*

Landscape

- **Sub parcel A:** Urban Center Code Section 2.901.1 states that all street, side, and side yards shall be landscaped with trees, shrubs, grass, ground covers or other plant materials or a combination of these materials.
 - The applicant is meeting this requirement by providing landscaping in all applicable areas on the private property.
- **Sub parcel B and C:** As these are two new building typologies, the applicant has created a set of standards for each which includes that all street, side, and side yards shall be landscaped with trees, shrubs, grass, ground covers or other plant materials or a combination of these materials.
 - The applicant is meeting this requirement for these two subareas in all applicable areas on the private property. This includes bushes and shrubs along the building's facades, flower pots, and trees.
- **Sub parcel C:** As previously noted, this sub-parcel features a significant grade difference between Hawthorne Alley and Founders Avenue, requiring the installation of brick walls. The applicant plans to enhance the area with taller landscaping, including up to 2 foot tall shrubs and bushes and 8-10 foot tall ornamental trees, to soften the taller brick walls.
- The City Landscape Architect has reviewed the referenced plan in accordance with the landscaping requirements found in the New Albany Codified Ordinances and zoning text and provides the following comments. Staff recommends a condition of approval that all City Landscape Architect's comments are met at the time of engineering permits, subject to staff approval (condition #4). The City Landscape Architect's comments are:

1. Update plant list to properly reflect proposed materials, typical all. Resubmit updated plan for review.
2. Revise the proposed placement of Elegans Box Honeysuckle around the exterior of Building C, allowing for the material to be offset from the sidewalk and removed in strategic locations to avoid the visual of a continuous hedgerow.
3. Revise the proposed landscape treatment around the exterior of Building C to include an increased use of evergreen plant material at strategic focal points along the facade.
4. Extend the use of plant materials to mitigate stretches of exposed facades along Building C. Proposed treatments are to remain consistent with existing plant material and overall aesthetics found within New Albany and the Historic Village Center.
5. Utilize the proposed Big Blue Lily Turf to replace the use of Elegans Box Honeysuckle located along the facade of Building C at Third Street.
6. Revise the proposed evergreen plant material along the south facade of Building C to provide increased screening of the exposed facade and ramp.

Lighting

- A detailed lighting plan was not submitted for review. Therefore, the staff recommends a condition of approval requiring submission of such a plan to ensure the lighting uses cut-off fixtures and downcast designs (condition #5).

Vehicular and Pedestrian circulation:

- **Sub parcel A:** Urban Center Code section 2.89 requires a minimum of one off-street parking space per unit plus ½ space for each additional unit for residential. For commercial, it requires a minimum of two spaces and a maximum of one off-street space per 400 square feet of building space. Additionally, available on-street parking within 100' of the property lines shall provide a ½ space credit towards the off-street parking requirement.
 - The sub parcel includes 4,276 square feet of commercial which requires 11 minimum parking spaces. There is a total of 17 units including 16 one-bedroom flats and 1 two-bedroom flats and this requires a minimum of 18 parking spaces. The required number of off-street parking for the residential units and commercial area is a minimum of 29 spaces.
 - In addition to the off-street parking provided, the building fronts onto High Street where there is a total of 14 existing on-street parking spaces immediately adjacent to the building as well as a proposed 6 spaces on Founders Avenue. The entire site is a pedestrian-oriented mixed use development with additional on-street parking spaces distributed along the public streets.
 - There are 19 off-street parking spaces. With the ½ space credit for on-street parking, the applicant meets the required number of parking spaces.
- **Sub parcel B:** The applicant's proposed building typology sets the parking standards which requires a minimum of one off-street parking space per unit plus ½ space for each additional bedroom and a maximum of one off-street space per unit plus one space for each additional bedroom. Additionally, available on-street parking within 100' of the property lines shall provide a ½ space credit towards the off-street parking requirement.
 - The sub parcel includes 14 two-unit townhomes which requires a minimum of 21 parking spaces. In addition to the off-street parking provided, there are 4 on-street parking spaces on Founders Avenue and 4 on the west side of Second Street.
 - The applicant is providing 28 off-street parking spaces. With the additional on-street parking, the applicant exceeds the required minimum number of parking spaces.

- **Sub parcel C:** The applicant’s proposed building typology sets the parking standards which requires a minimum of one off-street parking space per unit plus ½ space for each additional bedroom and a maximum of one off-street space per unit plus one space for each additional bedroom. Additionally, available on-street parking within 100’ of the property lines shall provide a ½ space credit towards the off-street parking requirement.
 - The sub parcel includes a total of 73 units which breakdowns to 13 studios, 54 one-bedroom units, and 6 two-bedroom units. The required number of off-street parking for the units is a minimum 76 spaces.
 - In addition to the off-street parking provided, there are 4 on-street spaces along Second Street and 8 spaces along Third Street
 - The applicant is providing 76 off-street parking spaces. With the additional on-street parking, the applicant exceeds the required minimum number of parking spaces.
- Bicycle parking is required to be provided onsite for new vehicular off-street parking facilities and the enlargement of off-street parking per UCD section 5.30.2.
 - The applicant is providing bicycle parking for each sub parcel that meets this requirement.
- As mentioned above, the city will install 5-foot wide concrete sidewalks along all public streets.
- The overall site is well designed from a site layout and planning perspective. The proposed street network is lined with buildings and shared parking is consolidated behind them or hidden from the public streets. The buildings front onto public streets as well as provide a cohesive architectural presence.

Signage

- No signage was submitted for review. All new signage is subject to ARB review and approval at a later date.
3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
 - The majority of the site is vacant aside from one existing home that is dilapidated. There is a related certificate of appropriateness application for the demolition of this structure on the January 13, 2025 agenda. This application is evaluated under a separate staff report (ARB-96-2024). The city architect has reviewed and preliminarily approved the submittal.
 4. *All buildings, structures and sites shall be recognized as products of their own time.*
 - It appears that the applicant has designed the three new buildings in a way that is appropriate to the historic character of the area.
 5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
 - The shape, proportion and breakdown of architectural elements are appropriate for the proposed architectural style and complements existing buildings in the immediate area.
 6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
 - Not Applicable
 7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
 - Not Applicable

B. Urban Center Code Compliance

Sub parcel A:

The site in question is located in the Historic Center subarea within the Urban Center District. The proposed building typology is Traditional Commercial. The proposal complies with most of typology standards listed in this section of the Urban Center Code.

1. Lot and Building Standards

Sub parcel A: Traditional Commercial (UCC Section 2.87)

Standard	Minimum	Maximum	Proposed
Lot Area	No min	No max	30'-85'
Lot Width	No min	200'	173'
Lot Coverage	No min	100%	20'39%
Street Yard (a)	5'	20'	2.8' (High Street) [waiver requested] 2.5' (Founders Avenue) [waiver requested]
Side Yard (b)	0'	20'	6'10"
Rear yard (c)	15'	No max	2.6' [waiver requested]
Bldg Width	80%	100%	95%
Stories	2	3	3
Height (d)	No min	55'	39'

- Per 2.90, above ground mechanical devices, ground utility structures, and trash containers shall be screened from the street. The applicant meets this requirement by placing the dumpster at the rear of the building, screened from public view. Additionally, the mechanical equipment is located on the roof and is similarly screened from the street.

Sub parcel B: Tuck-Under Townhomes (*new typology*)

Standard	Minimum	Maximum	Proposed
Lot Area	no min	no max	0.48ac
Lot Width	100'	no max	107'
Lot Coverage	50%	100%	69.3%
Street Yard/Front Yard	2'	no max	2.83'
Side Yard	2'	no max	2.90'
Rear Yard	no min	no max	3'
Building Width	no min	100%	94.6%
Stories	1	3	3
Building Height	no min	55'	41'

Sub parcel C: Hybrid Courtyard (*new typology*)

Standard	Minimum	Maximum	Proposed
Lot Area	.50 acres	no max	0.85ac
Lot Width	125'	no max	191.1'
Lot Coverage	50%	100%	85%
Street Yard/Front Yard	no min	no max	312'
Side Yard	no min	no max	n/a
Rear Yard	no min	no max	2.5'
Building Width	no min	100%	94.2%
Stories	3	4	3.5
Building Height	no min	55'	46'

5.2 Street and Network Standards

- As part of a development agreement approved by the city council (R-55-2024), the applicant is dedicating the right-of-way to the city for the construction and funding of improvements to Founders Avenue, Second Street, Third Street, Cherry Alley, and Hawthorne Alley. These improvements include landscaping such as street trees and sidewalks which will be installed by the city. The design and layout for these new roads and associated improvements are not subject to the review and approval of the ARB per C.O. 1157.07 since this is a public improvement project.

A. Waiver Requests

The ARB’s review is pursuant to C.O. Section **1113.11 Action by the Architectural Review Board for Waivers**, within thirty (30) days after the public meeting, the ARB shall either approve, approve with supplementary conditions, or disapprove the request for a waiver. The ARB shall only approve a waiver or approve a waiver with supplementary conditions if the ARB finds that the waiver, if granted, would:

1. *Provide an appropriate design or pattern of development considering the context in which the development is proposed and the purpose of the particular standard. In evaluating the context as it is used in the criteria, the ARB may consider the relationship of the proposed development with adjacent structures, the immediate neighborhood setting, or a broader vicinity to determine if the waiver is warranted;*
2. *Substantially meet the intent of the standard that the applicant is attempting to seek a waiver from, and fit within the goals of the Village Center Strategic Plan, Land Use Strategic Plan and the Design Guidelines and Requirements;*
3. *Be necessary for reasons of fairness due to unusual building, structure, or site-specific constraints; and*
4. *Not detrimentally affect the public health, safety or general welfare.*

The applicant requests the following waivers as part of the application.

- (A) Waiver to UCC section 2.87(a) to allow the street yard setback to be 2.8+/- feet where code requires a minimum 5-foot setback.**
- (B) Waiver to UCC section 2.87(a) to allow the street yard setback to be 2.5+/- feet where code requires a minimum 5-foot setback along Founders Avenue**
- (C) Waiver to UCC section 2.87(c) to allow the rear yard setback to be 2.6+/- feet where code requires a minimum 15-foot setback.**

- (A) Waiver to UCC section 2.87(a) to allow the street yard setback to be 2.8+/- feet where code requires a minimum 5-foot setback.**
- (B) Waiver to UCC section 2.87(a) to allow the street yard setback to be 2.5+/- feet where code requires a minimum 5-foot setback along Founders Avenue**

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

1. Urban Center Code Section 2.87(c) states that the required street yard setback for a traditional commercial building is a minimum of 5 feet. However, the applicant proposes portions of the building to have a setback of approximately 2.8 feet along High Street and approximately 2.5 feet along Founders Avenue, necessitating waivers.
2. For High Street, the waiver is necessary because the city requests that additional right-of-way be dedicated to the city. The developer’s design team located the building 5 feet away from High Street, assuming the sidewalk and right-of-way limits matched. However, during the city engineer review of the proposed private development’s site layout, the city staff discovered that the public, brick sidewalks are partially installed on private property.
3. The application provides an appropriate design and pattern of development considering the context in which the development is proposed and the purpose of the particular standard. Due to the curvature of High Street, the setback line varies along the street yard lot line and only a portion of the building encroaches into this setback at the southwest corner and goes up to 5’-3” which does meet the setback requirement. Regarding

Founders Avenue, the site is pedestrian oriented and therefore, it's appropriate for the buildings to be close to the right-of-way. This portion of the building along Founders Avenue transitions from commercial spaces to townhomes, aligning with sub parcel B to maintain continuity throughout the overall development.

4. The application substantially meets the intent of the standard that the applicant is attempting to seek a waiver from, and fits within the goals of the Village Center Strategic Plan, Land Use Strategic Plan and the Design Guidelines and Requirement. The overall development provides a traditional urban form as desired in the UCC where a smaller setback is desirable. Even with the reduced setback, the city is providing all of the required streetscapes. Furthermore, the requested reduced setbacks apply only to specific sections of the building facades, not their entire lengths.
5. The request is necessary for reasons of fairness due to unusual building, structure, or site-specific constraints since this is an existing lot with two street yards. This waiver request is just for portions of the development that front on High Street and Founders Avenue. Regarding High Street, the city is creating the need for this waiver in order to have public right-of-way match the location of the public sidewalk at the southwest corner of the building. Thus, right-of-way along High Street follows the curve of the existing sidewalk. The proposed building footprint does not follow the curve of the existing sidewalk, as it is intended to parallel High Street.
6. It does not appear that the waiver would detrimentally affect the public health, safety or general welfare.

(C) Waiver to UCC section 2.87(c) to allow the rear yard setback to be 2.6+/- feet where code requires a minimum 15-foot setback.

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

1. Urban Center Code Section 2.87(c) states that the required rear yard setback for a traditional commercial building is 15 feet. The applicant proposes a 2.6+/- foot setback along the rear property line (Cherry Alley), therefore a waiver is required. This setback is just for the building and not the parking area as there is no minimum parking setback from alleys.
2. The application provides an appropriate design and pattern of development considering the context in which the development is proposed and the purpose of the particular standard. As townhomes from sub parcel B front on Cherry Alley, the smaller setback is appropriate to continue the pattern of a pedestrian-oriented street.
3. The plan meets the intent of the standard that the applicant is attempting to seek a waiver from. The design hides the off-street parking from view of the public streets. As the building is "L" shaped, allowing a smaller setback hides the parking lot from Founders Avenue. This form is desired by the DGRs and UCC and matches the development pattern in the area. Additionally, it increased the building width along Founders Avenue which is desirable.
4. The request could be considered to be necessary for reasons of fairness due to unusual building, structure, or site-specific constraint. The UCC contemplates all traditional commercial buildings having off-street parking spaces in the rear yard. The lot's distinct feature is that it is bordered by two public streets and a public alley. Since the alley is designated as the rear yard, it causes the front yard (Founders Avenue) and the rear yard (Cherry Alley) to intersect. This results in an undesirable 15-foot setback from Cherry Alley, reducing the building's frontage on Founders Way. While Cherry Alley is an alley, it still is pedestrian-oriented with townhome entrances fronting it. Therefore, the smaller setback is appropriate as it conforms to an urban form.
5. It does not appear that the waiver would detrimentally affect the public health, safety or general welfare.

IV. SUMMARY

The ARB should evaluate the overall proposal based on the requirements in the Engage New Albany strategic plan, Urban Center Code, and Design Guidelines and Requirements. The development accomplishes several strategic plan recommendations including "promote mixed use

and retail infill development to create continuous and activated street frontage throughout the Village Center” and “increase the number of people living and working in the Village Center through new residential and commercial development.”

The New Albany Design Guidelines and Recommendations state that New Albany’s goal is to encourage a consistent approach when new buildings are created in the community and the selection of architectural style shall be appropriate to the context, location, and function of the buildings. The designs for the three buildings are of high quality and the site strategy, building massings, and exterior elevations seamlessly blend with the existing area. The project encompasses three distinct sub-parcels, each tailored to meet site-specific needs while respecting the historical and architectural character of the Village Center. The development integrates a mix of uses including retail, townhomes, and multi-family housing, to create a dynamic urban environment. The extensions of Third Street and Second Street establish a cohesive grid pattern, while the placement of units fronting the streets ensures continuous and activated street frontages.

The development emphasizes cohesive site layout and connectivity, blending building orientation with pedestrian-friendly streetscapes. It meets parking standards through a mix of off-street and on-street parking. The city architect indicates that the use of hardi-board siding depends on the careful execution of design details, but the approach supports the goal of preserving historic aesthetics while incorporating durable, modern materials that achieve a historic-looking result. With the recommended changes from the city architect and landscape architect, it does not appear that the original quality or character of the building or site will be destroyed or compromised as part of the construction of this development.

V. ACTION

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

Suggested Motion for ARB-98-2024:

Move to approve Certificate of Appropriateness application ARB-98-2024 with the following conditions:

1. That the use of hardi-board siding design details be subject to staff approval for sub parcel A, B, and C.
2. That the proposed windows are made of wood and have vinyl or aluminum cladding on the exterior.
3. That that all proposed mechanical equipment be screened from the public street.
4. That the following landscaping comments be addressed:
 - Update plant list to properly reflect proposed materials, typical all. Resubmit updated plan for review.
 - Revise the proposed placement of Elegans Box Honeysuckle around the exterior of Building C, allowing for the material to be offset from the sidewalk and removed in strategic locations to avoid the visual of a continuous hedgerow.
 - Revise the proposed landscape treatment around the exterior of Building C to include an increased use of evergreen plant material at strategic focal points along the facade.
 - Extend the use of plant materials to mitigate stretches of exposed facades along Building C. Proposed treatments are to remain consistent with existing plant material and overall aesthetics found within New Albany and the Historic Village Center.
 - Utilize the proposed Big Blue Lily Turf to replace the use of Elegans Box Honeysuckle located along the facade of Building C at Third Street.
 - Revise the proposed evergreen plant material along the south facade of Building C to provide increased screening of the exposed facade and ramp.
5. That a plan to ensure the lighting uses cut-off fixtures and downcast designs, subject to staff approval.

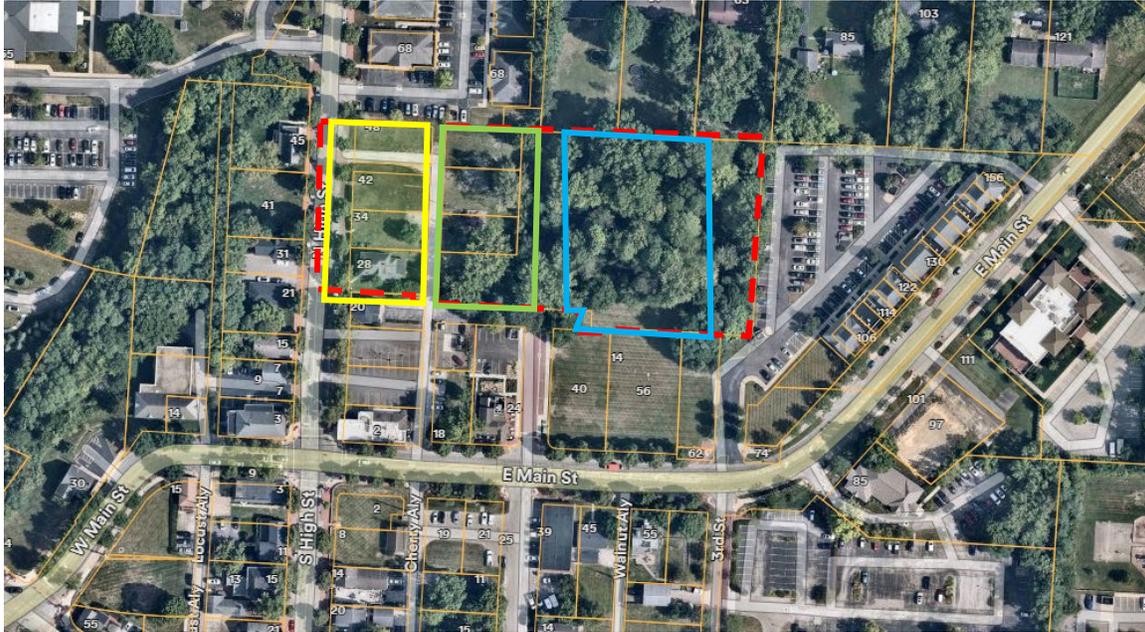
Approximate Site Location:

Red dashed line – Entire development

Yellow area: Sub parcel C (Traditional Commercial)

Green area: Sub parcel B (Tuck-Under Townhomes)

Yellow area: Sub parcel C (Hybrid Courtyard)



Source: NearMap



Community Development Department

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

Dear Khaled Amr,

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

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

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

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

Thank you.



Community Development Department

Decision and Record of Action

Wednesday, January 28, 2026

The New Albany Architectural Review Board took the following action on 01/28/2026 .

Certificate of Appropriateness

Location: 28 N HIGH ST

Applicant: Khaled Amr

Application: PLARB20250102

Request: To approve

Motion: Certificate of Appropriateness to allow architectural and landscape changes to an approved mixed-use development located generally north and west of E Main Street and east of 605

Commission Vote: Motion Approval with Conditions, 6-0

Result: Certificate of Appropriateness, PLARB20250102 was Approval with Conditions, by a vote of 6-0.

Recorded in the Official Journal this January 28, 2026

Condition(s) of Approval:

1. Staff approve the window material change;
2. The added blank windows in building A use herringbone, except for the large window where the use of herringbone is encouraged;
3. No material transition occurs with the use of thin brick at the roofline within the same vertical plane on the south elevation of building A and the east and west elevations of building C, subject to staff approval;
4. Conditions from ARB-98-2025 shall apply.

Staff Certification:

Sierra L Saumenig

Sierra Saumenig
Planner



To: Architectural Review Board
From: Community Development Department
Re: Village Center Master Sign Plan
Date: January 12, 2026

Master Sign Plan

The purpose of the Village Center Master Plan is to create a stronger sense of “place” within the area, one that feels cohesive, welcoming, and reflective of the community’s identity. A key component of this is to provide greater flexibility for unique and varied signage that is currently constrained by the existing code, helping the Village Center better grow and respond to the needs of its businesses and visitors.

City staff along with Welsey & Roberts (consultant) have worked on a collaborative design and strategy to elevate the visual identity and long-term functionality of signage in the Village Center. Since the project began in June, the team has held monthly check-ins with the Architectural Review Board (ARB), whose feedback has been integrated into the final deliverable and future recommendations.

The final deliverable for the project will consist of:

1. Proposed code updates: These updates include, but are not limited to, improved illumination uniformity, clearer good repair standards, expanded higher performance options, better guidance for temporary banners, consideration for two front tenants, and updated window sign provisions.

Currently, staff and the consultant are working through proposed code changes to ensure they are consistent with the feedback from the ARB as well as legally permissible and are reasonable for applicants to comply with.

Throughout this process, staff, the consultant, and the ARB have identified future recommendations that will further enhance the Village Center and help create a stronger sense of place. These recommendations are as follows:

Recommendations:

1. Pilot Signage Program

- The pilot signage program would involve replacing the existing Village Hall signage with new signage that fully complies with the updated code requirements. This would include the wall signs located on both the east and west elevations of the building. The pilot would serve as a model application of the new design standards, clearly illustrating the intent, quality, and appearance in a real-world context. The program would provide a visible, practical example for local businesses considering new or replacement signage, helping to guide future installations and promote consistent, high-quality signage throughout the community. Additionally, the pilot signage program could involve a willing property

owner who would install compliant signage, serving as a practical example of the program's implementation.

2. Village Center Look Book

- The look book would serve as a visual guide to help applicants understand and choose sign designs that comply with city standards. It would present side-by-side comparisons showing signage that technically meets code requirements but falls short of district goals, alongside examples that clearly reflect both the intent and the spirit of the code. The look book would be incorporated as a reference tool within the updated code amendments. It would be available both as a downloadable PDF and as a web-friendly version that can be directly linked within the city's code.

3. Proactive Enforcement for signage that needs repair or is not in conformance with city regulations.

- Currently, city staff follows a reactive approach to code enforcement, addressing violations only when they are reported rather than proactively identifying issues. Transitioning to a more proactive enforcement model would require a thorough review and revision of existing processes and procedures, including enhanced tracking, monitoring, and follow-up protocols to ensure consistent and effective compliance. Additionally, this program would require increased staff time and resources.

4. Formal Placemaking Framework

- Staff, the consultant, and the ARB agreed that updating signage regulations is an important first step in creating a stronger sense of place for the Village Center. However, implementing a broader beautification program including but not limited to murals, fountains or other focal features would further advance this goal. One potential placemaking location identified is the brick courtyard between Hudson 29 and Fox in the Snow Cafe. Funding for a Village Center Placemaking Plan is included in the 2026 city budget.

5. City-provided A-frame/Sandwich Board Program

- The existing codified ordinance includes specific standards for "sidewalk signs," requiring them to be made of durable, weather-resistant materials, designed as A-frame signs, and placed within the right-of-way only with approval from the Community Development Department. However, few permits are submitted for these signs, and those found throughout the Village Center vary widely in design and materials. A standardized city provided sandwich sign would help to achieve cohesiveness throughout the Village Center and ensure these signs meet applicable requirements however, the city is not in a position to run a program like this and would recommend developing stronger design standards for this sign type in code.

6. Permanent Hanging Sign Program

- This would establish a city-approved sign design and hardware system that promotes consistency and standardization throughout Village Center. The standardized framework would also allow future tenants to easily update signage by replacing only the sign content with their business information, without altering the overall design or hardware of the hanging sign. This recommendation would require coordination and cooperation from individual property owners, which is not guaranteed. As an alternative, the standard could be added in code/look book to ensure future hanging signs are all consistent moving forward.

Overall, this project establishes a clear and collaborative path forward for improving signage and placemaking within the Village Center. By modernizing the sign code, providing practical visual tools, and identifying recommended strategic implementation programs, the project balances flexibility for businesses with a cohesive community identity. These efforts will not only enhance the visual quality and functionality of signage but also support economic vitality and reinforce a strong sense of place.

As part of this process, we are requesting the ARB's review and endorsement of the findings. Once finalized, the list of recommendations will be used to help facilitate future code changes and related projects. Implementation of any recommended programs or initiatives would remain subject to review and approval by the city council, ensuring alignment with broader policy goals, available resources, and long-term community priorities.