New Albany Planning Commission
Wednesday, January 21, 2026 Meeting Minutes - DRAFT

I. Call to order

The New Albany Planning Commission held a regular meeting on Wednesday, January 21, 2026. Vice Chair Wallace called the meeting to order at 7:00 p.m. and asked to hear the roll.

II. Roll call

Those answering roll call:

Mr. Wallace	present
Mr. Larsen	present
Ms. Briggs	present
Mr. Kirby	absent
Council Member Wiltrout	present

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

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

III. Action on minutes: December 15, 2025

Vice Chair Wallace stated that on page two in the comment attributed to Chair Kirby that the word "about" was misspelled as "abut," and, as abut is a word, the misspelling should be corrected.

Deputy Clerk Madriguera noted the correction.

Hearing no further corrections Commissioner Briggs moved for approval of the December 15, 2025 minutes. Commissioner Larsen seconded the motion.

Upon roll call: Ms. Briggs yes, Mr. Larsen yes, M. Wallace yes. Having three yes votes the motion passed and the December 15, 2025 minutes were approved as corrected.

IV. Additions or corrections to the agenda

Vice Chair Wallace administered the oath to all present who wished to address the commission.

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

Council Member Wiltrout introduced Dr. Saigal who was recently appointed to the commission. Dr. Saigal would be joining the commission on the dais at the next meeting.

The commission welcomed Dr. Saigal and expressed gratitude for her willingness to serve.

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

Vice Chair Wallace asked if there were any visitors present who wished to address the commission for an iten not on the agenda. Hearing none he introduced the first case and asked to hear from staff.

VI. Cases:

ZC-80-2025 Fire Station Rezoning
Request for a zoning change from Limited General Employment (L-GE) to Community Facilities (CF) to allow for a proposed fire station on 6.350+/- acres of land generally located at the northwest intersection of State Route 605 and New Albany Road East (Parcel ID: portion of 222-005258).
Applicant: Schorr Architects c/o Nathan Gammella
Presented by Sierra Saumenig

Planner II Saumenig delivered the staff report.

Engineer I Gara delivered the Engineering Comments.

Vice Chair Wallace noted that the staff report did not include the two engineering comments from Section VI of the staff report and suggested that they be added as condition 9. He also asked for details about the lot split, noting that in past situations splitting the lot made developing the remaining land, because of its size or situation, difficult.

Planner II Saumenig agreed that condition 9 should be that the applicant meeting the engineering requirements from C.O. 1159.07(b)(3). She further stated that there would be about six acres in the remaining portion after the lot was split.

Commissioner Briggs confirmed that the property is owned by the New Albany Company.

Vice Chair Wallace asked to hear from the applicant.

Applicant and Architect for the project Nathan Gamella spoke in support of the application.

Vice Chair Wallace opened the public hearing.

Sandra Solano, 6219 Callaway Square West, rose in support of the application and the new fire substation. She explained that she was in opposition to the application when it included the bus station. Since its removal, they are very happy.

Joel Topolosky, Nottingham West, his home will be closest to the new fire station. He is very happy to have the fire substation station there. The Nottingham Community is also happy to have the fire substation in this location. He had traffic concerns in the past and the natural gas lines running through the property. Happy to see the EMT's there.

Bud Zappitelli, neighbor. He is a 30-year resident of Plain Township. He was part of the opposition to the application when it included the bus station. Now that the bus station has been removed from the application, he is fully in support and urged the commission to support the application.

Commissioner Briggs discussed parking. She asked staff and/or the applicant, how many parking spaces are at the current location. She also asked about neighbor notification and whether there has been any feedback.

Chief Connor explained that there are currently 25 spaces. The need for parking is mostly at shift change. They do not anticipate needing more. Expansion will include another building in a different part of the city.

Planner II Saumenig stated letters were sent to residents within 200 feet of the subject property, she noted that there are no homes within Nottingham within that proximity.

Commissioner Briggs congratulated the applicants for their work on this application. She recognized Plain TownshipTrustee Beckett Hill and the other interested parties who worked on this application.

Vice Chair Wallace moved to accept the staff reports and related documents into the record for ZC-80-2025. Commissioner Larsen seconded the motion.

Upon roll call: Mr. Wallace yes, Mr. Larsen yes, Ms. Briggs yes. Having three yes votes, the motion passed and the staff reports and related documents were admitted to the record for ZC-80-2025.

Commissioner Larsen moved for approval of ZC-80-2025 based on the findings in the staff report with the conditions listed in the staff report, subject to staff approval and the following additional condition:

9. That the applicant meets the Engineering Requirements in Code Section 1159.07(b)(3).

Commissioner Briggs seconded the motion.

Upon roll call: Mr. Larsen yes, Ms. Briggs yes, Mr. Wallace yes. Having three yes votes, the motion passed and the application was favorably recommended to the city council.

Council Member Wiltrout – thanked everyone for coming together to make this happen.

Commissioner Larsen thanked the residents for their time.

Vice Chair Wallace remarked that it is not often that the public turns out in support of an application. Thereafter he introduced the next case and asked to hear from staff.

VAR-98-2025 7108 Armscote End Pool Setback Variance
Request for a variance from the West Nine 2 Zoning Text, Subarea C (6)(d)(vii), to reduce the required pool setback from any property line at 7108 Armscote End (PID: 222-004853).
Applicant: Steve Kidwell
Presented by Kylie Blackburn

Planner I Blackburn delivered the staff report.

There were no comments from Engineering.

Vice Chair Wallace asked to hear from the applicants.

Applicant Steve Kidwell owner of Pools by Prime spoke in support of the application. He acknowledged there were alternatives to seeking a variance and explained the reasons why the applicants did not like the alternatives.

Commissioner Larsen asked about the height of the retaining wall and the slope of the lot.

Mr. Kidwell responded that it is 36 inches from grade and that it slopes to the back edge. He further explained that it is not a large pool and that the property owners do not want it to slope toward the steps for safety reasons.

Vice Chair Wallace stated that he had no questions except to point out there is an orientation to place the pool without a variance. The commission is reluctant to grant a variance in circumstances like this.

Mr. Kidwell remarked that this would still require a variance if the pool from east to west.

Vice Chair Wallace responded that when an application for a pool is submitted and it needs a variance no matter what, it means that a pool will not fit.

Commissioner Larsen agreed and continued that it is hard to approve something that does not have to be there.

Planner I Blackburn clarified that a variance would not be needed because the setback is calculated from the water's edge.

Applicant and property owner Corey Heit, rose in support of the application. He clarified that the tall bank of arbor vitae is staying. He explained that they have two children and they are trying to go with a layout that is most visually appealing and the safest. He further remarked that the neighbors are supportive. He thanked the commission and appreciated their consideration.

Vice Chair Wallace asked if anyone from the public was present to comment on the application.

Hearing none, Vice Chair Wallace moved to accept the staff reports and related documents into the record for VAR-98-2025.

Commissioner Briggs seconded the motion.

Upon roll call: Mr. Wallace yes, Ms. Briggs yes, Mr. Larsen yes. Having three yes votes the motion passed and the documents were admitted to the record of VAR-98-2025.

Commissioner Briggs moved for approval of VAR-98-2025 based on the findings in the staff report, with the conditions listed in the staff report, subject to staff approval.

Commissioner Larsen seconded the motion.

Upon roll call: Ms. Briggs yes, Mr. Larsen no, Mr. Wallace no. Having one yes vote and two no votes, the motion failed.

Vice Chair Wallace explained that he voted no because he found that the application did not meet the practical difficulties standard in *Duncan*. Specifically he explained that granting the variance would alter the character of the neighborhood, the applicant would be granted a special privilege over the neigbors, the variance is substantial, alternatives to the variance are available, and the applicant had notice of this condition at the time of purchase.

Commissioner Larsen concurred and stated that there are alternative solutions and that granting this variance would confer a special privilege on the applicant.

The commission thanked the applicant and wished him good luck.

FDP-97-2025 CME Credit Union FDP Extension

Request to extend approval of the final development plan for a CME Credit Union on 2.03+/- acres generally located at the intersection of Beech Road and Smith's Mill Road (PID: 093-106512-00.011).
Applicant: Tom Newcomb
Presented by Lauren Sauter

Planner I Sauter delivered the staff report.

There were no comments from Community Development Engineering.

Vice Chair Wallace asked to hear from the applicants.

Applicant Tom Newcomb with Environmental Design Group stated that he had no additional comments, he just asked that this extension be granted.

Commissioner Briggs clarified that the conditions in the staff report are the existing conditions.

Council Member Wiltrout asked the applicant for details about the delay. She also asked Law Director Albrecht whether there was any showing the applicant had to make.

Mr. Newcomb replied that the general reason was construction uncertainty, but he could not speak more specifically to the reason for the delay as it was before his time with the company.

Law Director Albrecht stated that the commission had to find that the extension supported by good cause.

Vice Chair Wallace remarked that if the commission denies this application for an extension, then the applicant has to begin the process again.

Planning Manager Christian added that the property has transferred to the bank.

Commissioner Briggs confirmed that no construction has happened and asked staff whether this has ever happened. She also asked staff whether the neighbors had contacted the city.

Planning Manager Christian responded that this is uncommon; this may have happened one time, but usually construction begins – even in a modest way.

Planner I Sauter stated that she got a phone call from a neighbor asking what the hearing was about, but there were no negative comments.

Commissioner Briggs continued that she mean no disrespect to the Mr. Newcomb, but she would have liked to hear from the bank; she is concerned that nobody appeared to explain; she asked whether the commission could impose a condition requiring a written construction schedule.

Planning Manager Christian responded that such a condition could be imposed.

Law Director Albrecht added that the commission can put that condition on the application, or the application could be tabled.

Mr. Newcomb explained that the bank wanted to appear but had a schedule conflict.

Commissioner Larsen asked if drawings were submitted, and remarked that he is curious about the commitment.

Vice Chair Wallace explained that the application was approved two years ago, for whatever reason they are not moving forward. His feeling is that if they feel like they need more time, he is inclined to grant it. He does not object to requiring more information but does not need it to move forward. He is willing to impose a condition if the other members wish it.

There was discussion about whether to grant a one year extension, or some other condition. The consensus was that two years was okay but they would like to see progress and Mr. Newcomb should let the bank know that another extension is not a done deal.

Council Member Wiltrout added that it would be helpful to know a bit about how this got to this state.

Vice Chair Wallace asked if there were questions from the public. Hearing none, he closed the public hearing. Thereafter he moved to accept the staff reports and related documents into the record for FDP-77-2025.

Commissioner Larsen seconded the motion.

Upon roll call: Mr. Wallace yes, Mr. Larsen yes, Ms. Briggs yes. Having three yes votes, the motion passed and the staff reports and related documents were admitted to the record for FDP-77-2025.

Commissioner Larsen moved to approve FDP-77-2025 based on the findings in the staff report and the existing conditions, subject to staff approval.

Commissioner Briggs seconded the motion.

Upon roll call: Mr. Larsen yes, Ms. Briggs yes, Mr. Wallace yes. Having three yes votes the motion passed and the extension was granted.

The commission wished the applicant good luck and reminded him to let the property owners know that another extension was not a done deal.

Thereafter, Vice Chair Wallace introduced the final case and asked to hear from staff.

CU-104-2025 The Courtyards at Haines Creek Model Home Conditional Use
Request for conditional use approval of a model home on lot 102 for The Courtyards at Haines Creek on 0.31+/- acres at 5535 Wooster Drive (PID: 222-005486).

Applicant: Kelly Fankhauser c/o Epcon Haines Creek, LLC
Presented by Jay Henderson

Planner I Henderson delivered the staff report.

There were no comments from Community Development Engineering.

Vice Chair Wallace asked to hear from the applicant.

Applicant Kelly Fankhauser thanked Planner I Henderson and the commission and stated that she was prepared to answer questions.

When asked for details, Ms. Fankhauser explained the distinction between a model home and the sales trailer. The model will not be used for sales, it is a demonstration structure. Sales operations will move from the trailer to the clubhouse once it is complete. She further explained that this location was chosen because of its proximity to the clubhouse and community amenities.

When asked whether the team considered using lot 101 instead of 102, acknowledging lot 102's proximity to the Davies' property, she explained that they are courteous and they will be open from 10:00 a.m. – 6:00 p.m. and from 12:00 p.m. – 5:00 p.m. Finally, she requested the duration be extended to three years rather than two as it is a more realistic time frame. Epcon has 13 properties in the permitting process and they plan to sell three per month.

Vice Chair Wallace stated that the commission typically approves two years and he feels like two years is a good number.

The consensus was that two years is a good number for check in.

Vice Chair Wallace opened the public hearing.

Ron Davies, 8200 Central College Road, confirmed that the model home is not for sales. He further confirmed that there would be no change to the lighting plan.

Planner I Henderson stated there will be no change to lighting plan. He also said that the conditional use for the model home at Nottingham Trace was for three years, and it was two years at Woodhaven.

Vice Chair Wallace asked for further questions from the public or the commission. Hearing none, he moved to accept the staff reports and related documents into the record for CU-104-2025. Commissioner Larsen seconded the motion.

Upon roll call: Mr. Wallace yes, Mr. Larsen yes, Ms. Briggs yes. Having three yes votes, the motion passed and the staff reports and related documents were admitted to the record.

Commissioner Larsen moved to approve CU-104-2025 based on the findings in the staff report with the conditions listed in the staff report, subject to staff approval. Commissioner Wallace seconded the motion.

Upon roll call: Mr. Larsen yes, Mr. Wallace yes, Ms. Briggs yes. Having three yes votes, the motion passed and the conditional use was granted.

The commission thanked the applicant and wished her good luck.

VII. Other business

Planner II Saumenig let the commission know that staff would likely cancel the February regular meeting because, due to the holiday weekend, the meeting would be on a Wednesday and was only 10 days prior to the March 2nd informal meeting. The commission welcomed the news.

The commission also thanked Dr. Saigal for attending and stated that they looked forward to her joining the commission at the meeting on March 2nd.

VIII. Poll members for comment

Commissioner Larsen advised Dr. Saigal to enjoy the gap between meetings as they are unusual. The rest of the members agreed.

IX. Adjournment

Having completed the agenda and having no other business, the January 21, 2026 meeting of the New Albany Planning Commission adjourned without objection at 8:30 p.m.

Submitted by Deputy Clerk Madriguera, Esq.

Appendix

ZC-80-2025
- **Staff Report**
- **Record of Action**

VAR-98-2025
- **Staff Report**
- **Record of Action**

FDP-97-2025
- **Staff Report**
- **Record of Action**

CU-104-2025
- **Staff Report**
- **Record of Action**

NEW ALBANY
COMMUNITY CONNECTS US

Planning Commission Staff Report
January 21, 2026 Meeting

PLAIN TOWNSHIP FIRE STATION ZONING AMENDMENT

LOCATION:	Generally located at the northwest intersection of State Route 605 and New Albany Road East (Parcel ID: portion of 222-005258)
REQUEST:	Zoning Amendment
ZONING:	North City Business Limited General Employment (L-GE) to Community Facilities (CF)
STRATEGIC PLAN:	Employment Center
APPLICATION:	ZC-80-2025
APPLICANT:	Schorr Architects c/o Nathan Gammella

Review based on: Application materials received on October 22, 2025 and December 1, 2025

Staff report completed by Sierra Saumenig, Planner II

I. REQUEST AND BACKGROUND

The applicant requests review and recommendation to city council to rezone approximately 6.350+/- acres to Community Facilities (CF) from Limited General Employment (L-GE). Although the existing parcel comprises approximately 12.72 acres, the applicant intends to split the property and develop only the 6.350-acre portion. The proposed zoning allows for a new fire station which would serve as a substation for the Plain Township Fire Department

The proposed rezoning was heard at the Rocky Fork-Blacklick Accord meeting on December 18, 2025, and the board recommended approval.

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. This application is scheduled to be heard by the ARB on February 9, 2026.

II. SITE DESCRIPTION & USE

The overall site is 12.72+/- acres and the applicant intends to split the lot. The proposed fire station would be developed on 6.350 acres. The site is generally located at the northwest intersection of State Route 605/New Albany-Condit Road and New Albany Road East. The site is currently vacant but includes a gas easement that runs through the site. Surrounding uses include the Nottingham subdivision to the north and office/commercial uses to the east, west, and south.

III. PLAN REVIEW

Planning Commission's review authority of the zoning amendment application is found under C.O. Chapters 1107.02, C.O. 1111, and C.O. 1151.05. Upon review of the proposed amendment to the zoning map, the Commission is to make recommendation to City Council. Staff's review is based on city plans and studies, proposed zoning text, and the codified ordinances. Primary concerns and issues have been indicated below, with needed action or recommended action in underlined text.

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

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

A. New Albany Strategic Plan

The Engage New Albany strategic plan lists the following development standards for the Employment Center future land use district:

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

B. Use, Site and Layout

1. The rezoning request is to allow for a new 9,125 sq. ft. fire station that will serve Plain Township and New Albany.
2. The Rocky Fork-Blacklick Accord plan identifies the Walnut Street and State Route 605 area as a likely location for a future fire station, which aligns with the site proposal.
3. Although the existing parcel comprises approximately 12.72 acres, the applicant intends to split the property and develop only the 6.350-acre portion. Staff recommends a condition of approval that the lot split occur prior to the rezoning going into effect (condition #1).
4. The proposed zoning is Community Facilities which permits governmental uses.
5. The Engage New Albany strategic plan designates the area as the Employment Center future land use category. While the site is located in this district, the strategic plan does not offer any development standards for governmental uses. Governmental uses are not a specific land use category identified in the strategic plan. As such, these uses are intended to be integrated throughout the community, and the rezoning assists in accomplishing that goal.
6. The following table includes the required and proposed setbacks for Community Facilities:

Standard	Permitted	Proposed
Front Yards:	The front yard setback shall not be less than the largest required front yard setback for any adjacent zoning district.	New Albany-Condit Road: 250 feet which is not less than any adjacent zoning district.
Side and Rear Yard	50’	Side Yard: 50’ (south side)

		Side Yard: 71’ (north side) Rear Yard: 280’
Driveway	10’	50’
Parking Area	50’	71’

7. The existing zoning text requires a minimum pavement and building setback of 125’ which the proposed development is exceeding.

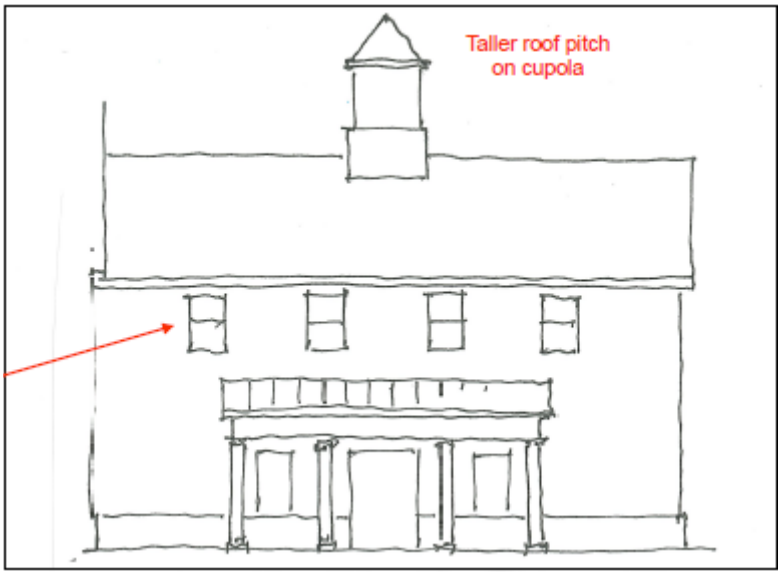
C. Access, Loading, Parking

1. The site is accessed from one proposed curb cut along New Albany-Condit Road.
2. A leisure path along New Albany-Condit Road is required and the applicant is showing that on the site plan. Due to an existing ditch on the north side of the property, the leisure path is proposed to go around the ditch and that is shown on the plans.
3. The applicant is proposing a pedestrian connection from the leisure trail into the site.
4. A four-rail horse fence is required to be installed, and it is shown on the renderings but not on the site plan. Staff recommends a condition of approval that the proposed horse fence is shown on the site plan (condition #2).
5. The city’s codified ordinance does not indicate required parking for fire stations and thus, the Planning Commission has discretion as to how many parking spaces are sufficient for this use. The applicant has provided justification in the narrative statement included in the application packet. The applicant’s justification is as follows:
    - The proposed site plan provides a total of 20 parking spaces, divided between two parking areas located on opposite sides of the building. The west (rear) lot, which is screened from the roadway, includes 12 spaces designated for fire station personnel. The substation operates with six firefighters on duty at any given time across three shifts, totaling 18 firefighters. This operational structure requires a minimum of six parking spaces, with additional spaces necessary to accommodate shift overlap. The east lot provides eight parking spaces dedicated exclusively to community visitors. The number of visitor spaces is based on typical demand observed at comparable fire stations. Separating the parking into two distinct lots improves site circulation, allows visitors to easily identify and access appropriate parking, and maintains clear separation between staff and visitor vehicles.
6. The existing zoning text states that there shall be dedicated right-of-way for New Albany-Condit Road to the city for a distance of 50 feet measured from the centerline. Easements shall be required to be granted prior to the issuance of a building permit in this zoning district adjacent to public street rights-of-way at a distance necessary to accommodate city street capital improvement projects when insufficient right-of-way exists to accommodate these improvements. The applicant is showing the 50’ right-of-way however, staff recommends a condition of approval that the applicant show the required easement, once the necessary dimension is determined during the engineering permit process (condition #3).
7. The site required a traffic access study and the applicant completed this. Staff recommends a condition of approval that the requirements of the traffic access study are met (condition #4).
    - Add queuing analysis detail: distance from SB SR 605 stop bar at New Albany Road East to fire station driveway.
    - Perform minor clearing & grubbing of west ditch north of driveway to meet sight distance requirements.
    - Provide hard-wired interconnection between fire station button and SR 605/New Albany Road East signal for preemption, plus connection to recommended warning beacon.

D. Architectural Standards

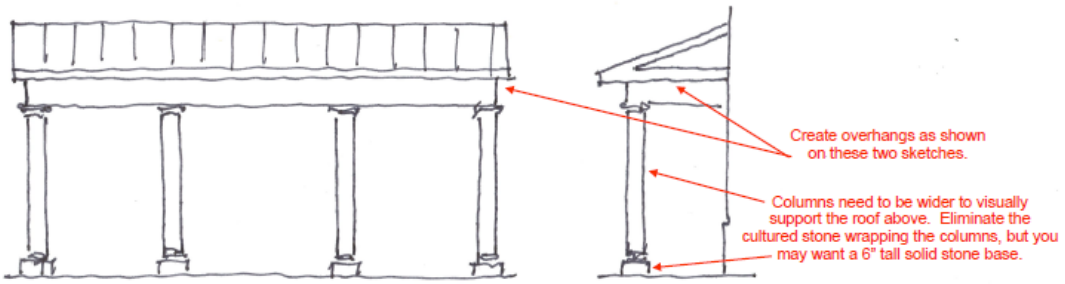
1. Requirements set forth in Section 8 of the Design Guidelines and Requirements apply to this site and the applicant has agreed to meet the requirements of the existing zoning text.

2. Section 8(III.2) of the Design Guidelines & Requirements states the selection of architectural style shall be appropriate to the context, location, and function of the building. Public recreational structures may be appropriately designed using vernacular forms as inspiration, such as a historic barn.
    - The applicant proposes a barn style building including steel wall panels and a stone water table.
3. The existing zoning text states buildings shall be no more than 65 feet and the proposed fire station is 39 feet in height, thus meeting this requirement.
4. Section 8(III.3) of the Design Guidelines & Requirements (DGRs) states in keeping with traditional practice, 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. Entrances shall be scaled and detailed to match the scale and detail of interior public spaces.
    - The main entrance of the fire station is oriented towards New Albany-Condit Road.
5. Section 8(III.4) of the Design Guidelines & Requirements (DGRS) Civic and institutional designs shall follow the precedents of traditional American architectural designs, with particular care paid to the proportions of wall height to width; roof shape; and proportions of windows and doors, including vertically proportioned windowpanes. The details and design characteristics of the traditional style selected for a new building shall be carefully studied and faithfully rendered in the new building's design.
    - The proposed building features a varied roof design, vertically proportioned windowpanes, and well-balanced doors integrated into the building facades.
6. The zoning text requires complete screening of elements such as meter boxes, utility conduits, etc. The plan shows ground equipment screened, behind the proposed fire station.
7. The zoning text requires complete screening of all roof-mounted equipment on all four sides of the building using materials that are consistent and harmonious with the building's façade and character. It does not appear there is rooftop equipment proposed on the building.
8. The city architect has reviewed the proposed development and has the following comments below. <u>Staff recommends a condition of approval that the city architect comments are addressed subject to staff approval (condition #5).</u>
    - The two-story gable element at the main entry appears forced and out of character with the front façade. The city architect recommends removing the gable and redistributing the windows to create a more balanced and cohesive façade, generally as illustrated (below).
    - Provide a taller roof pitch on cupola.



    - Create overhangs as shown on the sketch below

- Columns should be wide to visually support the roof above. Eliminate cultured stone wrapping the columns and use a 6' tall solid stone base.
- Align neck of columns.



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

1. Maximum lot coverage under the existing zoning text is 75 percent. The proposed development proposes only 18.8 percent building and pavement coverage, which is well below and substantially exceeds the requirement for compliance.
2. Parking Lot Landscaping Requirement:
   - Codified Ordinance 1171.06(a)(3) requires one tree per 10 parking spaces. The applicant proposes 20 parking spaces thereby requiring two trees. The plan meets this requirement by providing two trees.
3. Parking lots shall be screened from rights-of-way with a minimum 36-inch-high evergreen landscape hedge or wall. The landscape plan meets this requirement with the proposed 36-inch-high evergreen landscape hedge.
4. General Site Landscaping Requirement:
   - Codified Ordinance 1171(5)(e) requires parking lots over 50,000 square feet to have a minimum of one tree per 5,000 square feet of ground coverage and a total tree planting equal to 25 in tree trunk size for every 4,000 square feet of ground coverage. The applicant states that the internal ground coverage is 52,035 sq. ft. requiring 11 trees at 25.5" total caliber (CAL). This requirement is met.
5. Street Tree Landscaping Requirement:
   - The existing zoning text requires 4 trees per lineal feet along New Albany-Condit Road. The applicant is providing a total of 5 trees at the southeast corner of the site. Due to site safety, these are proposed to be planted in a naturalized way. No trees are proposed within the gas easement.
6. The New Albany Business Park Research and Information Campus Landscape Design Guidelines and the existing zoning text require plantings and mounding along New Albany-Condit Road however, the applicant is requesting no mounding due to safety and sight reasons. Additionally, the applicant is requesting that the required plantings be relocated to the north side of the property.
   - Both the landscape guidelines and the zoning text provide flexibility regarding mounding and landscaping. Given that this site will function as a fire station, eliminating mounding is appropriate to ensure clear visibility for drivers and to allow emergency vehicles to safely and efficiently exit the site. However, the proposed planting plan is not showing the relocation of the plantings. Staff recommends a condition of approval that the applicant show the relocated plantings in the northwest corner subject to staff approval (condition #6)
7. Codified Ordinance 1171.08 states that basins should have a natural shape and are no steeper than 6:1. The applicant is proposing a naturalized dry basin and is meeting the slope requirement.
8. The zoning text requires a stream corridor protection zone to be provided along the northern property line, and the applicant is showing this on the site plans indicating no development within the zone.
9. The City Landscape Architect reviewed the proposed development and had no further comments on the revised plans.

F. Lighting & Signage

1. No signage is proposed at this time. Per the text all signage shall meet the standards set forth in Codified Ordinance 1169 (City Sign Code). Staff recommends a condition of approval that signage be evaluated and subject to staff approval (condition #7).
2. The applicant has submitted a photometric plan and the site has zero or near zero foot candles at the property lines.
3. The applicant submitted lighting specification sheets; however, the proposed height of the parking lot light poles is not clearly identified. The fixtures are proposed to be downcast, which complies with code requirements. Staff recommends a condition of approval requiring that all light poles not exceed 30 feet in height and be constructed of metal with a black or New Albany Green finish (Condition #8).

G. Other Considerations

1. The property owner has submitted a school impact statement which states the proposed rezoning will have no impact on the student population of New Albany Plain Local School District.

IV. ENGINEER'S COMMENTS

The City Engineer has reviewed the referenced plan in accordance with the engineering related requirements of Code Section 1159.07(b)(3) and had no further comments aside from the Traffic Access Study comments in Section C of this report.

IV. SUMMARY

The proposed rezoning to Community Facilities is intended to allow for the development of the Plain Township Fire Station, a critical piece of public safety infrastructure. Fire stations provide essential emergency services, facilitate rapid response times, and support the health, safety, and welfare of both existing and future development. Because this facility will serve both Plain Township and the City, the proposed location is well suited to provide efficient access for both jurisdictions. Furthermore, the Accord plan identifies the Walnut Street and State Route 605 area as a likely location for a future fire station, which aligns with the site proposal.

The site has been thoughtfully designed, with a layout that accommodates operational needs while preserving a substantial amount of green space. The proposed development meets or exceeds nearly all applicable setbacks and other requirements, demonstrating a high level of compliance with zoning standards. The primary building entrance is oriented toward the main roadway, reinforcing its civic presence, and incorporates architectural elements that enhance visibility and contribute positively to the streetscape. Overall, the proposed rezoning and site design are consistent with the intended purpose of the Community Facilities district and support the delivery of essential public services.

V. ACTION

Suggested Motions for ZC-80-2025:

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

Move to approve application ZC-80-2025 based on the findings in the staff report with the following condition:

1. That the lot split occur prior to the effective date of the rezoning.
2. The proposed horse fence is shown on the site plan.
3. The applicant shows the required easement along New Albany-Condit Road.
4. The requirements of the traffic access study are met.
5. That the applicant meets the revisions from the City Architect.

6. The applicant show the relocated plantings in the northwest corner subject to staff approval.
7. Signage to be evaluated at a later date and subject to staff approval.
8. All light poles to not exceed 30 feet in height and be constructed of metal with a black or New Albany Green finish

Approximate Site Location:



Source: NearMap

NEW ALBANY

Community Development Department

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

Dear Nathan Gammella, Schorr Architects,

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.

NEW ALBANY

Community Development Department

Decision and Record of Action

Wednesday, January 28, 2026

The New Albany Planning Commission took the following action on 01/28/2026 .

Zoning Amendment

Location: 7270 NEW ALBANY CONDIT RD
Applicant: Nathan Gammella, Schorr Architects,

Application: PLZC20250080
Request: Request for a zoning change from Limited General Employment (L-GE) to Community Facilities (CF) to allow for a proposed fire station on 6.350+/- acres of land generally located at the northwest intersection of State Route 605 and New Albany Road East
Motion: To Approve

Commission Vote: Motion Approval with Conditions, 3-0

Result: Zoning Amendment, PLZC20250080 was Approval with Conditions, by a vote of 3-0.

Recorded in the Official Journal this January 28, 2026

Condition(s) of Approval:

1. That the lot split occur prior to the effective date of the rezoning.
2. The proposed horse fence is shown on the site plan.
3. The applicant shows the required easement along New Albany-Condit Road.
4. The requirements of the traffic access study are met.
5. That the applicant meets the revisions from the City Architect.
6. The applicant show the relocated plantings in the northwest corner subject to staff approval.
7. Signage to be evaluated at a later date and subject to staff approval.
8. All light poles to not exceed 30 feet in height and be constructed of metal with a black or New Albany Green finish.
9. That the applicant meets the Engineering Requirements in Code Section 1159.07(b)(3).

Staff Certification:

Sierra L Saumenig

Sierra Saumenig

Planner

99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054 • 614.855.3913 • Fax 939.2234

NEW ALBANY
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Planning Commission Staff Report
January 21, 2026 Meeting

7108 ARMSCOTE END
POOL SETBACK VARIANCE

LOCATION:	7108 Armscote End (PID: 222-004853)
APPLICANT:	Steve Kidwell
REQUEST:	Variance to the West Nine 2, Subarea C (6)(d)(vii) to reduce the required pool setback from any property line
ZONING:	West Nine 2 C-PUD (Comprehensive Planned Unit Development)
STRATEGIC PLAN:	Residential
APPLICATION:	VAR-98-2025

Review based on: Application materials received on December 10, 2025

Staff report prepared by Kylie Blackburn, Planner

I. REQUEST AND BACKGROUND

The applicant is requesting a variance to the West Nine 2 Zoning Text to reduce the required 15-foot pool setback to 10 feet for a new pool in the rear yard of the property. This requirement differs from base code 1173.02(c), which requires pools and associated patios to be 15 feet away from any property line.

II. SITE DESCRIPTION & USE

The property is 0.33 acres and contains a single-family home. The lot is located within the New Albany Country Club Section 28 Ebrington. The home was built in 2018. The property is north of Hanbys Loop and west of Ebrington Rd and the New Albany Country Club. The property is surrounded by other residential properties.

III. EVALUATION

The application complies with application submittal requirements in C.O. 1113.03 and is considered complete. The property owners within 200 feet of the property in question have been notified.

Criteria

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

All of the factors should be considered and no single factor is dispositive. The key to whether an area variance should be granted to a property owner under the "practical difficulties" standard is whether the area zoning requirement, as applied to the property owner in question, is reasonable and practical.

1. *Whether the property will yield a reasonable return or whether there can be a beneficial use of the property without the variance.*
2. *Whether the variance is substantial.*

3. *Whether the essential character of the neighborhood would be substantially altered or adjoining properties suffer a "substantial detriment."*
4. *Whether the variance would adversely affect the delivery of government services.*
5. *Whether the property owner purchased the property with knowledge of the zoning restriction.*
6. *Whether the problem can be solved by some manner other than the granting of a variance.*
7. *Whether the variance preserves the "spirit and intent" of the zoning requirement and whether "substantial justice" would be done by granting the variance.*

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

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

IV. ASSESSMENT

Consideration and Basis for Decision

Variance to West Nine 2 C-PUD Zoning Text Subarea C (6)(d)(vii) to encroach into the 15-foot pool setback

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

1. The West Nine 2 C-PUD Zoning Text Subarea C (6)(d)(vii) does not indicate that the patio must be 15 feet off the property line, but rather the pool (water's edge).
2. The applicant seeks to add a pool with associated equipment and landscaping, and a 1200 sq ft patio into the rear of the property. This variance request is to allow the pool to be 10 feet from the side property line.
3. There are no special conditions and circumstances that exist that are specific to this parcel and are not common to other properties in the zoning district. The applicant has shown other versions of the pool layout that would be in compliance or encroach less into the setback. The house and current patio are at least 35.8 feet off the rear property line with a 13.5 foot easement off the rear property line leaving around 22 feet of usable yard depth.
4. The proposed variance could significantly alter the character of the neighborhood or create a substantial detriment to adjacent properties. There are other properties in the area that have pools that are meeting this setback requirement for the water's edge.
    a. The applicant has included 3 different versions of the pool layout:
        i. Option 1 would eliminate the need for the variance but leave the pool less than 2 feet away from the corner of the house.
        ii. Option 2 would have the pool 12 feet away from the side property line, still requiring the variance, but less of an encroachment.
        iii. Option 3 would eliminate the need for a variance, but leave the rear of the pool at the edge of the patio.
    b. There is also the option to change the orientation of the pool which could create other options that would allow the pool to be installed without a variance.

5. The variance does not preserve the spirit and intent of the zoning requirement. The primary purpose of the setback requirement is to ensure adequate separation between uses on adjacent properties. Allowing the water's edge to be closer than permitted would reduce the intended separation between properties.
    a. The lot located south of the subject property has not yet been developed.
    b. However, the proposed project includes the installation of code-compliant pool fencing and additional landscaping, which will enhance privacy and help maintain visual and functional separation between properties.
6. The variance request does appear to be substantial. Allowing this variance could set a precedent for other properties in the area with similar lot configurations and easements, potentially leading to an increase in similar requests.
7. The granting of the variance will not adversely affect the health and safety of persons residing or working in the vicinity of the proposed development, be materially detrimental to the public welfare, or injurious to private property or public improvements in the vicinity.
8. This variance does not negatively impact the delivery of government services.

IV. SUMMARY

The West Nine 2 C-PUD Zoning Text prohibits pools from being located within 15 feet of any property line; however, the applicant is requesting a variance to allow the pool to be located within the required setback. Approval of this variance could establish a precedent for other properties in the area with similar lot configurations and easements, potentially resulting in an increase in similar variance requests. There are no special conditions associated with the subject property, and staff is not aware of any previously approved variances of a similar nature within the same zoning text. While the applicant proposes to install the required pool fencing and provide additional landscaping to help maintain visual separation between adjacent lots and uses, the spirit and intent of the regulation may still not be met. The applicant has demonstrated that alternative design options are available that would reduce or eliminate the encroachment. Additionally, staff has recommended reorienting the pool to allow for installation with minimal or no encroachment.

V. ACTION

Should the Planning Commission find that the application has sufficient basis for approval, the following motion is appropriate.

Move to approve application VAR-98-2025 based on the findings in the staff report (conditions of approval may be added).

Approximate Site Location:



Source: NearMap

NEW ALBANY

Community Development Department

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

Dear Steve Kidwell,

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.

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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.

NEW ALBANY

Community Development Department

Decision and Record of Action

Friday, January 23, 2026

The New Albany took the following action on 01/21/2026.

Variance

Location: 7108 Armscote End , Unit:65
Applicant: Steve Kidwell

Application: PLVARI20250098
Request: Request for a variance from the West Nine 2 Zoning Text, Subarea C (6)(d)(vii), to reduce the required pool setback from any property line at 7108 Armscote End (PID: 222-004853).
Motion: To Approve

Commission Vote: Motion Denied, 1-2

Result: Variance, PLVARI20250098 was Denied, by a vote of 1-2.

Recorded in the Official Journal this January 23, 2026

Condition(s) of Approval: N/A

Staff Certification:

Kylie Blackburn

Kylie Blackburn
Planner

NEW ALBANY
COMMUNITY CONNECTS US

Planning Commission Staff Report
January 21, 2026 Meeting

CME CREDIT UNION AND CRIMPSON CUP COFFEE SHOP FINAL DEVELOPMENT PLAN EXTENSION

LOCATION:	Located at the southwest corner of Beech Road NW and Smith's Mill Road (PID: 093-106512-00.011)
APPLICANT:	Tom Newcomb
REQUEST:	Final Development Plan Extension
ZONING:	Beech Crossing I-PUD
STRATEGIC PLAN:	Retail
APPLICATION:	FDP-97-2025

Review based on application materials received December 3, 2025.

Original staff report prepared by Chelsea Nichols, Planner
Updated staff report prepared by Lauren Sauter, Planner

I. REQUEST AND BACKGROUND – UPDATE:

The applicant requests extension of the approval of a final development plan for a proposed CME credit union and Crimson Cup coffee shop with drive-throughs located at the southwest corner of Beech Road and Smith's Mill Road.

The Planning Commission approved this application with conditions at its hearing on November 20, 2023 (FDP-77-2023). According to C.O. Section 1159.11, if construction has not begun within two years of approval of the final development plan, all approvals shall be invalidated and canceled, and such two-year period may be extended by the commission for good cause. The applicant requests this extension. The proposed development has not been modified from its original approval; as such, the conditions of approval remain unchanged. The conditions of the original submittal would still apply and should be included in the motion.

The Planning Commission additionally approved an associated variance (VAR-79-2023) to eliminate the requirement that buildings have operable and active front doors along all public and private roads. The variance approval has not expired.

The subject property is zoned for Infill Planned Unit Development (I-PUD) and is located within the Beech Crossing Zoning District, which was reviewed and approved by the Planning Commission on January 22, 2020 (ZC-102-2019).

II. SITE DESCRIPTION & USE

The site is generally located north of State Route 161, south of Smith's Mill Road and west of Beech Road. The site is approximately 2.03 acres and is currently undeveloped. The Planning Commission approved final development plan applications for Duke and Duchess on October 20, 2020; Holiday Inn Express on February 19, 2020; and Taco Bell on August 21, 2023.

The zoning text permits most uses described by C.O. 1149, C-3, Highway Business District. The permitted uses within this zoning district include any use specified as a permitted or conditional use in the C-2 District. As such, although a drive-through for a bank is a conditional use in the C-

2 District, it is considered a permitted use in the C-3 District. The bank, coffee shop, and coffee shop drive-through are all permitted uses for this zoning district as well.

III. EVALUATION

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

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

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

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

a. *Ensure that future growth and development occurs in general accordance with the Strategic Plan;*
b. *Minimize adverse impacts of development on the environment by preserving native vegetation, wetlands and protected animal species to the greatest extent possible*
c. *Increase and promote the use of pedestrian paths, bicycle routes and other non-vehicular modes of transportation;*
d. *Result in a desirable environment with more amenities than would be possible through the strict application of the minimum commitment to standards of a standard zoning district;*
e. *Provide for an efficient use of land, and public resources, resulting in co-location of harmonious uses to share facilities and services and a logical network of utilities and streets, thereby lowering public and private development costs;*
f. *Foster the safe, efficient and economic use of land, transportation, public facilities and services;*

g. *Encourage concentrated land use patterns which decrease the length of automobile travel, encourage public transportation, allow trip consolidation and encourage pedestrian circulation between land uses;*
h. *Enhance the appearance of the land through preservation of natural features, the provision of underground utilities, where possible, and the provision of recreation areas and open space in excess of existing standards;*
i. *Avoid the inappropriate development of lands and provide for adequate drainage and reduction of flood damage;*
j. *Ensure a more rational and compatible relationship between residential and non-residential uses for the mutual benefit of all;*
k. *Provide an environment of stable character compatible with surrounding areas; and*
l. *Provide for innovations in land development, especially for affordable housing and infill development.*

Engage New Albany Strategic Plan Recommendations

The Engage New Albany strategic plan recommends the following development standards for the Retail future land use category:

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

A. Use, Site and Layout

1. The proposed coffee shop with drive-through is a permitted use as a carry-out food and beverage establishment with drive-through facility. The proposed bank is permitted as a personal service. The drive-through associated with the bank is also a permitted use.
2. The applicant proposes to develop a 4,419-square-foot CME credit union and Crimson Cup coffee shop with drive-throughs.
    a. The credit union floor area is 1,309 square feet.
    b. The coffee shop floor area is 894 square feet.
    c. The shared space floor area is 2,216 square feet.
3. The I-PUD zoning text requires the following setbacks from these perimeter boundaries:
    a. Beech Road:
        i. Required minimum: 40-foot pavement and 75-foot building setback.
        ii. Proposed: 41.74+/- foot pavement and 112.24+/- foot building setback—meets code.
    b. Smith's Mill Road:
        i. Required minimum: 55-foot pavement and 75-foot building setback.
        ii. Proposed: 65+/- foot pavement and 135.5+/- foot building setback—meets code.
    c. Internal parcel boundaries (southern and western property lines):
        i. Required minimum: 10-foot pavement and building setback.
        ii. Proposed (western property line): 11.9-foot pavement and 118.9-foot building setback—meets code.
        iii. Proposed (southern property line): 8.5+/- feet pavement and 65-foot building setback. The building setback requirement is met, but the pavement setback requirement is not met. A variance has not been requested. Staff recommends a condition of approval that the site plan be revised so that the pavement is at least 10 feet away from the southern property line at the time of permitting (condition #1).

d. Outparcel Access Road (Beech Crossing):
    i. Required minimum: 15-foot building and pavement setback.
    ii. Proposed: 50+/- foot pavement (not counting drive aisle to enter the site) and 133+/- foot building setback—meets code.

4. The development site is accessed by a private road, which was reviewed and approved by the Planning Commission on October 21, 2019 (FDP-72-2019). This private road, Beech Crossing, was constructed by another private developer and includes street trees and a sidewalk along the road.
5. According to zoning text section C(1), the applicant is required to install a leisure trail along Smith's Mill Road. The site plan meets this standard by providing an eight-foot-wide leisure trail within the front yard of the lot along Smith's Mill Road.
6. Per zoning text section C(4), the applicant is required to connect into the existing pedestrian circulation system. The applicant is meeting this requirement by providing a direct connection into the future leisure trail along Smith's Mill Road, in addition to the existing leisure trail along Beech Road and the existing sidewalk along Beech Crossing.
7. The zoning text requires that the total lot coverage, which includes all areas of pavement and building, not exceed 80 percent of the total area. The proposed development is at 54 percent lot coverage, thereby meeting this requirement.
8. The Beech Crossing I-PUD zoning text places a limitation on total acreage that can be utilized for retail uses in the Beech Road / Smith's Mill Road area. The intent is to limit retail development to a maximum of 92 acres in this general area. Once 92 acres have been developed with retail uses found in the C-3 and GE zoning districts, the remainder of the land from all of these subareas can only allow non-retail General Employment (GE) zoning district uses listed in their respective zoning texts. This 2.03-acre development is subject to this overall 92-acre retail limitation.

B. <u>Access, Loading, Parking</u>

1. The site is accessed from one full-access curb-cut along Beech Crossing, which is near the southwest corner of the property. The site layout consists of two-way vehicular traffic traveling around three of the four sides of the building and the drive-through on the south side of the building. A dumpster, enclosure, and loading area are located toward the interior of the site, out of view from traffic on Beech Road and Smith's Mill Road. There are pedestrian entrances along Beech Road and Smith's Mill Road as well as on the west elevation.
2. The city engineer comments that the one-way lanes could potentially conflict with southbound circulation and for cars backing out of the first parking space. To remedy this comment, <u>staff recommends a condition of approval that a private traffic circle be added to the site as suggested in the engineering comments and exhibit (and image below). The curb should be six-inch mountable curbs so as to not negatively affect fire truck turning (condition #2)</u>.

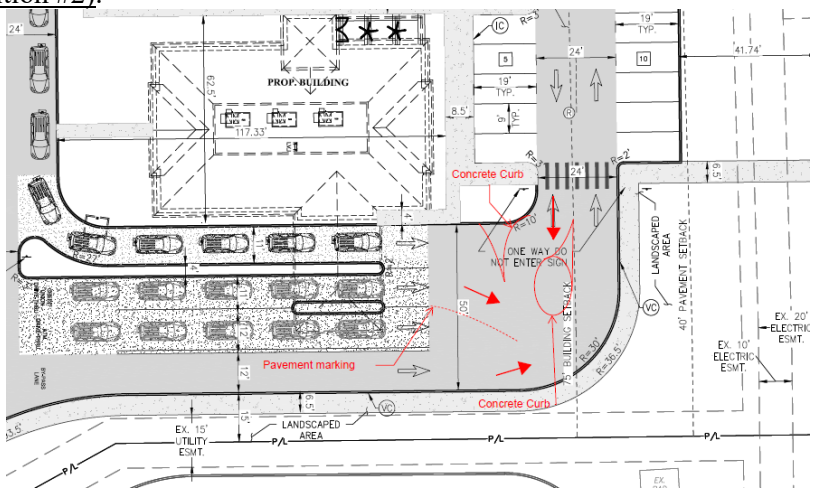


Image: Markup of condition #2.

3. Staff recommends a condition of approval that signage is installed to avoid improper vehicular circulation (i.e. right turns across entry drives in an effort to exit the site onto Beech Crossing). This shall be addressed at the time of permitting, subject to staff approval (condition #3).
4. The city parking code (C.O. 1167) contains the following parking standards for coffee shops associated with a bank use:
    a. The bank requires one parking space per 200 square feet of gross floor area. The credit union area is calculated to be 2,417 square feet (1,309 square feet plus half of the shared floor area, which is 1,108 square feet), which necessitates 13 parking spaces for the credit union.
    b. The coffee shop requires one parking space for each 75 square feet of gross floor area. The coffee shop area is calculated to be 2,002 square feet (894 square feet plus half of the shared floor area, which is 1,108 square feet), which necessitates 27 parking spaces for the coffee shop.
    c. In total, 40 parking spaces are required for the proposed development. The applicant is providing 43 parking spaces.
    d. The bank drive-through requires stacking spaces equal to 80 percent of the required number of parking spaces, which necessitates 11 stacking spaces. The proposal appears to include 11 stacking spaces for the credit union and meets requirements.
    e. The coffee shop drive-through requires stacking spaces equal to 25 percent of the required number of parking spaces, which necessitates seven stacking spaces. The proposal appears to include 10 stacking spaces for the coffee shop and meets requirements.
5. Per C.O. 1167.03(a), the minimum parking space dimensions must be a minimum of nine feet wide and 19 feet long. The applicant is meeting this requirement.
6. Per C.O. 1167.03(a), the minimum maneuvering lane width size must be 22 feet for this development type. The applicant is exceeding this requirement with a 24-foot width.

C. Architectural Standards

1. The purpose of the New Albany Design Guidelines and Requirements (DGR) is to help ensure that the New Albany community enjoys the highest possible quality of architectural design. In addition to architectural standards contained in the zoning text, the site is regulated by DGR Section 6: Commercial Outside Village Center.
2. The zoning text states that retail buildings shall be a minimum of one story and a maximum of two stories in height. This requirement is being met, as the building is a one-story building.
3. The primary building material is brick, which is a permitted building material in the zoning text.
4. Zoning text section E.4(b) states that all rooftop mechanical units must be screened to limit off-site visibility and sound. The applicant meets this requirement.
5. DGR Section 6(I)(A)(4) states that the number, location, spacing, and shapes of window openings shall be carefully considered, particularly for buildings in retail use, and shall impart a sense of human scale. The applicant meets this requirement by designing the windows with consistent spacing and shapes. The number and location of the windows are also appropriate.
6. DGR Section 6(I)(A)(6) states that all visible elevations of a building must receive similar treatments in style, materials, and design so that no visible side is of a lesser character than any other. The applicant is meeting this requirement by using the same materials on all building elevations.
7. C.O. 1149.04 states dumpsters are to be located as to effectively be screened from view. The applicant is meeting this standard.
8. DGR Section 6(I)(A)(12) states that buildings shall have active and operable front doors along all public and private streets. The building fronts onto Smith's Mill Road to the north, Beech Road to the east, and Beech Crossing to the southwest. There is an active and operable front door fronting Beech Road and Smith's Mill Road; however, there is

not an active and operable front door facing Beech Crossing. *The Planning Commission approved a variance to allow no active and operable front doors on the Beech Crossing frontage at its hearing on November 20, 2023, under case VAR-79-2023*.

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

1. Per Beech Crossing zoning text requirement G(3)(a), a four-board horse fence is required to be installed along Smith's Mill Road. This requirement is met.
2. Per zoning text requirement G(8), a master landscape plan shall be completed as part of the first final development plan that is submitted for a property located west of the previously approved "Outparcel Access Road," which is the existing Beech Crossing. This landscape plan is subject to the review and approval of the city landscape architect. The property owner had submitted the plan, and it had been approved by the city landscape architect ahead of the future Taco Bell site to the west. The landscape standards established along Smith's Mill Road and Beech Road surround the proposed site to the north and east.
3. Per zoning text requirement (G)(3)(b)(i), a minimum of six trees per 100 lineal feet must be installed within the required setback area along Smith's Mill Road and along Beech Road. This requirement is being met.
4. Per zoning text requirement G(3)(c), a minimum 3.5-foot-tall landscape buffer must be provided to screen parking areas along all public rights of way. The proposed landscape plan shows a 3.5-foot-tall landscape buffer along the parking areas that are along public rights of way; therefore, this requirement is being met.
5. Per zoning text requirement G(3)(d), a landscape buffer is required to be installed within the required setback of any interior side parcel line and shall consist of a 10-foot landscape buffer with grass and landscaping and deciduous trees planted at a rate of four trees for every 100 feet of side property line and deciduous shrubs must be planted under the trees. The applicant proposes to install these 10 trees and shrubs along the west side within the 10-foot setback. Therefore, this requirement is being met.
6. Per zoning text requirement G(5), street trees shall be planted at a rate of one tree for every 30 feet of street frontage. Trees shall be regularly spaced along Beech Road and Smith's Mill Road. The proposed landscape plan shows the existing street trees along Beech Road and the proposed nine trees along Smith's Mill Road; therefore, this requirement is being met.
7. Per zoning text requirement G(7), a minimum of one tree for every 10 parking spaces is required, and at least five percent of the vehicular use area shall be landscaped. The applicant is providing 43 parking spaces and is meeting this requirement by providing five trees. In addition, over five percent of the total parking area is landscaped. This requirement is being met.

E. Lighting & Signage

1. Section II(H)(1) of the zoning text requires all parking lot light poles to be downcast and use cut-off type fixtures in order to minimize light spilling beyond the boundaries of the site. The proposed light fixtures match the existing Duke and Duchess site with the development and meets the requirements. In addition, a detailed photometric plan was submitted showing that there is no light spillage from this site.
2. Section II(H)(3) states that all parking lot poles within the entire zoning district shall be black or New Albany Green, be constructed of metal, and not exceed 30 feet in height. Staff recommends this site uses the same black metal poles that are installed at the existing Duke and Duchess site so there is consistent and cohesive lighting within the development. As such, staff recommends a condition of approval that all parking lot light poles are black metal, are to not exceed 30 feet in height, and are subject to staff approval at the time of permitting (condition #4).
3. The applicant requests to install a drive-through menu board sign for the coffee shop. Drive-through menu board signs are permitted, and code states drive-through menu board signs shall not be visible from the public right-of-way. The development plan shows the drive-through menu board sign on the western side of the site, behind the building; the

sign location meets code.

4. Details for the proposed monument sign have not been provided. Staff recommends a condition of approval that all other sign details be subject to staff approval and must meet code requirements (condition #5). Additionally, staff recommends a condition of approval that should any additional variances needed other than what is included in application VAR-79-2023, they must be subject to the review and approval of the Planning Commission at a later date (condition #6).

Wall Signs

1. The zoning text and C.O. 1169.15(d) permit one wall sign per tenant on each of the building frontages, either on a public or private road, with one square foot in area per linear square foot of building frontage, not to exceed 50 square feet.
2. This building has two tenants and three building frontages. This permits the building to have one wall sign per tenant on each of the three building frontages.
3. Based on the architectural elevations, the applicant proposes one wall sign on the north elevation, four on the west elevation, and two on the east elevation. The west elevation currently shows one sign for the credit union and three signs for the coffee shop, where one sign displays the shop name and the other two identify the drive-through. The western elevation should be revised to show only one sign per tenant, as permitted by code; as such, staff recommends a condition of approval that all signage be revised to meet code requirements, subject to staff approval (condition #5).
4. As shown on the architectural elevation sheets, the following wall signs are proposed. Some details are not specified or do not meet city code requirements; staff recommends a condition of approval that all signage be revised to meet code requirements, subject to staff approval (condition #5). The signage specifications that require revision or specification are underlined.

Smith's Mill Road northern elevation wall sign for CME:

The wall sign reads "CME Federal Credit Union" and features the company logo.

a. Lettering height: information not provided (maximum of 24 inches); see condition #5.
b. Area: information not provided (maximum 50 square feet); see condition #5.
c. Location: northern elevation along Smith's Mill Road—meets code.
d. Lighting: external—meets code.
e. Relief: information not provided (minimum one-inch relief); see condition #5.
f. Projection: information not provided (maximum 18 inches from building); see condition #5.
g. Colors: five—does not meet code (maximum of four colors); see condition #5.
h. Material: information not provided (must meet requirements of C.O. 1169); see condition #5.



Image: North elevation, with one proposed wall sign.

Beech Road eastern elevation wall sign for CME:

The wall sign reads "CME Federal Credit Union" and features the company logo.

a. Lettering height: information not provided (maximum of 24 inches); see condition #5.

b. Area: information not provided (maximum 50 square feet); see condition #5.
c. Location: eastern elevation along Beech Road—meets code.
d. Lighting: external—meets code.
e. Relief: information not provided (minimum one-inch relief); see condition #5.
f. Projection: information not provided (maximum 18 inches from building); see condition #5.
g. Colors: five—does not meet code (maximum of four colors); see condition #5.
h. Material: information not provided (must meet requirements of C.O. 1169); see condition #5.

Beech Road eastern elevation wall sign for Crimson Cup:
The wall sign reads "Crimson Cup coffee & tea."

a. Lettering height: information not provided (maximum of 24 inches); see condition #5.
b. Area: information not provided (maximum 50 square feet); see condition #5.
c. Location: eastern elevation along Beech Road—meets code.
d. Lighting: external—meets code.
e. Relief: information not provided (minimum one-inch relief); see condition #5.
f. Projection: information not provided (maximum 18 inches from building); see condition #5.
g. Colors: two—meets code (maximum of four colors).
h. Material: information not provided (must meet requirements of C.O. 1169); see condition #5.



Image: Eastern elevation, with two proposed wall signs and an address sign.

Beech Crossing western elevation wall sign for CME:
The wall sign reads "CME Federal Credit Union" and features the company logo.

a. Lettering height: information not provided (maximum of 24 inches); see condition #5.
b. Area: information not provided (maximum 50 square feet); see condition #5.
c. Location: facing northern elevation along Beech Crossing—meets code.
d. Lighting: external—meets code
e. Projection: information not provided (maximum 18 inches from building); see condition #5.
f. Relief: information not provided (minimum one-inch relief); see condition #5.
g. Colors: five—does not meet code (maximum of four colors); see condition #5.
h. Material: information not provided (must meet requirements of C.O. 1169); see condition #5.

Beech Crossing western elevation wall sign for Crimson Cup:
The wall sign reads "Crimson Cup coffee & tea."

a. Lettering height: information not provided (maximum of 24 inches); see condition #5.
b. Area: information not provided (maximum 50 square feet); see condition #5.
c. Location: facing eastern elevation along Beech Crossing—meets code.
d. Lighting: external—meets code.

e. Relief: information not provided (minimum one-inch relief); see condition #5.
f. Projection: information not provided (maximum 18 inches from building); see condition #5.
g. Colors: two—meets code (maximum of four colors).
h. Material: information not provided (must meet requirements of C.O. 1169); see condition #5.



Image: Western elevation.

Beech Road eastern elevation address sign

a. Projection: information not provided (maximum six inches); see condition #5.
b. Quantity: one—meets code (one per building).
c. Area: information not provided (maximum four square feet); see condition #5.
d. Width: information not provided (maximum five feet in any direction); see condition #5.
e. Lighting: none—meets code.

IV. ENGINEER'S COMMENTS

The City Engineer has reviewed the application and provided the following comments. These comments can also be found in a separate memo attached to this staff report. Staff recommends a condition of approval that the comments of the city engineer are addressed, subject to staff approval (condition #8).

1. Refer to Exhibit A, note block 1.1.1. Delete the 2023 Specifications note block shown on sheet G.S. and add note 1.1.1 in its place.
2. Refer to sheet C1.01. Show the location of the stop bar and stop sign at the curb cut and provide a cross walk and signage that meets ADA requirements.
3. Refer to Exhibit B. Revise sheet C1.01 in accordance with this Exhibit. Consider mountable curb where concrete curb is proposed.
4. Refer to sheet L1.00. Provide a site distance triangle at the Beech Crossing curb cut and evaluate site distance relative to existing and proposed landscaping. Remove landscaping that may impede motorist view.
5. Provide parking lot lighting photometric analysis for staff review and approval.
6. Provide fire truck turning radius analysis.
7. In accordance with code sections 1159.07 (b)(3) sections Z. and AA, provide documentation indicating that all OPEA or ACOE issues have been addressed.
8. We will evaluate storm water management, water distribution, sanitary sewer collection and roadway construction related details once construction plans become available.

V. SUMMARY

The proposed use is appropriate for this site given its proximity to State Route 161 and the New Albany International Business Park. This site, and the Beech Crossing development, is auto-oriented but still incorporates strong pedestrian connectivity. The use appears to be appropriate and with the revisions the applicant has made to the site plan, the building is appropriately oriented to the public streets.

The Engage New Albany Strategic Plan recommends retail sites have a strong street presence and include architectural and landscaping features that respond to the existing New Albany character. Ensuring a strong street presence that appropriately addresses the intersection is important since the site is located at a prominent gateway into the city and business park. The building orientation has been updated in the current plan to better align with New Albany's principle planning standards found in the city codes and plans.

The building is surrounded by the parking lot, a drive-thru lane and internal drive aisles. With the addition of the traffic circle, vehicles will be able to safely traverse throughout the site, and results in a strong circulation plan. The drive-through appears to be appropriately positioned on the site where it does not interfere with traffic on the rest of the site and will not cause traffic to back up onto the private road. By having a one-way drive aisle on just one side of the building, the site layout provides desirable and convenient circulation.

The updated site plan also provides a strong landscape plan that exceeds code standards. The plan also provides space for a future gateway feature at the corner of this prominent corner of the city.

V. ACTION

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

Move to approve final development plan application FDP-97-2025, subject to the following conditions:

1. The site plan shall be revised so that the pavement is at least 10 feet away from the southern property line at the time of permitting.
2. A private traffic circle shall be added to the site as suggested in the engineering comments and exhibit. The curb should be six-inch mountable curbs as to not negatively affect fire truck turning.
3. Signage shall be installed to avoid improper vehicular circulation (i.e. right turns across entry drives in an effort to exit the site onto Beech Crossing). This shall be addressed at the time of permitting, subject to staff approval.
4. All parking lot light poles shall match the neighboring Duke and Duchess, be colored black, and not exceed 30 feet in height, and are subject to staff approval at the time of permitting.
5. All sign details are subject to staff approval at the time of permitting and all signage shall be revised to meet code requirements, subject to staff approval.
6. Should any additional variances be needed other than what is included in application VAR-79-2023, they must be subject to the review and approval of the Planning Commission at a later date.
7. The city engineer's comments must be addressed, subject to staff approval.

Approximate Site Location



Source: NearMap

NEW ALBANY

Community Development Department

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

Dear Tom Newcomb,

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.

NEW ALBANY

Community Development Department

Decision and Record of Action

Thursday, January 22, 2026

The New Albany Planning Commission took the following action on 01/21/2026 .

Final Development Plan

Location: 2175 Beech Rd NW, New Albany, OH 43054
Applicant: Tom Newcomb

Application: PLFDP20250097 (FDP-97-2025)
Request: To extend approval of the final development plan for a CME Credit Union.
Motion: To approve

Commission Vote: Motion Approved with Conditions, 3-0

Result: Final Development Plan PLFDP20250097 was Approved with Conditions by a vote of 3-0.

Recorded in the Official Journal this January 22, 2026.

Condition(s) of Approval:

1. The site plan shall be revised so that the pavement is at least 10 feet away from the southern property line at the time of permitting.
2. A private traffic circle shall be added to the site as suggested in the engineering comments and exhibit. The curb should be six-inch mountable curbs as to not negatively affect fire truck turning.
3. Signage shall be installed to avoid improper vehicular circulation (i.e. right turns across entry drives in an effort to exit the site onto Beech Crossing). This shall be addressed at the time of permitting, subject to staff approval.
4. All parking lot light poles shall match the neighboring Duke and Duchess, be colored black, and not exceed 30 feet in height, and are subject to staff approval at the time of permitting.
5. All sign details are subject to staff approval at the time of permitting and all signage shall be revised to meet code requirements, subject to staff approval.
6. Should any additional variances be needed other than what is included in application VAR-79-2023, they must be subject to the review and approval of the Planning Commission at a later date.
7. The city engineer's comments must be addressed, subject to staff approval.

Staff Certification:

Lauren Sauter

Lauren Sauter
Planner

NEW ALBANY
COMMUNITY CONNECTS US

Planning Commission Staff Report
January 21, 2026 Meeting

THE COURTYARDS AT HAINES CREEK SUBDIVISION
LOT 102 MODEL HOME CONDITIONAL USE

LOCATION:	5535 Wooster Drive Lot 102 (PID: 222-005486)
APPLICANT:	Kelly Fankhauser c/o Epcon Haines Creek, LLC
REQUEST:	Conditional Use
ZONING:	Courtyards at Haines Creek I-PUD Zoning District
STRATEGIC PLAN:	Residential District
APPLICATION:	CU-104-2025

Review based on: Application materials received December 15, 2025

Staff report completed by Jay Henderson, Planner I

I. REQUEST

The applicant requests conditional use approval for a residential model home to be located on lot 102 within the Haines Creek subdivision. The model is for the Promenade elevation B home type, which is permitted for development in the subdivision. The applicant requests that the conditional use be approved until the final phase of the community has been sold out.

The Planning Commission reviewed the zoning change and preliminary development plan for the property on June 20, 2021 (ZC-07-2023), and the zoning change was adopted by city council on July 18, 2023 (O-84-2023). The Planning Commission approved the final development plan for the subdivision on March 5, 2024 (FDP-87-2023).

II. LOCATION

The Courtyards at Haines Creek subdivision is located at the northwest corner of Jug Street and Central College Road. The site comprises 0.31 +/- acres and is situated west of Wooster Drive and north of McClellan Drive East. The surrounding uses consist of unincorporated property along the western boundary, the subdivision clubhouse to the east, a proposed single-family home lot on the north, and a public road to the south.

III. EVALUATION

General Standards for Conditional Uses (C.O. 1115.03)

The Planning Commission shall not approve a conditional use unless it shall in each specific case, make specific findings of fact directly based on the particular evidence presented to it, that support conclusions that such use at the proposed location shall meet all of the following requirements:

(a) *The proposed use will be harmonious with and in accordance with the general objectives, or with any specific objective or purpose of the Zoning Ordinance.*

(b) The proposed use will be harmonious with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.

(c) The use will not be hazardous to existing or future neighboring uses.

(d) The area will be adequately served by essential public facilities and services such as highways, streets, police, and fire protection, drainage structures, refuse disposal, water and sewers, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.

(e) The proposed use will not be detrimental to the economic welfare of the community.

(f) The proposed use will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

(g) *Vehicular approaches to the property shall be so designated as not to create interference with traffic on surrounding public streets or roads*.

Residential model homes. Per Code, these are newly constructed homes or temporary structures placed in a newly constructed subdivision and used by a homebuilder or developer to display home styles and lot availability in a subdivision to promote the sale of new housing units. The model home may be staffed and furnished. *(C.O. 1165.09)*

The criteria and the applicability of this application are detailed below (Section 1165.09(a)):

1. *Appropriate location within the community.*
   The proposed model home is located on lot 102, which is designated as a corner lot. Per the Courtyards at Haines Creek I-PUD zoning text, corner lots shall have enhanced elevations. As shown on the elevations, this criterion is being met with the addition of the shutters. The model home is located near the subdivision entrance, accessible from Central College Road via McClellan Drive East. The proposed location appears to be appropriate as it is easily accessible and identifiable when entering the subdivision. Additionally, the home is across from the community clubhouse and accessible by sidewalks and a leisure trail.

2. *It is integrated in the existing community with customary exterior residential lighting.*
   The home will continue to utilize coach lighting fixtures consistent with the style and architectural features present on the approved home elevations.

3. *The use is approved with limited duration.*
   The applicant states that they would like to utilize the model home until the phase of the development has been sold out. Historically, the Planning Commission has approved conditional uses for other model homes within the community for 1-3 years, depending on the size of the subdivision. Staff recommend the model home approval shall be permitted for two (2) years or until the last lot is sold, and any extension in time is subject to review and approval by the Planning Commission (condition #1).

4. *One sign is permitted.*
   The applicant proposes installing one ground sign, which is evaluated in the staff report below.

5. *Shall not be used as a general real estate brokerage office.*
   The applicant states that the model home will not be used as a general real estate brokerage office.

The Planning Commission is also to consider the following *(1165.09 (b))*:

1. *Hours of operation*
   The model home will operate Monday through Saturday, from 10:00 am to 6:00 pm, and Sunday 12:00 pm to 6:00 pm, which is generally consistent with other model homes that have been approved by the Planning Commission.

2. *Number of employees and maximum number of employees at the site at one time.*

The applicant states that there will be two sales employees at the proposed model home in the subdivision.

3. *Provisions for parking for employees and customers*
The applicant states that the model home can accommodate four vehicles off-street, with additional parking on-street and at the adjacent clubhouse to the east.

4. *Size, lighting, content and location of signage*
C.O. 1169.10(e) of the city sign code permits one (1) sign not to exceed 6 square feet in size and no taller than 4 feet. Model home signs are not permitted to be illuminated and must be set back 10 feet from the adjacent street right-of-way. The applicant proposes installing a model home sign with the following dimensions. Staff recommends a condition of approval that the sign's location meets the code requirement found in C.O. 1169.10(e) (condition #2).
    a) Size: 1.75 sq. ft. [meets code].
    b) Height: 1.5 feet [meets code].
    c) Location: The location of the sign's distance is not indicated on the site plan. The sign is required to be set back 10 feet from the street right-of-way per C.O. 1169.10(e).
    d) Lighting: none proposed [meets code].

5. *Landscaping and screening*
The applicant proposes to install landscaping in landscape beds in front of the home. Additionally, oak trees and an ornamental tree are situated along the front and side property lines, as well as proposed trees and hedges along the side of the home.

IV. SUMMARY

The proposed model home is situated in an appropriate location within the community, with accessibility from the proposed clubhouse, leisure trail, and sidewalk connections. Additionally, the model home meets the zoning text requirements for enhanced elevations for a corner lot home. The operational aspects of the model home are consistent with successfully operating model homes in other New Albany neighborhoods.

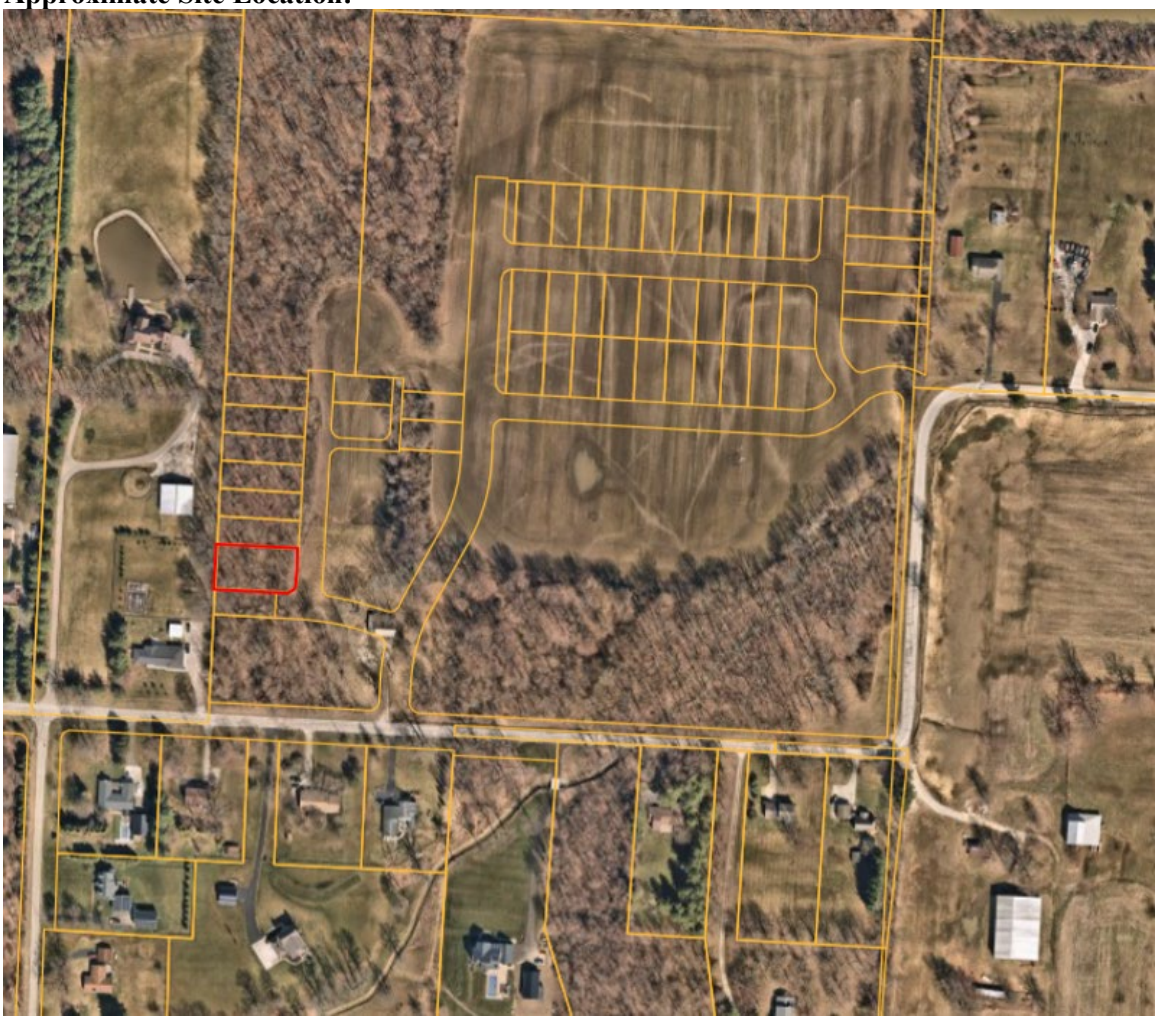
V. ACTION

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

Move to approve application CU-104-2025 with the following conditions, subject to staff approval:

1) The model home approval shall be permitted for two (2) years or until the last lot is sold, and any extension in time is subject to review and approval by the Planning Commission.
2) The model home sign location must meet the code requirements found in C.O. 1169.10(e).

Approximate Site Location:



Source: NearMap

NEW ALBANY

Community Development Department

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

Dear EC New Vision Ohio, LLC,

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

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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.

NEW ALBANY

Community Development Department

Decision and Record of Action

Thursday, January 22, 2026

The New Albany Planning Commission took the following action on 01/21/2026 .

Conditional Use

Location: **5535 Wooster Drive**
Applicant: EC New Vision Ohio, LLC,

Application: PLCU20250104
Request: Request for conditional use approval of a model home on lot 102 for The Courtyards at Haines Creek on 0.31+/- acres at 5535 Wooster Drive (PID: 222-005486).
Motion: To approve

Commission Vote: Motion Approved with Conditions, 3-0

Result: Conditional Use, PLCU20250104 was Approved with Conditions, by a vote of 3-0.

Recorded in the Official Journal this

Condition(s) of Approval:

1. The model home approval shall be permitted for two (2) years or until the last lot is sold, and any extension in time is subject to review and approval by the Planning Commission.
2. The model home sign location must meet the code requirements found in C.O. 1169.10(e).

Staff Certification:

Javon Henderson

Jay Henderson
Planner